Emergency Response and Recovery Plan
# Cochise County Emergency Response and Recovery Plan

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CORRECTIONS/ADDITIONS/UPDATES TO THE PLAN:

Corrections / additions / updates to this plan will be available through the Cochise County Emergency Services Office and will be recorded in the Plan when any updates occur on the following “Record of Changes” page(s).
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Figure 2: Record of Changes to the Cochise County Emergency Response and Recovery Plan
The Cochise County Emergency Response and Recovery Plan (CCERRP) for Cochise County, Part 1 is provided to all County Departments and the emergency responders listed below. Non-county departments may request a copy of Part 1 by contacting the Emergency Services Office at: (520) 432-9550.

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ADOPTION OF REVISED COCHISE COUNTY
EMERGENCY RESPONSE AND RECOVERY PLAN (CCERRP)

This revised plan is published in Support of the Arizona Emergency Response and Recovery Plan. It is a Directive to Cochise County Departments to plan for and, upon order, execute emergency tasks to ensure the safety and survival of the population and protection of property for Cochise County communities in the event of a disaster.

Its purpose is to provide an organized and coordinated response effort by county personnel and resources to minimize the impact of any disaster. It is effective for planning upon receipt and for execution when an Emergency Declaration is made by the Chairman of the Board of Supervisors or when placed in effect by another authorized designee.

In addition to the powers granted by other provisions of the law or charter, whenever the Chairman, Board of Supervisors shall deem that an emergency exists due to fire, conflagration, flood, earthquake, explosion, war, bombing, acts of the enemy or any other natural or manmade calamity or disaster; the Chairman, Board of Supervisors is hereby authorized by adoption of the Cochise County Emergency Response and Recovery Plan to implement and carry out provisions of Arizona Revised Statutes (A.R.S.) Chapter 2, Title 26-311 relating to county emergencies, power of political subdivisions and State agencies assistance.

Adopted: _____________________

Approved: _____________________

Chairman, Cochise County Board of Supervisors

County Manager
DESIGNATION OF THE
NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)
AS THE BASIS FOR ALL INCIDENT MANAGEMENT

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity;

WHEREAS, the collective input and guidance from all Federal, State, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS;

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters;

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the State's ability to utilize federal funding to enhance local and State agency readiness, maintain first responder safety, and streamline incident management processes with the adoption of a standardized Incident Command System;

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the State, including current emergency management training programs;

THEREFORE, the County Board of Supervisors adopts the NIMS as the basis for incident management in Cochise County

Adopted: ____________________

Approved:

_______________________________________
Chairman, Cochise County Board of Supervisors

_______________________________________
County Manager
Cochise County Background Information

Founded

Cochise County was formed as a separate county on February 1, 1881 and is named after the famous Chiricahua Cochise Indian leader Cochise.

Size

The Cochise County has 6,215 square miles of territory within its boundaries. It is roughly square in shape being approximately 85 miles wide and 73 miles long.

Location

Cochise County is located in the extreme southeast corner of the State of Arizona. It shares common borders with Santa Cruz and Pima Counties on the west, Graham and Greenlee Counties on the north, by the State of New Mexico on the East, and by the Mexican State of Sonora on the south.

Land Ownership

Forty percent of the County’s land is privately owned with the remainder being owned by the State of Arizona, 34.6 percent and the Federal governments, 25.4 percent.

Topography

The geography of Cochise County is mountainous with broad valleys which generally run in a north to south direction. It is characterized by desert vegetation, grasslands, and by evergreen forest in the mountainous regions.

Economy

The principal economic activities in the county are agriculture, livestock, military (Fort Huachuca), and tourism.

Weather

The normal annual rainfall, principally in the summer months, is from 9.84 to 18.44 inches. The average humidity is low, varying from 29% to 65%. The temperatures depend on the altitude and vary from 63 to 110 degrees in the summer and 30 to 64 degrees in the winter. Snow occurs at higher elevations during the winter.
Population

The incorporated cities/towns and county population, based on the 2000 census, is as shown below:

<table>
<thead>
<tr>
<th>City/Town</th>
<th>Population</th>
</tr>
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<tbody>
<tr>
<td>Benson</td>
<td>4,711</td>
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<tr>
<td>Bisbee</td>
<td>6,090</td>
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<tr>
<td>Douglas</td>
<td>14,312</td>
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<tr>
<td>Huachuca City</td>
<td>1,751</td>
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<tr>
<td>Sierra Vista (including Ft. Huachuca)</td>
<td>37,775</td>
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<tr>
<td>Tombstone</td>
<td>1,504</td>
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<tr>
<td>Willcox</td>
<td>3,733</td>
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<tr>
<td>Unincorporated Area</td>
<td>47,879</td>
</tr>
<tr>
<td><strong>Total population</strong></td>
<td><strong>117,755</strong></td>
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</table>

Ethnic Makeup

The ethnic background of the County’s Population is varied and is depicted below:

<table>
<thead>
<tr>
<th>Ethnic Group</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>White</td>
<td>76.7%</td>
</tr>
<tr>
<td>African American</td>
<td>4.5%</td>
</tr>
<tr>
<td>Native American</td>
<td>1.1%</td>
</tr>
<tr>
<td>Asian/Pacific Islander</td>
<td>1.6%</td>
</tr>
<tr>
<td>Other</td>
<td>16.1%</td>
</tr>
</tbody>
</table>

Of which:

| Hispanic Heritage          | 30.7%      |

Time Zone

Cochise County is located in the Mountain Time Zone.
BASIC PLAN

I. INTRODUCTION

Public Law 93-288, The Robert T. Stafford Disaster Relief and Emergency Assistance Act, 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 State of Arizona Emergency Plan (Resource Management) of 1966 and the State of Arizona, Emergency Response Plan (Peacetime Disasters) of 1982 authorizes State government to provide similar assistance at the State level.

Due to the impact of a nationwide terrorist attack on September 11, 2001, the federal government developed further guidelines and authorities to face larger regional and national man-made disasters. These included several presidential directives.

Homeland Security Presidential Directives/HSPD 5 and 8 cover:

- A coordinated national effort with other federal departments and agencies and State, local and tribal governments to establish a National Response Plan (NRP) and a National Incident Management System (NIMS).

- Guidance and standards through the NIMS Integration Center (NIC), for preparedness activities, to include training, exercising, employee certification, credentialing and National Resource Typing Protocols.

Cochise County recognizes federal policies and uses the NIMS as a basis for the Incident Command System (ICS) structure. The NIMS creates a standard incident management system that is scalable and modular, and can be used in incidents of any size and complexity. These functional areas include command, operations, planning, logistics and finance/administration. The NIMS incorporates the principles of Unified Command (UC) and Area Command (AC), ensuring further coordination for incidents involving multiple jurisdictions or agencies and multiple events. Cochise County’s Emergency Response and Recovery Plan (CCERRP) compliments State and Federal authorities.

The Cochise County ERRP is designed to address the consequences of any disaster or emergency situation in which there is a need for response assistance at any and all levels of government. This plan is applicable to natural disasters such as major fires, severe storms, earthquakes and floods; technological emergencies involving hazardous material or radiological releases; and other incidences requiring assistance under the aforementioned acts.

The plan and procedures describe the basic mechanisms and structures by which the three levels of government will mobilize resources and conduct activities to augment county response efforts. The Emergency Operations Plan has four sections.

The Emergency Operations Plan covers a Basic Plan and EOC operational section and the additional two subsections cover functional response and department procedures.
Basic Plan / EOP:
The basic section is dedicated to limiting the effects of any disaster through knowledge, planning, exercising, mitigation and efficient recovery. In Part 1- the Basic Plan covers policy and operational concepts.

Emergency Operations Center (EOC) OPERATIONS:
In Part 2 - the tactical operations of the EOC is provided to cover the stand of operations in times of disaster for large incidents and extended operations.

Response Plan (Functional / Hazard Specific)
The response section includes Cochise County’s response plan annexes for hazard independent and hazard-specific emergencies. An All-hazards approach is found in 15 areas of Emergency Support Function areas and hazard specific areas as determined by Cochise County’s Hazard Analysis. Both areas in these annexes support the National Incident Management System (NIMS). In addition, Support Annexes that detail further EOC and Response operations are included in this section.

Department Specific (Procedural Checklists and additional detailed plans)
The procedural section includes Cochise County’s Response Plan Annexes for hazard and non-hazard specific emergencies. Here each functional area can use checklists to handle their area of an emergency. Annexes support the National Incident Management System (NIMS) emergency support functions as well as hazard specific responses.

This plan serves as the foundation for further development of detailed plans and procedures for Departmental Responses to enable efficient, cost effective implementation of response activities.

A. PURPOSE

1. To describe the organizations, assign responsibilities, and provide operational guidance to emergency responders during response and recovery operations during emergency/disaster related situations.

To ensure effective planning and response efforts in the county to minimize loss of life, alleviate hardship and suffering, and damage to property during an emergency or disaster situation.

B. SCOPE

1. This plan applies to all Cochise County government departments and agencies that are tasked to provide response assistance in a disaster or emergency situation. It describes agency and department actions to be taken in providing immediate response assistance to one or more affected areas.

2. Response assistance includes those actions and activities that support government efforts to save lives, protect public health and safety, and protect property. The identified actions and activities in the plan, carried out under the functional annexes, are based on existing statutory authorities or on specific functional mission assignments as identified in the functional annexes.

3. The plan specifically addresses recovery assistance from State and Federal sources, including loans and grants to individuals, business loans, and grants to government entities provided
under disaster assistance programs. Recovery activities are most often conducted concurrently with response activities.

C. POLICIES

1. Establish a framework for the overall management and coordination of emergency operations.

2. Enable emergency response personnel to assess emergency situations and take appropriate actions to save lives and reduce injuries, prevent or minimize damage to public and private property, and protect the environment.

3. Train emergency response personnel and local government staff to efficiently and effectively prepare for, respond to, and recover from emergencies and disasters.

4. Describe the overall emergency management organization in Cochise County.

5. Delineate the responsibilities of local, State, and Federal agencies in the event of an emergency or disaster affecting Cochise County.

6. Establish lines of authority and coordination for the management and mitigation of emergencies and disasters.

7. Facilitate mutual aid to supplement local resources.

8. Describe the procedures for accessing State and Federal assistance following an emergency or disaster.

II. SITUATIONS AND ASSUMPTIONS

HAZARD ANALYSIS

Major hazards present a realistic threat to the health and safety of the public and their property. The goal of this analysis is to give a brief general description of the causes of a potential disaster, its effects, and general planning considerations.

Hazard-independent emergency tasks are outlined in the Emergency Support Function (ESF) Annexes. These annexes mirror State and Federal response plans and allow consistency between all levels of government in the response to a major, multi-regional or national emergency. The activities in the annexes only outline Cochise County’s resources and response; however, they allow expansion of the ICS system to meet multi-regional incidents with local, State and national response agencies familiar with the NRP ESF structure.

Listed below are hazards, both natural and man made that have, or have the potential, of happening in Cochise County that may require extra ordinary response and mitigation efforts by County Government. These are not all inclusive, but represent those most likely to occur.
The following hazards are covered in this Section:

Natural Hazards:
- Floods
- Severe storms
- Earthquake
- Wildfires
- Drought Interrupted Domestic Water Supply
- Mud and Rock Slides
- Infestations

Technological hazards:
- Power Failures
- Transportation Accidents
- Hazardous Materials
- Gas Pipeline Failure
- Dam Failure
- Mine Tunnels and Shafts
- Accidental Radiation releases
- Safe Haven Facilities
- Nuclear Medicine
- Nuclear Attack
- Terrorist Attack
- Civil Disturbances
- The Drug War

**Natural Hazards**

**Floods**

Floods are the most prevalent natural hazard seen in Cochise County. During the summer monsoon season, severe thunderstorms occur almost daily. Heavy run off from the County’s mountains causes flash and sheet flooding throughout the county. The majority of Emergency Resolutions adopted by Cochise County in the last ten years has been the result of flooding conditions and has necessitated a full range of response and recovery measures.

**Severe Storms**

Thunderstorms, most prevalent during the summer Monsoon months of July through September, produce considerable lightning accompanied by heavy rains and strong winds. These severe electrical storms have caused numerous forest and grassland fires and flooding conditions in low lying areas. Very high winds accompany these storms and have caused damage to crops, trees, and structures within the county. These winds are the result of extremely strong wind shears develops along the leading edge of a thunder storm. These down drafts can develop flat winds as high as 85 mph, but usually range between 30 to 60 mph.

Winter storms, which may be accompanied by high winds, snow, and sleet, occur throughout the county. Although, snow pack at elevations below 6,000 feet is relatively light, enough snow can fall to close roads due to icing conditions. Roads are usually back to normal traffic by early afternoon.
Winds not associated with winter or electrical storms often occur during early spring through summer. These winds, like those mentioned above, have caused property damage. The dust stirred up by these winds has caused the closure of portions of Interstate 10 and has affected persons who have respiratory problems. Tornadoes have been sighted in Cochise County, but to date none have been reported as touching down or causing damage.

**Earthquake**

Any area that is of volcanic origin, as is Cochise County, is unstable and vulnerable to earthquakes. Even though the last damaging earthquake occurred here in the 1880’s, there is no evidence to indicate that another will not occur. Most of the buildings in Cochise County are not earthquake resistant. The Cities of Bisbee and Tombstone are probably more susceptible to sustaining catastrophic damage due to earthquake. Old Bisbee is especially vulnerable because of the extensive mining excavations under and around the city and the precarious building on either side of Tombstone Canyon and Brewery Gulch. Tombstone is vulnerable due to the extensive mining excavations under and around the city.

**Wild Fires**

Wild land and forest fires are a threat to Cochise County. Wild land fires are especially dangerous during the long dry summers when strong south westerly winds occur, and during the summer monsoon season when severe electrical storms occur. Most of the County’s fire districts, volunteer fire departments and municipal fire departments, along with federal and State fire agencies, become heavily involved during the summer months in combating these fires.

**Drought**

Droughts have occurred in Cochise County that have caused crop loss and threatened livestock. The conditions of drought are further aggravated due to lowered water tables caused by increased domestic water demands and diminished winter rain fall. This is an area that can only deteriorate as the County’s population increases.

**Interrupted Domestic Water Supply**

Cochise County has experienced increased demands, in recent years, to provide domestic water for drinking and sanitation purposes. There are numerous small water districts and private water companies in the county that provide domestic water. It has become a routine practice to call upon County Government for help when these water districts and private water companies can not deliver water to their customers.

**Mud and Rock Slides**

The potential for mud and rock slides in Bisbee and in the canyon areas around the Huachuca Mountains is extremely high. Mud and rock slides in Old Bisbee could be especially devastating due to the number of wood frame residences built on the steep shoulders of Tombstone Canyon and Brewery Gulch. A mud slide on the east side of the Lavender Pit, due to its proximity to SR 80, has the potential of cutting the city of Bisbee in two. The numbers of leaching fields which are adjacent to and dominate housing areas in Bisbee also have the potential, if breached, to cause extensive damage. Forest fires in the Huachuca Mountains in the past several years have burned off much of the ground cover which increases the potential for mud and rock slides in the canyon areas. These canyons are heavily populated and the risk of damage is great.
Infestations

Much of the economy in Cochise County is directly or indirectly supportive of agriculture endeavors. Insect infestations have the potential of destroying crops and could have a devastating impact on the County’s economy. Other infestations, such as fire ants and Africanized Honey Bees have the potential of causing discomfort and even death to humans. The presence of Africanized Honey Bees could impact the tourist and recreation industry.

Technological Hazards

Power Failures

While the potential exists for power failures, the greatest threat to public safety and property damage appears to be their occurrence in conjunction with other disruptive hazards such as floods, wildfires, and severe storms.

Transportation Accidents

Major highway accidents can occur on any of the Federal, State or county roads. Major routes include: Interstate 10, US Route 191, State Routes 80, 82, 90 and 92 and Naco Highway.

The Union Pacific Railroad traverses the county from east to west near its northern border. The greatest threat from a rail accident would be an accompanying release of hazardous materials. See Hazardous Materials paragraph below.

The Arizona Eastern Railroad operates from the Union Pacific Railroad mainline in Bowie northward to Globe, Arizona. Here again, the greatest threat would be an accompanying release of hazardous materials. See Hazardous Materials paragraph below.

The increased use of the air field at Fort Huachuca/Sierra Vista for Army training, troop deployments, the U.S. Forest Service for fire fighting, the Air Force as a training facility for practicing approaches and landings, and commercial airline service, has significantly increased the potential for an aircraft related disaster in the communities of Fort Huachuca, Sierra Vista, Huachuca City, and Tombstone.

Major east/west commercial airline flight paths pass directly over the communities of Benson, Willcox, Bowie, and San Simon. Although the threat is considered slight, the potential exists for an airliner to crash into one of these communities.

Most of our major cities/towns have small municipal airports that service general aviation. They present varying degrees of threat. See ESF #1-Transportation for a listing of airports in Cochise County.

Hazardous Materials

The transport of hazardous materials throughout the county presents a substantial risk. A survey by the Arizona Department of Transportation indicates that anywhere from 8 to 15 percent of all rail and truck traffic in the State carries hazardous material. The high volume of highway and rail traffic through the county is of particular concern. See Transportation Accidents above.
The manufacture, storage, transfer, use, and sometimes-illegal disposal of hazardous materials also presents a danger to the health and safety of residents in the county.

The proximity of Mexican hazardous materials operations to the border communities of Douglas and Naco presents a significant risk to the populations of these two towns.

**Gas Pipeline Failure**

Pipelines operated by El Paso Natural Gas and the All American Pipeline (crude oil) traverse the county and, although they are a much less significant threat, they cannot be disregarded.

**Dam Failure**

Although there are no major dams located in the county, there are numerous stock ponds created by earthen dams in the hills and mountains of the county. For example, the Hooker dam located north of Willcox was breached in 1983 and contributed to the flooding in the southern half of the city.

**Mine Tunnels and Shafts**

Mining for gold, silver, copper, other metals and minerals has been ongoing in Cochise County since Territorial days. Numerous unprotected mine shafts and tunnels can be found throughout the county. These shafts and tunnels provide a two fold danger:

Unsuspecting individuals while hiking, hunting, using all terrain vehicles, etc. have been seriously injured or killed as the result of falling into one of these old mine shafts; and,

The extensive mine tunneling networks under Bisbee and Tombstone are subject to collapse without warning, i.e. Tombstone’s Million Dollar Stope caved in during 1990.

**Accidental Radiation Releases**

As indicated above under Transportation Accidents, both Interstate 10 and the Union Pacific railroad tracks traverse the northern portion of the county. Both of these transportation means are used to move radioactive materials. An accident on either could lead to a radiation release.

**Safe Haven Facilities**

The designation of Fort Huachuca as a department of Defense “Safe Haven” means that sensitive materials, including munitions being transported across the United States, could be at Fort Huachuca for short periods of time, i.e. overnight or over a weekend. It is possible that due to unforeseen circumstances that one of these shipments could be compromised resulting in an explosion or other hazard.

**Nuclear Medicine**

Hospitals, clinics, and many doctors and dentist in private practice use nuclear medicine products in their day to day operations. In rare instances, due to malfunction or accident, a radiation leak could occur.
Nuclear Attack

Cochise County is in the unique position of being both a target and a host area during a nuclear attack on the United States. Fort Huachuca, due to its being the Army’s Intelligence Center and School, is a potential nuclear target. In the event of a nuclear attack, those portions of the county not contaminated will receive, register and provide mass care for persons relocated from both the Sierra Vista and Tucson areas. Primary processing and sheltering will be in accordance with the State’s War Crisis Plan.

Terrorist Attack

The volatile political climate in the Middle East and in Latin America could manifest itself with terrorist attacks at our border crossing communities of Douglas and Naco and upon targets of opportunity throughout Cochise County.

Civil Disturbances

Cochise County has experienced incidents of civil unrest/disobedience, such as the Miracle Valley Incident. Such incidents tax local law enforcement agencies to their limit and could necessitate State assistance.

The Drug War

Cochise County is a primary route for illegal drugs moving out of Latin America into the United States. As greater interdiction of drug movement is achieved, the potential for drug related terrorist activities aimed at both law enforcement agencies and the civil population of the county are increased.

III. CONCEPT OF OPERATIONS

A. GENERAL

The Cochise County Emergency Response Organization is established to mitigate the effects of disastrous events that may occur. In the event that the emergency exceeds the County’s response capability, assistance will be requested from the State of Arizona through the Arizona Division of Emergency Management. If State’s resources are unable to alleviate the emergency, the Governor will request assistance from the Federal Government. Private sector and voluntary organizations will be used whenever possible to augment county resources, see Tab B at the end of the Basic Plan.

B. ORGANIZATION

See Tab E - BASIC PLAN Organizational Chart.

C. ACTIVATION AND ACTIVITIES:

The activation of the Incident Command System and the Emergency Operations Center (EOC) is dependent on the need for response from single to multiple response agencies. Each annex listed in the plan is activated according to the need for those resources. The Emergency Services Coordinator assists in the IC scene in small incidents and does not open the EOC until such time...
as it is known through Executive decision or major disaster circumstances that a facility outside the IC is needed as a supplemental unit to the response.

During the course of the planning process, Emergency Services (ES) handles a full schedule of activities. ES is responsible for accomplishing within its capabilities the four phases of the integrated emergency management.

**Preparedness:** This pre-emergency phase includes preplanning, preparation, training, and exercising that supports and enhances response to emergency or disaster situations.

**Response:** This phase includes immediate response to reduce casualties and damage. It is the primary goal of county responders. Actions include direction and control, warning, evacuation, lifesaving, protection of property, and other similar activities.

**Recovery:** This phase includes restoring conditions to the way they were prior to the emergency or disaster. The limited resources of the county will, in all probability, limit immediate recovery actions to damage assessment and assistance in restoring vital life support systems to minimum operating standards. Long term recovery will involve county and possibly State and/or Federal resources.

**Mitigation:** This phase includes activities designed to prevent or minimize the effects of known and potential threats to the county. Lessons learned from actual disasters are analyzed to develop mitigation plans to eliminate or minimize the risks from similar future disasters.

Direction and Control during all phases of an emergency or disaster will be provided by the Board of Supervisors. The Board will retain Direction and Control authority regardless of whether State or Federal resources become involved. Circumstances under which the emergency authorities of the Board of Supervisors become effective are specified in A.R.S. §26-301. Direction and control can include specific requests.

Requests will specify, at a minimum:
- Number and type of personnel needed.
- Type and amount of equipment needed.
- Reporting time and location.
- Authority to whom responding personnel should report.
- Access routes.
- Estimated duration of emergency operations.

D. CONTINUITY OF GOVERNMENT:

County Government is responsible for providing essential support services to the community, regardless of the state of emergency or disaster. The County Executive Structure, which provides for day - to - day management and functioning of services, must be sustained through the response and recovery phases of a disaster. In order to meet these responsibilities, it is essential that a single authority be recognized to execute direction and control and emergency powers in Cochise County, and that succession to office under emergency conditions be clearly described.
The Chairman of the Board, as Chief Executive of County Government, exercises overall direction of county response. The Chairman may declare a Local Emergency when conditions warrant. The declaration, when issued, will be forwarded expeditiously to the Director, Arizona Division of Emergency Management. See Tab A-Resolution for County Emergency Operations and Tab C for a sample resolution.

The line of succession to the County Chief Executive position is prescribed by Cochise County Resolution 85-28 (see Tab D at the end of the Basic Plan).

Chairman of the Board,

Vice - Chairman of the Board,

Remaining member of the Board.

All Cochise County Departments will develop an inter-departmental line of succession that designates, in a department SOP or directive, at least two successors to the department head. The SOP will also list the specific authorities of the successors to direct the agency/organization.

All Cochise County Departments will ensure the selection, preservation, and availability of records essential to the functioning of government. Vital records will be physically protected through one or more of the following processes i.e. duplicate copies, dispersal, and/or safe storage facilities. In addition, each county department will:

- Have lists prepared of records considered essential for continued government functioning during emergency situations, and specify the locations of those records.

- Have readily available, records required for emergency operations, such as: utility systems maps, locations and inventories of emergency supplies, equipment lists, lists of succession, and rosters of regular and auxiliary personnel.

- Identify personnel, equipment, and supplies that must be dispersed to ensure continued operation of the agency/organization during local or national emergency conditions. They will also select a viable dispersal location.

- Identify personnel to represent their activity at the Emergency Operations Center (EOC), when activated and if required. (See Part 2 - EOC Operations).

The chief elected officials in the incorporated cities/towns are responsible for providing for the safety, welfare, and the protection of property within their incorporated limits.

E. ORGANIZATION:

The Cochise County Emergency Response Organization extends from the Chairman, Board of Supervisors to the County Board to the County Manager to the Emergency Services Coordinator. Emergency Management extends the organization to Sheriff, Fire, and Highway and Floodplain departments.
F. NIMS INTEGRATION:

The NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the State's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes with the adoption of a standardized Incident Command System.

This document establishes the NIMS Implementation Plan for Cochise County. Homeland Presidential Directive 5 (HSPD-5), Management of Domestic Incidents. HSPD-5 requires all agencies receiving federal funding to adopt the NIMS and use it in their individual domestic incident management and emergency prevention, preparedness, response, recovery, and mitigation activities. This plan will guide implementation of NIMS at the local level. Future funding from the Office of Grants and Training - Preparedness Directorate (G & T) will be dependent on full NIMS compliance by September 30, 2006.

Responsibilities through NIMS

1. Local Jurisdictions are responsible for the following:
   a. Incorporate NIMS into emergency management plans.
   b. Establish Intrastate Mutual Agreement Compacts (IMAC).
   c. Fully adopt the Incident Command System in all exercises and incidents.
   d. Establish a baseline for NIMS compliance not later than September 30, 2005 through the NIMCAST tool.
   e. Participate in tabletop or simulation exercise annually in order to evaluate our emergency plan and NIMS capabilities.
   f. Identify educational requirements for all jurisdictional first responders and ensure training is completed in a timely manner.

2. Local disciplines (Health, Emergency Medical Services, Law Enforcement, Fire) are responsible for the following:
   a. Incorporate NIMS into all emergency operations plans.
   b. Participate in jurisdictional exercises and adjust emergency management plans as needed.
   c. Identify individuals who need to attend basic educational training for NIMS and Incident Command.

Concept of Implementation

Cochise County will implement NIMS in four phases:

- The first phase will be development of a jurisdictional plan that will be used by all responder entities and disciplines in our jurisdiction. This plan will include the responsibilities set forth by funds received through the Arizona Homeland Security and Emergency Management Division. We will identify additional NIMS related funding requirements for FY 2005.

- The second phase will include development of a NIMS baseline for Cochise County. This baseline evaluation will include review of our emergency operations plan, identification of individual educational requirements for the NIMS Independent Study Course (IS-700) and
the Basic Incident Command System Course (Independent Study-195). The NIMCAST tool will also be utilized in this phase which will also overlap the third phase of this operation.

- The third phase will be completion of all basic individual training requirements. During this phase individuals that need advanced training will be identified and scheduled so all individual training will be completed in early FY 2006. During this phase Cochise County will begin to make the necessary changes and adjustments to our emergency management plans, policies and procedures and make necessary adjustments to scheduled exercises.

- The fourth and final phase will include completion of all individual training requirements, complete revision of our emergency operations plans, documentation that Cochise County has successfully participated in an exercise and demonstrated proficiency in utilization of the Incident Command System.

Phase I

Development of jurisdictional Cochise County Comprehensive Emergency Management Plan to include State/Federal annexes and NIMS structure.

Phase II

Modification of Emergency Management Plans ............................................................ On-Going
Identify personnel that require individual training ........................................ May 2005 thru September 2005
- EMI IS-700 National Incident Management System
- EMI IS-100 Basic Incident Command System / or equivalent

Phase III

Complete all Basic Individual Training Requirements September 2005 thru April 2006

Phase IV

Complete all Individual Training Requirements ........................................................... September 2007
Validate NIMS compliance through an evaluated exercise ....................................... September 2007
Conduct resource typing and credentialing for local jurisdictions ................................. September 2007

March 2006 thru September 2007

IV. ROLES AND RESPONSIBILITIES

Role of the Federal Government
The Federal Government, through the Federal Emergency Management Agency (FEMA), shall provide assistance in a timely manner to save lives and to protect property, the economy, and the environment. Federal response will be organized through the use of the National Response Plan (NRP) to facilitate the delivery of all types of Federal response assistance to States to help them deal with the consequences of significant emergencies and disasters.
Role of Arizona State Government
Arizona State, through its Emergency Response and Recovery Plan (ERRP), and State Emergency Operations Center, shall coordinate all emergency management activities of the state, to protect lives and property of the people, and preserve the environment. Further, it will take appropriate actions to mitigate the effects of, prepare for, respond to, and recover from the impacts of emergencies or disasters. State government departments are responsible for providing various services such as specialized skills, equipment, and resources, in support of state and local government emergency operations.

Role of Cochise County Government
The following are basic responsibilities for emergency management operations provided by and through Cochise County Government. Detailed responsibilities, and essential activities are found in the appropriate emergency support functions (ESFs), and appendices to this document. Department level operating procedures detail how individual departments shall perform their responsibilities as delineated in this basic plan, ESFs and appendices. Cochise County Government has the responsibility for disaster mitigation, preparedness, response, and recovery for unincorporated Cochise County, and a regional (county-wide) responsibility for coordination of response and recovery operations including warning, public information, damage assessment, resource coordination, and recovery guidance for individuals and political and special purpose jurisdictions. Municipal governments are responsible for providing mitigation, preparedness, response, and recovery within their jurisdictions, except where contracts or agreements with the county are in place for such services. Various response agencies are responsible for their own different communications systems. Each department in Cochise County Government has basic responsibilities in the four phases of emergency management: mitigation, preparedness, response and recovery.

The Board of Supervisors will:
During the response and recovery phases of an emergency or disaster situation, consider the need for, and implement, if deemed necessary, the following actions:

- Declare a state of emergency. See Tab C for a sample Emergency Resolution.
- Proclaim and enforcing curfews.
- Control population movements.
- Shut down non-essential business operations.
- Coordinate the use of public and private property for emergency response and recovery.
- Issue emergency executive orders, proclamations and regulations that have the full force and effect of law.
- Close to public access any public building, street, or other public place.
- Identify essential functions of government, which must continue to operate without interruption and closing non-essential government operations.
- Activate the County’s Emergency Operations Center (EOC) and supply a representative (Chairman or designee) for the Executive Group.

The Emergency Services Coordinator will:
Represent the Board of Supervisors on all matters pertaining to emergency management, to include those during mitigation, preparedness, response and recovery phases. Responsibilities include, but are not limited to:
• Coordinate of all phases of Emergency Management, See ESF #5 - Emergency Management.
• Respond to the scene of emergencies/disasters to function as the County’s On Scene Coordinator (COSC).
• Train Staff and manage resources.
• Coordinate county assistance to other jurisdictions at the request of Board of Supervisors.
• Keep the County Emergency Operations Center (EOC) in a state of operational readiness.
• Handle damage assessment and recovery and mitigation planning, see ESF #14 - Mitigation and Long Term Recovery.
• Other functions as described throughout the balance of this plan.

The Sheriff will:

In addition to normal law enforcement functions, is responsible for:

• Establish Incident command (IC) in the unincorporated areas of the county as required. Provide communications assistance to responders as required.
• Provide warning, notification, and direction to the public concerning emergency/disaster conditions, evacuation, shelter, etc., see ESF #13 - Public Safety and Security.
• Conduct evacuations and providing assistance to persons with special needs.
• Provide security/protection for vital functions and installations.
• Control access to emergency/disaster scenes.
• Exercise operational control over law enforcement personnel from other jurisdictions or volunteer organizations.
• Conduct Urban and Rural Search and Rescue operations as required.
• Maintain emergency communication to the responders in Cochise County through the 911 Communication Center, see ESF #2 - Communications.

The Highway and Floodplain Department will:

In addition to normal Department operations, is responsible for:

• Assist the Sheriff’s Department in establishing traffic control.
• Provide transport for personnel, evacuees, equipment, supplies, etc., as required, see ESF #1 - Transportation.
• Assist in heavy rescue operations.
• Remove debris.
• Assist in decontamination operations.
• Assist in construction of expedient dams, fallout shelters, etc.
• Identify areas prone to flooding.
• Mitigate the affects of floods.
• Respond during emergency or disaster situations to assist in protecting life and property, see ESF #3 - Public Works and Engineering.

The Health Department will:

In addition to normal Health Department operations is responsible for:

• Coordinate the activities of the County Emergency Health Organization.
• Designate a County Emergency Health Coordinator.
Identify all available medical resources, ambulances, doctors, nurses, hospitals, medical supply sources, etc.

Ensure that the quality of potable water is maintained, see ESF #11 - Agriculture and Natural Sciences.

Ensure that proper sewerage and waste disposal controls are maintained.

Establish vector control, sanitation, and other environmental controls to maintain public health.

Establish communicable disease controls and an immunization program, when required.

Establish procedures to augment medical and health services from State, Federal or private resources, see ESF #8 - Medical and Public Health.

Be the lead agency for responding to known or suspected bio-terrorism incidents.

The Medical Examiner (or city/town/County Coroner) will:

- Attend to deceased victims.
- Advise health and medical authorities of potential health problems, see ESF #8 - Medical and Public Health.
- Identify victims and recording deaths.
- Perform autopsies
- Transport, store, and dispose of remains.

The Cochise County Public Information Officer will:

- Get approval for any Press Releases from the county from the Board of Supervisors on Protective Action Recommendations.
- Advise the general public any protective action recommendations from the Board of Supervisors.
- Update the citizens and communities of Cochise County on Emergency/Disaster or incident status and any information that has been released for publication on them
- Review, modify and distribute information per guidelines in ESF #15 - External Affairs and in the Public Information Annex as well as Press Releases in the Hazard Specific Response Annexes.

All County Departments will:

Every county department or agency involved in responding to and recovering from an emergency/disaster will keep records of all expenditures related to the emergency/disaster. Copies of pertinent records will be forwarded to the Emergency Services Coordinator who has responsibility for initiating reimbursement claims to State and/or Federal officials.

Each Department will ensure that all employee work areas are safe, clear of equipment, and supplies, that may compromise access/egress routes, and that no equipment or supplies can hamper their daily movement throughout the offices. They should also prepare their staff for maintaining additional tasks assigned to them by their supervisors and/or County Board during a county-wide emergency.

Each agency tasked with responsibilities of this basic plan will develop standard operating procedures (SOP’s) and checklists in support of the plan. County departments will support ESF / Support and Hazard Annexes in this plan as required by the Board.
The Local Emergency Planning Committee (LEPC) will:

Work with the State Emergency Response Commissions (SERCs), and Tribal Emergency Response Commissions (TERCs) to regulate the fixed facilities in the county. This entity is established under the Superfund Amendments and Reauthorization Act of 1986 (SARA) Title III and the implementing regulations of the Environmental Protection Agency (EPA).

The LEPC develops and maintains local hazardous material emergency plans and receive notifications of releases of hazardous substances.

SERCs and TERCs supervise the operation of the LEPCs and administer the community right-to-know provisions of SARA Title III, including collection and distribution of information about facility inventories of hazardous substances, chemicals, and toxins. Cochise County’s LEPC has detailed information about industrial chemicals within the community. It may be advisable for LEPCs, SERCs, and TERCs to establish Memoranda of Agreement (MOAs) with agencies and organizations to provide specialized resources and capabilities for response to WMD incidents.

Further assistance with chemical and toxic incidents is covered in the Cochise County HazMat Standard Operating Procedures Manual as well as in ESF #10 - Oil and Hazardous Materials.

Supporting Agencies and Organizations

Cochise County does not have any direct authority over supporting agencies like the American Red Cross, Salvation Army, AZVOAD, Cochise County Fire Chiefs Association, etc. The responsibilities listed for county departments in this section may be shared and/or supported by local agencies.

The following is a list of agencies which may be called upon to assist county government in providing disaster assistance. These agencies’ roles are described under their appropriate Emergency Support Functions (ESFs). Representatives from these agencies should review their portion of the County’s plans with the Emergency Service Coordinator annually to update any out of date information.

NOTE: This is not meant as an all-inclusive list, but only a sample.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Disaster Services Provided and ESF Roles</th>
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<tbody>
<tr>
<td>American Red Cross</td>
<td>Congregate care, shelters, crisis counseling, Critical Incident Stress Management (CISM) for disaster survivors, mass feeding, shelters.</td>
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<tr>
<td></td>
<td>ESF #6 Mass Care</td>
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<td>ESF #7 Resource Support</td>
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<td>ESF #8 Health &amp; Medical</td>
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<td>Salvation Army</td>
<td>Mass feeding, shelters</td>
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<td>ESF #6 Mass Care</td>
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<td>ESF #7 Resource Support</td>
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<tr>
<td>Ambulance Companies</td>
<td>Mass casualty transport and monitoring of medical vital statistics</td>
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<td>ESF #6 Mass Care</td>
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<td>ESF #8 Health &amp; Medical</td>
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<td>Disaster Services Provided and ESF Roles</td>
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<tr>
<td>Arizona Volunteers</td>
<td>Mass feeding, shelter, home repair.</td>
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<td>Active in Disasters</td>
<td>ESF #6 Mass Care</td>
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<td></td>
<td>ESF #7 Resource Support</td>
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<td>ESF #14 Mitigation and Recovery</td>
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<td>AZ. Funeral Dirs. Assoc.</td>
<td>Mortuary support</td>
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<td>ESF #8 Health &amp; Medical</td>
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<td>Hospitals</td>
<td>Medical assistance, physicians, nurses</td>
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<td>ESF #6 Mass Care</td>
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<td>ESF #8 Health &amp; Medical</td>
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<td>Cochise Amateur Radio Association (CARA);</td>
<td>Communications, EOC Support</td>
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<tr>
<td>Cochise County Radio Amateur Civil Emergency</td>
<td>ESF #2 Communications</td>
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<td>Services (RACES); Southeastern Arizona</td>
<td>ESF #5 Emergency Management</td>
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<td>Radio Society (SEARS)</td>
<td>ESF #6 Mass Care</td>
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<td>ESF #7 Resource Support</td>
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<td>Cochise County Fire Chiefs Assoc.</td>
<td>Additional fire support and personnel</td>
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<td>ESF #1 Transportation</td>
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<td>ESF #4 Fire Fighting</td>
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<td>ESF #6 Mass Care</td>
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<td>ESF #7 Resource Support</td>
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<td>ESF #8 Public Health and Medical</td>
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<td>ESF #9 Urban Search and Rescue</td>
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<td>ESF #10 Oil and Haz. Materials</td>
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<td>ESF #11 Agriculture and Natural Science</td>
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<td>ESF #12 Energy</td>
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<td>ESF #13 Public Safety</td>
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<td>ESF #14 Mitigation and Long-Term Recovery</td>
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<tr>
<td>Mennonite Disaster Svc. (MDS)</td>
<td>Clean up, repair and rebuilding homes</td>
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<td></td>
<td>ESF #14 Mitigation and Long-Term Recovery</td>
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<tr>
<td>Society of St. Vincent de Paul</td>
<td>Disaster Relief and services to victims, transportation, food, distribution</td>
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<td>personal items.</td>
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<td></td>
<td>ESF #1 Transportation</td>
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<td>ESF #6 Mass Care</td>
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<td>ESF #7 Resource Support</td>
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<td>ESF #14 Mitigation and Long-Term Recovery</td>
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<td></td>
<td>Donations Management</td>
</tr>
</tbody>
</table>
Agencies and Disaster Services Provided and ESF Roles

South Regional EMS Council
- Medical assistance, vitals, transport
- ESF #1 Transportation
- ESF #6 Mass Care
- ESF #7 Resource Support
- ESF #8 Health & Medical

Search and Rescue Team
- Rescue operations
- ESF #9 Urban Search and Rescue

Sheriff’s Assist Team
- Traffic control, transportation assistance,
- ESF #1 Transportation
- ESF #6 Mass Care
- ESF #7 Resource Support
- ESF #9 Urban Search and Rescue
- ESF #13 Public Safety

**EMERGENCY RESPONSE ORGANIZATION:**

The Cochise County Emergency Response Organization is a description of the agencies and departments identified in this plan and/or having responsibilities during a disaster.

Checklists for the general tasks in each hazard to be accomplished by the members of the Cochise County Emergency Response Organization are found in the Department Specific Responses (following Hazardous Specific Checklists).

**Pre-Emergency Stage**

1. Develop and maintain internal operating procedures for accomplishing responsibilities assigned in annexes to this plan.
2. Develop cooperative agreements and relationships with private organizations.
3. Establish and maintain liaison with county agency counterparts to ensure knowledge of their resources and procedures for coordination in an emergency.
4. Within normal capabilities and areas of expertise, provide guidance to other agencies and local governments in planning and coordinating responsibilities.
5. Designate an agency coordinator who will represent the agency head for preparedness planning and to whom agency personnel will report for emergency assignments.
6. Assign and train personnel within the agency to meet agency responsibilities under an emergency situation.
7. Conduct exercises of internal operating procedures and participate in exercises.

**Emergency Stage**

1. Pre-Impact (start of the Emergency or Incident)
   A. Upon notice of threatening conditions, the Cochise County Emergency Services Coordinator will evaluate reports of the developing situation, and as necessary:
(1) Advise the Board of Supervisors of the impending situation.
(2) Alert primary county agencies of the developing situation.
(3) Notify State Emergency Management.

B. Primary county agencies will:
   (1) Alert key response personnel in their agency.
   (2) Alert support agencies.
   (3) Coordinate with local agency counterparts in the affected area, ascertain if assistance is required and advise the Emergency Services Coordinator.

   A. Upon notification by the Cochise County Emergency Services Coordinator, agencies will initiate response operations in accordance with the following priorities:
      (1) Measures for protecting and saving lives.
      (2) Providing mass care for individuals separated from their homes, families or essential services.
      (3) Restoration of essential community services.
   B. The Cochise County Emergency Services Coordinator will notify, State and county agencies as appropriate.
   C. Damage assessment will be initiated to obtain information required from managing state and federal response operations and determining assistance needs. Further guidance regarding damage assessment is contained in the Arizona Emergency Response Plan and FEMA Disaster Response & Recovery Publications.

3. Recovery Stage
   A. Assist individuals and families in recovering from the disaster by coordinating disaster Assistance Center operation:
       (1) Arrange for facility and furnishing.
       (2) Provide staffing as required.
       (3) Assist in advertising and outreach programs.
   B. Coordinate State and Federal public assistance funding efforts for the repair and replacement of public facilities by coordinating:
       (1) Applicants Agent Briefing.
       (2) The submission of the Notice of Interest.
       (3) The appointment of applicant’s agents.

4. Mitigation Stage
   A. Review source of the emergency and response actions of community response agencies:
       (1) Determine pre-existing problems.
       (2) Develop cost effect.
(3) Assist in advertising and outreach programs.

    B. Coordinate with State and Federal agencies for public assistance funding efforts to repair and replace of county infrastructures.

**PEOPLE WITH SPECIAL NEEDS:**

This requirement can be fulfilled through lists maintained by other organizations (energy, health, etc.), however the director will review the list annually and request its update if necessary. Possible suggestions for the county is to create a special needs list through the County Health Department to provide additional information on the location and needs of this population.

**V. ADMINISTRATIVE AND LOGISTICS**

    A. General

    The Cochise County Emergency Services Coordinator will review and revise this response plan as required.

    A copy of plan revisions will be forwarded to the Arizona Division of Emergency Management upon request or where required by law.

    The Emergency Services Coordinator, if requested, will provide briefings to county officials on their responsibilities under this plan.

    Each county department tasked with responsibilities under this plan will develop standard operating procedures (SOPs) in support of the plan.

    B. Logistics

    Resources for the implementation of this plan will first depend on the County’s inventory in each department. Emergency supplies, equipment and personnel will be enhanced through the County’s mutual aid agreements.

    Once county and local resources are depleted, emergency funding for outside vendors in addition to State and Federal support will be the sequential steps to mitigation and recovery from incidents and emergencies in Cochise County.

**VI. PLAN DEVELOPMENT AND MAINTENANCE AND TRAINING**

    It is the responsibility of Cochise County Emergency Services to insure that the Basic Plan and the rest of Cochise County’s Emergency Response and Recovery Plan continues to be maintained and periodically updated with the newest information pertinent to emergency management. Cochise County agencies will continue to review and update their sections that relate to emergency preparedness operations and provide their changes to the Emergency Services Coordinator for inclusion in this plan.

    Training - The Emergency Services Coordinator will coordinate for the training of emergency response personnel in Cochise County when requested. The Emergency Services Coordinator will coordinate and conduct periodic exercises to test all or portions of this plan. NIMS Compliance
Records will be kept on file at each of the agencies, and copies given to the Cochise County Emergency Services upon request.

Exercises - The basic Plan and its Annexes will be exercises through the use of Tabletops, Functional and Full Scale as required by law, and in the County on an annual basis, unless actual emergencies are used as training tools.

VII. AUTHORITIES AND REFERENCES

General

Authorities / References. The following are the principal authorities and references concerned with Comprehensive Emergency Management Programs for the State of Arizona and Cochise County.

A. Authorities:

- Arizona Revised Statutes (A.R.S.) Chapter 2, Title 26, as amended.
- A.R.S. Title 35, Chapter 1.
- A.R.S. Title 26-301 to 26-322.
- A.R.S. Title 36-2208 to 36-2210.

For additional state authorities see *Authorities and References* section of State of Arizona – Emergency Response and Recovery Plan.

B. References

Federal:

c. FEMA D R & R Series 1-20.
h. Fiscal Year 2005 Homeland Security Grant Program.
i. Letter from Secretary Ridge to the Governors dated September 8, 2004

State:
   c. Arizona Nuclear Civil Protection — War Crisis Evacuation (ANCP-WCE).
   g. Arizona Department of Commerce, Profile: County of Cochise, September 1997.

Cochise County:
   a. County Of Cochise Resolution 79-5, Emergency Services, Powers and Authorities (Tab A).
   b. County Of Cochise Resolution 85-28, Resolution of the Cochise Board of Supervisors Establishing the line of Succession for County Chief Executive (Tab D).
   c. Adopted Cochise County Emergency Response and Recovery Plan (CCERRP).
   d. Cochise County adoption of the NIMS/Incident Command System (ICS), through executive order, proclamation or legislation at the county level.

Maps

Maps prepared by Cochise County Information Technologies Department.  
General Highway Map, State of Arizona, Arizona Department of Transportation.  
General Highway Map, Cochise County, Arizona Department of Transportation.  

Tabs:

A. Resolution 79-5 - Emergency Services in Cochise County  
B. Voluntary Service Organizations  
C. Sample Emergency Resolution  
D. Resolution 85-28 - Line of Succession for County Chief Executive  
E. County Emergency Response Organization

WHEREAS, the rendition of civil defense and emergency services is the responsibility of Cochise County acting unilaterally and in conjunction with the State of Arizona, other political subdivisions and municipalities of the State, the United States of America, and agencies of the private sector, and

WHEREAS, the Board of Supervisors recognizes its responsibility to be prepared to cope with the effects of natural, war caused or other man-made disasters which endanger the life, property and resources of this County, and to provide for the health, welfare and safety of the people of this County, and for the preservation of property, and thus deems it necessary and expedient to adopt this resolution, and

WHEREAS, the authority to make, amend and rescind orders, rules and regulations necessary for emergency functions, including mutual aid, not inconsistent with those promulgated by the Governor of this State, is contained in A.R.S., Section 26-301 et seq. (Chapter 51, Laws of 1971, First Regular Session), in the emergency plans and programs promulgated thereunder, in the Federal Civil Defense Act of 1950, as amended, (Public Law 81-920), in the Federal Civil Defense Guides, rules and regulations, and in the Disaster Relief Act of 1970, (Public Law 91-606,) and

WHEREAS, it is apparent that civil defense and emergency services activities can primarily be undertaken and discharged most efficiently by existing departments and agencies of County government whose normal activities and capabilities are related to civil defense and emergency requirements, and

WHEREAS, the State of Arizona has promulgated emergency plans, programs and procedures which are in effect in each political subdivision of the State, including Cochise County, and the governing body of each such political subdivision is required to take such action as is necessary to carry out the provisions thereof, including the development of additional emergency plans in support of the state emergency plans, and

WHEREAS, it is the purpose of this resolution to define the emergency powers and authority of the Board of Supervisors and the duties of the Director of the Cochise County Department of Civil Defense and Emergency Services, to create plans and programs related to emergency services, to provide the necessary cooperation and coordination, to the extent possible with similar services of the State, political subdivisions of the State, various agencies of and departments of the federal government and agencies of the private sector,

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE COCHISE COUNTY BOARD OF SUPERVISORS:

Section 1. Definitions

In this resolution, unless the context otherwise requires,

a) "Emergency Functions" include warning and communications services, relocation of persons from stricken areas, radiological defense, temporary restoration of utilities, plant protection,
transportation, welfare, engineering, search, rescue, health law enforcement, fire fighting and other activities necessary or incidental thereto.

b) "Emergency Services" means the preplanning and preparation necessary to carry out emergency functions, other than functions for which military forces or federal agencies are primarily responsible, to prevent or minimize the loss of lives or property by disasters of every kind.

c) "Local Emergency" means the existence of conditions of disaster or of extreme peril to the safety of persons or property within the territorial limits of Cochise County, which conditions are or are likely to be beyond the control of the services, personnel, equipment and facilities of this County as determined by the Board of Supervisors and which require the combined efforts of other political subdivisions.

d) "State of Emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons or property within the State caused by air pollution, fire flood or flood water, storm, epidemic, riot, earthquake or other causes, except those resulting in a state of war emergency, which are or are likely to be beyond the control of the services personnel, equipment and facilities of any single county, city or town, and which require the combined efforts of the State and the political subdivisions.

e) "State of War Emergency" means the condition which exists immediately whenever this nation is attacked or upon receipt by this state of warning from the federal government indicating that such an attack is imminent.

f) "Private Sector" means all industry, commerce, business or banking; all services other than those provided by the government; and all persons other than those in governmental agencies at any level.

Section 2. Powers

a) The Board of Supervisors, pursuant to the provisions of A.R.S., Section 26-307, has the power to make, amend and rescind orders, rules and regulations necessary for emergency functions and regulations but such shall not be inconsistent with orders, rules and regulations promulgated by the Governor of this State. Such orders, rules or regulations shall be effective when a copy is filed in the Office of the Clerk of the Board of Supervisors of Cochise County. Existing resolutions, rules and regulations in conflict with Chapter 51, Laws of 1971, First Regular Session, are suspended during the time of emergency and to the extent that they may conflict.

b) In a state of war emergency, the Board of Supervisors may waive procedures and formalities otherwise required by law pertaining to the performance of public work, entering into contracts, incurring obligations, employing permanent and temporary workers, utilizing volunteer workers, renting equipment, purchasing and distributing supplies, materials and facilities and appropriating and expending public funds when the Board of Supervisors determines and declares that strict compliance with such procedures and formalities may prevent, hinder or delay mitigation of the effects of the state of war emergency. The County shall be exempt during such emergency from budget limitations prescribed by A.R.S., Section 42-303.

c) In the absence of specific authority in state emergency plans and programs, the Board of Supervisors will take emergency measures as deemed necessary to carry out the provisions of Chapter 51, Laws of 1971, First Regular Session.
d. This resolution, upon its adoption, constitutes authority, subject only to the absence or unavailability of one or more other Board of Supervisors members, either in person, by telephone or by radio, pursuant to the provisions of A.R.S., Section 26-311, for the Chairman of the Board of Supervisors to declare an emergency and, during such emergency, to govern by proclamation and to impose all necessary regulations to preserve the peace and order of the unincorporated areas of Cochise County, including, but not limited to:

1. Imposition of curfews in all, or portions of, the County.
2. Ordering the closing of any business.
3. Closing to public access any public building, street, or other public area.
4. Calling upon regular or auxiliary law enforcement agencies and organizations within or without the County for assistance.

In periods of local emergency, including an emergency declared by chairman of the Board of Supervisors, pursuant to A.R.S., Section 26-311 (A), the County has full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans or agreements therefore.

Section 3. Duties of Director

The Director of the Cochise County Civil Defense and Emergency Services Department [sic - now referred to as Cochise County Emergency Services], subject to the direction and control of the Board of Supervisors, shall be responsible for the organization, administration and operation of Cochise County Emergency Services. In accordance with the provisions of A.R.S., Section 26-312, the Director may, with approval of the Board of Supervisors, accept for purposes of emergency services an offer of the Federal government or an agency thereof, or an offer of any person, firm or corporation of services, equipment, supplies, material or funds, whether by gift, grant or loan.

There is hereby granted to the Director the authority

a) During non-emergency periods

1. To coordinate County emergency services plans, procedures, programs and other civil defense and emergency services activities with Federal agencies, State of Arizona adjoining County agencies, political subdivisions and municipalities of the State and with the private sector.

2. To insure compliance with the provisions of A.R.S., Section 26-301 et seq. (Chapter 51, Laws of 1971, First Regular Session).

3. To insure conformance with State emergency plans and procedures.

4. To achieve adequate operational readiness, adequacy of training programs and proper utilization of civil defense, emergency equipment and supplies.

5. To make such studies and surveys of the private sector as may be necessary to ascertain the capabilities of the County for civil defense and emergency services, and to plan for the most efficient use thereof.
6. To recommend to the Board of Supervisors for delegation to the various departments and agencies of the County, appropriate civil defense and emergency services responsibilities; and to coordinate the emergency activities of all such departments and agencies.

b. During declared emergencies:

1. To coordinate the emergency activities of all Cochise County Departments and agencies.

2. To coordinate the emergency activities of Cochise County with Federal agencies, State of Arizona, adjoining county agencies, political subdivisions and municipalities of the State, and with the private sector, to achieve the most effective use of personnel, equipment, services, facilities, and other existing available resources.

3. To utilize the services, resources and facilities of existing departments and agencies of County Government; and, when necessary, to recommend to the Board of Supervisors the creation of new agencies or call upon the private sector to perform emergency tasks and functions unavailable in departments and agencies of the county.

Section 4. Enforcement

The law enforcement authorities of the county shall enforce all orders, rules and regulations issued pursuant to this resolution.

Section 5. Immunity

Cochise County, its officers, agents, employees and volunteers duly enrolled or registered with the Department of Civil Defense and Emergency Services, and unregistered persons placed into service during a state of war emergency, are immune from liability as provided in A.R.S., Section 26-314.

Section 6. Severability

It is intended that the provision of this Resolution are severable. If any part thereof is declared invalid for any reason, such determination shall not affect the remaining provisions, thereof.

Section 7. Repeal

The County Civil Defense Resolutions of October 11, 1966 and May 11, 1971 are to continue to be in effect and where, if any, conflict exists, this Resolution is to be controlling. Passed in open session this 26th day of February, 1979.

BOARD OF SUPERVISORS
Cochise County, Arizona

Approved as to Form:

By  Signed  Signed
Judith A. Gignac, Chairman  Madeline M. Corrin, Clerk

Signed  Jody N. Klein
County Attorney
1. The Cochise Amateur Radio Association (CARA) and Southeastern Arizona Radio Society (SEARS)

- Maintains and operates the Cochise County Emergency Services Communications Complex. The Complex is located on Moson Road south of State Route 90. CARA and SEARS are the primary sources for Radio Amateur Civil Emergency Service (RACES) operators.

2. The Cochise County Radio Amateur Civil Emergency Service (RACES) organization

- Provides emergency communications assistance as needed. RACES operates communications in the Emergency Operations Center (EOC) and the County's mobile communications van.

3. The American Red Cross (ARC)

- Provides emergency assistance to evacuees, disaster victims, and emergency workers involved in a disaster or threatened by a disaster. Assistance may be in the form of fixed or mobile feeding stations, clothing, mass or individual shelter, cleaning supplies, comfort kits, first aid, supplementary medical care, or blood and blood products.

- As soon as families are able to resume living as families rather than in shelters, they are assisted with their verified, urgent needs - rent, beds and bedding, necessary furniture, fuel, cooking and eating utensils, health needs, occupational supplies, transportation, and minor home repairs. In doing so the Red Cross uses all available resources from the Federal, State, and local governments and private agencies. Additional recovery assistance may be provided when other resources are not available or are inadequate; such assistance may include repair or rebuilding of homes, replacement of essential household contents, or other needs. The American Red Cross has agreed to contract for and operate shelter facilities in Cochise County.

4. The Mennonite Disaster Service (MDS)

- Provides volunteer personnel for cleanup, repair, and rebuild operations. In most cases, the MDS organization will not provide resources for housing materials, anticipating that these will come from other sources. MDS will require no fees for services provided, although support via Red Cross, local Interfaith, etc., for food and housing for volunteer personnel is usually welcomed and appreciated.
5. The Salvation Army

- Provides spiritual counseling - comforting the bereaved, consoling the injured and distressed.
- Family counseling and casework services.
- Registration and identification of victims.
- Missing persons services that locate individuals and answer inquiries from concerned relatives and families outside the disaster area.
- Medical assistance.
- Temporary shelter in Salvation Army institutions or Salvation Army operated facilities.
- Mass feeding in existing Salvation Army institutions or temporary facilities assigned for that purpose.
- Mobile feeding - hot meals or snacks for disaster victims and emergency workers at the disaster scene.
- Collection or donated goods for victims; according to predetermined needs - food, clothing, furniture, medical supplies, building materials, bedding, utensils, tools, etc.; clothing distribution; food and commodities distribution; furniture distribution; and bedding distribution.

6. Society of St. Vincent de Paul

- Provides volunteer person-to-person service to those in need, without regard to color, race, or creed.
TAB C - BASIC PLAN (Sample Resolution)

RESOLUTION (Sample Number 89-101)

COCHISE COUNTY EMERGENCY RESOLUTION

WHEREAS, the unusually strong flooding on or about October 5, 1989, and the extensive damage or destruction to private property and to the many public facilities, streets and roads of Cochise County primarily in the Willcox area; and

WHEREAS, the flooding has resulted in a condition of extreme peril to the health and safety of many citizens; and

WHEREAS, the Chairman of the Board of Supervisors of Cochise County is authorized by resolution of the Board of Supervisors to declare emergency;

NOW, THEREFORE, it is hereby declared that an emergency now exists in Cochise County; and

MUTUAL aid from the Cities of Bisbee, Douglas, Benson, Sierra Vista, Tombstone, Huachuca City and Willcox is hereby requested; and

It is further ordered that during the existence of said emergency, local government agencies assigned emergency roles in the Cochise County Emergency Plan are an Emergency Organization and the County of Cochise Emergency Plan is hereby activated and in effect until further notice.

Date: October 5, 1989

Chairman, Board of Supervisors
Cochise County

Signed
Ann S. English

ATTEST:

Signed
Dave Hunt, County Administrator/Clerk
RESOLUTION OF THE COCHISE COUNTY BOARD OF SUPERVISORS ESTABLISHING THE LINE OF SUCCESSION FOR COUNTY CHIEF EXECUTIVE

WHEREAS, pursuant to A.R.S. 26-308, Counties are required to establish and provide for emergency services, and

WHEREAS, the ultimate responsibility for emergency management and operations is that of elected officials comprising the Board of Supervisors, who also have responsibility for all policy level decisions.

WHEREAS, the Board of Supervisors recognizes its responsibility to be prepared to cope with effects of disasters which endanger the life, property and resources of this County, and

WHEREAS, the line of succession of County Chief Executive must be established to ensure continuity of government, i.e., that appropriate direction and control is provided during County emergency/disaster response operations.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The line of succession for the County Chief Executive position is as follows:
   a. Chairman of the Board
   b. Vice-Chairman of the Board
   c. Remaining member of the Board

2. The Board member assuming the position of County Chief Executive, based on the line of succession prescribed above, shall have the powers of the Chairman of the Board, outlined in Section 2 d), County Resolution 79-5

APPROVED IN Formal Session this 8TH day of July, 1985

Signed
V. L. THOMPSON, CHAIRMAN

ATTEST:

Signed
DAVID S. HUNT
Administrator/Clerk
TAB E - BASIC PLAN (Emergency Response Organization)

COCHISE COUNTY
EMERGENCY RESPONSE ORGANIZATION

BOARD OF SUPERVISORS
COUNTY ADMINISTRATOR
COUNTY ATTORNEY
FINANCE DEPARTMENT
PUBLIC INFORMATION

HIGHWAY AND FLOODPLAIN DEPARTMENT
SHERIFF DEPARTMENT
EMERGENCY SERVICES

ARIZONA DEPARTMENT OF HEALTH SERVICES
HEALTH DEPARTMENT

ARIZONA DEPARTMENT OF TRANSPORTATION
VIII. ACRONYMS LIST

AC  Area Command
ADEQ  Arizona Department of Environmental Quality
ALS  Advanced Life Support
ARC  American Red Cross
ASAP  As soon as possible
ATF  Bureau of Alcohol, Tobacco, and Firearms
ATSDR  Agency for Toxic Substances and Disease Registry
BIA  Bureau of Indian Affairs
CA  Cooperative agreement
CBW  Chemical and Biological Weapons
CDC  Centers for Disease Control and Prevention
CEPPO  Chemical Emergency Preparedness and Prevention Office
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>CERCLA</td>
<td>Comprehensive Environmental Response, Compensation, and Liability Act</td>
</tr>
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<td>CERT</td>
<td>Community Emergency Response Team</td>
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<td>CFR</td>
<td>Code of Federal Regulations</td>
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<tr>
<td>CARA</td>
<td>Cochise Amateur Radio Association</td>
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<tr>
<td>CIA</td>
<td>Central Intelligence Agency</td>
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<tr>
<td>CISM</td>
<td>Critical Incident Stress Management</td>
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<tr>
<td>CMRT</td>
<td>Communication Monitoring and Research Team</td>
</tr>
<tr>
<td>CNN</td>
<td>Cable News Network</td>
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<tr>
<td>CSEPP</td>
<td>Chemical Stockpile Emergency Preparedness Plan</td>
</tr>
<tr>
<td>DAC</td>
<td>Disaster Application Center</td>
</tr>
<tr>
<td>DHHS</td>
<td>Department of Health and Human Services</td>
</tr>
<tr>
<td>DMAT</td>
<td>Disaster Medical Assistance Team</td>
</tr>
<tr>
<td>DMORT</td>
<td>Disaster Mortuary Response Team, National Disaster Medical System</td>
</tr>
<tr>
<td>DOA</td>
<td>Dead on Arrival</td>
</tr>
<tr>
<td>DOC</td>
<td>Department Operations Center</td>
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<tr>
<td>DOJ</td>
<td>Department of Justice</td>
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<tr>
<td>DOS</td>
<td>Department of State</td>
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<tr>
<td>DOT</td>
<td>Department of Transportation</td>
</tr>
<tr>
<td>DRC</td>
<td>Disaster Recovery Center</td>
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<tr>
<td>DVA</td>
<td>Department of Veterans Affairs</td>
</tr>
<tr>
<td>EAC</td>
<td>Emergency Action Checklist</td>
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<tr>
<td>EAP</td>
<td>Employee Assistance Program</td>
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<td>EAS</td>
<td>Emergency Alert System</td>
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<td>EMA</td>
<td>Emergency Management Agency</td>
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<tr>
<td>EMAC</td>
<td>Emergency Management Assistance Compact</td>
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<td>EMS</td>
<td>Emergency Medical Services</td>
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<tr>
<td>EO</td>
<td>Executive order</td>
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<tr>
<td>EOC</td>
<td>Emergency Operations Center</td>
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<td>EOP</td>
<td>Emergency Operations Plan</td>
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<tr>
<td>EPA</td>
<td>Environmental Protection Agency</td>
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<td>EPI</td>
<td>Emergency Public Information</td>
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<tr>
<td>ER</td>
<td>Emergency Room</td>
</tr>
<tr>
<td>ERC</td>
<td>Emergency Response Coordinator</td>
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</tbody>
</table>
ERALG             Emergency Response Coordination group
ERT               Emergency Response Team
ESC               Emergency Services Coordinator
FAA               Federal Aviation Administration
FAQ               Frequently Asked Questions
FBI               Federal Bureau of Investigation
FCC               Federal Communications Commission
FCO               Federal Coordinating Officer
FDA               Food and Drug Administration
FECC              Federal Emergency Communications Coordinator
FEMA              Federal Emergency Management Agency
FERC              FEMA Emergency Response Capability
FESC              Federal Emergency Support Coordinator
FHWA              Federal Highway Administration
FLSA              Fair Labor Standards Act
FOG               Field Operations Guide
FOIA              Freedom of Information Act
FRERP             Federal Radiological Emergency Response Plan
FR                Federal Register
FRP               Federal Response Plan (now changed to: National Response Plan)
FTS               Federal Telecommunications Systems
FY                Fiscal Year
FYI               For Your Information
G & T             The Office of Grants and Training - Preparedness Directorate
GIS               Geographic Information System
HAN               Health Area Network
HAZMAT            Hazardous Materials Team
HEPA              High-efficiency Particulate Air
HSAB              Health and Safety Advisory Board
HSPD              Homeland Security Presidential Directive
HSPD-8            Homeland Security Presidential Directive - 8
HUD               Department of Housing and Urban Development

6/12/2014
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>HQ</td>
<td>Headquarters</td>
</tr>
<tr>
<td>IA</td>
<td>Individual Assistance</td>
</tr>
<tr>
<td>IAP</td>
<td>Incident Action Plan</td>
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<tr>
<td>IC</td>
<td>Incident Commander</td>
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<tr>
<td>ICC</td>
<td>Interstate Commerce Commission</td>
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<tr>
<td>ICP</td>
<td>Incident Command Post</td>
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<td>ICS</td>
<td>Incident Command System</td>
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<tr>
<td>IHS</td>
<td>Indian Health Service</td>
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<tr>
<td>IMT</td>
<td>Incident Management Team</td>
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<tr>
<td>IRZ</td>
<td>Immediate Response Zone</td>
</tr>
<tr>
<td>JIC</td>
<td>Joint Information Center</td>
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<tr>
<td>JIS</td>
<td>Joint Information System</td>
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<tr>
<td>JFO</td>
<td>Joint Field Office</td>
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<tr>
<td>JOC</td>
<td>Joint Operations Center</td>
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<tr>
<td>JPIC</td>
<td>Joint Public Information Center</td>
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<tr>
<td>LAN</td>
<td>Local Area Network</td>
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<tr>
<td>LFA</td>
<td>Lead Federal Agency</td>
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<tr>
<td>LNO</td>
<td>Liaison Officer</td>
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<tr>
<td>MOA</td>
<td>Memorandum of agreement</td>
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<tr>
<td>MOU</td>
<td>Memorandum of understanding</td>
</tr>
<tr>
<td>MMRS</td>
<td>Metropolitan Medical Response System</td>
</tr>
<tr>
<td>MRE</td>
<td>Meals ready to eat</td>
</tr>
<tr>
<td>MUPS</td>
<td>Multiple Unexplained Physical Symptoms</td>
</tr>
<tr>
<td>N/A</td>
<td>Not Applicable/Available</td>
</tr>
<tr>
<td>NDMS</td>
<td>National Disaster Medical System</td>
</tr>
<tr>
<td>NECC</td>
<td>National Emergency Coordination Center (FEMA)</td>
</tr>
<tr>
<td>NEIS</td>
<td>National Earthquake Information Service</td>
</tr>
<tr>
<td>NGO</td>
<td>Nongovernmental Organization</td>
</tr>
<tr>
<td>NIC</td>
<td>NIMS Integration Center</td>
</tr>
<tr>
<td>NIMS</td>
<td>National Incident Management System</td>
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<tr>
<td>NOAA</td>
<td>National Oceanic and Atmospheric Administration</td>
</tr>
<tr>
<td>NRC</td>
<td>Nuclear Regulatory Commission</td>
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<tr>
<td>NRP</td>
<td>National Response Plan</td>
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<tr>
<td>Abbreviation</td>
<td>Full Name</td>
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<tr>
<td>NRT</td>
<td>National Response Team</td>
</tr>
<tr>
<td>NWS</td>
<td>National Weather Service</td>
</tr>
<tr>
<td>OEP</td>
<td>Office of Emergency Preparedness</td>
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<tr>
<td>OSC</td>
<td>On-Scene Coordinator</td>
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<tr>
<td>OSHA</td>
<td>Occupational Safety and Health Administration</td>
</tr>
<tr>
<td>PA</td>
<td>Public Assistance</td>
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<tr>
<td>PAO</td>
<td>Public Affairs Officer</td>
</tr>
<tr>
<td>PDA</td>
<td>Preliminary Damage Assessment</td>
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<tr>
<td>PHS</td>
<td>Public Health Service</td>
</tr>
<tr>
<td>PIO</td>
<td>Public Information Officer</td>
</tr>
<tr>
<td>POLREP</td>
<td>Pollution Report</td>
</tr>
<tr>
<td>PPE</td>
<td>Personal Protection Equipment</td>
</tr>
<tr>
<td>PVO</td>
<td>Private Voluntary Organizations</td>
</tr>
<tr>
<td>R &amp; D</td>
<td>Research and Development</td>
</tr>
<tr>
<td>RACES</td>
<td>Radio Amateur Civil Emergency Service</td>
</tr>
<tr>
<td>RCC</td>
<td>Regional Coordinating Center</td>
</tr>
<tr>
<td>RCO</td>
<td>Regional Coordinating Officer</td>
</tr>
<tr>
<td>RESTAT</td>
<td>Resources Status</td>
</tr>
<tr>
<td>ROC</td>
<td>Regional Operating Center</td>
</tr>
<tr>
<td>ROSS</td>
<td>Resource Ordering and Status System</td>
</tr>
<tr>
<td>SAR</td>
<td>search and rescue</td>
</tr>
<tr>
<td>SAT</td>
<td>Sheriff’s Assist Team</td>
</tr>
<tr>
<td>SCO</td>
<td>State Coordinating Officer</td>
</tr>
<tr>
<td>SDO</td>
<td>Standards Development Organizations</td>
</tr>
<tr>
<td>SEARs</td>
<td>Southeastern Arizona Radio Society</td>
</tr>
<tr>
<td>SERC</td>
<td>State Emergency Response Commission</td>
</tr>
<tr>
<td>SITREP</td>
<td>situation report</td>
</tr>
<tr>
<td>SME</td>
<td>Subject Matter Expert</td>
</tr>
<tr>
<td>SO</td>
<td>Safety Officer</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operating Procedure</td>
</tr>
<tr>
<td>UC</td>
<td>Unified Command</td>
</tr>
<tr>
<td>US &amp; R</td>
<td>Urban Search and Rescue</td>
</tr>
<tr>
<td>USACE</td>
<td>United States Army Corps of Engineers</td>
</tr>
</tbody>
</table>
Cochise County Emergency Response and Recovery Plan

PART 1 BASIC PLAN

USDA  United States Department of Agriculture
USDHS  United States Department of Homeland Security
USGS  United States Geological Survey
USPS  United States Postal Service
VAC  Volunteer Action Center
VOAD  Voluntary Organizations Active in Disaster
WHO  World Health Organization
WMD  Weapons of Mass Destruction
YTD  Year to Date
### VII. TERMS & DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
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<tbody>
<tr>
<td><strong>AGENCY</strong></td>
<td>A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).</td>
</tr>
<tr>
<td><strong>AGENCY REPRESENTATIVE</strong></td>
<td>A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency’s or organization’s participation in incident management activities following appropriate consultation with the leadership of that agency.</td>
</tr>
<tr>
<td><strong>AREA COMMAND (UNIFIED AREA COMMAND)</strong></td>
<td>An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.</td>
</tr>
<tr>
<td><strong>ARIZONA STATE EMERGENCY RESPONSE COMMISSION (AZSERC)</strong></td>
<td>A commission formed by the Governor and Title 26, Chapter 2, Article 3, of Arizona Revised Statutes, to Implement the requirements of the Superfund Amendments and Reauthorization act of 1986, Title III - Emergency Planning and Community Right-to-Know, In the State of Arizona.</td>
</tr>
<tr>
<td><strong>ASSESSMENT</strong></td>
<td>The evaluation and interpretation of measurements and other information to provide a basis for decision-making.</td>
</tr>
<tr>
<td><strong>ASSIGNMENTS</strong></td>
<td>Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.</td>
</tr>
<tr>
<td><strong>ASSISTANT</strong></td>
<td>Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.</td>
</tr>
<tr>
<td><strong>ASSISTING AGENCY</strong></td>
<td>An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.</td>
</tr>
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</tr>
<tr>
<td><strong>AVAILABLE RESOURCES</strong></td>
<td>Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.</td>
</tr>
<tr>
<td><strong>BRANCH</strong></td>
<td>The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.</td>
</tr>
<tr>
<td><strong>CAS NUMBER</strong></td>
<td>A standardized reference number of all regulated materials.</td>
</tr>
<tr>
<td><strong>CHAIN OF COMMAND</strong></td>
<td>A series of command, control, executive, or management positions in hierarchical order of authority.</td>
</tr>
<tr>
<td><strong>CHECK-IN</strong></td>
<td>The process through which resources first report to an incident. Check-in locations include the incident command post, Resource Unit, incident base, camps, staging areas, or directly on the site.</td>
</tr>
<tr>
<td><strong>CHEMICAL TRANSPORTATION EMERGENCY CENTER (CHEMTEC)</strong></td>
<td>A facility of the Manufacturing Chemists Association located in Washington, D.C., which provides information on dealing with chemical transportation accidents 24 hours per day 1-800-262-8200.</td>
</tr>
<tr>
<td><strong>CHIEF</strong></td>
<td>The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).</td>
</tr>
<tr>
<td><strong>COMMAND</strong></td>
<td>The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.</td>
</tr>
<tr>
<td><strong>COMMAND STAFF</strong></td>
<td>In an incident management organization, the Command Staff consists of the incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They have an assistant or assistants, as needed.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>COMMON OPERATING PICTURE</td>
<td>A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.</td>
</tr>
<tr>
<td>COMMUNICATIONS UNIT</td>
<td>An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.</td>
</tr>
<tr>
<td>COMMUNITY EMERGENCY COORDINATOR</td>
<td>The person appointed for the Local Emergency Planning Committee (pursuant to SARA) who makes determinations necessary to implement plans, and who receives official emergency notification of releases.</td>
</tr>
<tr>
<td>COMMUNITY RIGHT-TO-KNOW</td>
<td>Legislation requiring the communicating of chemical information to local agencies or the public.</td>
</tr>
<tr>
<td>COMPREHENSIVE ENVIRONMENTAL RESPONSE</td>
<td>Provides federal authority to respond to releases of hazardous substances and pollutants or contaminants that may endanger public health, welfare, or the environment.</td>
</tr>
<tr>
<td>COMPENSATION AND LIABILITY ACT OF 1980</td>
<td></td>
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<tr>
<td>(CERCLA)</td>
<td></td>
</tr>
<tr>
<td>COOPERATING AGENCY</td>
<td>An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.</td>
</tr>
<tr>
<td>COORDINATE</td>
<td>To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.</td>
</tr>
<tr>
<td>DEPUTY</td>
<td>A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.</td>
</tr>
<tr>
<td>DISPATCH</td>
<td>The ordered movement of a resource to resources to an assigned operational mission or an administrative move from one location to another.</td>
</tr>
</tbody>
</table>
DIVISION
The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

DPS DUTY OFFICER
A 24-hour position within the Arizona DPS Communications Center. The duty officer is the statewide point of contact for alerting state agencies of hazardous materials incidents.

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

EMERGENCY MANAGEMENT
A comprehensive government response to man-caused, technological, and natural hazards. Emergency Management includes the preparation for, response to, recovery from, and mitigation of any disaster.

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

EMERGENCY OPERATIONS PLAN
The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

EMERGENCY PUBLIC INFORMATION
Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.
### EMERGENCY RESPONSE PROVIDER

### EMERGENCY RESPONSE UNIT - DEPARTMENT OF ENVIRONMENTAL QUALITY
A group of occupational specialists who act as the State On-Scene Coordinators for non-transportation hazardous materials Incidents to provide scientific support.

### EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT OF 1986
Also referred to as Superfund Amendments and Reauthorization Act of 1986 (SARA) - Title 111.

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

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

### EXTREMELY HAZARDOUS SUBSTANCES (EHS)

### FACILITY
All buildings, equipment, structures and other stationary items which are located on a single site or on contiguous or adjacent sites and which are owned by the same person.

### FACILITY EMERGENCY COORDINATOR
Faculty representative for each facility with an extremely hazardous substance in a quantity exceeding its threshold planning quantity, who participates in the emergency planning process.

### FEDERAL
Of or pertaining to the Federal government of the United States of America.

### FEDERAL ON-SCENE COORDINATOR (FOSC)
The designated on-scene coordinator of federal agencies at a hazardous materials Incident.
FUNCTION

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

GENERAL STAFF

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

GROUP

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

HAZARD

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

HAZARD COMMUNICATION STANDARD


HAZARDOUS CHEMICAL

Has the meaning given such term by Section 311 (e) of EPCRA.

HAZARDOUS MATERIAL

A term used in this plan to generically define any chemical, substance, material or waste which may pose an unreasonable risk to health, safety, property and/or the environment.

HAZARDOUS MATERIAL (USDOT)

Any substance which has been determined by the U.S. Department of Transportation under Title 49 CFR to be capable of posing an unreasonable risk to health, safety, and property if transported in commerce.

HAZARDOUS WASTE

Has the meaning as defined in P.L. 94-580, Resource Conservation, Recovery Act of 1976 as amended.
INCIDENT
An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

INCIDENT ACTION PLAN (IAP)
An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

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

INCIDENT COMMAND SYSTEM (ICS)
A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

INCIDENT COMMANDER (IC)
The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

INCIDENT MANAGEMENT TEAM (IMT)
The IC and appropriate Command and General Staff personnel assigned to an incident.
INCIDENT OBJECTIVES

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

INITIAL ACTION

The actions taken by those responders first to arrive at an incident site.

INITIAL RESPONSE

Resources initially committed to an incident.

INTELLIGENCE OFFICER

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

INVENTORY FORMS

Tier I and Tier II emergency and hazardous chemical Inventory forms used for reporting under Title III.

JOINT INFORMATION CENTER (JIC)

A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

JOINT INFORMATION SYSTEM (JIS)

Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.
### JURISDICTION
A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

### LIAISON
A form of communication for establishing and maintaining mutual understanding and cooperation.

### LIAISON OFFICER
A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

### LOCAL EMERGENCY COMMUNICATIONS COMMITTEE (LECC)
A committee formed to provide guidance and oversight to the local county Emergency Alert System (EAS).

### LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)
A committee formed to Implement local government compliance with Title III. This committee is responsible for the development and maintenance of the local hazardous materials plan, and providing community right-to-know Information.

### LOCAL INCIDENT COMMANDER
The local government representative at an Incident who is responsible for the direction and coordination of all local government response activities on scene.

### LOCAL GOVERNMENT
A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

### LOGISTICS
Providing resources and other services to support incident management.

### LOGISTICS SECTION
The section responsible for providing facilities, services, and material support for the incident.
MAJOR DISASTER

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

MANAGEMENT BY OBJECTIVE

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

MATERIAL SAFETY DATA SHEET’S (MSDS)

Technical Information documents required under the OSHA Hazardous Communications Standard describing the toxicity, physical hazards and methods of safe handling for chemical products.

MITIGATION

The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, and after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.
MOBILIZATION

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

MULTI-AGENCY COORDINATION ENTITY

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

MULTI-AGENCY COORDINATION SYSTEMS

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

MULTI-JURIDICATIONAL INCIDENT

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

MUTUAL-AID AGREEMENT

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

NATIONAL

Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

NATIONAL DISASTER MEDICAL SYSTEM

A cooperative, asset-sharing partnership between the U.S. Department of health and human Services, the U.S. Department of Veterans Affairs, the U.S. Department of Homeland Security, and the U.S. Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.
NATIONAL INCIDENT MANAGEMENT SYSTEM (N.I.M.S.)
A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the N.I.M.S. includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

NATIONAL RESPONSE CENTER (NRC)
A communications center for activities related to federal response actions located at Coast Guard Headquarters In Washington, D.C.

NATIONAL RESPONSE PLAN
A plan mandated by HSPD-5 that integrates Federal domestics prevention, preparedness, response, and recovery plans into one-all-discipline, all-hazards plan.

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

OCCUPATIONAL HEALTH AND SAFETY ADMINISTRATION (OSHA)
Regulates occupational exposures to hazardous chemicals.

OPERATIONAL PERIOD
The time scheduled for executing a given set of operation actions, as specified in the incident Action plan. Operational periods can be of various lengths, although usually not over 24 hours.

OPERATIONS SECTION
The section responsible for all tactical incident operations. In ICS, it normally includes subordinates branches, divisions, and/or groups.
PERSONNEL ACCOUNTABILITY

The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

PIPELINE SAFETY PERSONNEL (PSP)

A group of occupational specialists of the Arizona Corporation Commission (ACC).

PLANNING MEETING

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

PLANNING SECTION

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

PREPAREDNESS

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

PREPAREDNESS ORGANIZATIONS

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

**PREVENTION**

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

**PRIVATE SECTOR**

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

**PROCESSES**

Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

**PUBLIC INFORMATION OFFICER**

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

**PUBLICATIONS MANAGEMENT**

The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of N.I.M.S. materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

**QUALIFICATION AND CERTIFICATION**

This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training,
currency, experience, and physical and medical fitness.

RAILROAD SAFETY PERSONNEL

A group of occupational specialists of the Arizona Corporation Commission (ACC).

RECEPTION AREA

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

RECOVERY

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

RECOVERY PLAN

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

REGIONAL RESPONSE TEAM (RRT)

A group of federal representatives from the states encompassing Federal Region IX (Arizona, California, Nevada, Hawaii, and the trust territories) who respond in support of the National Oil and Hazardous Substances Pollution Contingency Plan of the USEPA.

RESOURCE CONSERVATION AND RECOVERY ACT OF 1976 (RCRA)

Establishes a framework for proper management and disposal of all wastes.

RESOURCES

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

RESOURCE MANAGEMENT

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

**RESOURCE UNIT**

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

**RESPONSE**

Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs.

Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

**SARA Title III**


**SAFETY OFFICER**

A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing ensures for ensuring personnel safety.

**SECTION**

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

**SPAN OF CONTROL**

The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the N.I.M.S., an appropriate span of control is between 1:3 and 1:7.)

**SPILL**

Includes, but is not limited to, any spilling, leaking,
pumping, pouring, emitting, emptying, or dumping of any hazardous material or oil.

STAGING AREA
Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

STATE

STATE OF EMERGENCY
As defined in ARS 26-301, means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons or property within the state caused by air pollution, fire, flood, storm, epidemic, riot, earthquake or other causes, except those resulting in a state of emergency, which are or are likely to be beyond the control of the services, personnel, equipment and facilities of any single county, city or town, and which require the combined efforts of the state and the political subdivisions.

STATE ON-SCENE COORDINATOR (SOSC)
The designated coordinator of all Arizona State Response Agencies at a hazardous material incident.

STRATEGIC
Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

STRIKE TEAM
A set number of resources of the same kind and type that have an established minimum number of personnel.

STRATEGY
The general direction selected to accomplish incident objectives set by the IC.

SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT OF 1986 - EMERGENCY PLANNING AND RIGHT - TO-KNOW ACT OF 1986
Requires the development of local plans for hazardous materials response and the development of systems to provide community right-to-know information to citizens.
SUPERFUND
Trust fund established under CERCLA and extended under SARA to provide money for cleanups associated with inactive hazardous waste disposal sites.

SUPPORTING TECHNOLOGIES
Any technology that may be used to support the N.I.M.S. is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

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

TECHNICAL ASSISTANCE
Support provided to State, local, and tribal jurisdictions when they have resources but lack the compete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

TERRORISM
Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2(15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

THREAT
An indication of possible violence, harm, or danger.

TITLE III

TOOLS
Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

TOXIC CHEMICAL
Any substance on the list described in Section 313(c) of Title III.

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

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

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

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

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

**UNIVERSAL TASK LIST**
A reference tool that provides a comprehensive menu of tasks to be performed by different disciplines at all levels of government to address major events.

**VOLUNTEER**
For purposes of the N.I.M.S., a volunteer is any individual accepted to perform services by the lead agency, which has the authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.
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EOC OPERATIONS

I. INTRODUCTION

A. Location

The Cochise County Emergency Operations Center (EOC) is located at the Cochise County Sheriff’s Office, 205 N. Judd Drive, Bisbee, Arizona 85603.

B. Purpose

To address the personnel, operating procedures, organization and facilities of the Cochise County Emergency Operations Center (EOC).

C. Scope

1. To provide for direction, control and coordination of Cochise County resources during emergency operations.
2. To ensure that all is done to protect lives and property of the residents of Cochise County within given legal and financial restraints.

D. Policies

1. Heads of agencies, departments, and organizations are responsible for emergency functions assigned to their agency as outlined in the appropriate annex to the County’s Emergency Operations Center (EOC) Plan.
2. The EOC will operate on a 24-hour basis during the emergency and the staff may be required to work 12-hour shifts.

II. SITUATIONS AND ASSUMPTIONS

A. Situations:

Cochise County has identified hazards that have the potential to disrupt day-to-day activities and/or cause extensive property damage, personal injury and/or casualties.

B. Assumptions:

Cochise County assumes responsibility for emergency management operations and will commit all available resources to save lives and minimize injury and property damage. Under certain circumstances, when emergency or disaster response and recovery operations exceed the county capability, assistance from other jurisdictions, the State and/or Federal government, may be available.

III. CONCEPT OF OPERATIONS

A. County EOC Operations

1. Control of the EOC and of emergency operations is the responsibility of the Cochise County Emergency Services Coordinator.
2. Determination of personnel to be assigned to the EOC during a specific emergency will be made based on the extent of the situation and the needs of Cochise County.

3. The Cochise County Emergency Services Coordinator is responsible for the supply and readiness configuration of the EOC.

Minimum EOC displays will include:

(See Attachments “Status Boards Examples” at end of EOC Section)

- Situation Status (SITSTAT)
- Incident history
- Current status
  - Patients, facilities, weather
- Current objectives and assignments
- Resource Status
  - Assigned resources
  - Available (staged) resources

B. Incident Management Organization

a. Executive and Operations Group: This is the decision and policy-making group. They commit funds and resources and are ultimately responsible for the County’s response effort. This group consists of:

- Chairman, Board of Supervisors
- Board of Supervisors
- County Attorney
- Emergency Services Coordinator
- County Manager
- Appropriate Location Fire Chief or representative
- Sheriff
- Public Information Officer

b. Operations Group: This group consists of agency and departmental liaison personnel who coordinate the application of town/county resources. The members include:

- Health, Medical, Radiological
- Sheriff
- Fire
- Highway and Floodplain
- VOADS

c. Planning Group: This group consists of agency and departments who coordinate the planning of short and long term needs and double as a intelligence planning group when a criminal investigation of an emergency develops.

- Emergency Services
- Public Health
- Cooperative Extension - Agriculture
d. **Logistics and Finance Groups:** These groups provide communications, administrative and logistical support to the EOC. They include:

- Communications/radio personnel
- County Personnel Support
- Finance and General Services

**County EOC Operations**

![Diagram of County EOC Operations]

Figure 1 - County EOC Operations

**C. Activation and Activities**

1. **Assignment of Responsibilities**

The Cochise County’s ERRP is operations-oriented, and addresses coordinated county and inter-county evacuation, shelter, post-disaster response and recovery; rapid deployment and pre-deployment of resources; communications and warning systems; annual exercises to determine the ability of local governments to respond to emergencies; and clearly defined responsibilities for county/municipality divisions/departments through an Emergency Support Function (ESF) approach to planning and operations as well as hazard specific / department specific responses.
In the response section of the ERRP, the Emergency Support Function (ESF) sections address an all-hazard approach to the elements of a given emergency/disaster.

In each section, the responsibilities of the agencies involved are explained more in detail. Although many agencies are capable of leading each section, a department or agency may be designated as the Primary agency for an ESF for a number of reasons.

The agency may have a statutory responsibility to perform that function, or through the agency may have developed the necessary expertise to lead the ESF. In some agencies, a portion of the agency's mission is very similar to the mission of the ESF; therefore, the skills to respond in a disaster can be immediately translated from the daily business of that agency. Whatever the reason an agency is designated as the Primary agency, that agency has the necessary contacts and expertise to coordinate the activities of that support function.

Upon activation of the EOC, the lead agencies for the ESFs will designate a representative in the EOC to coordinate that ESF. It is up to the lead agency's discretion as to how many, if any, support agencies they will require present with them. However, due to the limited space available in the EOC, the attendance of support agencies should be closely coordinated with ACEM in the development of standard operating procedures.

The Primary department for the ESF will be responsible for obtaining all information relating to ESF activities and requirements caused by the emergency and disaster response. This information gathering will frequently require the primary agency to step outside traditional information gathering protocols.

Cochise County will respond to local requests for assistance through the ESF process. Within the EOC, requests for assistance will be tasked to the ESFs for completion. The primary agency will be responsible for coordinating the delivery of that assistance.

The EOC Supervisor will issue mission assignments to the primary departments for each ESF based on the identified resource shortfall. Resource tasking will be accomplished through the ESFs on a mission assignment basis. The tasking on a mission assignment basis means that a local government resource shortfall will be addressed through assigning a mission to address the shortfall rather than tasking specific pieces of equipment or personnel.

The primary department or agency for that ESF will be responsible for identifying the particular resource or resources that will accomplish the mission and coordinate the delivery of that resource to the local government.

2. Notification and Activation of the EOC

Alert and Notification

1. Natural Disaster

   a. Notification of an impending or existing disaster/emergency can be received from any one of several agencies or people. The alert can be received from Cochise County or local departments, from any one of the many State, Federal or private agencies or from a private citizen as the result of a first-hand observation.
b. Normally, notification of an incident will be received by either law enforcement or fire/rescue agencies. The Cochise County Sheriff's Office will disseminate the notification to responders.

c. The public will be notified by various means:
   1) Radio or television through the Emergency Alert System (EAS).
   2) Siren system.
   3) Door-to-door by law enforcement, fire or volunteer agency.
   4) Printed media through newspaper or flyers.

d. When alerted, the public should tune their radios and televisions to their local stations to receive instruction concerning the situation, what should be done, when it should be done, where to go and to receive updated information.

e. Designated Sheriff, fire, police personnel and/or volunteers will be employed to ensure that people with special needs are notified of the threatening conditions.

2. War related Emergencies

   Warning of an enemy attack upon the United States will be received through the National Warning Center at Colorado Springs, Colo. via the National Warning System (NAWAS). The NAWAS warning point receiver for Cochise County is located in the Cochise County Sheriff's Office in Bisbee, Arizona. The sheriff's office will notify Cochise County Emergency Services officials and emergency responders.

D. Activation

1. **Pre-Disaster**: The EOC will be in standby status with plans, procedures, charts, reports, maps, etc. available, communications systems operational and staff assignments made.

2. **Disaster/Impact**: The EOC will be activated when the span of response warrants a need for an operational level above the tactical level to provide resources to the Incident or Unified Command. The EOC is activated by the directive of the Board of Supervisors, or in an immediate need through the Emergency Services Coordinator. EOC personnel activated will be determined by the situation and by the Emergency Services Coordinator. The EOC will remain in operation until response and recovery needs can be met on a routine basis.

   Functional Assignment:

   The EOC will be supervised by the Emergency Operations Director who will designate a supervisor for the additional shift(s). The Emergency Operations Director will coordinate the activities of the:

   a. **Executive Group** — The Executive group is generally the policy group. The people who make the tough decisions, commit funds and are ultimately responsible for the response effort.

   b. **Operations Group** — This group is composed of agency liaison personnel who coordinate the effective application of the available resources of the county.

   c. **Planning Group** — This group is composed of personnel that plan for the future of the county and its residents.
d. Logistics Group — This group is composed of agency personnel that can obtain and track resources for the operation.

e. Support Group — This group provides communications, administrative and logistical support to the EOC.

3. Recovery: The EOC will be de-activated.
County EOC Operations Related to Emergency Support Functions (ESF)

Executive and PIO
ESF #15: Public Information
Support Annex - Public Affairs

Emergency Management
ESF #5: Emergency Management

Operations
ESF #1: Transportation
ESF #3: Public Works and Engineering
ESF #4: Firefighting
ESF #6: Mass Care, Housing & Human Services
ESF #8: Medical Services
ESF #9: Search and Rescue
ESF #10: Oil and Hazardous Materials
ESF #12: Energy (Public Utilities)
ESF #13: Law Enforcement
Support Annex - Worker Safety
Volunteer Donations Management

Planning
ESF #5: Emergency Mgt.
ESF #6: Mass Care, Housing & Human Services
ESF #8: Public Health
ESF #11: Agricultural
ESF #14: Mitigation and Long Term Recovery
Support Annexes:
Private-Sector Coordination
Science and Technology
Damage Assessment

Logistics
ESF #2: Communications
ESF #7: Resource Mgt.
Support Annexes:
Logistics Management

Finance
Support Annexes:
Volunteer & Donations Mgt.
Financial Management

Figure 2 - County EOC Operations related to Emergency Support Functions
IV. ROLES AND RESPONSIBILITIES

A. NIMS / EOC Interface

Most incidents are classified as minor. They affect only a small portion of the community, and most response organizations have the ability to manage the incident by committing only limited resources. Staff that are normally activated in the EOC may be requested to report on site to become part of the Incident Command staff during smaller incidents.

Major incidents, however, may threaten the entire community. Whole communities may require evacuation for several days during large-scale incidents. A much greater commitment of equipment and personnel is made in an attempt to control these incidents. The decision-making process moves to the policy level, which involves more people in the procedure. Coordination of the response, responders, and information management moves to the highest level. Instead of absorbing all the staff needed to direct and control an emergency at the site(s), the Incident Command Post is instead supported by the Emergency Operations Center (EOC).

A thorough understanding of the National Incident Management System (NIMS) through the Incident Command (IC) system and the concept of the Emergency Operations Center (EOC) is fundamental to effective management of both large and small incidents. The on-scene incident commander must understand precisely under what circumstances the EOC is activated and what authority the OSC has when an EOC is activated.

The IC and the EOC are partners in addressing issues facing a community during disasters and emergencies. The IC is generally responsible for coordination and control of specific activities at a particular incident site. The EOC is generally responsible for coordination and control of all incidents occurring within a community. Usually, administrative and off-site functions are the responsibility of the EOC staff. The IC retains authority at the site of the incident. These functions may overlap, and sometimes conflicts may develop. Continual communications and discussion between the EOC and IC can assist in conflict resolution. The EOC does not dictate actions at the scene but may influence changes in the action plan through the distribution of resources. For instance, if the IC develops an on-scene action plan requiring 12 emergency medical technicians and the EOC cannot meet the request, the IC must modify the action plan based on available resources.

The EOC does not develop on-scene action plans but must be made aware of them. Possible conflicts and potential problems can be role-played and addressed during planning and exercising before an actual incident. Local emergency operations plans give precise protocols for activating the EOC and providing for a smooth transition of functions from the IC to the EOC. Communication links between the two are established as the EOC is activated and are continued throughout the incident.

The EOC is a function, not just a building and may become mobile, if the EOC is has the capability. A mobile EOC vehicle then could respond to the scene or any other remote location. This usually happens during partial activation of the EOC when the numbers of persons in the EOC is small. A mobile EOC is sometimes more cost-effective than activating the primary EOC.
B. Incident Command Functions

The Incident Command System is the structure used to manage and apply resources. It includes all facilities, equipment, personnel, procedures, and communications available to mitigate the incident. The Incident Commander is the single person responsible for all decisions relating to the management of the incident. The senior representative of the agency having responsibility for mitigating the incident assumes Command of all emergency and support activities at the incident. For example, if the incident is primarily handled by law enforcement, the senior deputy on-scene is the commander; or, if the incident is primarily a fire related one, the senior fire fighter on-scene is the commander.

Listed below are the major functions of Incident Command. These are not all inclusive and functions will be added or deleted as the incident dictates.

1. Establish an incident command post and implement scene management procedures as required, see ESF #2 Communications of this plan.

3. Perform size-up. A size-up identifies the nature and severity of the immediate problem. It helps the commander gather information to formulate an action plan.

4. Develop the necessary plans to mitigate the incident.

5. Request additional resources (if needed).

6. Establish necessary levels of supervision (sectoring), i.e. fire fighting, traffic control, emergency medical, etc.

7. Make assignments.

8. Acquire progress reports.

9. Evaluate mitigation efforts.

10. Revise plans as needed.

11. Ensure that proper notifications are made.

12. Initiate public warning, if appropriate (see ESF #15 External Affairs of this plan).

13. Designate an on-scene Information Officer, if appropriate, to disseminate information to the news media.

14. Ensure that adequate documentation (logs, photos, etc.) of incident is maintained.

15. Provide for security, on-site control, and the health and safety of all response personnel.

16. Determine if evacuation is required and if so initiate evacuation actions, see ESF #13 - Public Safety and Security Annex for evacuation operations.
17. If evacuation is necessary, determine if sheltering will be required, if so initiate sheltering operations, see ESF #6 - Mass Care Annex for sheltering operations.

The chart below indicates the typical functions and responsibilities of the EOC and the IC in a major community-wide role.

<table>
<thead>
<tr>
<th>Function/Responsibility</th>
<th>EOC</th>
<th>On Scene Incident Commander</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification and warning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public warning</td>
<td>P</td>
<td>-</td>
</tr>
<tr>
<td>Staff notifications</td>
<td>P</td>
<td>-</td>
</tr>
<tr>
<td>Incident management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prioritization of overall activities</td>
<td>P</td>
<td>S</td>
</tr>
<tr>
<td>Multi-agency communications coordination</td>
<td>S</td>
<td>P</td>
</tr>
<tr>
<td>Command of on-scene activities</td>
<td>S</td>
<td>P</td>
</tr>
<tr>
<td>Control of on-scene operations</td>
<td>S</td>
<td>P</td>
</tr>
<tr>
<td>Assigning tasks to resources</td>
<td>P</td>
<td>S</td>
</tr>
<tr>
<td>Documentation and finance</td>
<td>S</td>
<td>P</td>
</tr>
<tr>
<td>Public information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public information</td>
<td>P</td>
<td>S</td>
</tr>
<tr>
<td>Coordination of media on-scene</td>
<td>S</td>
<td>P</td>
</tr>
<tr>
<td>Accident/damage assessment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-scene situation status</td>
<td>S(P)</td>
<td>P(S)</td>
</tr>
<tr>
<td>Evaluation of community impact</td>
<td>P</td>
<td>S</td>
</tr>
<tr>
<td>Search and rescue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prioritization of search areas</td>
<td>P</td>
<td>S</td>
</tr>
<tr>
<td>Coordination of actual search teams</td>
<td>S</td>
<td>P</td>
</tr>
<tr>
<td>Health protection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public health policies</td>
<td>P</td>
<td>-</td>
</tr>
<tr>
<td>Technical support</td>
<td>P</td>
<td>S</td>
</tr>
<tr>
<td>Re-entry into evacuated area</td>
<td>P</td>
<td>S</td>
</tr>
<tr>
<td>Medical services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treating victims</td>
<td>S</td>
<td>P</td>
</tr>
<tr>
<td>Identifying host and risk facilities</td>
<td>P</td>
<td>S</td>
</tr>
<tr>
<td>Fire protection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Controlling fires</td>
<td>S</td>
<td>P</td>
</tr>
<tr>
<td>Evacuation/traffic control/security</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traffic control policies</td>
<td>P</td>
<td>S</td>
</tr>
<tr>
<td>Traffic control</td>
<td>S</td>
<td>P</td>
</tr>
<tr>
<td>Security for the community</td>
<td>P</td>
<td>S</td>
</tr>
<tr>
<td>Recovery</td>
<td>P</td>
<td>-</td>
</tr>
<tr>
<td>Mass care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initial evacuation</td>
<td>S</td>
<td>P</td>
</tr>
<tr>
<td>Evacuation policies</td>
<td>P</td>
<td>S</td>
</tr>
<tr>
<td>Sheltering</td>
<td>P</td>
<td>S</td>
</tr>
<tr>
<td>Political/social decisions</td>
<td>P</td>
<td>-</td>
</tr>
<tr>
<td>Debris clearance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Function/Responsibility

<table>
<thead>
<tr>
<th>Function/Responsibility</th>
<th>EOC</th>
<th>On Scene Incident Commander</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Debris management</strong></td>
<td>P</td>
<td>-</td>
</tr>
<tr>
<td><strong>Public works and utility restoration</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restoration of essential services</td>
<td>P</td>
<td>S</td>
</tr>
<tr>
<td>Shutting off broken gas lines</td>
<td>S</td>
<td>P</td>
</tr>
<tr>
<td><strong>Environmental hazard response</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oversight of recovery activities</td>
<td>P</td>
<td>S</td>
</tr>
<tr>
<td>Assessing overall environmental impact</td>
<td>P</td>
<td>S</td>
</tr>
<tr>
<td><strong>Resource Management</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gathering mutual aid resources</td>
<td>P</td>
<td>S</td>
</tr>
<tr>
<td>Multi-agency resource coordination</td>
<td>P</td>
<td>S</td>
</tr>
<tr>
<td>Resource allocation</td>
<td>P</td>
<td>S</td>
</tr>
<tr>
<td>Logistics</td>
<td>P</td>
<td>S</td>
</tr>
<tr>
<td>Coordination of community resources &amp; activities</td>
<td>P</td>
<td>-</td>
</tr>
</tbody>
</table>

### Figure 3 - Functional Responsibility Chart EOC/IC

#### C. County EOC Operations Staff

1. Direction

Government normally functions during emergencies in much the same manner as in routine operations. Responsibility for the performance of emergency functions is charged to agencies that normally perform similar activities. Where such an affiliation of normal functions and emergency operations is not possible, the establishment of an emergency organization is required.

During an emergency the executive level exercises general direction, control and overall supervision of governmental operations, as well as establishing policy. Government agencies function in much the same manner. During emergencies, the agency head assumes responsibility of the direction and control of the agency and all elements assigned to it for the performance of emergency functions. These functions are charged to the agency in emergency operations plans and procedures approved by the executive group.

Government agencies are collectively subject to the coordinative supervision of a manager or administrator during the routine operation of government. Agencies conducting emergency operations are subject to similar coordinative supervision from an emergency operations center (EOC). The Cochise County EOC is located at the Cochise County Sheriff’s Office, 205 N. Judd Drive, Bisbee, Arizona 85603.

The Cochise County Emergency Services Department exercises general direction and control of assisted political subdivisions and specific direction and control of all operating forces. Direction and control activities are channeled to and from the executive group operating from the Cochise County Emergency Operations Center (EOC). The axis of communications is EOC to county agencies, subdivisions and operating forces, including any augmentation of those forces.
Government agencies and the EOC are activated and made operational at the
direction of the chairman, Board of Supervisors, or designated representative.

2. Declaration of a County Emergency.

It is essential that the chairman, Cochise County Board of Supervisors, proclaim an
emergency for the county. The declaration is the vehicle by which assistance can be
obtained laterally and from State and Federal sources. The written declaration should
be forwarded from the county to lateral, State and Federal offices by the most
expedient means (usually FAX). A Sample Declaration for the county is found in Tab
C of the Basic Plan.

3. Activation of the EOC

The EOC will be activated when the span of response warrants a need for an
operational level above the tactical level to provide resources to the Incident or
Unified Command. When the EOC is operational, it also uses an incident command
structure similar to the one that is used on-site.

The EOC is supervised by the Emergency Operations Director who designates a
supervisor for any additional shift(s) over 12 hour periods.

The Emergency Operations Director coordinates the activities of the:

(a) Executive Group — The Executive group is generally the policy group.
The people who make the tough decisions, commit funds and are
ultimately responsible for the response effort. Typically, the position of
Public Information Officer (PIO) also works with this group.

(b) Operations Group — This group is composed of agency liaison personnel
who coordinate the effective application of the available resources of the
county.

(c) Planning Group — This group is composed of agency liaison personnel
who develops emergency response plans and procedures for the county.

(d) Logistics Group — This group provides communications, administrative
and logistical support to the EOC.

(e) Finance Group — This group provides finance related (contract /
procurement/reimbursement) and cost recovery elements to the EOC.
4. Elements of the EOC include:

**ICS Function and Response Activities By Agency - Command/Operations/Planning**

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>ICS FUNCTION</th>
<th>RESPONSE ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman of the Board of Supervisors</td>
<td>Command</td>
<td>Ultimate Situation Responsibility: Declaration of State of Emergency</td>
</tr>
<tr>
<td>County Manager</td>
<td>Command/Public Information</td>
<td>Emergency Public Information: administers Executive orders: promulgation of Emergency Orders</td>
</tr>
<tr>
<td>County Attorney</td>
<td>Command</td>
<td>Legal Issues</td>
</tr>
<tr>
<td>Emergency Services</td>
<td>Command, Liaison (EOC Manager), Planning</td>
<td>Activation and Coordination of the EOC, EOC Management, Liaison and Coordination with governments and organizations.</td>
</tr>
<tr>
<td>Sheriff’s Office and Support</td>
<td>Operations</td>
<td>Communications, Warning, Law Enforcement, Traffic Control Security</td>
</tr>
<tr>
<td>Health Department</td>
<td>Planning</td>
<td>Medical Care and Treatment: Disease and Pest Control: Emergency Worker protection, Safety Issues</td>
</tr>
<tr>
<td>Highway and Floodplain Department</td>
<td>Operations</td>
<td>Debris Removal and Disposal: Damage Assessment: Sewage Control: Highway Repair; Flood Control and Water Issues</td>
</tr>
<tr>
<td>Fire Chiefs Association</td>
<td>Operations</td>
<td>Fire Suppression and Control: Search and Rescue; HazMat Exposure Control</td>
</tr>
<tr>
<td>Emergency Medical Services</td>
<td>Operations</td>
<td>Care, Treatment and Transport of ill and injured people.</td>
</tr>
<tr>
<td>South Regional EMS</td>
<td>Operations</td>
<td>Care, Treatment and Transport of livestock. Assessment of crops/natural resources.</td>
</tr>
<tr>
<td>Cooperative Extension</td>
<td>Planning</td>
<td></td>
</tr>
<tr>
<td>Social Services</td>
<td>Operations/Planning</td>
<td>Human Needs Assessment</td>
</tr>
<tr>
<td>Office for Aging</td>
<td>Planning</td>
<td>Human Needs Assessment</td>
</tr>
<tr>
<td>Economic Development</td>
<td>Planning</td>
<td>Situation Assessment and Documentation - Advance Planning Recovery</td>
</tr>
<tr>
<td>VOADS &amp; Volunteers</td>
<td>Operations/Planning</td>
<td>Mass Care, shelter and food.</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Planning/Finance</td>
<td>Damage Assessment/Records</td>
</tr>
<tr>
<td>Mental Health</td>
<td>Operations</td>
<td>Crisis Counseling</td>
</tr>
<tr>
<td>Medical Examiner/Coroner</td>
<td>Operations</td>
<td>Identification and Disposition of Dead</td>
</tr>
<tr>
<td>Utilities</td>
<td>Operations</td>
<td>Control of utility services (i.e. shut off and reestablishing), and recovery from utility outages.</td>
</tr>
</tbody>
</table>
ICS Function and Response Activities By Agency - Logistics/Finance

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>ICS FUNCTION</th>
<th>RESPONSE ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Department</td>
<td>Planning, Logistics</td>
<td>Communication Systems (Computer) /Coordinated with 911 Center</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Logistics</td>
<td>Staffing for Potential Needs</td>
</tr>
<tr>
<td>General Services</td>
<td>Logistics</td>
<td>Maintenance of Facilities, Warehouse or Office Support, Resource Tracking</td>
</tr>
<tr>
<td>County Finance</td>
<td>Finance</td>
<td>Procurement and Contracts for Services and equipment</td>
</tr>
</tbody>
</table>

V. ADMINISTRATION AND LOGISTICS

A. General Administrative Requirements

1. Mutual Aid Agreements

Mutual aid has long been utilized as a structured method of asking for and providing additional resources in disaster situations. Most jurisdictions have some sort of mutual aid agreements with neighboring communities to share fire, police, ambulance, and public works services. These agreements are, in most instances, formal written agreements; but in some cases they are based on a handshake. It is recommended that formal written agreements be made wherever possible.

Cochise County is evaluating their formal or informal agreements with another emergency manager and jurisdictions. Neighboring communities and regional agreements will be reviewed to see what mutual aid will be available for major disasters.

There are legal and financial implications for mutual aid. If there is a major disaster declaration, FEMA will reimburse for costs associated with emergency assistance as long as the assistance is directly related to the disaster event, is eligible, and is not dependent on a disaster declaration. In addition, a mutual aid agreement must be in written form and signed by authorized officials.

Any mutual aid (formal or informal) agreements that are established by Cochise County are reflected in the plan (included as an appendix in this Section when available). Mutual aid agencies should be listed as players when Cochise County conducts training and emergency exercises.

2. Administrative Policy and Procedure

Agencies involved in an emergency response will be held accountable for operating per their own agency’s policies and procedures.
3. Record Keeping

Agencies involved in an emergency response will be held accountable for maintaining records of their staff’s involvement and agency’s equipment and supplies used during an emergency per Cochise County’s policies and procedures.

B. Resource Management and Logistics

1. Resource Management

Initial resources will be obtained through each agency responding to the scene of the incident. Each agency will be responsible for their own inventory used and also for submitting any claims or reimbursement through Emergency Services for possible reimbursement of these supplies during a disaster that is designed a Presidenti al Disaster.

For local resources, resources will have to be reviewed through the County Board of Supervisors for any replacement if the resources were documented and approved during the incident response.

Initial resources needed for a response will be first sent through IC for smaller incidents or to the County’s EOC when the EOC becomes operational. A logistics chief will manage the Resources requested through the EOC.

2. Logistics

Logistics requirements and explanations are listed in the Logistics Management Support Annex.

The emergency funding process completed by county purchase orders should be discussed ahead of any major emergencies with the Board of Supervisors and County Management (Manager/Finance) to expedite money released for immediate use during an actual incident.

VI. PLAN DEVELOPMENT/MAINTENANCE, SUPPORT AND TRAINING

A. EOC Development and Maintenance

1. The primary responsibility for coordinating the development and maintenance of “Part Two - Emergency Operations Center (EOC) Operations rests with the Cochise County ES.

2. Other primary and support agencies to this ESF will assist the County ES in developing and maintaining this ESF.

3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.
B. EOC Support – Organization SOG/ SOPs

The Cochise County ES will develop and maintain any Standard Operating Guides (SOG)/ Standard Operating Procedures (SOP), and mutual aid agreements, as appropriate, for this section of the plan. This information will be coordinated with the appropriate agencies and staff, as necessary.

C. SOG/ SOP Training and EOC Exercises

1. The County ES will train to and exercise the EOC periodically, as necessary.

2. The County ES, in coordination with other County emergency organizations, will schedule and conduct required training activities to ensure understanding for EOC operations.

3. Training to and exercise of individual organization’s SOG/ SOPs that support the EOC through liaisons or resources are the responsibility of each respective organization.

VII. AUTHORITIES AND REFERENCES

A. Authorities:

- Arizona Revised Statutes (A.R.S.) Chapter 2, Title 26, as amended.
- A.R.S. Title 35.
- A.R.S. Title 26-301 to 26-322.

B. References

Federal:


State:

ATTACHMENTS - STATUS BOARD EXAMPLES FOR THE EOC

These are master sheets that should be copied and utilized in the EOC for a major emergency or incident and kept current for historical document purposes.
HAZARD INDEPENDENT EMERGENCY SUPPORT FUNCTIONS (ESF)
HAZARD INDEPENDENT EMERGENCY SUPPORT FUNCTIONS (ESF)

**Figure 1 - Emergency Support Function’s Responsibility Matrices**

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6/12/2014
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P = Primary Agency: Responsible for management and implementation of ESF.
S = Supporting Agency: Responsible for providing support to the Primary agencies.

The Figure above shows the Primary and Supporting agencies under their respective ESF functions.

**ESF Figure 1 - Emergency Support Function’s Responsibility Matrixes**
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P= Primary Agency: Responsible for management and implementation of ESF.
S=Supporting Agency: Responsible for providing support to the Primary agencies.
The Figure above shows the Primary and Supporting agencies under their respective ESF functions.

**ESF Figure 1 - Emergency Support Function’s Responsibility Matrixes**

6/12/2014
# EMERGENCY SUPPORT FUNCTIONS
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P= Primary Agency: Responsible for management and implementation of ESF.
S=Supporting Agency: Responsible for providing support to the Primary agencies.
The Figure above shows the Primary and Supporting agencies under their respective ESF functions.

**ESF Figure 1 - Emergency Support Function’s Responsibility Matrixes**
## Emergency Support Function Categories and Primary Agency(ies)

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<th>Emergency Support Function</th>
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| ESF #1 Transportation      | 1. Transportation Networking  
2. Evacuation special populations | Highway & Flood Plains Dept.                      |
| ESF #2 Communications      | 1. Communications Systems                                               | Cochise Co. Sheriff’s Office                     |
| ESF #3 Public Works &      | 1. Building Inspection and Condemnation  
2. Route Clearance/Bridge Inspection  
3. Debris Removal  
| Engineering                |                                                                          |                                                  |
| ESF #4 Firefighting        | 1. Detection and Suppression                                             | Fire Chiefs Association                          |
| ESF #5 Emergency           | 1. Disaster Intelligence/planning  
2. Public Information  
| Management                 |                                                                          |                                                  |
| ESF #6 Mass Care, Housing  | 1. Shelter and Mass Care Operations  
2. Disaster Victim Services | American Red Cross  
Cochise County Public Health | and Human Services
| ESF #7 Resource Support    | 1. Logistics  
2. Resource Management  
3. Staging Areas | Cochise Co. Emergency Svcs | |
| ESF #8 Medical and PH      | 1. Emergency Medical EMS Assistance  
2. Public Health  
3. Crisis Intervention Support (CIS)  
4. Mortuary Services | Fire Chiefs Association  
Southern Reg. EMS Council  
Cochise Co. Public Health  
Cochise Co. Medical Examiner | Medical and PH
| ESF #9 Search & Rescue     | 1. Urban  
2. Rural and Support | Cochise Co. Sheriff’s Office |
| ESF #10 HazMat and Oil     | 1. HazMat  
2. Radiological | Fire Chiefs Association  
Local Fire Departments | HazMat and Oil
| ESF #11 Agriculture &      | 1. Flow of Food to Public  
2. Agricultural and Natural Resource Impacts  
3. Assessment and Protective actions for crop/livestock/resources | Cochise Co. Public Health  
Cochise Co. Coop. Extension | Agriculture &
| Natural Resources          |                                                                          |                                                  |
| ESF #12 Energy             | 1. Restoration of utility  
2. Temporary Emergency Power | Cochise Co. Emergency Svcs  
Highway & Flood Plains Dept. | Energy
| ESF #13 Public Safety      | 1. Law Enforcement  
2. Security and Crime Control  
3. Institutions and Jails  
4. Evacuation and Traffic Control | Cochise Co. Sheriff’s Office  
Local Law Enforcement Agencies | Public Safety
| ESF #14 Mitigation &      | 1. Assistance programs  
2. Recovery and Reconstruction  
3. Mitigation (support COOP/COG) | Cochise Co. Emergency Svcs  
Cochise Co. Sheriff’s Office | Mitigation &
| Recovery                   |                                                                          | Recovery |
| ESF #15 External Affairs   | 1. Public Warning  
2. Information Sharing  
3. Media Interface/JIC | Cochise Co. Emergency Svcs  
Cochise Co. Sheriff’s Office | External Affairs

**ESF Table 1 - Emergency Support Functions and their Primary Agency(ies)**

6/12/2014
ESF 1 - TRANSPORTATION INFRASTRUCTURE

PRIMARY AGENCIES:

County: Cochise County Highway and Floodplain Department

SUPPORT AGENCIES:

County: Cochise County Emergency Services
Regional: Pima County Emergency Management
Santa Cruz County Emergency Management
State: Department of Transportation (ADOT)
Federal: US Department of Transportation
Local: City/Incorporated Public Works Departments
South Regional EMS Council
Volunteer: Sheriffs Assist Team
Private: Unified School Districts
Postal Offices

MUTUAL AID: None.

MEMORANDA OF UNDERSTANDING: None.

I. INTRODUCTION

A. Purpose

This annex coordinates the allocation of vehicles and related resources to move people, equipment and essential supplies. Livestock and pets are secondary to the evacuation of people.

B. Scope

1. Transportation Networking
   ■ Restoration/recovery of transportation infrastructure
   ■ Movement restrictions - security around incident perimeter
   ■ Damage and impact assessment - roads
   ■ Transportation safety

2. Evacuation special populations
   ■ County Evacuations - special populations

C. Policies

It is the policy of the government of Cochise County to provide the emergency organization and resources to minimize loss of life, and protect public property, the economy, and the environment in unincorporated Cochise County.
Additionally, Cochise County will provide support to other jurisdictions within Cochise County to the maximum extent possible depending on the disaster conditions.

Incorporated jurisdictions will perform emergency management functions within their jurisdictional boundaries.

All Cochise County departments and divisions will utilize to the greatest extent possible day-to-day policies, except when emergency or disaster situations require exceptional policy changes or modifications.

County and Department/Division policy documents contain applicable policies in the event of an emergency or disaster.

III. SITUATIONS AND ASSUMPTIONS

A. Situations

1) People, equipment and supplies can be moved through the county by land and air. Modes of transportation can be planes, helicopters, buses, cars, trucks, and smaller motor vehicles (motorcycles, all-terrain vehicles), by horse back or on foot.

2) Vehicles typically found in the county consist of: military transport vehicles and helicopters/planes, passenger vehicles, public works and highway trucks, school district buses, commercially owned trucks, privately owned ambulances, trailers, mining vehicles and federal mail trucks.

B. Assumptions

1) The local and regional transportation infrastructure will sustain damage.

2) Disaster response and recovery activities, which require use of the transportation network, may be difficult to coordinate.

3) Access to the event area will be dependent upon the re-establishment of ground, air and water routes. Gradual clearing of access routes will permit a sustained flow of emergency relief efforts.

4) Rapid assessment of the event area will be made to determine critical response time and potential workload. Road Services Division staff will immediately patrol lifeline routes throughout the effected area. Significant numbers of personnel with engineering and construction skills and construction equipment may not be available within the event area.

5) The immediate use of the transportation system for response and recovery activities will exceed the capabilities of Cochise County, thus requiring assistance from the State and Federal governments to supplement efforts.
6) The Cochise County Highway and Flood Plain Department is responsible for the inspection, repair and operation of County-owned facilities and for those facilities for which Cochise County has contractual maintenance agreements.

7) Previously inspected structures may require re-evaluation if subsequent events occur after the initial event.

8) Normal means of communications may not be available and repairs to communications networks could take days, weeks or months. In those situations, non-traditional means of communication must be established and used.

9) Critical Cochise County Highway and Flood Plain Department facilities will be self-sufficient for at least three days.

10) Because government agencies may be overwhelmed by a disaster, on duty employees may be on their own for the first hours or even days after an event. Cochise County Highway and Flood Plain Department will support the efforts of employees to communicate with their families and return home as needed.

11) Support agencies will perform tasks under their own authorities as applicable, in addition to tasks received under the authority of the Cochise County Emergency Response and Recovery Plan.

IV. CONCEPT OF OPERATIONS

A. General

- During a local incident, participating ESF #1 agencies and departments are organized and will function in accordance with the NIMS protocols.

- Before, during, and immediately following a Governor’s emergency proclamation, ESF #1 will respond to requests for local transportation assistance. It is anticipated that after evacuation efforts are completed, the majority of the requests for transportation resources will be initiated by other ESFs to assist in providing aid to those in need.

In support of ESF #1:

County Interface

1. The County will coordinate this annex with the following annexes when necessary:

   ESF-3 Public Works and Engineering
   - Transport equipment and supplies to locations
   - Clean debris from roads to permit emergency vehicles
   - Provide barricades, road signs etc. as requested

   ESF-7 Resource Management
   - Assist the assignments of “typed” resources
   - Track assigned transportation equipment
ESF-11 Agriculture and Natural Resources
- Short and long term food assistance
ESF-13 Public Safety and Security
- Design evacuation routes
- Provide law enforcement to traffic control points

State Interface

1. This annex is supported by the Arizona Emergency Response and Recovery Plan ESF-1-Transportation.

2. State ESF-1 will coordinate with Federal ESF-1 to obtain federal assistance as required.

Federal Interface

1. This annex is supported by the National Response Plan ESF-1, Transportation.

2. Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.

B. Organization

In the Incident Management System, ESF-1 is a function in the Operations Section, Response Unit.

The Highway and Floodplain Department is the lead agency for the assessment of damages to transportation routes and, identifying and coordinating emergency transportation routes in the county.

Two separate units: Highway and Floodplain will run their respective functions from this Department. For this Annex, Highways will be the Lead Coordinator.

C. Activation

In the event of an emergency, the Highways Department Director will be notified by radio by the appropriate Dispatch Center, field staff, the Executive’s Office or by the Cochise County Emergency Operations Center (EOC). The Director will notify the impacted divisions and other affected agencies and ensure that communications links with the Executive, the EOC and Division EOCs are established.

Requests for transportation assistance in large incidents shall be received and prioritized by the Cochise County EOC. Coordination between and among the EOC and County Highways Department Director is essential.

When transportation requests exceed the capability of the County, the Highway Department will coordinate transportation activities with the Arizona State
Department of transportation (ADOT) and other regional transportation agencies and the Arizona State Division of Emergency Management EOC.

D. Activities

1. PRE-EMERGENCY

a. Transportation Networking:

- Identification of areas and people at risk, access and egress routes, and available transportation resources;
- Review of existing debris removal and transportation plans to assure critical routes are maintained;
- Coordination with neighboring jurisdictions to assure that transportation priorities and routes are consistent;
- Acquisition, assignment and demobilization of available public, private, and contracted resources to meet transportation needs;
- Designation of transportation bases, staging areas, and refueling and repair facilities.

In localized emergencies, transportation operations may be effectively accomplished within the established Incident Command System established on scene, with minimal support required from the EOC.

In area-wide emergencies, transportation operations will be coordinated from the EOC or another site established specifically for that purpose based on the needs at various incident locations, the criticality of the tasks to be accomplished, the availability of resources, and a number of other factors.

b. Evacuation of Institutional and Special Needs Populations

- Procedures for rapid (no notice) evacuation; or in-place sheltering should be included in the emergency evacuation plan of all institutions and facilities, within Cochise County, that are responsible for a large group of people.
- Institutions and facilities, within Cochise County, that are responsible for a large group of people such as children, students, employees, patients, inmates, etc., are required to maintain updated procedures for evacuation. These institutions include daycare centers, educational facilities, employers, medical facilities, correctional institutions, etc.
- Educational facilities (Schools, colleges, instructional academies, etc.) will maintain updated tested evacuation procedures. Pre-designated buses will be used for students without their own transportation. Procedures for rapid (no notice) evacuation or in-place sheltering must be considered by all educational facilities. Where appropriate, parents will be notified of the location of reception centers (shelters).
• Employers within the County are responsible for the development and maintenance of procedures for an evacuation of their employees from their places of work. These procedures include evacuation of buildings, and grounds; and "shut-down" of operations, as required, rendering the work area safe.
• Hospitals will activate their hospital evacuation plans, as required. Note that County EMS vehicles may not be available for evacuation of patients.

2. EMERGENCY

a. Transportation Networking:
• The Highway Department will develop movement restrictions. Barricades to the affected areas will be placed in designated areas based on evacuation or hazard zones from the IC.
• If staff are available and requested by Law Enforcement, provide security around incident perimeters.
• Restore critical transportation infrastructure including road damage and impact assessment.
• Provide traffic control signs and barricades for road closures and detours, and provide operational control of traffic signals and flashers under county jurisdiction.
• Coordinate the damage assessment for transportation routes within Cochise County and the identification of alternate emergency transportation routes.
• Assess and coordinate transportation requirements for local, State and Federal damage assessment teams (e.g., local preliminary damage assessment, Rapid Impact Assessment Teams, Regional Response Teams, State/Federal damage assessment teams).
• If recovery is probable, assess requirements and implement actions as necessary.

b. Evacuation of Institutional and Special Needs Populations
• Determine resources in place (staff and vehicles) available to assist in special population transport. Get location assignments from the County EOC and maintain communications with the County’s EOC logistics department.
• Provide resources to the Cochise County EOC and PIO as requested.

3. RECOVERY

a. Transportation Networking:
• Determine resources that are currently in use from County resources, track and assign to support recovery operations.
• Coordinate heavy equipment operations for recovery efforts.
b. Evacuation of Institutional and Special Needs Populations

Evacuation Recovery/ Re-entry

- Prior to allowing the general public into an evacuated area, a safety assessment will be conducted by the County Sheriff, County Fire Marshal, and if required the County Health Director; and the County Sheriff will check with the ADOT District Engineer to ensure the egress routes remain passable for ingress.
- Evacuation routes and traffic control measures will normally just be reversed to accommodate the re-entry process unless otherwise advised by ADOT District Engineer or other applicable organization that the egress routes cannot be used for ingress.
- The decision to allow re-entry to any evacuated areas of Cochise County unincorporated areas will be made by the Chairman County BOS in coordination with the County Manager, the County ES, and the County Sheriff.
- Inform the surrounding municipalities and if appropriate the neighboring counties of the evacuation termination order prior to announcing it.
- Reception areas for incoming people will be established, if required.
- Note that certain designated sections of the County may remain isolated or closed to the public even after re-entry begins based on safety and security concerns of that area.

4. MITIGATION

a. Transportation Networking:

- Ensure that training is provided to employees for personal preparedness and readiness to respond to emergencies and disasters, including budgeting and procurement of appropriate disaster supplies.
- Establish a disaster mitigation program to protect employees, facilities, equipment and programs.
- Return Division activities to normal levels as soon as possible following the emergency or disaster, unless involved with recovery activities.
- Develop a revised disaster recovery plan that addresses the long-term restoration and continuity of airport services and facilities following an emergency or disaster, if necessary.
- Assess and coordinate transportation in support of community access to Disaster Recovery Information Centers.

b. Evacuation of Institutional and Special Needs Populations

- Short Term: Evaluate the community’s transportation needs based on continued sheltering, re-entry into evacuated areas, and return of special needs population to the community.
• Coordinate with ESF #6 and #11 for the transportation of food and water to staging areas and distribution sites.

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

PRIMARY: Cochise County Highway and Floodplain Department

• The Director/Division managers will evaluate damage to facilities, coordinate with other public agencies, mobilize staff and resources, and make decisions on restoration of services based on established plans, procedures and checklists.
• Provide dispatch of vehicles and other resources.
• Implement 24-hour staffing plans.
• Compile and maintain fueling list; with priority fueling and time frames.
• Coordinate driver notifications, traffic regulation, pick-up point identification, pre-positioning of equipment and interface with ESF #13, Public Safety.
• Transportation coordination and facilitation requirements shall include:
  - Evacuation assistance of people in threatened areas.
  - Coordination, regulation and control of vehicular traffic.
  - Coordination of infrastructure clearance and/or repair (interface with ESF #3).
  - Distribution of transportation maps.

• The Department will provide representatives to the Cochise County EOC.
• The Department will ensure that divisions keep logs of actions taken, information received, supplies purchased and used, and personnel overtime.

SUPPORTING:

All support agencies will maintain communications with the primary agency.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| **Pima and Santa Cruz County Emergency Management** | • Upon request of ADEM or the Cochise County EOC support emergency operations with buses or vans availability in their jurisdictions.  
  • Determine if public works departments have available operators and equipment to help support County efforts in an incident. |
| **City/Incorporated Public Works Departments** | • Evaluate damage to their facilities, coordinate with other public agencies, mobilize staff and resources, and make decisions on restoration of services based on established plans, procedures and checklists.  
  • Provide information on their districts to the Highway Department Director.  
  • Keep logs of actions taken, information received, supplies purchased and used, and personnel overtime |
| **South Regional EMS Council**               | • May assist the Highways Department with delivery of food and water for responders on duty.  
  • Handle medical transport for responders and special populations on a limited basis. |
### Agency Responsibilities

<table>
<thead>
<tr>
<th>Agency</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sheriff's Assist Team</strong></td>
<td>• May assist the Highways Department with barricade set-up and security for road blocks and evacuation routes on a limited basis.</td>
</tr>
<tr>
<td><strong>Unified School Districts</strong></td>
<td>• School districts within Cochise County and its incorporated cities may be available to assist in the movement of people on a limited basis.</td>
</tr>
<tr>
<td><strong>Postal Offices</strong></td>
<td>• Trucks may be available to distribute some transportation requests, this is a Federal resource and is only available after the incident when contacted through proper channels through ADEM and US Department of Transportation.</td>
</tr>
</tbody>
</table>
| **State Department of Transportation** | • Provides State resources for incident when contacted through proper channels through ADEM.  
• Equipment and control for state highways for any major evacuations out of the affected area. Possible assistance with road blocks. |
| **US Department of Transportation** | • Provides Federal resources for incident when contacted through proper channels through ADEM and AZADOT.  
• Responsibilities listed in the National Response Plan. |

### VI. ADMINISTRATION AND LOGISTICS

#### A. General Administration

1. **Vehicle Records**
   - All County Government organizations will keep detailed records of vehicle use to include mileage, fuel consumption, vehicle maintenance, damage to vehicles, etc. and report this information to the County’s Fleet Manager for possible reimbursement from State and Federal Funding.

2. **Evacuation of Special Population Records**
   - The County Emergency Management Director will maintain evacuation records of displaced segments of the County’s population in as much as that data is available.

3. **Evacuation Informational Materials**
   - Informational materials relative to reception points, evacuation routes, pickup locations, fuel and drinking water points, shelters, and host areas, etc. will be developed and distributed, by the County PIO, American Red Cross, County Social Services Director, and State/County Emergency Management both preceding and during an emergency; and will be updated after the evacuation accordingly.
B. Logistics

1. Resource Management

Transportation resources will be assigned to the appropriate staging area by the IC or in a larger scale incident the Logistics Section of the EOC.

Airports or Helicopter bases should be chosen based on their ability to allow two military helicopters landing space.

Staging areas for State and Federal resources should have a minimum of 200,000 square feet of hard stand space to accept commercial vehicle parking, outdoor storage and material movement.

It is imperative that accurate records are maintained regarding the receiving, inventorining, shipment and field movement of all resources. This includes expendable and non-expendable property.

2. Tracking Resources

The Highway Department Director in coordination with the EOC Logistics Section will be responsible for the tracking of all expendable and non-expendable resources.

3. Transportation Logistics

HIGHWAY AND FLOODPLAIN DEPARTMENT EQUIPMENT

The following is the public works and engineering equipment, personnel, and facilities pool of all Emergency Support Function #3 agencies from which certain and specific resources are referenced and assigned as the responsibility of each Emergency Support Function 3 agency identified herein:

1. Trucks and/or trailers of various types, sizes, and combinations with drivers/operators.

2. Trucks, trailers, vans, and vehicles, with drivers, to transport the public works and engineering equipment, equipment support and service vehicles, and personnel listed herein.

3. Mobile and non-mobile motor pool and service facilities, equipment, and personnel to be used for refueling and servicing various types of public works and engineering equipment.

SUPPORT AGENCIES EQUIPMENT

The following is based on assumptions of availability of support agency equipment:

1. School buses with drivers.

2. Trucks, trailers, refrigeration, debris clearance equipment and personnel within the agency’s capability.
3. Refueling vehicles for placement at staging areas.

4. Compensation of Private Property

See Logistics and Finance Support Annexes.

VI. PLAN DEVELOPMENT/MAINTENANCE, SUPPORT AND TRAINING

A. ESF Development and Maintenance

1. The primary responsibility for coordinating the development and maintenance of ESF-1 Transportation rests with the County ES.

2. Other primary and support agencies to this ESF will assist the County ES in developing and maintaining this ESF.

3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

B. ESF Support – Organization SOG/ SOPs

All organizations that support this ESF will develop and maintain their own organization’s updated Standard Operating Guides (SOG)/ Standard Operating Procedures (SOP), and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the County ES, as necessary.

C. ESF and SOG/ SOP Training and Exercises

1. The County ES will train to and exercise this ESF periodically, as necessary.

2. The County ES, in coordination with other County emergency organizations, will schedule and conduct required training activities to ensure understanding of this ESF.

3. Training to and exercise of individual organization’s SOG/ SOPs that support this ESF are the responsibility of each respective organization.

VII. AUTHORITIES AND REFERENCES

Federal:


State:

a. Arizona Emergency Response and Recovery Plan (SERRP) ESF-1-Transportation
Appendices

Appendix 1 - Cochise County Map
Appendix 2 - Evacuation Routes
Appendix 3 - Cochise County Airports
APPENDIX 1 - ESF #1 TRANSPORTATION - COCHISE COUNTY MAP - 2006
APPENDIX 2 - ESF #1 TRANSPORTATION
COCHISE COUNTY EVACUATION ROUTES - 2006
### APPENDIX 3 - ESF #1 TRANSPORTATION
#### COCHISE COUNTY AIRPORTS - 2006

<table>
<thead>
<tr>
<th>Name</th>
<th>Buildings</th>
<th>Combustibles / Flammables</th>
<th>Traffic Density</th>
<th>Response Equipment</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benson</td>
<td>1 - old hanger (not used)</td>
<td>None</td>
<td>Low</td>
<td>None</td>
<td>586-3421</td>
</tr>
<tr>
<td>Bisbee-Douglas International Airport</td>
<td>4 - large hangers</td>
<td>4 - 48,000 gallon UST Welding Gases Cleaning Fluid</td>
<td>Medium</td>
<td>Basic</td>
<td>364-2771</td>
</tr>
<tr>
<td></td>
<td>1 - Terminal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 - County</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 - FBO</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bisbee Municipal</td>
<td>4 - Mixed</td>
<td>1 - 4000 gallon UST at pump 2 - 8000 gallon UST Welding Gases Cleaning Fluid</td>
<td>Light</td>
<td>Basic</td>
<td>432-2023</td>
</tr>
<tr>
<td></td>
<td>1 - Office</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bowie</td>
<td>1 - Hanger</td>
<td>None</td>
<td>Low</td>
<td>None</td>
<td>847-2545</td>
</tr>
<tr>
<td></td>
<td>1 - Shed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cochise College</td>
<td>Hanger, Office, class</td>
<td>1 - 40000 gallon UST Welding Gases Cleaning Fluid</td>
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<td>Basic</td>
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<td>Cochise County/Willcox</td>
<td>1 - Hanger</td>
<td>1 - 10000 gallon Cleaning Fluid</td>
<td>Medium</td>
<td>None</td>
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<tr>
<td></td>
<td>1 - Mobile Home</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Douglas Airport</td>
<td>1 - Hanger</td>
<td>Tanks</td>
<td>Low</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 - Mobile Home</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lifenet Helicopter</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Libby Army Air Field</td>
<td>Hangers Terminal</td>
<td></td>
<td>Medium</td>
<td>Airforce Crash Truck</td>
<td></td>
</tr>
<tr>
<td>Sierra Vista Municipal Airport</td>
<td>1 - Terminal</td>
<td>1 - 10000 gallon UST 1 - 4000 gallon UST</td>
<td>Medium</td>
<td>Basic</td>
<td>458-0646</td>
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<tr>
<td>Tombstone Municipal Airport</td>
<td>None</td>
<td>None</td>
<td>Low</td>
<td>None</td>
<td>457-3602</td>
</tr>
</tbody>
</table>
ESF 2 - COMMUNICATIONS

PRIMARY AGENCIES:

County: Cochise County Sheriff’s Office (Communication Center)

SUPPORT AGENCIES:

County: Cochise County Emergency Services
       Cochise County General Services
       Cochise County Information Technology Department

State: Division of Emergency Management (ADEM)

Federal: National Weather Service (NWS)
         US National Communications Systems

Local: Telecommunication Service Providers

Volunteer: Civil Air Patrol (CAP)
           Radio Amateur Civil Emergency Services (RACES)
           Cochise Amateur Radio Association (CARA)
           Southeastern Arizona Radio Society (SEARS)

MUTUAL AID: None.

MEMORANDA OF UNDERSTANDING: (actual or anticipated)

QWEST
NEXTEL
Cellular 1
ALLTEL
GTE Cellular
Sprint
Verizon

I. INTRODUCTION

A. Purpose

This annex provides the County’s provisions for communications support before, during, and after an emergency/disaster situation. Emergency Support Function #2 will coordinate communications assets (both equipment and services) that may be available from a variety of sources (i.e., State agencies, Federal government agencies, voluntary groups, county agencies, the telecommunications industry, and the United States Military) before or after the activation of the County Emergency Operations Center.

B. Scope

1. Communications Systems
   ■ Communication coordination with local, regional, State and Federal responders and voluntary agencies.
   ■ Restoration/repair of telecommunications infrastructure
Protection, restoration, and sustainment of cyber and information technology resources for the county

Development of coordination between county emergency management and local telecommunications industries (telephone, TV/cable, internet)

C. Policies

1. Telecommunications, information systems and warning support requirements which cannot be met at the county level will be escalated upward to the state level to the Arizona Division of Emergency Management (ADEM) and appropriate State agencies. If needed, federal assistance will be requested through ADEM.

2. County agencies have developed Continuity of Operations Plans (COOP) that address telecommunications/information system contingency plans, disaster recovery/business resumption plans and information system security plans commensurate with the agency’s requirements and needs.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1) Disasters such as a severe-weather storm, tornado, and winter storm can cause widespread damage to commercial telecommunications and electric transmission facilities. All surviving communications assets of the various state and local government agencies, as well as the Arizona telecommunications industry, will be needed to ensure victims an immediate and effective response.

B. Assumptions

1) Reliable communication capabilities are necessary at all levels of government for day-to-day communication, warning of impending disasters, disaster response and recovery operations, search and rescue operations, and coordination between the State, local governments, and response agencies.

2) Routine day-to-day modes of communication will continue to be utilized to the degree that they survive the disaster.

3) Local government may request State assistance when necessary by going through emergency management channels.

4) Cochise County will focus on coordinating lifesaving activities and reestablishing communications and control in the disaster area.

5) Initial reports of damage will be fragmented and provide an incomplete picture of the extent of damage to telecommunication facilities.

6) Weather, damage to roads and bridges, and other factors will restrict entry of emergency communications nodes into the area.

7) Amateur radio operations will be conducted by licensed radio operators.
III. CONCEPT OF OPERATIONS

A. General

Cochise County 911 Communications Center is located at the Cochise County Sheriff’s Office, 205 N. Judd Drive, Bisbee, AZ 85603. The Communications Center functions as the countywide 9-1-1 Public Safety Answering Point (PSAP), and provides dispatch services for various law enforcement, fire and emergency medical agencies. The Center also serves as the initial communications, alert, and warning point for Emergency Management.

Once activated, emergency communications are also provided through the Cochise County Emergency Operations Center.

The Emergency Alert System (EAS), when established, will operate through local radio and cable TV stations and is intended to provide local officials with the means to disseminate prompt, reliable emergency information, instructions, and warnings in the event of an emergency or disaster.

The communication capabilities presently available include:

a. 9-1-1 Public Safety Answering Point (PSAP)
b. Commercial Telephone (regular, cellular, and wireless telephone)
c. Two-way radio communications
e. Cochise Amateur Radio Association Services (CARA) and Radio Amateur Civil Emergency Services (RACES), and South Eastern Arizona Radio Society (SEARS) radio and teletype/packet system via amateur (ham) frequency bands.

State and Federal communications and warning capabilities presently available are:

ADEM 24 hour Hotline (1-800- 411-2336 )

ADEM operates a dedicated 24-hour hotline system for single-point of contact notification for both emergency information and hazardous materials incidents. A State duty officer will be able to assist and establish a state point-of-contact between the county and State.

The Emergency Alert System (EAS) operates through designated radio, television stations and cable systems and is intended to provide Federal, State, and local jurisdictions with the means to disseminate prompt alerting and warning information to the general public. NOAA National Weather Service radio transmitter will augment the warning and information process. These warnings have limitations in the county and due to geographical features, so this is a used as a secondary warning system.
In support of ESF #2:

**County Interface**

1. The County will coordinate this annex with the following annexes when necessary:
   - **ESF-1** Transportation
     - Transportation of Equipment to affected areas.
   - **ESF-5** Emergency Management
     - Organization and tracking of communication needs
   - **ESF-7** Resource Support
     - Communications equipment
   - **ESF-15** External Affairs
     - Provide warnings to the general public

**State Interface**

1. This annex is supported by the Arizona Emergency Response and Recovery Plan ESF-2-Communications.

2. State ESF-2 will coordinate with Federal ESF-2 to obtain federal assistance as required.

**Federal Interface**

1. This annex is supported by the National Response Plan ESF-2, Communications.

2. Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.

**B. Organization**

In the Incident Management System, ESF-2 is a function in the Infrastructure Branch and reports through the Operations Section. Public Warning is described in ESF #15 External Affairs Annex.

**C. Activation**

Current Communications are operational 24/7 in Cochise County. If these were to fail, a communications needs assessment (to include determining status of all communications systems) would need to take place. Telecommunication agencies sometimes have abilities to re-route landlines for disruptions. The offices for these facilities have should be updated and included in this annex. Responders on duty can be told to physically report to these facilities if their communication systems fail at the center. There should be area locations throughout the county that can be pre-designated if communications fail so responders can report to these locations. CARA, RACES or SEARS members in the community can be told to automatically report to the same locations to establish emergency communications during complete outages.
Prior to a disaster declaration, all Cochise Amateur Radio Association members within the EOC are under the direction of the Emergency Services Coordinator. When a declaration is issued, the responsibility for amateur radio operations within the EOC may include or be shifted to Radio Amateur Civil Emergency Service (RACES), CARA or SEARS. The appropriate Radio Officer or Assistant Officer coordinates the operation of alternative radios communications within the EOC.

D. Activities

1. PRE-EMERGENCY

- Identify communications facilities, equipment, and personnel located in, and outside, the affected area that could be made available to support response and recovery efforts of Cochise County.
- Begin accessing needs to pre-stage communication assets for rapid deployment into the affected area(s).
- Test communication system equipment including equipment in the EOC.
- Notify radio system maintenance vendor of potential emergency situations and anticipated service requirements.

2. EMERGENCY

- Coordinate efforts with commercial telecommunications companies to restore services.
- Determine what assets are available and can be used by communication support agencies, or implement ESF #1 Transportation to move needed communications equipment to the affected area.
- Coordinate the acquisition and deployment of communications equipment, personnel, and resources to establish temporary communications capabilities within the affected area.
- Accumulate damage information obtained from assessment teams, the telecommunications industry, the local county emergency operations center, and other city/town/State agencies and report that information through ESF #5.
- Prioritize the deployment of services based on available resources and critical needs.
- Coordinate communications support to county and volunteer agencies as necessary and as resources permit.
- Coordinate deployment/use of the County’s Mobile Communications Unit (MCU).
- Arrange to secure State Mobile Command Vehicle.
- Notify and/or activate RACES/CARA/SEARS members to predetermined locations.
- Maintain emergency public shelter communications.

3. RECOVERY

- Assemble a listing of all county communications assets available to support a recovery mission, or work with State and Federal agencies to obtain needed communication resources.
• Utilize volunteer and private agencies with communications assets that might be requested to contribute to communication needs.
• Work with county agencies and telecommunications industry to maintain communications in the affected area while recovery is on-going. This would include: staging areas, distribution sites, a Disaster Field Office, recovery centers, the State’s Joint Information Center, or emergency worker satellite locations.
• Check communications systems for operational status in emergency shelters, mass care facilities, feeding sites, distribution sites, staging areas, and Disaster Recovery Information Centers.
• Plan and execute the repair, replacement or relocation of communications systems equipment to meet the communication needs of disaster workers.

4. MITIGATION

• Provide feedback to the State Emergency Management office and all supporting agencies and voluntary organizations concerning activities and issues that need to be addressed.

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

PRIMARY: Cochise County Sheriff’s Office - Communications Department

• Develop and maintain appropriate plans and procedures to ensure, to the extent practicable, the integrity of emergency communications systems.
• Develop and maintain procedures to share disaster related information with the EOC, when activated.
• Assist with the dissemination of information and warnings as requested by the EOC Supervisor.
• In coordination with Emergency Management, conduct tests and exercises of the communication and warning system.

SUPPORTING:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cochise County Emergency Services</td>
<td>• In coordination with Communications Department, conduct tests and exercises of the communication and warning systems.</td>
</tr>
<tr>
<td></td>
<td>• Develop EOC procedures for gathering, displaying, and evaluating relevant information.</td>
</tr>
<tr>
<td></td>
<td>• Maintain the EOC in a configuration to support the warning system and efficient and effective communications.</td>
</tr>
<tr>
<td>Cochise County General Services</td>
<td>• Develop and maintain appropriate plans and procedures to ensure, to the extent practicable, the integrity of the county telephone system.</td>
</tr>
<tr>
<td>Cochise County Information Technology Department</td>
<td>• Develop and maintain means to expeditiously post warning information on the County's Internet site.</td>
</tr>
<tr>
<td></td>
<td>Develop and maintain appropriate plans and procedures to ensure, to the extent practicable, the integrity of the county computer network system.</td>
</tr>
</tbody>
</table>
## Agency Responsibilities

<table>
<thead>
<tr>
<th>Agency</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Weather Service</td>
<td>• Communications through EAS to issue road and civil disturbances, forecasts and weather related watches or warnings.</td>
</tr>
<tr>
<td>Telecommunication Service Providers</td>
<td>• Provide technical support and repair/replacement of telecommunications systems.</td>
</tr>
</tbody>
</table>
| Division of Emergency Management (ADEM)     | • Provides State resources for incident when contacted through proper channels through ADEM, including Mobile “Bullfrog” Communication Vehicle.  
  • May loan communication equipment from State agencies.  
  • Responsibilities listed in the Arizona State Emergency Response and Recovery Plan. |
| US National Communications Systems           | • Provides Federal resources for incident when contacted through proper channels through ADEM.  
  • Responsibilities listed in the National Response Plan. |
| Civil Air Patrol (CAP)                      | • Provide aerial photography, still and video, during traffic surveillance and damage assessment missions using satellite and/or RF links for image transmission to SEOC, ECV and/or other agencies equipped to receive, where possible.  
  • Provide point-to-point high frequency (HF) radio communications assistance. Provide support for airborne repeaters. Provide State EOC radio room operators. |
| Volunteer Radio Support Groups              | • Provide Support and maintain appropriate plans and procedures to ensure assistance to government response in the form of Amateur Radio emergency communications systems.  
  • Assist in providing “Shadows” - a buddy system to pair up a Ham Radio Operator with a responder if current County radio systems fail, and Ham Radio Communications are functional. |

### V. ADMINISTRATION AND LOGISTICS

#### A. General Administration

1. Mutual Aid

   Due to the unestablished communication agreements, ADEM should be contacted early for mobile communication resources.

2. Administrative Policy and Procedures
All ESF agencies assisting in the support of failed communications should follow their designated procedures for tracking and their accountability of personnel, time spent and equipment usage.

3. Record keeping

Each ESF agency is responsible for their own record keeping and should provide a copy of these records if requested by auditing agencies or for reimbursement costs requested from the Cochise County EOC.

B. Logistics

1. Resource Management

The Sheriff’s Office will assign a Logistics Section Chief to handle Resource Management if the main communication center loses operations. For countywide problems, this position will be relinquished to the County EOC for transition to a State or Federal Coordinator depending on the size of the incident.

2. Logistics

SUPPORT AGENCIES EQUIPMENT

Communication resources are kept by each agency supporting this ESF. The following is based on assumptions of availability of support agency equipment:

2. Landline and Cellular Telephones
3. Computer and Internet Equipment
4. Mobile Units and Portable Emergency Communication Equipment
5. Back-Up Generators or Batteries for units
6. Surge protection, shielding or EMF protection.

3. Compensation of Private Property

If radio support includes the use of Amateur radio materials, or outside radio equipment, compensation should be put into place if damage occurs while the resource is used in an incident. See Logistics and Finance Support Annexes.

VI. PLAN DEVELOPMENT/MAINTENANCE, SUPPORT AND TRAINING

A. ESF Development and Maintenance

1. The primary responsibility for coordinating the development and maintenance of ESF - 2 Communications rests with the County ES.

2. Other primary and support agencies to this ESF will assist the County ES in developing and maintaining this ESF.

3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this
plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

B. **ESF Support – Organization SOG/ SOPs**

All organizations that support this ESF will develop and maintain their own organization’s updated Standard Operating Guides (SOG)/ Standard Operating Procedures (SOP), and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the County ES, as necessary.

C. **ESF and SOG/ SOP Training and Exercises**

1. The County ES will train to and exercise this ESF periodically, as necessary.

2. The County ES, in coordination with other County emergency organizations, will schedule and conduct required training activities to ensure understanding of this ESF.

3. Training to and exercise of individual organization’s SOG/ SOPs that support this ESF are the responsibility of each respective organization.

VII. **AUTHORITIES AND REFERENCES**

Federal:


b. Civil Air Patrol Operating Plan 1000, Civil Air Patrol Support of the Department of Defense and Civil Authorities During a National Emergency or Major Disaster Operation.

State:

a. Arizona Emergency Response and Recovery Plan (SERRP)
   ESF-1-Transportation

Cochise County:

a. 911 Communication Center Procedures

**Appendices**

Appendix 1 - Priority Channels for Mutual Aid and Operations
Appendix 2 - Volunteer Emergency Communications Support
Appendix 3 - Local Telecommunication Providers / Contact Information
Appendix 1 - ESF #2 - Communications
Priority Channels for Mutual Aid and Operations

Cochise County VHF MUTUAL AID CHANNELS
The communications interoperability standard for all public safety agencies operating on the VHF frequency band is to equip all mobile and portable radios with the appropriate discipline specific channel(s). The frequencies of these channels are on file with the Cochise County Sheriff’s Office.

800 MHz MUTUAL AID CHANNELS
The communications interoperability standard for all public safety agencies operating in the 800 MHz frequency band is to equip all mobile and portable radios with the following mutual aid channels. Incidents requiring multi-agency participation will be coordinated over these channels by the agency controlling the incident. Cochise County Emergency Services is the only County department that has access to an 800 MHz channel at this time.

The Cochise County 911 Communications Center was established by an intergovernmental agreement to provide a consolidated communications system for Cochise County’s unincorporated areas.

Additional Dispatch Centers are run by the following agencies:
1. Bisbee Police Department
2. Willcox Police Department
3. Benson Police Department
4. Huachuca City Police Department
5. Sierra Vista Police Department
6. Douglas Police Department
7. Ft. Huachuca Fire Dispatch

Funds for the services provided are derived from each political subdivision, from nonmember agencies and departments that receive services, and from 9-1-1 excise tax collections.

The primary responsibilities of each dispatch are as follows:

1. The planning, organizing, installation, maintenance, and administration of a central dispatch facility, to provide efficient communications and dispatch services to all law enforcement, fire, medical one, and other agencies. Provide citizen access and 24-hour answering of emergencies through the 9-1-1 reporting system, for the safety of life and protection of property.

2. Support dispatch and paging service to county and city road districts, street and sewer departments, the Coroner, Emergency Management, and several others. All calls are tape recorded for use by the responding and investigating departments.

3. All Communications Department personnel are trained in law enforcement, fire dispatch procedures and emergency medical dispatching. There is direct access via the 9-1-1 emergency number for the speech and hearing impaired using the teletype (TTY/TDD) for the deaf.

4. The 9-1-1 Central Dispatch facility is co-located with the Cochise County Emergency Operations Center (EOC) where county, town, and city administrative officials may meet during an extended emergency to receive briefings and plan courses of action for the community.

6/12/2014
The EOC also provides emergency communications, including amateur and citizen band radio, and direct local government communications between county, town, and city administrators and State Emergency Management.

5. Sierra Vista’s PD system does utilize back-up emergency power for in its communications center.

6. The alternative Communications Center on Moson Road (CARA Facility) houses generators for emergency operations.
Appendix 2 - ESF #2 - Communications
Volunteer Emergency Communications Support

(RACES/CARA and SEARS will be placed in this section)
# Appendix 3 - ESF #2 - Local Telecommunication Providers / Contact Information

<table>
<thead>
<tr>
<th>Company</th>
<th>Phone</th>
<th>Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Telephone &amp; Telegraph</td>
<td>(800) 622-7378</td>
<td>COAXIAL CABLE, FIBER OPTIC</td>
</tr>
<tr>
<td>Broadwing Communications</td>
<td>(800) 526-2488</td>
<td>FIBER OPTICS</td>
</tr>
<tr>
<td>CABLE ONE OF BISBEE.</td>
<td>(520) 432-1572</td>
<td>CATV</td>
</tr>
<tr>
<td>Copper Valley Telephone Co-op</td>
<td>(505) 856-2592</td>
<td>FIBER OPTICS, COAXIAL CABLE</td>
</tr>
<tr>
<td>Cox Communications - Sierra Vista</td>
<td>(520) 629-8481</td>
<td>CATV, FIBER OPTICS</td>
</tr>
<tr>
<td>Level 3 Communications, LLC</td>
<td>(877) 366-8344</td>
<td>FIBER OPTICS</td>
</tr>
<tr>
<td>MCI</td>
<td>(800) 289-3427</td>
<td>FIBER OPTICS</td>
</tr>
<tr>
<td>Midvale Telephone Exchange-Cascabel</td>
<td>(520) 586-4532</td>
<td>FIBER OPTICS, COAXIAL CABLE</td>
</tr>
<tr>
<td>QWEST COMMUNICATIONS NETWORK</td>
<td>(800) 283-4237</td>
<td>FIBER OPTIC</td>
</tr>
<tr>
<td>Sprint Communications Company</td>
<td>(800) 659-3922</td>
<td>FIBER OPTIC, COAXIAL CABLE</td>
</tr>
<tr>
<td>Valley Connection</td>
<td>(505) 889-9445</td>
<td>FIBER OPTICS, COAXIAL CABLE</td>
</tr>
<tr>
<td>Valley Telephone Cooperative, Inc.</td>
<td>(505) 889-9445</td>
<td>FIBER OPTICS, COAXIAL CABLE</td>
</tr>
<tr>
<td>Wiltel Communications L.L.C.</td>
<td>(888) 265-2283</td>
<td>FIBER OPTICS</td>
</tr>
<tr>
<td>PALOMINAS CABLE TV</td>
<td>(520) 515-1005</td>
<td>COAXIAL CABLE</td>
</tr>
</tbody>
</table>

Website: April 2006
ESF 3 - PUBLIC WORKS AND ENGINEERING

PRIMARY AGENCIES:

County: Cochise County Highway and Floodplain Department

SUPPORT AGENCIES:

County: Cochise County General Services
State: Department of Transportation (ADOT)
Local: City/Incorporated Public Works Departments
Private: Mining Companies

MUTUAL AID: None.

MEMORANDA OF UNDERSTANDING: None.

I. INTRODUCTION

A. Purpose
To describe the organization, assign responsibilities and specify the actions required of Cochise County Government to conduct emergency public works/engineering operations during an emergency/disaster.

To provide emergency public works/engineering operations to protect lives and property.

B. Scope
1. Building Inspection and Condemnation
   ■ Infrastructure protection and emergency repair
   ■ Infrastructure restoration
   ■ Construction management
   ■ Critical infrastructure liaison

2. Route Clearance/Bridge Inspection
   ■ Engineering services

3. Debris Removal

4. Water and Wastewater, and Flood Systems
   ■ Sanitary Water Supplies
   ■ Flood control

C. Policies

It is the policy of Cochise County to provide public works response services to lands and facilities under county jurisdiction and to contracted cities and towns. Response to private property problems shall be done only when a county facility,
such as a culvert, is causing the problem or when life or public health is threatened.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1) During an emergency infrastructure lifelines will sustain some damage due to natural or manmade disasters. From these disasters, and from past experiences, road blockage, infrastructure failure (electric, gas, water), and debris will occur. In flooding, water will accumulate in lower parts of the county until it subsides and flood control will be in use.

B. Assumptions

1. The County resources will be severely limited in meeting the need for public works and engineering services in a major disaster.

2. County resources will be deployed to inspect, repair and restore publicly owned critical facilities to the degree possible.

3. Privately owned buildings serving the public may be declared unsafe by the County but detailed structural inspections and repair plans will be the responsibility of the building owner utilizing in-house or contracted resources.

4. In an emergency, damage inspections will err on the side of safety. That is, if a structure appears unsafe, it will be vacated until a detailed inspection demonstrates its safety or repairs are made.

5. Significant numbers of personnel with engineering and construction skills, along with equipment and materials, will be required from outside the disaster area.

6. Analysis of public works and engineering capabilities will have a direct impact on the need for emergency services addressed in other Annexes to this plan. If inspection, construction, restoration, and repair activities cannot be completed, the need for provision of health and human services will increase and be required for extended periods.

III. CONCEPT OF OPERATIONS

A. General

1. Building Inspection and Condemnation

   • The Highway and Floodplain Department will provide: infrastructure protection and emergency repair, infrastructure restoration; construction
management to the requested areas and act as the critical infrastructure liaison between utilities and communications companies.

- Due to the limited number of licensed building inspectors and state employed engineers, the State Engineer’s Office will request additional support from licensed volunteer engineering groups (Volunteer Technical Assistance Group (VOLTAG) etc.) and with private contractors. All of these groups will make up the Post-Disaster Inspection Team.

- Cochise County Government will provide public works/engineering services in the unincorporated areas in Cochise County.

- Incorporated cities/town will provide public works/engineering services within their jurisdictions. The local building official is responsible for declaring buildings within the jurisdiction to be safe for occupancy.

- The Highway and Floodplain Department will provide public works/engineering assistance to incorporated cities/towns when requested, and if resources are available.

- The State of Arizona will provide public works/engineering support to Cochise County when requested and if the County’s resources are completely committed.

2. Route Clearance/Bridge Inspection

- Engineering services accessed in this annex will be conducted when local inspectors deem affected areas safe to enter.

- Routes will be clear based on priority needs of the jurisdiction, life and safety taking precedence or property.

- Initial bridge inspection reports will be shared with State and Federal (if applicable) Army Corp of Engineers or other mandated agencies to construct or determine status of damaged bridges in the area.

3. Debris Removal

- Debris removal from roads and county locations will be conducted as the affected areas permit and worker safety to work in those areas is deemed safe.

- Each local emergency manager will designate a debris removal site(s) in the county. The local emergency manager has the option to work directly with ESF #3 on debris removal or the local government can contract with a private entity.

4. Water and Wastewater Systems
The Department will examine, manage and control flood waters in cooperation with the federal government and local agencies and makes necessary hydrologic studies and investigations after an incident.

Cochise County’s Facilities Department handles the coordination of two water and sewage treatment facilities in all matters concerning water supply and sewage treatment and disposal.

In support of ESF #3:

**County Interface**

1. The County will coordinate this annex with the following annexes when necessary:

   - **ESF-1 Transportation**
     - Fuel Suppliers
   - **ESF-4 Firefighting**
     - Coordination on utility and infrastructure fires
     - Coordination on water supplies/equipment for firefighting
   - **ESF-5 Emergency Management**
     - Coordination for EOC activation and planning
   - **ESF-7 Resource Management**
     - Coordination of needed resources
   - **ESF-8 Public Health and Medical Services**
     - First responder safety and health
     - Potable water supply distribution
   - **ESF-9 Urban Search and Rescue**
     - Coordination of extrication of victims with debris removal operations
   - **ESF-10 Hazardous Materials**
     - Coordination of spills involving hazardous materials
   - **ESF-12 Energy**
     - Coordination of utilities and infrastructure
   - **ESF-13 Public Safety**
     - Perimeter Control
     - Coordination of debris removal

**State Interface**

1. This annex is supported by the Arizona Emergency Response and Recovery Plan ESF-3-Public Works and Engineering.

2. State ESF-3 will coordinate with Federal ESF-3 to obtain federal assistance as required.

**Federal Interface**
1. This annex is supported by the National Response Plan ESF-3, Public Works and Engineering.

2. Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.

B. Organization

In the Incident Management System, ESF 3 is a function in the Infrastructure Branch and reports through the Operations Section.

C. Activation and Activities

1. PRE-EMERGENCY

All agencies:
   a. Damage Assessments - buildings
   b. Route Clearance and Bridge inspection
   c. Debris Removal
   d. Water and Wastewater Systems

   • Develop plans for implementing emergency/disaster related operations. Maintain current rosters for alerting personnel in the event of an emergency/disaster.

   • Develop agreements with neighboring jurisdictions to provide mutual aid.

   • Establish procedures for requesting assistance from county, State and Federal resources as appropriate.

   • Establish procedures for capturing costs associated with emergency/disaster operations.

2. EMERGENCY

All agencies:

   • Maintain records of expenditures made during the emergency/disaster.

   a. Damage Assessments - buildings

   • Identify those private sector elements which may be required to provide potable water, supplies, or equipment in support of the disaster response efforts. Identify points of contact, methods of
operations, and access procedures that will allow for rapid response to those requirements.

- Coordinate with Cochise County Emergency Services to discuss damage loss estimation to public work infrastructures based on the disaster scenario.

b. Route Clearance and Bridge inspection

- Coordinate with State to determine priorities for public works activities.

c. Debris Removal

- Implement plan of action for debris removal in the counties.
- Contract with private sector contractors, within dollar resources, to provide additional manpower and equipment.
- Coordinate with the Arizona Department of Transportation or the Cochise County Emergency Services Department, as appropriate, to obtain additional resources, if present resources are inadequate to meet needs.

d. Water and Wastewater Systems

- Conduct operations in such a manner as to mitigate the emergency situation.
- Implement plan of action to provide additional resources for water and sanitation needs following a damaging earthquake. Coordinate with private and federal entities.

3. RECOVERY

All agencies:

- Resume normal operations.
- Consolidate emergency/disaster associated expenditure records.
- Assist in damage assessment operations.

a. Damage Assessments - buildings

- Schedule and emergency train organizations that will make up the Post-Disaster Inspection Team(s).
- Develop planning strategies and options to mobilize Post-Disaster Inspection Teams in operational areas.
- Coordinate with the professional engineering organizations in the recruitment, registration, orientation, and training of volunteer structural engineers.

b. Route Clearance and Bridge Inspection
• Review plans and current bridge inspection reports to determine conditions of county transportation routes stability.

c. Debris Removal
  • Review locations and capacity rates at county and surrounding counties for alternative debris drop off point locations.

d. Water and Wastewater Systems
  • Review WW and Water plans and current inspection reports to determine conditions of county collection and distribution water/wastewater infrastructure systems.
  • Report any potential problems to appropriate authorities to get resolved.

4. MITIGATION

All elements:

a. Damage Assessments - buildings
b. Route Clearance and Bridge inspection
c. Debris Removal
d. Water and Wastewater Systems

• Review and update plans and procedures.
• Encourage structural and non-structural hazard mitigation throughout the county. These include but are not limited to:
  o Inventory and classify all critical facilities.
  o Assess relative risk to public safety of each class of structure, encouraging the approval of building ordinances to mitigate the threats.
  o Identify and recommend the most cost-effective ways to eliminate the non-structural threats.

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

PRIMARY: Cochise County Highway and Floodplain Department

Responsible for providing public works/engineering services in the unincorporated areas of the County during an emergency/disaster. Services provided, include but are not limited to:

• Clearing debris and demolishing damaged structures that hinder disaster operations or threaten public safety and health.
• Performing essential repairs to roads, bridges, etc., and other public facilities as required.
• Coordinating restoration of power, water supply and distribution, sewage collection and treatment, communications, and other essential public utilities.
- Hiring private contractors and individuals to assist in the emergency response and recovery efforts.
- Coordinating related services provided by Federal, State and other public and private sector agencies.
- Assisting incorporated cities/towns upon request.

SUPPORTING:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Cochise County General Services | • Provide light and heavy construction, and emergency equipment and supplies.  
                                    • Coordinate damage assessment and post-disaster safety inspections of county buildings and facilities.  
                                    • Coordinate emergency repair or relocation of county facilities. |
| City/Incorporated Public Works Departments | • Direct city/ incorporated flood fighting operations.  
                                    • Provide damage assessment for city/ incorporated flood control, storm water and sewer facilities.  
                                    • Provide for the restoration of city/ incorporated flood control, storm water and sewer facilities.  
                                    • Provide technical advice and limited resources for emergency sewage disposal  
                                    • Provide light duty construction equipment and supplies.  
                                    • Provide coordination for support to water purveyors in the restoration of potable water services.  
                                    • Provide personnel to the EOC, when requested. |
| Mining Companies              | • Support the County with heavy duty construction equipment and supplies and operators. Assist with Debris Clean-up. |
| AZ Department of Transportation (ADOT) | • Coordinate the damage assessment for transportation routes within Cochise County and Arizona Highways and identify alternate emergency transportation routes.  
                                    • Provide support and coordination for emergency transportation planning. |
| US Department of Defense, US Army Corps of Engineers | • Provide damage assessments and inspections of county buildings, roads, bridges and facilities for public safety concerns, and compilations of damage totals. |

V. ADMINISTRATION AND LOGISTICS

A. General Administration

1. Mutual Aid
a. Any mutual aid agreements within the Highway and Floodplain Department will be utilized when necessary.

2. Administrative Policy and Procedures

a. This annex will follow the policies and procedures under the Highway and Floodplain Department.

3. Record keeping

a. Copies of all assessment and inspections forms will be forwarded to the Documentation Unit in the County EOC for inclusion in the master event file.

b. Copies of all assessment forms related to county facilities will be forwarded to the County Risk Manager for insurance evaluation purposes.

Release of Damage Assessment

1) Private appraisers, insurance adjusters, and others may obtain initial damage assessment reports following standard county procedures for release of information.

2) Damage assessment information will be provided to the State Office of Emergency Management for release to appropriate State and Federal agencies.

B. Logistics

PUBLIC WORKS AND ENGINEERING EQUIPMENT

The following is the public works and engineering equipment, personnel, and facilities pool of all Emergency Support Function #3 agencies from which certain and specific resources are referenced and assigned as the responsibility of each Emergency Support Function-3 agency identified herein:

1. Trucks and/or trailers of various types, sizes, and combinations with drivers/operators.

2. Front-end loaders, bulldozers, and excavators of various sizes and types, to include rubber-tired and tracked, with operators.

3. Cranes, bucket trucks, and pole trucks of various types and sizes, with operators.

4. Heavy equipment transporters, trucks, trailers, vans, and vehicles, with drivers, to transport the public works and engineering equipment, equipment support and service vehicles, and personnel listed herein.
5. Electrical generators, welding machines, cutting torches and tanks, work lights, pumps with and without pipe and hose, and work boats and work barges, of various types and sizes;

6. Skilled and semi-skilled carpenters, low and high voltage electricians, masons, plumbers, pipe fitters, welders, general construction personnel, and debris clearing personnel, with trade safety equipment and hand and power tools.

7. Public works and civil engineering engineers, technicians, specialists, managers, and supervisors.

8. Mobile and non-mobile repair facilities, equipment, and personnel to be used for repairs to various types of public works and engineering equipment.

9. Parking and storage areas to be used for the staging, parking, and storage of various types of public works and engineering equipment.

10. Mobile and non-mobile motor pool and service facilities, equipment, and personnel to be used for refueling and servicing various types of public works and engineering equipment.

VI. PLAN DEVELOPMENT/MAINTENANCE, SUPPORT AND TRAINING

A. ESF Development and Maintenance

1. The primary responsibility for coordinating the development and maintenance of ESF-3 Public Works and Engineering rests with the Highway and Floodplain Department and is supported by the County ES.

2. Other primary and support agencies to this ESF will assist the County ES in developing and maintaining this ESF.

3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

B. ESF Support – Organization SOG/ SOPs

All organizations that support this ESF will develop and maintain their own organization’s updated Standard Operating Guides (SOG)/ Standard Operating Procedures (SOP), and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the County ES, as necessary.

C. ESF and SOG/ SOP Training and Exercises

1. The County ES will train to and exercise this ESF periodically, as necessary.
2. The County ES, in coordination with other County emergency organizations, will schedule and conduct required training activities to ensure understanding of this ESF.

3. Training to and exercise of individual organization’s SOG/ SOPs that support this ESF are the responsibility of each respective organization.

VII. AUTHORITIES AND REFERENCES

Federal:

State:
   a. Arizona Emergency Response and Recovery Plan (SERRP) ESF-3, Public Works and Engineering

Appendices
Appendix 1 - Public Works/Engineering Organization
Appendix 2 - Debris Management
Appendix 1 - ESF #3 - Public Works and Engineering
Public Works/Engineering Organization

Cochise County
Emergency Public Works/Engineering Organization

Board of Supervisors

Emergency Services
Highway and Floodplain Dept.

Engineering
Highway Division
Floodplain Division
Admin. Service
Field Technical Services

Assistant County Engineer
Facilities Manager
Road Maintenance Superintendent
Flood Control District
Admin. Services Manager

Survey
Road Yard 1
Road Yard 2
Road Yard 3

Bldgs & Grounds
BDI
Department of Transportation
Cities/Towns Public Works Departments

LEGEND:
DIRECTION AND CONTROL
COORDINATION
Cochise County Emergency Engineering
Response and Recovery Plan

6/12/2014

ESF #3 Public Works and

DRAFT
Appendix 2 - ESF #3 - Public Works and Engineering Debris Management

(Cochise County Highway and Floodplain Department Policy will be included in this section)
ESF 4 - FIRE FIGHTING

PRIMARY AGENCIES:

County: Cochise County Fire Chiefs Association

SUPPORT AGENCIES:

State: Department of Emergency & Military Affairs (DEMA) - Division of Emergency Management (ADEM)
State Land Department (ASLD)

Federal: US Department of Agriculture, Forest Service

Local & Volunteer:
- Babocomari Fire District
- Benson Fire Department
- Bisbee Fire Department
- Bowie Fire District
- Cascabel Vol. Fire Dept.
- Douglas Fire Department
- Elfrida Fire Department
- Fort Huachuca Fire Dept.
- Fry Fire District
- Huachuca City Fire Dept.
- Mescal Volunteer Fire Dept.
- Naco Fire District
- Palominas Fire District
- Pirtleville Fire District
- Pomerene Fire District
- Portal Fire and Rescue, Inc.
- PBW Fire District
- St. David Fire District
- San Jose Fire Dept.
- San Simon Volunteer Fire Dept.
- Sierra Vista Fire Department
- Sonoi ta Elgin Fire Dept.
- Sunnyside Fire District
- Sunsites-Peance Fire Dept.
- Tombstone Volunteer Fire Dept.
- Whetstone Fire District
- Willcox Fire Department
- Willcox Rural Fire Department

Volunteer: Civil Air Patrol (CAP) (aerial photos)

MUTUAL AID: All jurisdictions that have entered into the Statewide Mutual Aid Agreement.

MEMORANDA OF UNDERSTANDING: Civil Air Patrol
I. INTRODUCTION

A. Purpose

To describe the organization, assign responsibilities and specify the actions required by Cochise County government to coordinate fire and fire related response operations during an emergency/disaster.

To coordinate fire service resources.

B. Scope

1. Detection and Suppression
   - Firefighting activities on County owned lands
   - Resource support to rural and urban firefighting operations

C. Policies

Cochise County agencies that provide fire services or support fire service will coordinate with other local, State and Federal organizations to support essential fire service operations. Policies and procedures utilized during disasters will support the protection of life, property and the environmental. During disasters, normal policies and procedures may be modified on circumstances.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1) The management of a large firefighting operation is complex, often involving thousands of resources and many different agencies and jurisdictions. Fire resulting from, or independent of but occurring coincidentally with, a major disaster or emergency may place extraordinary demands on available resources and logistics support systems.

2) A major disaster or emergency may result in many urban, rural, and wildland fires. The damage potential from fires in urban areas during and after a major disaster (such as an earthquake) exceeds that of all other causes. Numerous fires may have the potential to spread rapidly, cause extensive damage, and pose a serious threat to life and property. Urban fire departments not incapacitated by an earthquake may be totally committed to fires in urban areas. Normally available firefighting resources may be difficult to obtain and utilize because of massive disruption of communication, transportation, utility, and water systems.

B. Assumptions

1) Many urban, rural, and wildland fires may result from or occur coincidentally with an earthquake or as the result of another significant event. Large, damaging fires may be common.

2) At the time of a major disaster or emergency, there may be wildland fires burning elsewhere in the United States. These fires will draw upon the same resources
(air, crews, overhead, engines, or other tactical and support resources) that would be needed to support firefighting and other emergency operations. It must be assumed that some firefighting resources will become scarce, resulting in the disaster-related firefighting operations competing for resources through established resource ordering channels.

3) Telephone communications may be interrupted, making radio communications necessary. Early notification of ADEM “Bullfrog” communications for EOC operations or Forest Service for IC is a high priority.

4) Wheeled-vehicle access may be hampered by bridge failures, landslides, etc., making conventional travel to the fire location extremely difficult or impossible. Aerial attack by air tankers, helicopters, and smoke jumpers may be essential in these situations. Helicopter availability may be scarce, and damage to airports or runways will cause congestion at usable airports.

5) Agencies that commonly support large fire suppression operations, including the military and General Services Administration (GSA), may receive urgent requests from non-fire-related agencies for personnel, equipment, and supplies. Many of the resources commonly available for use in fighting large wildland fires will be scarce or unavailable.

6) Wildland firefighting techniques may have to be applied to rural and urban fire situations, particularly where water systems are inoperative. Aerial delivery of fire retardants or water for structural protection may be essential. In the case of multiple fires, firebreaks may be cleared and burning-out and backfiring techniques may be used.

7) Efficient and effective mutual aid among the various Federal, State, and local fire suppression agencies requires the use of ICS together with compatible firefighting equipment and communications.

III. CONCEPT OF OPERATIONS

A. General

1. Cochise County Government, upon request, will coordinate augmentation of any fire fighting force in the County.

2. Cochise County Fire Districts will conduct fire fighting operations within their specific district.

3. Incorporated cities/towns will conduct fire fighting operations within their jurisdiction.

4. The State Land Department will provide fire fighting support in accordance with the State "Wildland Fire Plan".

5. Mutual aid agreements should be incorporated in plans and used to the maximum extent possible. It should be noted that in the event of a major emergency/disas-
ster, one that involves more than one local government jurisdiction, that resources to support mutual aid may not be available.

6. The Sheriff’s Department is the only County Department that can request a Fire District to respond outside of its jurisdiction without jeopardizing the Fire District’s right to seek reimbursement from the property owner.

In support of ESF #4:

County Interface

1. The County will coordinate this annex with the following annexes when necessary:

<table>
<thead>
<tr>
<th>ESF</th>
<th>Annex Name</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Transportation</td>
<td>• Transporting equipment to affected area</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Assisting in evacuation of special populations in fire areas</td>
</tr>
<tr>
<td>3</td>
<td>Public Works and Engineering</td>
<td>• Coordination of heavy equipment for debris management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Assistance with infrastructure issues</td>
</tr>
<tr>
<td>6</td>
<td>Mass Care</td>
<td>• Set up shelters for evacuated populations</td>
</tr>
<tr>
<td>7</td>
<td>Resource Management</td>
<td>• Coordinate additional fire supplies</td>
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<tr>
<td></td>
<td></td>
<td>• Provide maps and technical information</td>
</tr>
<tr>
<td>8</td>
<td>Health and Medical</td>
<td>• Assistance with medical issues</td>
</tr>
<tr>
<td>9</td>
<td>Urban Search and Rescue</td>
<td>• Coordinate search and rescue efforts in collapsed structures</td>
</tr>
<tr>
<td>12</td>
<td>Energy</td>
<td>• Shut down and restore utilities, when needed</td>
</tr>
<tr>
<td>13</td>
<td>Public Safety</td>
<td>• Secure the perimeter of the fire areas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Provide security to affected areas</td>
</tr>
<tr>
<td>15</td>
<td>External Affairs</td>
<td>• Develop Public Information for long term vacancies from affected areas</td>
</tr>
</tbody>
</table>

State Interface

1. This annex is supported by the Arizona Emergency Response and Recovery Plan ESF-4-Fire Service.

2. State ESF-4 will coordinate with Federal ESF-4 to obtain federal assistance as required.
Federal Interface

1. This annex is supported by the National Response Plan ESF-4, Firefighting.

2. Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.

B. Organization

Fire service providers within Cochise County maintain their own command structure with the majority of agencies using the Incident Command or Incident Management System model.

The Cochise County fire services organization is depicted at Appendix 1 to this Annex. In the Incident Management System, ESF 4 is a function in the Fire Services Branch and reports through the Operations Section.

C. Activation

Cochise County has 27 Fire Districts, with each district having a department and a Fire Chief, who will be the incident commander during a fire incident in their district.

Upon the notification of a fire through 911 channels, the appropriate Fire Districts will be radio/paged through the Communications Channel to response to the location. Additional units will be notified by the IC once on scene.

The responsibility for all types of fire suppression is vested in the Chief whose district the fire takes place, regardless of type (structural, grassland, forest or vehicle). All fire control districts cooperate fully with the Emergency Services Department for coordination of additional resources, when needed.

Upon arrival, a determination will be made by the Incident Commander to activate the Cochise County EOC for resource support. Assistance is also available through the AZ State Land Department or the US. Dept. of Agriculture, Forest Service, by telephone or radio. If the need arises, the AZ State Land Department may request (through EOC channels), through the Governor, in-state assistance by personnel of the Arizona Army National Guard.

D. Activities

1. PRE-EMERGENCY

All fire fighting agencies will:

- Develop plans for implementing emergency/disaster related operations.
- Maintain a current roster for alerting personnel in the event of an emergency/disaster.
• Develop agreements with neighboring jurisdictions to provide mutual aid.
• Establish procedures for requesting assistance from county, State and Federal resources as appropriate.
• Establish procedures for capturing costs associated with fire operations.

2. EMERGENCY

All fire fighting agencies will:

• Conduct operations in such a manner as to mitigate the emergency situation.
• Coordinate with the Arizona State Land Department or the Cochise County Emergency Services Department, as appropriate, to obtain additional fire fighting resources, when present resources are inadequate to meet needs.
• Maintain records of expenditures made during the emergency/disaster.

3. RECOVERY

All fire fighting agencies will:

• Resume normal operations.
• Consolidate emergency/disaster associated expenditure records.
• Assist in damage assessment operations. Review and update plans and procedures.

4. MITIGATION

All fire fighting agencies will:

• Provide public education in the area of fire prevention and safety.
• Enforce and support appropriate fire codes for County government and local areas.

VI. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

PRIMARY: Cochise County Fire Chiefs Association

• Allocate County and municipal fire resources and personnel to assure adequate fire suppression capability.
• Process all requests for needs and donations of fire suppression equipment.
• Coordinate with the volunteer personnel center to provide adequate relief for fire services personnel.
• Make arrangements for out of County ESF #4 responders to include transportation (if necessary) and sleeping accommodations.
• Establish staging areas of mutual aid responders and deploy teams as needed.
SUPPORTING:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Cochise County Emergency Services   | • Maintaining liaison with all fire fighting organizations within the County.  
• Coordinating with the Arizona State Land Department and/or the Arizona Division of Emergency Services, when requested, to obtain additional fire fighting resources, when local resources are inadequate to meet needs.  
• Maintaining a current list of public, volunteer and private organizations along with an inventory of resources available for use in meeting fire suppression needs in a disaster. |
| Fire Districts and incorporated cities/towns | • Fire fighting operations within their respective districts/jurisdictions.  
• Responding to other jurisdictions under mutual aid agreements.  
• Identifying and maintaining water supply information.  
• Maintaining records of expenditures made during the emergency/disaster. |

VI. ADMINISTRATION AND LOGISTICS

A. General Administration

1. Mutual Aid

   All fire resources are detailed in references below. Local and State mutual aid agreements and mobilization plans detail how resources are provided.

2. Administrative Policy and Procedures

   All fire resources should follow their designated procedures for tracking and accountability of personnel, time spent and equipment usage.

3. Record keeping

   Each fire agency is responsible for their own record keeping and should provide a copy of these records if requested by auditing agencies or for reimbursement costs requested from the Cochise County EOC.

B. Logistics

1. Resource Management

   The IC will assign a Logistics Section Chief to handle Resource Management, this position will be relinquished to the County EOC, State or Federal Coordinator depending on the size of the incident.

2. Logistics

   Fire resources are kept on file at each fire department.
VI. PLAN DEVELOPMENT/MAINTENANCE, SUPPORT AND TRAINING

A. ESF Development and Maintenance

1. The primary responsibility for coordinating the development and maintenance of ESF - 4 Firefighting rests with the appropriate Cochise County Fire Department or District and is supported by the County ES.

2. Other primary and support agencies to this ESF will assist the County ES in developing and maintaining this ESF.

3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

B. ESF Support – Organization SOG/ SOPs

All organizations that support this ESF will develop and maintain their own organization’s updated Standard Operating Guides (SOG)/ Standard Operating Procedures (SOP), and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the County ES, as necessary.

C. ESF and SOG/ SOP Training and Exercises

1. The County ES will train to and exercise this ESF periodically, as necessary.

2. The County ES, in coordination with other County emergency organizations, will schedule and conduct required training activities to ensure understanding of this ESF.

3. Training to and exercise of individual organization’s SOG/ SOPs that support this ESF are the responsibility of each respective organization.

VII. AUTHORITIES AND REFERENCES

Federal:

State:
  a. Arizona Emergency Response and Recovery Plan (SERRP)
     ESF-4, Fire Services

Appendices
Appendix 1 - Fire Services Organization
Appendix 2 - Cochise County Fire Departments
Appendix 1 - ESF #4 - Fire Fighting
Cochise County Fire Services Organization

COCHISE COUNTY FIRE SERVICES ORGANIZATION

LEGEND:
DIRECTION AND CONTROL
COORDINATION
## Appendix 2 - ESF #4 - Fire Fighting
### Cochise County Fire Departments

<table>
<thead>
<tr>
<th>Fire Department</th>
<th>Address</th>
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<tbody>
<tr>
<td>Babocomari Fire District</td>
<td>100 Clawson Ave, Huachuca City, AZ 85603</td>
</tr>
<tr>
<td>Benson Fire Department</td>
<td>375 E Seventh St, Benson, AZ 85602</td>
</tr>
<tr>
<td>Bisbee Fire Department</td>
<td>192 Hwy 92, Bisbee, AZ 85603</td>
</tr>
<tr>
<td>Bowie Fire Department</td>
<td>P.O. Box 241, Bowie, AZ 85605</td>
</tr>
<tr>
<td>Cascabel Volunteer Fire Department</td>
<td>Cascabel, AZ</td>
</tr>
<tr>
<td>Douglas Fire Department</td>
<td>1400 Tenth St, Douglas, AZ 85607</td>
</tr>
<tr>
<td>Elfrida Fire Department</td>
<td>10293 Central Hwy, Elfrida, AZ 85610</td>
</tr>
<tr>
<td>Fry Fire District</td>
<td>4817 Apache St, Sierra Vista, AZ 85650</td>
</tr>
<tr>
<td>Huachuca City Fire Department</td>
<td>500 N Gonzales Blvd., Huachuca City, AZ 85616</td>
</tr>
<tr>
<td>Mescal Volunteer Fire Department</td>
<td>388-A J-Six Ranch Rd, Mescal, AZ 85602</td>
</tr>
<tr>
<td>Naco Fire District</td>
<td>2019 W Martinez St, Naco, AZ 85620-0038</td>
</tr>
<tr>
<td>Palominas Fire District</td>
<td>9903 S Palominas Rd, Palominas, AZ 85615</td>
</tr>
<tr>
<td>Pirtleville Fire District</td>
<td>404 Irvine Ave, Pirtleville, AZ 85626-7101</td>
</tr>
<tr>
<td>Pomerene Fire District</td>
<td>Pomerene, AZ</td>
</tr>
<tr>
<td>Portal Fire and Rescue, Inc.</td>
<td>Main St, Portal, AZ 85632</td>
</tr>
<tr>
<td>PBW Fire District</td>
<td>2235 N Sanders Rd, Huachuca City, AZ 85616</td>
</tr>
<tr>
<td>St. David Fire District</td>
<td>108 Pederson Dr, St. David, AZ 85630</td>
</tr>
<tr>
<td>San Jose Fire Department</td>
<td>1 Firehouse Ln, San Simon, AZ 85632</td>
</tr>
<tr>
<td>San Simon Volunteer Fire Department</td>
<td>1 Firehouse Ln, San Simon, AZ 85632</td>
</tr>
<tr>
<td>Sierra Vista Fire Department</td>
<td>1327 E Fry Blvd, Sierra Vista, AZ 85635</td>
</tr>
<tr>
<td>Sunsites-Pearce Fire Department</td>
<td>P.O. Box 412, Pearce, AZ 85625</td>
</tr>
</tbody>
</table>
## Appendix 2 - ESF #4 - Fire Fighting

_Cochise County Fire Departments (continued)_

<table>
<thead>
<tr>
<th>Sunnyside Fire District</th>
<th>Tombstone Volunteer Fire Department</th>
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<tbody>
<tr>
<td>1255 21st St.</td>
<td>1410 E Fremont St</td>
</tr>
<tr>
<td>Douglas, AZ 85607-1203</td>
<td>Tombstone, AZ 85638</td>
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</table>

<table>
<thead>
<tr>
<th>Whetstone Fire District</th>
<th>Willcox Fire Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>2422 N Firehouse Ln</td>
<td>151 W Maley St</td>
</tr>
<tr>
<td>Whetstone, AZ 85616</td>
<td>Willcox, AZ 85643-2129</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Willcox Rural Fire Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>522 N Haskell Ave</td>
</tr>
<tr>
<td>Willcox, AZ 85643-1721</td>
</tr>
</tbody>
</table>
ESF 5 - EMERGENCY MANAGEMENT

PRIMARY AGENCY:
County: Cochise County Emergency Services

SUPPORT AGENCIES:

County: County Board of Supervisors
        Cochise County Information Technology Dept.
Regional: Pima County Emergency Management
         Santa Cruz County Emergency Management
State: Division of Emergency Management (ADEM)
Federal: Federal Emergency Management Agency
         Federal Bureau of Investigations
Local: Cochise Amateur Radio Association (CARA)

MUTUAL AID: None.

MEMORANDA OF UNDERSTANDING: None.

I. INTRODUCTION

A. Purpose
This annex supports the overall emergency services activities of the Cochise County Government and provide the core management and administrative functions to support the Emergency Operations Center (EOC), and the response of mutual aid, State assistance and other assets.

B. Scope

1. Disaster Intelligence/planning
   ■ Coordination of incident management efforts
   ■ Incident action planning
   ■ Issuance of mission assignments
   ■ Resource support and Human capital

2. Public Information
   ■ Public Assistance

3. Damage Assessment
   ■ Financial Management

C. Policies

The Chairman of the Board of Supervisors is the county’s primary decision-maker in response and recovery operations. Under County Resolution 79-5 the Chairman may declare a State of Emergency, make the services and resources of county agencies available and take any actions deemed necessary.
The Emergency Services Coordinator is delegated the authority to implement the Cochise County Emergency Response and Recovery Plan (CCERRP) in response and recovery operations.

ESF #5:

1. Coordinates all phases of emergency management.
2. Coordinates the “Chief Elected Officials” requests for local and/or State assistance.
3. Develops and coordinates mutual aid agreements and response activities in accordance with Arizona applicable statutes/ordinances.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1) The Emergency Management annex works with the direction and control for personnel and resources in support of county/local governments in preparedness, mitigation, response and recovery.

2) During an emergency information collection for use in analysis, operations, planning, requests for assistance, resource management, deployment and staffing, mutual aid, facilities management, financial management and other support required to response and recover from an incident will be needed.

B. Assumptions

1) Trained and experienced staff will be available to fill positions to coordinate response and recovery efforts in support of field operations, from mobilization to demobilization.

2) Demands for information support will be immediate and will be continuous during an emergency.

3) State and local personnel in the field will be the best source of vital information regarding damage assessments; needs assessments; and geographical, logistical, and other necessary site-area information.

4) There may be delays in establishing full operational capability because telecommunications may be impacted and lead-time will be required to establish a state presence at the disaster site.

III. CONCEPT OF OPERATIONS

A. General

This annex is activated at the Cochise County Emergency Operations Center (EOC) in anticipation of or immediately following an incident of County Significance. Emergency Services as the single point of coordination between local jurisdictions, ADEM, EOC operations and Incident Command. This annex is given the responsibility to coordinate
State and Federal assets to support local jurisdictions in need of supplemental emergency or disaster assistance.

In support of ESF #5:

**County Interface**

1. The County will coordinate this annex with the following annexes when necessary:

   - **ESF-3** Public Works and Engineering
     - Coordinate personnel, equipment and supplies
   - **ESF-7** Resource Management
     - Obtain needed supplies
   - **ESF-11** Agriculture and Natural Resources
     - Determine food and water supplies
   - **ESF-13** Public Safety
     - Assist in evacuations and security for response and recovery phases

**State Interface**

1. This annex is supported by the Arizona Emergency Response and Recovery Plan ESF-5-Direction and Control.

2. State ESF-5 will coordinate with Federal ESF-5 to obtain federal assistance as required.

**Federal Interface**

1. This annex is supported by the National Response Plan ESF-5, Emergency Management.

2. Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.

**B. Organization**

In the Incident Management System, ESF #5 is a function in the Situation and Documentation Branches and they report through the Planning Section. Due to the limitation of staff, the Planning Section may do all responsibilities until they are assigned to additional staff. (See ESF #5/Appendix 2 - Organizational Chart)

The general organizational structure is described in the EOC activation Section of Cochise County’s Emergency Plan.

Cochise County Emergency Services is the county agency that oversees EM operations and can implement the County’s Emergency Response and Recovery Plan as needed. Cochise County ES is located at The Cochise County Sheriff’s Office, 205 N. Judd Drive, Bisbee, AZ 85603. The Chairman of the Board of Supervisors is the County’s Decision-maker in response and recovery operations under (County Resolution 79-5), the
Chairman may proclaim a “State of Emergency” for the county or any portion of the county if he or she determines that an emergency resulting from enemy action or natural or man-made disaster exists.

Cochise County Emergency Services assistance in notifications beyond the continuous 24/7 - 911 Communications Center. Initial notification to the responders is conducted through the 911 communication center.

The Cochise County Emergency Response and Recovery Plan utilizes the Emergency Support Functions (ESFs), which identify sources for direct assistance and operational support that the county and local jurisdictions may need in order to response and recover from an emergency or disaster situation. The EOC structure allows the utilization of the Incident Command System (ICS) concepts to control and manage the situation beyond the Incident Command post.

C. Activation

This annex is activated at the Cochise County Emergency Operations Center (EOC) in anticipation of or immediately following an incident of County Significance. The activation of the EOC will be requested by the IC or the County Chairman of the Board if an incident goes beyond a short-term response or deems to be a countywide disaster.

Normally, in a smaller scale incident, the IC Planning Branch Director will jointly assess the situation with the Operations/Planning Section Chief and Operations Branch Director to determine whether to activate the Planning Branch. This decision will be based on the need to monitor a potential or developing incident, and to determine the priorities for information collection, processing and distribution during assessment, response and recovery. In the initial period of an incident, the main sources for the collection of disaster information will be local sources, and the information will be obtained through the Operations Branch Director on scene.

The Planning Branch Director reports to the Operations/Planning Section Chief (in either the IC and the EOC location). The Planning Branch Director specifies which elements of the Planning Branch will be activated, according to the situation’s requirements. Depending on the emergency, more than one element may be filled by one person.

Immediate contact with the State EOC will be started to prepare for outside agency resources. The Cochise County EOC coordinates operations and provides situation reports to ADEM, as needed. If the situation becomes an Incident of National Significance, the local and state emergency management offices will send a representative to a Joint Field Office (JFO). This will be a temporary office opened locally by the Federal emergency agencies to coordinate Federal assistance in the affected jurisdiction with the response and recovery of the incident.

D. Activities

This section will only cover the planning/intelligence gathering activities, for Public Information; see #15 - External Affairs Annex, for Damage Assessment; see Damage Assessment Annex.
1. PRE-EMERGENCY

- Develop and maintain SOPs and other procedures necessary to support agencies that operate in the EOC.
- Maintain a trained staff to fulfill tasks associated with ESF #5 operations.
- Maintain and update needed computer data and programs, including GIS, maps, critical facility information, evacuation studies, demographics and critical county data.
- Establish and maintain contact with the Chief Elected Officials or Municipal/Town Emergency Management officials.
- Develop/maintain Memorandums of Understanding (MOUs) and mutual aid agreements.
- Exercise and train staff, agencies and other private organizations to support local/county emergency operations.
- Prepare staff and other county/local agencies to coordinate support to emergency operations.
- Identify deficiencies in plans and determine appropriate corrective action recommendations.
- Update County Hazard Analysis.
- Develop and maintain Geographic Information Systems (GIS) capabilities to support emergency services functions.

2. EMERGENCY

- Coordinate with County/local governments on emergency response activities.
- Activate County EOC and staff ESF’s as necessary.
- Contact members of the Executive Group, the Chairman of the Board as a minimum.
- Contact ADEM Duty Officer of the situation.
- Collect, verify, analyze and disseminate incident information as needed.
- Emergency Services Director communicates and coordinates with the County and State EOC(s) to monitor situation in accordance with Levels of Activation outlined in County Basic Plan.
- Compile and verify preliminary damage assessment information on Damage Assessment Form.
- Coordinate mutual aid activities including private organization assets.
- Continue to coordinate with key personnel in the field to determine the extent and location of damage to people and property.
- Coordinate/monitor/oversee public information activities.
- Establish and maintain contact with local governments.
- Facilitate planning meetings to develop Incident Action Plans, and Situation Reports as appropriate.
- Receives and processes requests from local jurisdictions for specific State and Federal emergency and disaster related assets and services.
- Conduct regular briefings for County EOC staff.
- Establish a duty roster and telephone lists.
- Provide information in support of State/Federal agencies, local governments and voluntary organizations to coordinate ESF-5.
- Disseminate situation reports and develop resource plans for the duration of the event.
- Maintain current status report of all assets deployed.
- Initiate recovery activities with appropriate agencies.

3. RECOVERY

- Collect and process information concerning recovery activities while the response phase of the disaster is on-going.
- Deploy appropriate ESF assets in support of recovery operations.
- Coordinate with the local and County officials on short-term and long-term recovery operations and recovery planning.
- Develop resource plans and situation reports as appropriate.
- Coordinate with State and Federal assets to support local jurisdictions in need of supplemental emergency or disaster assistance.
- Activate County recovery operations and request Voluntary Organizations Active in Disaster (VOAD) as appropriate.
- Track reimbursement expenses.
- Disseminate recovery information, plans and reports to County EOC.
- Conduct after-action critique of the overall response and recovery efforts.

4. MITIGATION

- Identify potential mitigation opportunities from damage assessment.
- Coordinate and participate on the County/local hazard mitigation planning team.
- Coordinate with local jurisdictions within the County to ensure that they are aware of Federal and State pre and post-disaster mitigation grant opportunities for mitigation measures.
- Apply for funding through Federal and State pre and post-disaster mitigation grant programs for mitigation measures.
- Upon grant approval, implement and administer Federal and State pre and post-disaster mitigation funds.
- Provide education and awareness regarding mitigation to the jurisdictions within the County, and the public sector including businesses, private non-profit groups as well as the general public.

D. Procedures

1. Upon the need for information, analysis and planning, the Emergency Operations Center, or alternate site will be activated by Emergency Management. Request to activate the EOC for information coordination can come from any command level officer of fire or law enforcement. In addition, the legislative authority of a particular jurisdiction can request information coordination activation.

2. The Incident Commander or designee will ensure that information coordination is established by, but not limited to:
a. Opening the EOC per departmental Suggested Procedures and call-out lists.
b. Obtaining necessary equipment such as fax machines, additional phone lines, etc.
c. Coordinate with Amateur Radio for communication support.

3. Support agencies will coordinate information gathering with the EOC. This will be done by periodic situation reports which should include:
   a. Time and date of report.
   b. Person making the report and a call back number, etc.
   c. Description of what is happening (damages, injuries, etc.).
   d. Area where it is taking place.

4. Information gathered at the EOC will be disseminated to the planning section unit, or Incident Commander, as appropriate.

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

PRIMARY: Cochise County Emergency Services

- Serves as the single point of coordination between local jurisdictions, ADEM, EOC operations and Incident Command. Coordinates State and Federal assets to support local jurisdictions in need of supplemental emergency or disaster assistance.
- Provides trained and experienced staff to fill positions to coordinate response and recovery efforts in support of field operations, from mobilization to demobilization.
- Coordinate ESF support for local mitigation activities.
- Implement and administer Federal/State disaster mitigation programs.
- Provide training and exercising programs/support to the county /local agencies and other private organizations to support emergency activities.
- Identify deficiencies in plans and determine appropriate corrective action recommendations. Coordinate local/ county emergency planning efforts.
- Coordinate, maintain or support county emergency communication activities (see ESF-2).
- Coordinate and implement the priorities of the Chief Elected Official in local emergency response operations.

a. Activate the county EOC, notify ESF Lead Agency to report and coordinate county ESF support agencies for local/ county response activities.
b. Establish communications with incident command and ADEM State Duty Officer.
c. Implement the ESFs, SOPs and alert personnel and prepare for a possible mobilization including 24-hour staff operations, if appropriate.
d. Support ICS at the local response level and provide resources as appropriate.
e. Coordinate the activities of Public Information (ESF-15 & Public Information Annex).
f. Support mutual aid activities.
g. Conduct regular briefings, prepare status reports on the situation for EOC staff, County Agencies, State EOC and the media.
h. Make recommendations to the chief elected official on response activities including the issuance of a “State of Emergency” proclamation.
i. Prepare for recovery activities.

j. Activate the Alternate EOC and direct staff to relocate, if necessary.

- Manage and direct emergency recovery operations.
- Keep accurate record of disaster-related expenditures by each agency.
- Coordinate countywide damage assessment including the Preliminary Damage Assessment (PDA).
- Prepare executive orders and proclamations to address response and recovery operations for the chief elected official, as necessary.
- Coordinate with State and Federal officials. Administer Federal and State disaster assistance programs.
- Monitor the recovery efforts through field personnel.
- Conduct after-action critique of the overall response and recovery efforts.
- Deactivate or demobilize EOC operations as appropriate.

SUPPORTING:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Cochise County Information Technology       | • Develops and maintains the process for information coordination during an emergency or disaster.  
                                          | • Develops reporting formats and systems, and coordinates damage assessment reporting procedures. |
| Pima and Santa Cruz County Emergency Management | • Assist with EM support for major incidents, provide additional source of personnel for extended operations, if needed in the EOC. |
| ADEM                                        | • Assists with obtaining Governor and State assistance for major disaster and incidents.  
                                          | • Provide technical advise for planning purposes.                                      |
| FEMA                                        | • Provides financial assistance in the forms of public and small business and individual in accordance with a Presidential Declaration.  
                                          | • Assists in damage assessment of location.                                               |
| FBI                                         | • Assists in Intelligent gathering from terrorist related incidents, this agency will take the lead in any terrorist activity and work through the Joint Task Field Office once set up. |
| RACES                                       | • Develop and maintain procedures in communications to assist in information collection and coordination in concert with the EOC.  
                                          | • Ensure that personnel are trained in procedures.                                        |

VI. ADMINISTRATION AND LOGISTICS

A. General Administration

1. Mutual Aid
2. Administrative Policy and Procedures

All incident information shall be forwarded to the EOC or other location established by Emergency Services. Information coordination is conducted through the EOC or other established location. They will ensure that information is passed to the various agencies involved in disaster response/recovery.

Emergency Services will keep ADEM informed of the situation, as appropriate and media relations will be handled by the Incident Commander or the Public Information Officer according to plan.

3. Record keeping

Emergency Services will provide the record keeping for the overall incident - to the extent that appropriate information has been collected and compiled for recovery or mitigation purposes. Support for data entry will be done through Emergency Services or with personnel from the County.

B. Logistics

1. Resource Management
   a. Resources needed to fulfill this ESF are part of the county EOC.
   b. Qualified personnel to fill the Planning Section Chiefs role.
   c. Personnel trained in Planning operations and the gathering and coordinating of information.
   d. Facilities where information analysis can be coordinated.

2. Logistics

Assuming either the primary or alternative EOC facility is activated:

EMERGENCY MANAGEMENT

a. Logistics to operate the EOC: office equipment, such as computers, fax, copier, paper, etc.
   b. Trained personnel that can gather and report back information from the ESF responding agencies.
   c. Specialized data from GIS mapping or with property estimates from the treasurer or assessors office.

VI. PLAN DEVELOPMENT/MAINTENANCE, SUPPORT AND TRAINING

A. ESF Development and Maintenance

1. The primary responsibility for coordinating the development and maintenance of ESF-5 Emergency Management rests with the County ES.
2. Other primary and support agencies to this ESF will assist the County ES in developing and maintaining this ESF.

3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

B. **ESF Support – Organization SOG/ SOPs**

All organizations that support this ESF will develop and maintain their own organization’s updated Standard Operating Guides (SOG)/ Standard Operating Procedures (SOP), and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the County ES, as necessary.

C. **ESF and SOG/ SOP Training and Exercises**

1. The County ES will train to and exercise this ESF periodically, as necessary.

2. The County ES, in coordination with other County emergency organizations, will schedule and conduct required training activities to ensure understanding of this ESF.

3. Training to and exercise of individual organization’s SOG/ SOPs that support this ESF are the responsibility of each respective organization.

VII. **AUTHORITIES AND REFERENCES**

**Federal:**


**State:**


**Appendices**

Appendix 1 - Alert and Recall Roster (7/2006)
Appendix 2 - EM Organizational Chart
### Appendix 1 - ESF #5 - Emergency Management

**Cochise County Alert and Recall Roster as of July 2006**

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>NAMES</th>
<th>OFFICE</th>
<th>HOME</th>
</tr>
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<tbody>
<tr>
<td>Sheriff's Department</td>
<td>Carol Capas</td>
<td>432-9504</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Larry Dever</td>
<td>432-9505</td>
<td>720-4469</td>
</tr>
<tr>
<td></td>
<td>Rod Rothrock</td>
<td>432-9505</td>
<td>456-0442</td>
</tr>
<tr>
<td></td>
<td>Ron Hagar</td>
<td>432-9505</td>
<td>378-0585</td>
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<tr>
<td></td>
<td>Dispatcher</td>
<td>432-9501/2/3</td>
<td>1-800-362-0812</td>
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<tr>
<td>Emergency Services</td>
<td>Mike Evans</td>
<td>432-9550</td>
<td>459-8503</td>
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<tr>
<td>Board of Supervisors</td>
<td>Pat Call</td>
<td>432-9201</td>
<td>452-0921</td>
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<tr>
<td></td>
<td>Paul Newman</td>
<td>432-9202</td>
<td>432-7271</td>
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<td></td>
<td>Richard Searle</td>
<td>432-9203</td>
<td>Needed</td>
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<tr>
<td>County Administrator</td>
<td>Jody Klein</td>
<td>432-9205</td>
<td>459-5897</td>
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<tr>
<td>Clerk of the Board</td>
<td>Katie A. Howard</td>
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<td>Highway &amp; Floodplain Department</td>
<td>Scott Dalrymple</td>
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<td>Facilities Management</td>
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<td>432-9479</td>
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<td>Gary Pursell</td>
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<td>Chris Roll</td>
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<tr>
<td>PIO</td>
<td>Karla Jensen</td>
<td>432-9207</td>
<td>Needed</td>
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</table>
Appendix 2 - ESF #5 - Emergency Management
Cochise County Organizational Chart

1. Situation Division Unit

Collects, updates, integrates and analyzes and disseminates information regarding an incident for actual and potential situations that may impact the incident and develops action plans. In addition, it collects information necessary to develop After Action Reports (AAR).

2. Documentation Unit

Assists the leader of the Situation Division and the other units by developing appropriate media for displaying information in the Operations, Assessment and Executive rooms of the EOC. This unit also logs major events, significant activities and impacts of the event and collects all reports into a master document binder for later analysis, reporting and other actions.
ESF 6 - MASS CARE, HOUSING AND HUMAN SERVICES

PRIMARY AGENCIES:

Volunteer: American Red Cross - Grand Canyon Chapter (ARC) (Federal also)

County: Cochise County Public Health

SUPPORT AGENCIES:

County: Cochise County Social Services
        Cochise County Emergency Services
        Cochise County Sheriff’s Department
        Cochise County Fire Chiefs Association
        Incorporated Cities/Towns

Regional: Pima County Emergency Management
         Santa Cruz Emergency Management

State: Arizona Division of Emergency Management (ADEM)
      Arizona Council on Aging
      Cochise County School Districts

Private: Salvation Army
        Saint Vincent de Paul
        Catholic Charities
        Humane Society
        Associated ministries
        Arizona Voluntary Organizations Active in Disaster (AzVOAD)

MUTUAL AID: None.

MEMORANDA OF UNDERSTANDING: None.

I. INTRODUCTION

A. Purpose

To describe the organization, assign responsibilities, and specify the actions required of Cochise County government to conduct sheltering operations during an emergency/disaster. To provide suitable temporary emergency shelter and essential life support to people displaced from their homes as the result of an emergency/disaster.

Comfort Stations are designed to support existing services lost or overwhelmed due to disaster: feeding, temporary refuge (respite), information, first aid, crisis counseling, social service assistance and showers.

B. Scope

1. Shelter and Mass Care Operations
   ▪ Mass care
   ▪ Disaster housing

6/12/2014

ESF 6-1
2. Disaster Victim Services
   ■ Human services

C. Policies

1. Participants of ESF # 6 will assist in the coordination; set-up and operations of mass care services during disasters that affect Cochise County. A collaborative response by public, private and nonprofit organizations will greatly benefit and facilitate mass care services throughout Cochise County.

2. Following a disaster, mass care services within Cochise County will be established based on the following criteria:
   - Geographical area, population, and jurisdictions impacted by the disaster event.
   - Amount of mass care resources available.

3. Appropriate Federal, State, and local jurisdiction, voluntary agency, and private sector resources will be used as available.

4. Mass care shelters are temporary in nature and are designed for people displaced as a result of emergency incidents or disasters. All mass care and shelter services will attempt, but not guaranteed, to meet current requirements for the Americans with Disabilities Act (ADA) and ARC standards. Services will be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.

5. Disaster Welfare Information is provided by the American Red Cross. The listing of event related deaths will be limited to officially confirmed fatalities.

6. Shelters for pets and livestock may be activated if time, resources, and staff are available from local veterinary and volunteer animal care organizations. Pets and livestock shelters will be separated from shelters for citizens.

7. All reasonable and practical steps will be taken to ensure that shelters do not become contaminated.

8. Shelters shall be managed in accordance with ARC 3031, “Mass Care - Preparedness and Operations” (April 1987), regardless of whether they are county operated shelters or ARC designated shelters.

9. The Salvation Army Standard Operating Procedures and Food Protocols shall serve as the standard protocols for comfort stations and mass feeding sites.

10. The Emergency Management Department, in consultation with the Board of Supervisors, Sheriff’s Office and on-scene Incident Commander will make determinations as to which populations need to be evacuated and when provisions for mass care will be provided.

11. Special Needs Shelters will be managed and staffed in accordance with the recommendations of the Cochise County Public Health Department.
II. SITUATIONS AND ASSUMPTIONS

A. Situations

1. Cochise County is vulnerable to all of the natural and technological disaster events that are detailed in its Hazard Identification and Analysis. Historically, disasters in Cochise County tend to have cumulative impacts that disrupt utility, communications, medical, transportation, and food service systems at the same time. Because of those impacts, emergency response efforts can be seriously reduced. The movement of disaster supplies and service providers, emergency workers, and volunteers can be impeded. Professional emergency responders may be unable or delayed in reaching their assigned organizations due to injury, death, transportation system failures, or family problems.

2. There may be a requirement for shelter sites for hundreds to thousands of people that are impacted by the disaster. Many will be separated from their families due to impassible transportation routes and gridlock.

B. Assumptions

1. The local and regional utilities, communications, lifelines, medical and transportation systems and networks will sustain damage. Disaster response and recovery activities will be difficult to coordinate. Public, private and nonprofit organizations, and the general public will have to utilize their own resources and be self-sufficient for a minimum of three days, possibly longer.

2. No single agency or organization will be able to satisfy all emergency resource requests during a major emergency or disaster.

3. A partnership approach will be needed between public, private, and volunteer agencies in order to provide sheltering for large-scale disaster events in Cochise County.

4. Cities/Towns in Cochise County will provide their own shelters using agency staff, resources, and facilities. Mutual aid resources will be utilized for small events, but unable to meet the needs of a large-scale emergency or disaster.

5. Shortages of emergency response personnel will exist creating a need for auxiliary fire, police, search and rescue, emergency medical, transit, public works, utilities, health, shelter management and support personnel. Private sector and voluntary organization support may be needed to augment disaster response and recovery efforts.

III. CONCEPT OF OPERATIONS

A. General

- Cochise County government will provide for the basic needs of people displaced from their homes within the unincorporated areas of the County due to an emergency/disaster.

- Incorporated cities/towns will provide for the basic needs of people displaced from their homes within their jurisdictions due to an emergency/disaster.
• Cochise County government will assist, if requested, in conducting sheltering operations in incorporated areas of the County.

• The American Red Cross will operate shelter facilities for Cochise County government. When an evacuation is imminent, the Emergency Services Coordinator, the Sheriff’s Department, or any other responsible official, will notify the American Red Cross and request that a shelter(s) be opened. The American Red Cross will identify the shelter best suited for the estimated number of evacuees and arrange for its opening.

• Persons being evacuated will be directed to the shelter designated by the American Red Cross. Every Effort will be made to place persons with physical disabilities in shelters that are Americans with Disabilities (ADA) compliant. A listing of pre-designated shelters is at Appendix 1 to this Annex.

• Persons being evacuated will be registered by the American Red Cross upon arrival at the shelter. If an evacuee chooses to reside elsewhere, such as a motel or with friends/relatives, etc., they will be asked to go first to the public shelter and register prior to going to the place of their choice. It is essential that evacuees are registered so that disaster officials can respond to inquiries received from family members or other public officials.

• Sheltering operations will be discontinued upon notification by competent government officials that the evacuated area is safe for reoccupation.

In support of ESF #6:

County Interface

1. The County will coordinate this annex with the following annexes when necessary:

   ESF-1  Transportation
   • Coordinate evacuation of special populations to the shelters and reception centers.

   ESF-5  Emergency Management
   • Coordinate

   ESF-7  Resource Support
   • Coordinate

   ESF-8  Health and Medical Services
   • Provide mental health counselors and public health staff to shelters for assistance.
   • Coordinate efforts for protection of evacuees at shelters with American Red Cross and/or other volunteer agencies.
   • Inspect mass care areas for proper sanitation and health standards for short and long term housing.

   ESF-13 Public Safety
   • Provide security for shelters and receptions centers, traffic control or secure perimeters around temporary relocation staging areas.
State Interface

1. This annex is supported by the Arizona Emergency Response and Recovery Plan ESF-6 Mass Care.

2. State ESF-6 will coordinate with Federal ESF-6 to obtain federal assistance as required.

Federal Interface

1. This annex is supported by the National Response Plan ESF-6, Mass Care, Housing, and Human Services.

2. Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.

B. Organization

In the Incident Management System, ESF-6 has two functions: one in the Emergency Services Branch, and reports through the Operations Section and the other in the Recovery Division of the Planning Section. The Sheltering Organization for Cochise County is depicted in Appendix 2 to this ESF.

C. Activation

This annex will be activated by either the Incident Commander or Emergency Services for the implementation of Mass Care in Cochise County. American Red Cross and the other support VOADs will follow their own procedures for activation at the selected sites.

D. Activities

1. PRE-EMERGENCY

All agencies involved in sheltering operations:

- Develop plans for implementing sheltering operations.
- Maintain current rosters for alerting personnel in the event of an emergency/disaster.
- Establish procedures for capturing costs associated with emergency/disaster operations.
- Commence coordination of the emergency public sheltering plan (i.e., designation, staffing, equipment, and supplies).
- Determine need for portable toilets to be delivered to shelter locations.
- Activate Emergency Worker Family Shelter(s)

All agencies involved in disaster victim care:

- Compile lists of available support from local, State and Federal resources to be available during a county-wide disaster.
Develop a disaster victim care crisis plan to support shelter locations and long-term recovery activities regarding critical stress management for responders and the community.

**The American Red Cross:**

- Contract for and pre-designate shelter facilities within Cochise County.
- Maintain liaison with Cochise County Emergency Services.

2. **EMERGENCY**

**All agencies involved in sheltering operations:**

- Evaluate the status and conditions of the evacuation centers to determine which centers should remain open. Continue phasing of emergency public shelter openings and placement of shelter signs. Monitor shelter conditions and correct any deficiencies.
- Determine long-term relief service or Human Service delivery needs (i.e., information and referral, housing, health care, transportation, chores for elderly/disabled).
- Establish Community Assessment Teams to survey those persons who sheltered in place.
- Establish Human Services Teams to survey elders who sheltered in place as to their general welfare and needs.
- If necessary, establish information and referral desk at Disaster Recovery Information Center(s).
- Establish a mechanism for delivery of food and water, clean up kits and other supplies as determined for individuals who cannot access them in the community.
- Coordinate and establish a mechanism for delivery of food and water, clean up kits, and other supplies through existing delivery systems for the elderly.
- Based on information received from damage assessment teams determine if additional mass care services are needed and in which communities.
- Coordinate the establishment of Comfort Stations at centralized locations for disaster victims and responders to seek information and obtain basic life-sustaining services.
- Coordinate with ESF-5 and ESF-11 regarding mass feeding sites.
- Coordinate with ESF-8 to ensure medical attention is provided for people who have a medical need beyond the first aid level of care.
- Coordinate with ESF-12 for priority service restoration to mass care sites and for the acquisition of supplemental power sources.
- Conduct operations in such a manner as to mitigate the emergency situation.
- Maintain records of expenditures made during the emergency/disaster.

**All agencies involved in disaster victim care:**

- Assign appropriate staff to shelter or reception center locations to handle victim care counseling and assist in compiling resources for the duration of the event.
- Establish critical victim care counseling/staffing needs at the shelters.
- Assist a liaison to be the contact at the Cochise County EOC for tracking and reporting the needs and services offered to the community.
3. RECOVERY

All agencies involved in sheltering operations:

- Resume normal operations.
- Consolidate emergency/disaster associated expenditures.
- Review and update plans and procedures.
- Perform disaster impact assessments.

All agencies involved in disaster victim care:

- Provide Crisis Counseling long-term services.
- Assist in counseling at public and private school systems and community groups to assist the affected community to recover.

4. MITIGATION

All agencies involved in sheltering operations:

- Perform disaster impact assessments.
- Coordinate with ADEM and FEMA and for any victim care programs that are made available, as appropriate.

All agencies involved in disaster victim care:

- Provide for continued crisis counseling, as appropriate.
- Provide necessary support services, as per their national policies.
- Establish with ADEM and FEMA victim care programs that are made available, as appropriate.

E. Procedures

The American Red Cross maintains procedures for the opening and management of shelters. All shelters opened and managed by cities and Cochise County will be in accordance with American Red Cross standards. All procedures for support of shelters are maintained by the appropriate support agencies. Sheltering and mass care will follow the SOP’s developed and implemented by the Mass Care plan of the American Red Cross. Victim Care will follow the procedures of the Cochise County Health Department.

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

PRIMARY: The American Red Cross

For instances where the American Red Cross is the primary agency:

- Maintains shelter operations within Cochise County, to include contracting for and pre-designating shelter facilities.
 Identifies, upon notification that an evacuation will occur, the shelter best suited for the estimated number of evacuees.

• Arranges for the opening of shelters. Registers evacuees as they arrive at the shelter(s).

• Provides for the basic food, clothing, and medical care needs of persons sheltered.

• Provides shelter management teams to manage the shelters and maintain records of expenditures. Maintains liaison with the Cochise County Emergency Services Coordinator during sheltering operations.

• Provides information to competent government officials as to the number of persons sheltered, their names, etc.

**PRIMARY: Cochise County Public Health**

Cochise County Public Health may lead the Victim Care portion of the Annex, or support the ARC based on the staffing requirements of the shelters that are opened.

• Assists shelter management teams by providing emergency medical aid.

• Maintains sanitary conditions within the shelters.

• Monitors people with special needs who are sheltered to ensure that their special needs are met.

**SUPPORTING:**

**Agency** | **Responsibilities**
---|---
Board of Supervisors | • Provides for the health, welfare, and safety of the County's population during an emergency/disaster.

Emergency Services Coordinator | • Coordinates with the American Red Cross to insure that shelters have been pre-designated.

| • Coordinates requests for additional food, clothing, medical assistance, etc. that are beyond American Red Cross resources.

CC Social Services | • Maintain and disseminate current information on Federal and State policies, laws, and regulations relevant to DSS responsibility in Mass Care operations.

| • Disseminate administrative procedures for specific DSS administered programs designed to meet post-disaster needs to include Emergency Food Stamp Program (Electronic Benefit Transfer Cards) and the Individual and Households Program.

CC Sheriff's Department | • Maintains law and order within shelters located in the unincorporated areas of the County.

Fire Chiefs | • Provides fire protection services to shelters located within their jurisdictions.

Incorporated cities/towns | • Provides for the welfare and safety of their populations during an emergency/disaster.

VOAD and Supporting Volunteers Agencies | • Support ARC and EOC with resources for the shelters - child care, food support, counseling, administrative support, and disaster welfare activities.

| • Provide mass feeding locations to support the shelters.

Council on Aging | • Assist in the identification of affected elderly population during disasters or emergencies.

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<th>Agency</th>
<th>Responsibilities</th>
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<tr>
<td>School Districts</td>
<td>• By agreement with the ARC, provide school facilities for shelter and feeding.</td>
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<tr>
<td>Humane Society</td>
<td>• Provide limited emergency care and shelter for pets whose owner(s) is housed in a public shelters.</td>
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<tr>
<td>ADEM</td>
<td>• Assist with mass care functions and State and Federal assistance.</td>
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<tr>
<td>Co. Emergency Management</td>
<td>• Assist with the overflow of mass care in neighboring counties for shelter areas.</td>
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<tr>
<td>Assoc. Ministries</td>
<td>• Provide a forum to assist individuals with special disaster needs; assistance for the dissemination of emergency public information and personnel to the EOC, when requested.</td>
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V. ADMINISTRATION AND LOGISTICS

A. General Administration

1. Mutual Aid

ARC and the Salvation Army should also be written into an MOU or Statement of Understanding and will be kept on file. Development for these mutual aid agreements to be determined.

2. Administrative Policy and Procedures

Records and Reports

1) The Cochise County Social Services Director will maintain necessary agreements, records and reports relating to special emergency shelter operations.
2) The ARC Director – Southern Arizona Chapter will maintain necessary records of emergency shelter and mass care operations, and provide general statistical information to Cochise County government officials for planning purposes, as requested, and authorized by current regulations.
3) The Cochise County Social Services Director will maintain necessary records of persons with special needs under their direct supervision that have been evacuated or otherwise displaced during an emergency situation.
4) All agencies participating in emergency shelter and mass care operations in the County will provide for the protection of administrative and operational records and reports associated with these operations.

Patient Records and Medical Supplies

The emergency shelter manager will provide for security of evacuated person’s patient records and medical supplies that are located within their respective shelters.

Non-Discrimination Policy

Public shelters will follow a non-discrimination policy.
3. Record keeping

The American Red Cross will coordinate their efforts with Cochise County Emergency Services to manage any personal information obtained through the shelters.

B. Logistics

1. Resource Management

Cochise County emergency responders will assist the shelter operations with Security for the shelters (ESF-13), assistance with Volunteer and Donation Management (VDM Annex), health issues due to sanitation and potable water sources for drinking and cooking purposes (ESF-8 & ESF-11). In addition, transportation to medical facilities will be included in ESF-1.

2. Logistics

American Red Cross will have Crisis plans based on the needs of the shelter that is selected. They will work local with the Cochise County EOC and on a larger scale to supply their shelter operations with personnel and resources.

a. Essential Supplies

Emergency shelters will be provided essential supplies (i.e. food, bedding, sanitation needs, etc.) by the County’s ESC, the ARC Director – Southern Arizona Chapter, and other appropriate agencies that support emergency shelters within the County.

b. Shelter Kits

The ARC Director – Southern Arizona Chapter will provide shelter manager kits containing appropriate forms (for registration, inventory, event logs, and emergency shelter occupancy reports), handbooks and identification.

c. Communications

The primary communications link between shelters and the County EOC will be telephone. Amateur radio operators or law enforcement personnel may be assigned to the shelters to provide additional communication capabilities. Request for these services will flow through the County ESC.

VI. PLAN DEVELOPMENT/MAINTENANCE, SUPPORT AND TRAINING

A. ESF Development and Maintenance

1. The primary responsibility for coordinating the development and maintenance of ESF-6 Mass Care, Housing and Human Services rests with the County ES.

2. Other primary and support agencies to this ESF will assist the County ES in developing and maintaining this ESF.

3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The
revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

B. **ESF Support – Organization SOG/ SOPs**

All organizations that support this ESF will develop and maintain their own organization’s updated Standard Operating Guides (SOG)/ Standard Operating Procedures (SOP), and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the County ES, as necessary.

C. **SF and SOG/ SOP Training and Exercises**

1. The County ES will train to and exercise this ESF periodically.

2. The County ES, in coordination with other County emergency organizations, will schedule and conduct required training activities to ensure understanding of this ESF.

3. Training to and exercise of individual organization’s SOG/ SOPs that support this ESF are the responsibility of each respective organization.

VII. **AUTHORITIES AND REFERENCES**

Federal:

a. Statement of Understanding between FEMA and the American Red Cross.

State:

a. Arizona Emergency Response and Recovery Plan (SERRP)

ESF-6, Mass Care, housing and Human Services

Volunteer:


Appendices

Appendix 1 - Pre-designated Shelters
Appendix 2 - Sheltering Organization
## Appendix 1 - ESF #6 - Mass Care, Housing and Human Services
### Red Cross Emergency Shelter List

### RED CROSS EMERGENCY SHELTER LIST

#### Benson

Benson High School  
360 S. Patagonia St  
Benson, AZ 85602

<table>
<thead>
<tr>
<th>Primary Contact:</th>
<th>Alternate Contact:</th>
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<tr>
<td>Bob Miller</td>
<td>John Rasch</td>
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#### Bisbee

Bisbee Unified School District #2  
519 Melody Ln  
Bisbee, AZ 85603

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<th>Primary Contact:</th>
<th>Alternate Contact:</th>
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<tr>
<td>Larry Bishop</td>
<td>Ron Olander</td>
<td></td>
</tr>
<tr>
<td>Business: 520-432-5381</td>
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<td>Home: 520-432-2066</td>
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#### Bonita

Bonita School District #16

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<tr>
<td>Jim Nelson</td>
<td>Wayne Brewster</td>
<td></td>
</tr>
<tr>
<td>Home: 520-348-8196</td>
<td>Home: 520-828-3354</td>
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#### Bowie

Bowie Unified School District  
5th Street  
Bowie, AZ 85605

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<th>Primary Contact:</th>
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<tr>
<td>T. R. Eless</td>
<td>Joe Franco</td>
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</tr>
<tr>
<td>Business: 520-847-2544</td>
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Cochise

Cochise Elementary School
5025 N Bowie
Cochise, AZ 85606

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<thead>
<tr>
<th>Primary Contact:</th>
<th>Henry O. Hurtado</th>
<th>Alternate Contact:</th>
<th>Mark Folino</th>
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<tr>
<td>Home</td>
<td>520-384-2512</td>
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<td>520-826-3622</td>
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Naco

Turquoise Valley Golf & RV Park
1791-1794 W. Newell St.
Naco, AZ 85620

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<tr>
<th>Primary Contact:</th>
<th>Pete Campbell</th>
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<th>Bob Ruff</th>
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<td>Business:</td>
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Pearce

Pearce School District #22
1487 E. School Rd.
Pearce, AZ 85625

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<tr>
<th>Primary Contact:</th>
<th>Sandra Allen</th>
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<th>Ralph Cartmell</th>
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<td>Business:</td>
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<td>Home</td>
<td>520-642-3775</td>
<td>Home:</td>
<td>520-816-5051</td>
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Sierra Vista

Bella Vista Elementary School
801 N. Lenzner Ave.
Sierra Vista, AZ 85635

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<tr>
<th>Primary Contact:</th>
<th>Bill Roach</th>
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<td>520-458-3982</td>
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Sierra Vista (Continued)

Buena High School
5225 Buena School Dr.
Sierra Vista, AZ 85635

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<td>520-458-3982</td>
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Sierra Vista Middle School
1047 S. Lenzner Ave.
Sierra Vista, AZ 85635

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<th>Primary Contact:</th>
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<td>Home:</td>
<td>520-458-4731</td>
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<td>520-458-9758</td>
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Pueblo del Sol Elementary School
5130 Paseo Las Palmas
Sierra Vista, AZ 85635

<table>
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<tr>
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<th>John Wilson</th>
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<th>Terry French</th>
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Huachuca Mountain Elementary
3228 St. Andrews Dr.
Sierra Vista, AZ 85635

<table>
<thead>
<tr>
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<th>Bill Roach</th>
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<th>Bobbie Moore</th>
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<td>Home:</td>
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Apache Middle School
3305 E. Fry Blvd.
Sierra Vista, AZ 85635

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<th>Alternate Contact:</th>
<th>Robin Garcia</th>
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## Tombstone

Walter J. Meyor School  
411 N. 9th St.  
Tombstone, AZ 85638

<table>
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<tr>
<th>Primary Contact:</th>
<th>Rick Stevens</th>
<th>Alternate Contact:</th>
<th>Mary Ann Montiso</th>
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## Willcox

Willcox High School  
240 N. Bisbee  
Willcox, AZ 85643

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<th>Bob Nelson</th>
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<td>520-384-3396</td>
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Willcox Elementary School  
501 W. Delos  
Willcox, AZ 85643

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<th>Tom Curran</th>
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<td>Home:</td>
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Willcox Middle School  
360 N. Bisbee  
Willcox, AZ 85643

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Appendix 2 - ESF #6 - Mass Care, Housing and Human Services
Cochise County Emergency Sheltering Organization

COCHISE COUNTY EMERGENCY SHELTERING ORGANIZATION

LEGEND:
DIRECTION AND CONTROL
COORDINATION
ESF 7 - RESOURCE SUPPORT

PRIMARY AGENCIES:
County: Cochise County Emergency Services

SUPPORT AGENCIES:
County: Cochise County General Services
        Cochise County Highway and Floodplain Department
        Cochise County Finance Department
        Cochise County Human Resources
        All County Departments
Regional: Pima County Emergency Management
        Santa Cruz County Emergency Management
State: Division of Emergency Management (ADEM)
        American Red Cross - Grand Canyon Chapter (ARC)
Federal: US General Services Administration
Local: TBD
Volunteer: TBD
Private: TBD

MUTUAL AID: None.

MEMORANDA OF UNDERSTANDING: None.

I. INTRODUCTION
A. Purpose

To assign responsibilities and specify the actions required of Cochise County government to provide and manage resources. To provide and manage the resources required to protect life and property affected by an emergency/disaster.

B. Scope

1. Logistics
   ■ Classifying resources

2. Resource Management
   ■ Resource support (facility space, office equipment and supplies, contracting services, etc.)

3. Staging Areas
   ■ Designated, as needed, for each incident.

C. Policies

1. Immediate survival needs of victims will be given the highest priority in resource allocation decision-making.
2. All emergency responders (county departments, municipalities, and private organizations) must use all of their own available and obtainable resources before requesting assistance from ESF #7.

3. ESF #7 will support emergency operations by supplementing available and obtainable resources of response and recovery agencies.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1) Disasters have an immediate impact on local and State resources resulting in shortages of vitally needed supplies. In addition, specialized equipment and services may be required to save lives, and protect, and restore property during response and recovery operations. Expeditious identification, procurement, and allocation of resources are vital to ensure effective State emergency operations.

B. Assumptions

1) Resources outside of the affected area will be directed to fulfill the unmet needs of the State or local governments.

2) Major disasters may require the activation of State staging areas in order to expedite the delivery to the site of the emergency.

3) Some resources of the State and local governments may not be available in the impacted area due to debris and destroyed buildings.

III. CONCEPT OF OPERATIONS

A. General

- Cochise County government will identify and list resources located in the County that can be used during an emergency.

- Each incorporated city/town will identify and list resources available from within their government.

- In the event that all resources have been expended or committed, the County will request assistance from the State through the Arizona Division of Emergency Services.

- Records will be maintained of all resources expended, such as man hours, equipment, and materials.

During an emergency, the logistics system will consist of the following components:

1. Mobilization Center: Local Airports have been identified as primary locations, or smaller parking lot areas assigned by the IC. Ft. Huachuca
Military Base (or as designated by the Federal Emergency Management Agency [FEMA]) has been identified as a potential mobilization center location for receipt of federal resources.

2. Logistic Staging Areas (LSA) - Normally, bus maintenance facilities are used for initial staging of resources. As an alternative, warehouse operations can be set up at airfields for follow-on distribution to operational areas.

3. Distribution Points - Designated locations will be required in each operational area. County Emergency Services will select distribution points. In larger emergencies, distribution points will normally be co-located with primary transportation entry point for each operational area (airfield). Resources will be turned over to county or military authorities for distribution at these locations.

4. Headquarters - The Incident Command Post or transitioned to the Cochise County EOC for managing county resources.

Classifying Resources

To comply with NIMS principles the resource management annex will incorporate the National Typing Protocol. The resource typing protocol provided by the NIMS describes resources using category, kind, components, metrics, and type data. The following data definitions will be used:

1. Resource
   For purposes of typing, resources consist of personnel, teams, facilities, supplies, and major items of equipment available for assignment to or use during incidents. Such resources may be used in tactical support or supervisory capacities at an incident site or EOC. Their descriptions include category, kind, components, metrics, and type. Eight groups representing key functional disciplines consisting of Federal, State and local specialists were part of the effort to develop the definitions. These eight titles are:
   - Animal Health Resources
   - Emergency management Resources
   - EMS Resources
   - Fire/HazMat Resources
   - Health & Medical Resources
   - Law Enforcement Resources
   - Public Works (Highway and Floodplain) Resources
   - Search and Rescue Resources

2. Category
   A category is the function (follows ESF Functions) for which a resource would be most useful. These ESF Functions would follow:

<table>
<thead>
<tr>
<th>1 Transportation</th>
<th>9 Search &amp; Rescue</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Communications</td>
<td>10 Hazardous Materials</td>
</tr>
<tr>
<td>3 Highway and Floodplain</td>
<td>11 Agriculture Food Svcs.</td>
</tr>
<tr>
<td>4 Firefighting</td>
<td>12 Public Utilities</td>
</tr>
<tr>
<td>5 Emergency Mgt.</td>
<td>13 Law Enforcement</td>
</tr>
</tbody>
</table>
This briefly describes the categories used in the national resource typing protocol.

3. Kind
   Kind refers to broad classes that characterize like resources such as teams, personnel, equipment, supplies, vehicles, and aircraft.

4. Components
   Resources can comprise multiple components. For example, an engine company may be listed as having the eight components shown below.

   (1) Pump  (5) Water tank
   (2) Hose 2 __"  (6) Ladder
   (3) Hose 1__"  (7) Master Stream
   (4) Hose 1"  (8) Personnel

   As another example, urban search and rescue (US&R) teams consist of two 31- person teams, four canines, and a comprehensive equipment cache. The cache is divided into five separate, color-coded elements and is stored in containers that meet specific requirements.

5. Metrics
   Metrics are measurement standards. The metrics used will differ depending on the kind of resource being typed. The mission envisioned determines the specific metric selected. The metric must be useful in describing a resource's capability to support the mission. As an example, one metric for a disaster medical assistance team is the number of patients it can care for per day. Likewise, an appropriate metric for a hose might be the number of gallons of water per hour that can flow through it. Metrics should identify capability and/or capacity.

6. Type
   Type refers to the level of resource capability. Assigning the Type I label to a resource implies that it has a greater level of capability than a Type II of the same resource (for example, due to its power, size, or capacity), and so on to Type IV.

   Typing provides managers with additional information to aid the selection and best use of resources. In some cases, a resource may have less than or more than four types; in such cases, either additional types will be identified, or the type will be described as "not applicable." The type assigned to a resource or a component is based on a minimum level of capability described by the identified metric(s) for that resource. For example, review a” typed” oil skimmers equipment based on barrels per day, as outlined below:

   Example of a Resource with Multiple Types (Oil Skimmer)
Type I 9,600 bbls/day  
Type II 2,880 bbls/day  
Type III 480 bbls/day  
Type IV N/A

The form for this typing is found in Appendix 1 of this Annex.

In support of ESF #7:

**County Interface**

1. The County will coordinate this annex with the following annexes when necessary:
   - **ESF-1** Transportation
     - Coordinate transportation of equipment and supplies to appropriate agencies
   - **ESF-2** Communications
     - Provide emergency communications in staging areas, shelters, EOC, or other related areas for equipment and personnel requests
   - **ESF-11** Agriculture and Natural Resources
     - Assist in requests for potable water and food
   - **ESF-14** Mitigation and Long Term Community Recovery
     - Provide information on long term requests

**State Interface**

1. This annex is supported by the Arizona Emergency Response and Recovery Plan ESF-7-Resource Support.

2. State ESF-7 will coordinate with Federal ESF-7 to obtain federal assistance as required.

**Federal Interface**

1. This annex is supported by the National Response Plan ESF-7, Resource Support.

2. Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.

**B. Organization**

In the Incident Management System, ESF 7 has both Service and Support Divisions that report to the Leader of the Logistics Section.

**C. Activation and Activities**
1. PRE-EMERGENCY

**Cochise County Emergency Services will:**

- Develop and maintain a directory of key contacts to facilitate the timely deployment of vital resources in an emergency to include staging areas throughout the county with the coordination of Fire and Law Enforcement agencies.
- Develop written or verbal agreements with private sector organizations, such as transportation companies, utilities, industries, and volunteer agencies, on the availability and use of resources.
- Foster mutual support with neighboring jurisdictions.
- Contact agencies with which contracts, agreements or arrangements have been made.
- Identify warehouses and locations that could be used for staging areas for incoming resources.
- Compile resource lists from EOC representative agencies.
- Submit preliminary mutual aid requests to the SEOC.
- Receive resource requests for the Disaster Recovery Information Centers.

**All logistics and resource agencies will:**

- Maintain liaison with their normal resource providers, both public and private and call upon these providers first to assist during an emergency disaster.

2. EMERGENCY

**Cochise County Emergency Services will:**

- Acquire funds to purchase needed emergency resources.
- Follow financial procedures for writing Cochise County Emergency Purchase Orders.
- Anticipate needs based on damage assessment reports and prior experiences.
- Receive resource requests and route as appropriate.
- Determine need to activate Recovery Distribution Center(s).
- Establish resource delivery using emergency staging/distribution system. Use VOAD agencies to furnish basic items to meet immediate needs of disaster victims.
- Maintain log or other tracking system for loaned property.
- Coordinate security, if necessary, for warehouse stores.
• Secure resources through existing donations, mutual aid, and/or procurement.

All logistics and resource agencies will:

• Conduct operations in such a manner as to mitigate the emergency situation.
• Provide information on how to obtain required resources and recommend allocation of their use. The Board of Supervisors will resolve conflicting claims for scarce resources.
• Implement methods, as appropriate, to ensure effective consumer controls and conservation of the consumption of critical resources.
• Maintain records of expenditures made during the emergency/disaster.

3. RECOVERY

Cochise County Emergency Services will:

• Contact all recipients of loaned equipment, etc. and make arrangements for their return.
• Arrange for relocation, disposal or storage of excess donations.
• Close warehousing facilities after verifying that all paperwork is completed.
• Deactivate volunteers and staff.
• Send or ensure that appropriate letters/certificates are presented to donors and suppliers.
• Determine if donors and suppliers are willing to enter into MOU or other agreements.
• Insure that all loaned or rented property is returned to the EOC/IC for proper disposition and returned to the proper owner.

All logistics and resource agencies will:

• Resume normal operations.
• Consolidate emergency/disaster associated expenditure records.
• Review and update plans, procedures and agreements.

4. MITIGATION

All logistics and resource agencies will:

• Resume normal operations.
• Consolidate emergency/disaster associated expenditure records.
• Develop a data base with previously requested resources and conduct MOUS and Statements of Understanding with the agencies that the materials were obtained from for future use.
• Contact all recipients of loaned equipment, etc. and make arrangements for their return.
• Arrange for relocation, disposal or storage of excess donations.
• Close warehousing facilities and clean up staging areas after verifying that all paperwork is completed.
• Deactivate volunteers and staff.
• Send or ensure that appropriate letters/certificates are presented to donors and suppliers.
• Determine if donors and suppliers are willing to enter into MOU or other agreements.
• Insure that all loaned or rented property is returned to the ESF #7 for proper disposition and returned to the proper owner.

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

PRIMARY: Cochise County Emergency Services

• A. Identifying and listing resources located in the County that can be used during an emergency/disaster.
• Coordinating the provision of resources from State, other jurisdictions, and the private sector, when the County's resources are inadequate or fully committed.
• Research and identify providers of required resources.
• Coordinate with ADEM to review resource requests from State departments and localities and identify State, private or volunteer providers.
• Coordinate with the American Red Cross (ARC) and Voluntary Organizations Active in Disaster (VOAD) for volunteer resource support.

SUPPORTING:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>Cochise County General Services</td>
<td>• Provide support staff for procurement of services, and listing of buildings and facilities.</td>
</tr>
<tr>
<td>Highway and Floodplain</td>
<td>• Provide drivers, equipment operators, trucks, and heavy equipment</td>
</tr>
<tr>
<td>Pima and Santa Cruz Co. EM.</td>
<td>• Support Cochise County as needed with additional resources from neighboring counties.</td>
</tr>
</tbody>
</table>
| Cochise County Human Resources      | • Coordinate, supervise, and manage the identification, acquisition, and distribution of personnel resources for County disaster operations.  
• Provide staffing for the Cochise County EOC for 24 hour, 7 days per week operations.  
• Establish procedures for managing emergent volunteers as part of the EOC logistics section.  
• Identify faith based and non-profit organizations that can assist with emergency resource support.  
• Determine priorities for contracting of personnel based on justification |
### Agency | Responsibilities
---|---
Department of Finance | - Coordinate with Cochise County EOCS and ADEM in the development of emergency funding lines, to increase threshold levels and for related budgetary and fiscal needs.
ARC | - Coordinate with Cochise County General Services and ADEM to address unmet resources needs of disaster victims.
ADEM | - Assist State departments in identifying most effective and attainable resources for response and recovery efforts.
- Coordinate with EOC, DPS, and ADOT for identification, activation, security, and operations for state-level staging areas.
- Coordinate with the DOC for inmate provided services.
- Provide tracking of State resources throughout response and recovery.
- Provide additional State personnel as needed to support emergency operations in Cochise County EOC and the Disaster Field Office, if Federal operations occur.
All County Departments | - Maintain a liaison with their normal resource providers, both public and private, and should call upon these providers first to assist during an emergency disaster.
- Support internal agency resource requirements in emergencies or disasters.
- Support the Finance and Human Resources Department in the accomplishment of ESF #7.
- Prepare and maintain lists of available essential supplies and equipment.
- Determine additional supplies and equipment required for conducting essential operations, i.e., food, fuel, batteries, tires, etc.
- Establish emergency procedures for the distribution, conservation, and use of essential supplies.
- Provide resources (supplies, equipment, services, and vendor information), from department stocks, as coordinated by the EOC.
Agency | Responsibilities
--- | ---
 | • Maintain purchasing and financial records of any expenditure used for response or recovery from the disaster event.
 | • Document all expenditures for supplies, equipment and services, for budget and accounting purposes.
 | • Return department activities to normal levels unless involved with recovery activities.

V. ADMINISTRATION AND LOGISTICS

A. General Administration

1. Mutual Aid

With the exception of the Law Enforcement and Fire communities, additional equipment and materials that are obtained from any other county should come with a temporary statement of understanding. Legal counsel should be given the responsibility to proper the proper temporary contracts when requested.

2. Administrative Policy and Procedures

The management of local resources not regulated by Federal or State law is the responsibility of local government.

The legislative authority of the political subdivision is empowered to invoke controls on resources and establish resource allocation priorities during a state of emergency. Even though the legislative authority has the power to invoke controls during an emergency, continued operations of a free market economy and existing distribution systems should be utilized to the maximum extent possible.

The Financial Director (purchasing agent) is the lead designated person for coordinating emergency procedures. This position should report to the Cochise County Emergency Operations Center (EOC) to coordinate emergency purchases if the situation warrants it. Payment for such needs is the responsibility of the requesting agency or the county if the Chairman of the Board of Supervisors approves the purchase. If funds are not available, purchases shall be made in accordance with Cochise County’s purchasing policies.

The Executive group may invoke temporary controls on local resources and establish priorities when a local State of Emergency is proclaimed. These may include, but not be limited to fuel, food, shelter and other resources necessary for human needs. Any controls established will be in coordination with other incorporated cities, towns and in Cochise County. Controls should be written as temporary statutes and should be approved by the governing body and cleared through legal counsel to reduce liability to the County.

County Departments should utilize their personnel to the maximum extent possible including use of personnel not normally assigned emergency responsibilities. County employees required to work either overtime or “out-of-
class” in responding to a disaster shall be compensated in accordance with existing rules and bargaining agreements and the requirements of the Fair Labor Standards Act (FLSA).

3. Record keeping

The primary agency - Cochise County Emergency Services will be ultimately responsible for all financial and tracking documents (either original or copies).

B. Logistics

1. Resource Management

Resources that are initially used by the county in a disaster or incident will be the responsibilities of each agency. Equipment will have to be logged in for the incident and tracked during the duration.

Outside resource management will be the sole responsibility of Cochise County Emergency Services for obtaining, managing, tracking, and protecting and returning all equipment or facilities used.

Proper authorization for personnel outside the county will be the responsibility of the agency that takes on those volunteers. It is suggested that any volunteers are sent to the American Red Cross during the start of an emergency. RACES, CARA and SEARS radio operators will be the responsibility of the County, unless release forms have been received.

2. Logistics

The combined effort of the supporting agencies with the lead agency will provide the initial resources that are used that are owned by the county. Logistics requirements for each ESF will be listed under their respective annexes. For additional personnel help the Department of Corrections might be considered if ADEM and DOC approve and activate the inmate work teams.

Arizona State Prison Complex - Douglas - ASPC
6911 N. BDI Blvd.
Douglas, AZ 85608    (520) 364-7521

Work Program Inmates
Tap into and coordinate with ADEM and Arizona State Prison Complex staff to determine if inmate-services could be utilized during emergencies.

a. Debris removal
b. Medical assistance
c. Food service
d. Laundry service
e. Pet care for disaster victims
f. Building repair and cleaning
VI. PLAN DEVELOPMENT/MAINTENANCE, SUPPORT AND TRAINING

A. ESF Development and Maintenance

1. The primary responsibility for coordinating the development and maintenance of ESF-7 Resource Support rests with the County ES.

2. Other primary and support agencies to this ESF will assist the County ES in developing and maintaining this ESF.

3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

B. ESF Support – Organization SOG/ SOPs

All organizations that support this ESF will develop and maintain their own organization’s updated Standard Operating Guides (SOG)/ Standard Operating Procedures (SOP), and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the County ES, as necessary.

C. ESF and SOG/ SOP Training and Exercises

1. The County ES will train to and exercise this ESF periodically, as necessary.

2. The County ES, in coordination with other County emergency organizations, will schedule and conduct required training activities to ensure understanding of this ESF.

3. Training to and exercise of individual organization’s SOG/ SOPs that support this ESF are the responsibility of each respective organization.

VII. AUTHORITIES AND REFERENCES

Federal:


State:
a. Arizona Emergency Response and Recovery Plan (SERRP)  
   ESF-7, Resource Support

**Appendices**

Appendix 1 - “Typing” Resources Format
Appendix 2 - Resource Support Organizational Chart
Appendix 1 - ESF #7 - Resource Support
“Typing” Resources Format

Resource: ________________
Category: ________________ (Select an ESF Area)
Kind: ________________ (Select 1 or more: Team, Personnel, Equipment, Supplies)

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<th>Component</th>
<th>Minimum Capabilities (Metrics)</th>
<th>Type I</th>
<th>Type II</th>
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Appendix 2 - ESF #7 - Resource Support
Cochise County Organizational Chart
ESF 8 - PUBLIC HEALTH AND MEDICAL SERVICES

PRIMARY AGENCIES:

County: Cochise County Fire Chiefs Association
Southern Regional EMS Council
Cochise County Public Health Department
Cochise County Medical Examiner

SUPPORT AGENCIES:

County: Cochise County Emergency Services
Regional: Pima County Emergency Management
Santa Cruz County Emergency Management
State: Department of Health Services (ADHS)
Division of Emergency Management (ADEM)
Federal: US Department of Health and Human Services
Local: Hospitals, Nursing Homes, Health Care Facilities
Volunteer: None.
Private: Ambulance Services

MUTUAL AID: None.

MEMORANDA OF UNDERSTANDING: None.

I. INTRODUCTION

A. Purpose

To provide for the organization, mobilization, coordination and direction of emergency medical, emergency health, emergency hospital services and emergency medical examiner services and resources in a disaster.

To provide for the coordination of crisis response and mental health services for persons who suffer from reactions to the disaster and Critical Incident Stress Management services for emergency service workers.

To provide for the systems and methods required to prevent or control disease.

B. Scope

1. Emergency Medical EMS Assistance
   ■ Emergency Vital Statistics

2. Public Health
   ■ Public Health

3. Crisis Intervention Support (CIS)
   ■ Mental Health

4. Mortuary Services
C. Policies
Cochise County Fire Departments and private paramedic providers will respond as first response agencies for pre-hospital medical care. Private ambulance providers will also provide transportation and inter-facility transports.

Fire Agencies will provide Basic Life Support (BLS) and (air transport) will provide Advanced Life Support (ALS).

All Cochise County mutual-aid emergency medical responders who provide emergency medical assistance in Cochise County will operate under Cochise County procedures and protocols.

Cochise County Public Health will provide guidance to the County, agencies, and individuals on basic public health principles involving safe drinking water, food sanitation, personal hygiene, and proper disposal of human waste, garbage, and infectious or hazardous waste.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1) A major medical and environmental emergency resulting from a catastrophic natural disaster, a chemical, biological, or nuclear Weapons of Mass Destruction (WMD) could produce a large concentration of specialized injuries, illnesses, fatalities, and other problems that could overwhelm health care facilities within the County.

2) If the event’s negative impacts last for several days or weeks, there could be health and medical complications and issues involving relocation, shelters, vector control, potable water, wastewater, and solid waste.

3) Critical and long-term patients in existing hospital or health care facilities may need immediate relocation from these facilities if they are damaged or inoperable. Uninjured persons who require routine medications, such as insulin, anti-hypertensive drugs, digitalis, and dialysis may have difficulty in obtaining these medications and treatments because of damage/destruction of normal supply locations, general shortages, or lack of access due to damaged transportation infrastructure.

4) A significant public emergency may impede or prohibit the delivery of routine health and medical services. Hospitals, nursing homes, ambulatory care centers, pharmacies, and other facilities for medical/health care and special needs populations may be severely damaged or destroyed. Facilities that survive with little or no structural damage may be rendered unusable or only partially usable because of a lack of utilities (power, water, sewer) or because staff are unable to report for duty as a result of personal injuries and/or damage/disruption of communications and transportation systems.
5) Medical and health care facilities that remain in operation and have the necessary utilities and staff will probably become overwhelmed. In the event of a sudden increase in the need for health and medical services, medical supplies and equipment may quickly run out, including pharmaceuticals, blood products, medicines, equipment, and other related consumable supplies.

B. Assumptions

1. In a large scale disaster or any situation where needs exceed ability to cope, any of the following may occur:
   - multiple physical casualties with a variety and range of urgency and disability;
   - physical facilities will be over taxed, over utilized, damaged or inaccessible;
   - health related supplies may be over utilized or unavailable;
   - communications via telephone, fax, electronic mail, and standard radio may be interrupted;
   - infrastructure support for health facilities may be interrupted so that water, power, gas, food supplies, etc. may be impaired;
   - personnel to provide medical care may be limited due to injury, personal concerns/needs or limited access to facilities where they work; access of casualties to assessment, transport and treatment facilities may be limited.

2. Planning should be directed toward such naturally occurring and man made disasters including, but not limited to: earthquake, snowstorm, windstorm, aircraft crash, train derailment, dam failure, terrorist attack and hazardous chemical incidents.

3. The damage and destruction of a catastrophic natural disaster will produce urgent needs for mental health crisis counseling for disaster victims and response personnel.

4. Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for disease and injury.

5. Hospitals, nursing homes and other critical care in-patient facilities will maintain back up supplies stored on site, (including food, water and basic medical supplies) to maintain operations for a minimum of three days.

6. During the first 72 hours after the disaster, the public should not anticipate routine emergency medical services from the various hospital providers by calling 911.

7. Publicly supported emergency medical, health and medical examiner services will be restored to normal during the recovery period as soon as practical and within the limitations and capabilities allowed by city government following the emergency.
III. CONCEPT OF OPERATIONS

A. General

Emergency Medical Services

1. The primary objective of Emergency Medical Services in an emergency/disaster is to insure that basic and advanced life support systems are organized and coordinated to provide prompt, adequate, and continuous emergency care to disaster victims. These will include, but are not limited to:

   a. Identification and coordination of medical resources.
   b. Identification of potential sites and support staff for temporary emergency clinics.
   c. Emergency care at shelters and congregate care facilities.
   d. Coordination of medical transportation resources.

2. Local Mass Casualty plans will detail operational concepts and responsibilities so that the Emergency Medical Services System existing in the area will be capable of providing mass casualty emergency medical services during an emergency/disaster.

3. The provision of basic and advanced life support services shall be provided per local plans for Fire Agencies. Mutual aid between and among emergency medical service providers shall be utilized to make maximum efficient use of existing local, or regional assets, resources and services. Response requirements may exceed the capabilities of the local Emergency Medical Services System and can be augmented by services and assets provided under mutual aid if available.

4. A Public Health and/or Medical examiner representative will jointly perform the EOC function of coordinating medical, health, and mortuary resources.

5. Hospitals will respond according to their established emergency response plans.

Public Health and Social Services

1. Public Health provides or coordinates health and sanitation services within the community, including:

   a. Identification of health hazards.
   b. Identification and control of communicable disease.
   c. Vector control.
   d. Examination of food and water supplies for contamination.
   e. Ensure compliance of emergency sanitation standards for disposal of garbage, sewage, and debris.
   f. Assessment of environmental contamination and public health risk from hazardous materials spills.
   g. Mental health services, including stress management services for emergency responders.
h. Keep the County Commissioners, Emergency Management, and the public informed regarding health conditions, warnings, and advisement.

2. If the threat to public health is of such magnitude that supplemental assistance is necessary, the State and Federal Government may provide such assistance. Requests may be made through normal Emergency Management channels.

3. Public Health provides limited medical support and sanitation services (identifying health hazards and making recommendations) to mass care facilities when activated. The Health Department maintains limited supplies that may be used at mass shelters including:
   - Sharps containers
   - Latex gloves
   - Needles and syringes

4. In coordinating public health services and establishing priorities, administrative details shall be accomplished by the director of Cochise County’s Public Health and Social Services Department. Decisions involving medical and technical expertise shall be the responsibility of the Public Health Officer.

5. Determination of critical priorities in the public health effort will be made in consultation with the Board of Health, local elected officials, and State and Federal service agencies.

**Mortuary Services**

1. The Coroner has jurisdiction over bodies of all deceased. (Procedures may vary if an incident falls under the jurisdiction of the FAA, State, or the military.)

2. The Coroner's Office will coordinate support to local mortuary services as needed. Local funeral directors may assist in the processing of human remains at the discretion of the Coroner.

3. If local resources for proper handling and disposition of the dead are exceeded, the State and/or Federal Government may provide supplemental assistance for identification, movement, storage, and disposition of the dead. The County Coroner may make a request for such assistance to Emergency Management or to the State Department of Health.

**Emergency Vital Statistics**

1. The Sheriff's Department compiles information regarding missing persons in unincorporated Cochise County.

2. The Coroner identifies deceased persons in all of Cochise County.

3. Deaths are registered at the Public Health and Social Services Vital Records Office.
Mental Health

Mental Health services and/or critical incident stress debriefing will be provided as needed through Public Health and Social Services.

In support of ESF #8:

County Interface

1. The County will coordinate this annex with the following annexes when necessary:

   - **ESF-3** Public Works and Engineering
     - Coordinates wastewater and sewage recovery and sanitary garbage disposal efforts
   - **ESF-6** Mass Care, Housing and Human Services
     - Coordinates public health efforts with ESF #8 at shelters and reception centers.
   - **ESF-13** Public Safety
     - Coordinates security perimeter for Fire and medical services.
   - **ESF-14** Mitigation and Community Long-term Recovery
     - Organizes the post-incident long-term mental health services and shelter operations.
   - **ESF-15** External Affairs
     - Provides public information throughout the incident pertaining to community health issues

State Interface

1. This annex is supported by the Arizona Emergency Response and Recovery Plan ESF-8 Health and Medical Services.

2. State ESF-8 will coordinate with Federal ESF-8 to obtain federal assistance as required.

Federal Interface

1. This annex is supported by the National Response Plan ESF-8, Public Health and Medical Services.

2. Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.

B. Organization

In the Incident Management System, ESF 8 has two functions. One in the Medical Division Branch and reports through the Operations Section. The second is in the Recovery and Technical Divisions of the Planning Section.
C. Activation

Initial notification of an incident will occur 24/7 and be reported to the 911 Communication center where immediate dispatch of the appropriate medical response will take place. For larger scale incidents, public health and Cochise County ES will work together in staffing the County EOC or if needed the public Health EOC as well.

D. Activities

1. PRE-EMERGENCY

Medical Care.

- Identify and coordinate the deployment of doctors, nurses, technicians and other medical personnel to disaster areas.
- Maintain inventory lists of medical supplies, equipment, licensed ambulance services, hospitals, clinics and first aid units. Plan for establishment of staging areas for medical personnel, equipment, and supplies.
- When traditional health care facilities are not available, plan for establishment of emergency medical care sites.
- Assure that health care facilities (i.e. hospitals, nursing homes, youth and adult medical care facilities) develop patient reduction, evacuation, and relocation procedures.
- Hospital administrators will develop policies and procedures for activation of hospital internal disaster plans to ensure adequate staffing and bed capacity to maintain hospital operations at maximum levels possible.

Public Health and Sanitation.

- Develop procedures to protect the public from communicable diseases and contamination of food, water, and drug supplies (including veterinary drugs).
- Develop procedures to monitor public health information.
- Develop sanitation inspection procedures and protocols to control unsanitary conditions. Develop procedures for inspection of individual water supplies and for identification of disease, vector, and epidemic control.
- Develop emergency immunization procedures. Identify laboratory testing facilities.
- Develop procedures for rapidly providing assistance to individuals and families, to include organizing and training rapidly deployable crisis counseling and other behavioral health teams.
Mortuary Services.

- Develop procedures for deceased identification and mortuary services. Develop plans for location, identification, removal and disposition of the deceased.
- Develop protocols and maintain liaison with Disaster Mortuary Operational Readiness Teams (DMORT) of the National Disaster Medical System (NDMS).
- Identify agencies, organizations, and individuals capable of providing support services for deceased identification including local Funeral Directors and neighboring county ME and coroners.
- Maintain a description of capabilities and procedures for alert, assembly and deployment of state mortuary assistance assets.

2. EMERGENCY

Medical Care.

- EMS will be directed and coordinated by their respective fire departments and through 911 dispatch to respond to staging or IC locations for assistance.
- Fire department paramedics and EMS medic units will respond on-scene to establish field triage areas, direct triage and treatment operations and initiate communications with the receiving hospital.
- Assignment of patients to hospitals or temporary treatment facilities will be coordinated by the on-site triage manager.
- Medical care for the injured will be provided at local hospitals or temporary treatment facilities. Direction and control of emergency operations at hospital facilities will be the responsibility of the facility managers and staff.
- Assist the coordination of patient evacuation and relocation.
- Coordinate with ADEM the use of State or Federal resources (National Disaster Medical System (NDMS) services, to include patient evacuation assistance, Disaster Medical Assistance Teams (DMAT), National Pharmacy Response Teams (NPRT), National Nurse Response Teams (NNRT), and Veterinary Medical Assistance Teams (VMAT), as needed.
- In conjunction with local hospitals and other appropriate organizations, identify hospital and nursing home vacancies statewide.
- Assist with hazardous materials response in a defense mode.

Public Health and Sanitation.

- Public Health representatives will respond, as directed, the Cochise County EOC or to their respective Public Health EOC as directed in their Public Health Plans.
- Ensure adequacy of sanitary facilities in shelters and Disaster Recovery Centers.
Monitor and report any potential or existing environmental and epidemiological concerns.

Coordinate with ESF-15 the dissemination of information to the public concerning potential and existing health hazards.

Coordinate with ESF-3 to ensure the availability of potable water, an effective sewage system and sanitary garbage disposal.

Inspect purity and usability of all foodstuffs, water, pharmaceuticals, and other consumables that were exposed to the hazard.

Coordinate the inspection of damaged buildings in search of health hazards.

Coordinate with ESF-17 in the disposition of dead animals.

Coordinate operations for immunizations or quarantine procedures, if necessary.

Monitor food handling and mass feeding sanitation service in emergency facilities.

Mortuary Services

Emergency health, environmental health and medical examiner service will be directed and controlled by Public Health officials and private health and mortuary providers.

Initiate the notification of deceased identification teams.

Retain victim identification records.

Coordinate with ADEM the Disaster Mortuary Operational Response Team (DMORT) services, if needed. Including temporary morgue locations.

Coordinate with county and State resources for next-of-kin notification.

3. RECOVERY

Medical Care.

Assist with restoration of essential health and medical care systems.

Assist with restoration of permanent medical facilities to operational status.

Assist with restoration of pharmacy services to operational status.

Support emergency services infrastructure until local system is self-supporting.

Assist with emergency pharmacy and laboratory services.

Public Health and Sanitation.

Monitor environmental and epidemiological surveillance.

Continue long-term emergency environmental activities.

Coordinate the management of continuous mental health, crisis counseling and recovery services, and substance abuse assistance to individuals and families.
Mortuary Services.

- Continue the operations necessary for the identification and disposition of the deceased and their personal effects.
- Receive the required death reports.
- Request reimbursement for expenditures, if authorized.
- Provide a final fatality report.

4. MITIGATION

All agencies will:

- Support and plan for mitigation measures.
- Support requests and directives resulting from the Governor and/or FEMA concerning mitigation and/or re-development activities.
- Document matters that may be needed for inclusion in agency or county briefings, situation reports and action plans.

E. Procedures

Policies and procedures to response to incidents are held at respective agencies.

VI. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

PRIMARY: Cochise County Fire Chiefs Association
           Southern Regional EMS Council

Fire and/or EMS Medical Response Departments:

- The first Fire Agency at the scene evaluates the situation and makes the decision whether to request additional assistance (Incident Command System).
- When the decision is made to activate the Mass Casualty Incident Plan within in their own procedures, the first agency on the scene will serve as the on-scene commander until the fire department arrives.
- Other agencies responding to the incident will report to the designated staging area.
- Establish field communications between appropriate agencies.
- Cochise County Fire can provide Basic Life Support.

PRIMARY: Cochise County Public Health Department

- Provide or coordinate the provision of health and sanitation services including:
- Provide preventive medical and health services.
- Control communicable diseases.
• Detect and identify possible sources of contamination dangerous to the general public health of the community.
• Staff the EOC for coordination of medical and health services.
• Provide for the coordination of health and sanitation services at mass care facilities.

PRIMARY: Cochise County Medical Examiner - Mortuary Service

• Assumes overall responsibility for the care, identification, and disposition of the dead and notification of next-of-kin during and after disasters.
• Determines the manner and cause of death and provides information to Public Health and Social Services Vital Records Office for issuance of the death certificate.
• Maintains a current list of mortuaries, morgues, and other facilities for the care of the dead. Coordinates with these services.
• Selects suitable facilities for emergency morgues and ensures that qualified personnel operate them.
• Keeps all necessary records and furnishes the Public Information Coordinator with a periodically updated casualty list.
• Provides a representative from the Coroner's Office to the EOC upon request and if available.
• Establishes and maintains Standard Operating Procedures for disaster responsibilities.
• Obtains additional supplies, as needed. Includes: body bags, tags, special manpower, etc. Additional requests should be made through normal emergency management channels.
• Originates requests for State and Federal assistance.

SUPPORTING:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Emergency Services | • Provides logistical and other support to emergency medical service providers upon request from the incident commander or medical services representative.  
• Provides overall coordination of local resources to support local public health activities.  
• Serves as liaison between local agencies and State Emergency Management. Coordinates local support for mortuary services. |
| Pima and Santa Cruz County ES | • Support the County ES with additional EMS and transportation and hospital services to handle the overload to County hospitals. |
| Hospitals, Nursing Homes, Health Care Facilities | • Maintain procedures and protocols for reducing patient population for events that may require evacuation, and procedures for continuing medical care for those who cannot be evacuated. |
| Ambulance | • Private ambulance organizations will respond ambulance units to provide |
V. ADMINISTRATION AND LOGISTICS

A. General Administration

1. Mutual Aid

The responding EMS carrier, in coordination with other emergency response representatives, shall administer the emergency medical services function. All current EMS service agencies are currently coordinated within Cochise County. Staff support and equipment shall be provided, as appropriate, by all agencies supporting this annex.

2. Administrative Policy and Procedures

The County Health Director, as the primary agency for this ESF will organize, coordinate, and supervise emergency public health and medical service operations with the joint agencies taking on the EMS element of the incident.

Operations will run in accordance with health laws and regulations on county, State and Federal levels.

3. Record keeping

Each EMS organization shall be responsible for documenting activities, personnel and equipment deployed, decisions made, and other information required for evaluation of the emergency response, cost accounting, and retention as part of the Incident permanent record.

B. Logistics
1. Resource Management

ESF #8 organizations maintain organizational Standard Operating Procedures and Resource Listings that document the equipment, supplies, and services available to them during emergencies.

2. Logistics

MEDICAL TRANSPORT AGENCIES

The following is the equipment, personnel, and facilities pool listings of specific resources assigned as the responsibility of each responding agency:

1. Ambulances or paramedic units that have either basic or advanced life support capabilities.
2. Trained EMS technical specialists or medics that are trained and/or certified to work in the State of Arizona to perform life-saving or pre-hospital treatment of victims.
3. Related medical supplies, including for example: backboards, neck rings, bandages, oxygen, defibrillators, gowns, linens, personal protection equipment (gloves, masks, gowns etc.), tourniquets, IVs, and other standard equipment.

Coordination of unmet needs:

When municipal resources are overwhelmed, Cochise County Emergency Services is available to coordinate assistance and satisfy unmet needs. Similarly, if the county requires additional assistance, it will call on mutual aid from adjacent counties, and/or from the ADEM. Ultimately, ADEM will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major disaster or emergency.

VI. PLAN DEVELOPMENT/MAINTENANCE, SUPPORT AND TRAINING

A. ESF Development and Maintenance

1. The primary responsibility for coordinating the development and maintenance of ESF #8 Public Health and Medical Services rests with the County ES.

2. Other primary and support agencies to this ESF will assist the County ES in developing and maintaining this ESF.

3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

B. ESF Support – Organization SOG/ SOPs
All organizations that support this ESF will develop and maintain their own organization’s updated Standard Operating Guides (SOG)/ Standard Operating Procedures (SOP), and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the County ES, as necessary.

C. ESF and SOG/ SOP Training and Exercises

1. The County ES will train to and exercise this ESF periodically, as necessary.

2. The County ES, in coordination with other County emergency organizations, will schedule and conduct required training activities to ensure understanding of this ESF.

3. Training to and exercise of individual organization’s SOG/ SOPs that support this ESF are the responsibility of each respective organization.

VII. AUTHORITIES AND REFERENCES

Federal:

State:
   a. Arizona Emergency Response and Recovery Plan (SERRP)
      ESF-8 Medical and Public Health

Appendices
Appendix 1 - Hospitals Located in Cochise County
Appendix 2 - Emergency Medical and Health Organization
Appendix 3 - Emergency Medical and Health N.I.M.S. Organizational Chart
Appendix 4 - Cochise County EMS Directory
## Appendix 1 to ESF #8 - Health and Medical Services

Hospitals Located in Cochise County  
Listed with number of beds and phone number

<table>
<thead>
<tr>
<th>Name</th>
<th>No. of Beds</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benson Hospital</td>
<td>22</td>
<td>586-2261</td>
</tr>
<tr>
<td>ATTN: Administrator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Post Office Box 2290</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benson, AZ 85602</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copper Queen Community Hospital</td>
<td>28</td>
<td>432-5383</td>
</tr>
<tr>
<td>ATTN: Administrator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>101 Cole Avenue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bisbee, AZ 85603</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Northern Cochise Community Hospital</td>
<td>24</td>
<td>384-3541</td>
</tr>
<tr>
<td>ATTN: Administrator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>901 West Rex Allen Drive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Willcox, AZ 85643</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sierra Vista Regional Medical Center</td>
<td>122</td>
<td>458-4641</td>
</tr>
<tr>
<td>ATTN: Administrator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>300 El Camino Real</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sierra Vista, AZ 85635</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Southeast Arizona Medical Center</td>
<td>55</td>
<td>364-7931</td>
</tr>
<tr>
<td>ATTN: Administrator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rural Route 1, Box 30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Douglas, AZ 85607</td>
<td></td>
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</tr>
</tbody>
</table>
Appendix 2 to ESF #8 - Health and Medical Services

COCHISE COUNTY EMERGENCY MEDICAL AND HEALTH ORGANIZATION

LEGEND:

DIRECTION AND CONTROL

COORDINATION
Appendix 3 - ESF #8 - Health and Medical Services
Cochise County N.I.M.S. Organizational Chart

Executive / or IC

Operations Section
- Medical Division
  - ESF #8
  - (Mortuary)
  - (EMS)
  - (Mental Health)

Planning Section
- Planning Division
  - ESF #8
  - Public Health

Technical Division
- ESF #8
  - Environmental Health
# Appendix 4 to ESF #8 - Health and Medical Services

## Cochise County EMS Directory

<table>
<thead>
<tr>
<th>Service Provider</th>
<th>Address Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benson Ambulance</td>
<td>P.O. Box 1348, Benson, AZ 85634</td>
</tr>
<tr>
<td>Benson Hospital</td>
<td>P.O. Box 2290, Benson, AZ 85602</td>
</tr>
<tr>
<td>Bisbee Fire Department</td>
<td>118 Arizona St, Bisbee, AZ 85603</td>
</tr>
<tr>
<td>Bowie Fire Department</td>
<td>P.O. Box 241, Bowie, AZ 85603</td>
</tr>
<tr>
<td>Copper Queen Community Hospital</td>
<td>101 Cole Ave, Bisbee, AZ 85603-1327</td>
</tr>
<tr>
<td>Douglas Fire Department</td>
<td>1400 Tenth St, Douglas, AZ 85607</td>
</tr>
<tr>
<td>Elfrida Ambulance</td>
<td>10293 Central Hwy, Elfrida, AZ 85610</td>
</tr>
<tr>
<td>Ft. Huachuca Fire Department</td>
<td>Station 1 Bldg. 51028, Ft. Huachuca, AZ 85613</td>
</tr>
<tr>
<td>Fry Fire District</td>
<td>4817 Apache St, Sierra Vista, AZ 85650</td>
</tr>
<tr>
<td>Huachuca City Fire Department</td>
<td>500 N. Gonzales Blvd, Huachuca City, AZ 85616</td>
</tr>
<tr>
<td>Northern Cochise Community Hospital</td>
<td>901 W. Rex Allen Dr, Willcox, AZ 85643</td>
</tr>
<tr>
<td>PBW Fire Department</td>
<td>2235 N Sanders Rd, Huachuca City, AZ 85616</td>
</tr>
<tr>
<td>Portal Fire Department</td>
<td>P.O. Box 16331, Portal, AZ 85632</td>
</tr>
<tr>
<td>Sierra Vista Regional Health Center</td>
<td>300 El Camino Real, Sierra Vista, AZ 85636</td>
</tr>
<tr>
<td>Southeast Arizona Medical Center</td>
<td>RR 1 Box 30, Douglas, AZ 85607</td>
</tr>
<tr>
<td>Sunsite/Pearce Fire Department</td>
<td>P.O. Box 412, Pearce, AZ 85625</td>
</tr>
<tr>
<td>Tombstone City Ambulance</td>
<td>P.O. Box 339, Tombstone, AZ 85638</td>
</tr>
<tr>
<td>Whetstone Fire Department</td>
<td>2424 Calle Segundo, Whetstone, AZ 85616</td>
</tr>
</tbody>
</table>
ESF 9 - URBAN SEARCH AND RESCUE

PRIMARY AGENCY

County: Cochise County Sheriff’s Office

SUPPORT AGENCIES:

County:
- Local Law Enforcement Agencies
- Local Fire Departments
- Cochise County Emergency Services

State:
- Department of Emergency & Military Affairs (DEMA)
  - Division of Emergency Management (ADEM)
- Arizona Forestry Service

Federal:
- Federal Emergency Management Agency (FEMA)

Local:
- Phoenix Fire Department (PFD-AZTF#1) Search & Rescue
- Sheriff’s Assistance Program
- Civil Air Patrol (CAP)

Volunteer:
- None.

Private:
- None.

MUTUAL AID:

All jurisdictions that have entered into the Statewide Mutual Aid Agreement.

MEMORANDA OF UNDERSTANDING (actual or anticipated)

Any organization or entity supplying pre-arranged goods and/or services of potential value in emergency operations and their aftermath (i.e. heavy equipment, cranes, shoring materials, K-9 search and rescue, etc.).

I. INTRODUCTION

A. Purpose

To coordinate Search and Rescue Operations and Resources during emergency response and recovery. ESF-9 will provide support to local governments and agencies and describe the use of resources in both Urban Search and Rescue (USAR) and Search and Rescue (SAR) in response to actual or potential emergencies.

B. Scope

1. Urban
   - Urban search and rescue

2. Rural and Support
   - Life-saving assistance for search and rescue operations
C. Policies

The Cochise County Sheriff's Department is responsible for all search and rescue operations which includes searching for persons injured by a natural disaster. The Cochise County Highway and Floodplain Department is the support agency for the provision of heavy equipment and for providing technical advice concerning structures.

It is the policy of Cochise County that US&R operations be a team effort of law enforcement, fire services, volunteers, other agencies, and the private sector.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1. A major or catastrophic disaster may result in a substantial number of persons being in life-threatening situations requiring prompt rescue and medical care. Since the first 72 hours are crucial to lessening the mortality rate, SAR/USAR must begin immediately. Depending upon the type and magnitude of the disaster, urban, rural, or wilderness SAR may be mandated. SAR/USAR personnel will potentially have to deal with extensive damage to buildings, roadways, mines, public works, communications, and utilities. Secondary to the precipitous event, effects such as fires, explosions, flooding, and hazardous material releases may compound problems and may threaten both survivors and rescue personnel.

2. Under the best of circumstances, the management and coordination of a large Search and Rescue Operation is complex and may involve multiple agencies. Victims from emergency or hazardous conditions of potentially disastrous proportion, or which are coincident with any other emergency situation, will place excessive requirements upon local Search and Rescue Operations.

3. In the wake of the disaster, many of the local resources may be unavailable due to damage or inaccessibility, or the local resources may not be sufficient to handle the demand for assistance. This may require that significant amounts of resources will have to be transported into the area.

B. Assumptions

1. All available local SAR/USAR resources will be committed, and additional help will be needed from outside sources.

2. Coordination and direction of the local efforts, including volunteers, will be required.

3. Damaged areas may have access restrictions and not be readily accessible except, in some cases, by air or on foot. In some cases specialized equipment and other resources such as brush trucks, all terrain vehicles, and horseback may be utilized.

4. Secondary events or disasters may threaten survivors as well as SAR/USAR personnel.
5. Coordination with municipalities, critical facilities, other ESFs efforts, and other
government agencies will be required.

III. CONCEPT OF OPERATIONS

A. General

Wilderness SAR activities include, but are not limited to;

- Emergency incidents that involve locating missing persons
- Locating people which are in abandoned mines or mine shafts
- Locating downed aircraft
- Extrication if necessary
- Treating any victims upon their rescue.

The USAR activities include, but are not limited to;

- Locating, accessing, stabilizing and removing victims trapped in collapsed
  structures and confined spaces.

The provision of Emergency Search and Rescue Operations Support includes:

- Performing necessary actions to locate victims within impacted areas.
- Coordinating Search and Rescue Assistance Requests from other emergency
  operations centers and other ESFs received through the EOC.
- Coordinating, allocating and prioritizing Search and Rescue Operations
  Resources to include people, materials, goods, and services within the impacted
  areas.
- Performing necessary actions to assist with rapid impact assessment during
  recovery operations.

Upon notification of a Search & Rescue emergency, Cochise County
Emergency Services will advise ADEM of any Search & Rescue mission
which utilizes volunteers. Depending on what is needed ADEM may provide a
mission number that extends liability coverage to participating registered
personnel and equipment.

Whenever local resources are exhausted, unavailable, or unqualified for a
particular Search & Rescue mission, Cochise County Emergency Services may
request assistance through the ADEM. The State office will authorize State,
Federal and state-wide search and rescue volunteer organization resources and
initiate the access of personnel, equipment, air support, and other specialized or
requested supplies.
In support of ESF #9:

**County Interface**

1. The County will coordinate this annex with the following annexes when necessary:

   - **ESF-3 Public Works and Engineering**
     - Provide heavy equipment support
   - **ESF-4 Fire Fighting**
     - Provide teams and equipment for rescue
   - **ESF-7 Resource Management**
     - Supply information pertaining to potential volunteer groups, contact vendors, and other entities
   - **ESF-8 Public Health and Medical**
     - Provide information on health issues
     - Coordinate medical or mortuary services needs
   - **ESF-10 Oil and Hazardous Materials**
     - Determine, prevent or reduce risks dealing with any secondary incidents
   - **ESF-12 Energy**
     - Neutralize downed power lines
     - Provide technological assistance to shut down or isolate sections of utilities that pose dangerous situations for the responders of ESF 9.
   - **ESF-13 Public Safety and Security**
     - Coordinate search perimeter with Fire
     - Conduct any criminal activity related to search

**State Interface**

1. This annex is supported by the Arizona Emergency Response and Recovery Plan ESF-9-Urban Search and Rescue.

2. State ESF-9 will coordinate with Federal ESF-9 to obtain federal assistance as required.

**Federal Interface**

1. This annex is supported by the National Response Plan ESF-9, Urban Search and Rescue.

2. Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.

**B. Organization**

It will be the responsibility of the local jurisdiction’s law enforcement Incident Commander in charge of the response to request mutual aid.
This will be done initially through the Cochise County Sheriff’s office, at the IC or to the EOC if activated.

The Cochise County Search and Rescue in the Incident Management System is a function in the Emergency Response Division Branch and reports to the Operations Section.

In addition to the operating facilities identified in the Basic Plan of this document, a Field Operations Center (FOC) may be established and utilized by this ESF when deemed necessary.

C. Activation

All Search & Rescue operations will be managed by the concepts of the Incident Command System (ICS), with the responsible Law Enforcement Agency as the Command Agency.

Search & Rescue operations will normally be controlled from a field command post location. Large scale Search & Rescue may utilize the EOC for coordination of resources.

In the event of a Search & Rescue emergency, all necessary equipment and personnel, including organized volunteer services, will be mobilized and dispatched to the scene. Control of all emergency Search & Rescue functions will remain the responsibility of the law enforcement agency concerned.

D. Activities

1. PRE-EMERGENCY

**Cochise County Sheriff’s Office** will:

- Provide Search & Rescue training to responsible personnel and appoint a Search & Rescue coordinator. The training shall include response to Urban Search & Rescue as well as wild land Search & Rescue.
- Develop and maintain support procedures for response to Search & Rescue operations.
- Develop and maintain a training program for personnel and volunteers for Search & Rescue operations.

Supporting agencies:

- Establish coordination with primary agency.
- Develop and maintain procedures for responding to Search & Rescue operations, which are coordinated with primary agency’s procedures.
- Develop and maintain training for Search & Rescue operations.
2. EMERGENCY

**Cochise County Sheriff’s Office** will:

- Reports to an incident site and takes control of field operations or sets up an Incident Command Post, as appropriate.
- Obtains a mission number from State Emergency Management or requests that the Sheriff’s Office or Division of Emergency Management obtains mission number.
- Notifies appropriate SAR units of activation. May request Division of Emergency Management to assist with this function.
- Requests additional resources, as needed. Resource requests should be made through the normal emergency management channels.
- Keeps log of SAR activities during the mission.

Supporting agencies:

- Continue Search and Rescue Mission until subject(s) has been located or the S & R Coordinator terminates the search.

3. RECOVERY

- Submit appropriate forms and reports to the S & R Coordinator within 5 working days of operation/mission termination.
- Restore equipment, vehicles, forms, etc., to a state of operational readiness.
- Attend critique of S & R Mission, as requested by the S & R Coordinator.

4. MITIGATION

**Cochise County Sheriff’s Office** will:

- Continues S & R operations until the mission is terminated.
- Submits appropriate forms and reports to Cochise County Emergency Services within 10 working days after operation/mission is terminated, if State resources are used.
- Arranges for a critique of the mission, as appropriate, for the purpose of determining strengths and weaknesses in mission response and ways of improving future effectiveness for all responders.

**Cochise County Emergency Services** will:

- When receiving notification from the S & R Coordinator that the mission is terminated, notifies ADEM to terminate any mission number, allowing adequate time for volunteers to return home.
- Files S & R Reports with State Emergency Management within 15 days of operation/mission termination.
E. Procedures

The procedures to be followed for specific search and rescue activities related to the response and recovery in a major disaster will be in accordance with the established guidelines for:

- Building Collapse
- Confined Space Rescue
- Emergency Building Shoring
- Rope Rescue
- Trench Rescue

Staff responding to these activates will operate with the procedures within their agencies.

VI. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

PRIMARY: Cochise County Sheriff’s Office

- Provide a 24 hour point of contact for the public to report possible SAR operations.
- Provide direction and coordination for SAR operations, to include Urban Search & Rescue operations.
- Notify, activate and mobilize, through Cochise County Sheriff’s Office, of all agencies assigned to Search and Rescue.
- Organize, assign and staff of all facilities at which this ESF is required to be located.
- Coordinate of all support agency actions as assigned to this ESF.
- Coordinate requests for assistance and additional resources in performance of the mission of this ESF from all assigned agencies and forwarding them to the appropriate ESF or agency.
- Provide situation reports as to ESF-9 status reports to the Cochise County Emergency Services or EOC periodically or on request.
- Interface with ESF-6 and ESF-8 to assist with medical treatment of patients.
- Interface with the Medical Examiner for all fatalities.
- Collect, coordinate and distribute initial impact analysis information as quickly as possible. Aviation assets (fixed wing and rotary) utilizing video cameras will be the quickest way to identify the extent of storm damage over large areas. More localized information will come from fire and law enforcement reconnaissance teams.

SUPPORTING:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Fire Departments</td>
<td>• Responsible for Extricating trapped person(s).</td>
</tr>
<tr>
<td></td>
<td>• Rendering essential medical aid at time of release or prior to removal.</td>
</tr>
<tr>
<td></td>
<td>• Accomplish other tasks commensurate with the situation and capabilities.</td>
</tr>
<tr>
<td></td>
<td>• Incident Command for urban rescue if necessary.</td>
</tr>
<tr>
<td>Agency</td>
<td>Responsibilities</td>
</tr>
<tr>
<td>------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>CAP</td>
<td>• Provide aircraft use and assistance for S &amp; R missions.</td>
</tr>
<tr>
<td>Cochise County</td>
<td>• Registers volunteers involved in Search and Rescue.</td>
</tr>
<tr>
<td>Emergency Services</td>
<td>• Maintains S &amp; R mission and training records, and forwards appropriate</td>
</tr>
<tr>
<td></td>
<td>records reimbursement requests and claims to State Emergency Management.</td>
</tr>
<tr>
<td></td>
<td>• Request State and Federal assistance when required.</td>
</tr>
<tr>
<td>Local Law Enforcement</td>
<td>• Provides direction to S &amp; R operations in cooperation with Emergency Management</td>
</tr>
<tr>
<td></td>
<td>and is responsible for local search and rescue operations.</td>
</tr>
<tr>
<td>ADEM</td>
<td>• Coordinate State and regional SAR resources.</td>
</tr>
<tr>
<td></td>
<td>• Request federal urban SAR assistance when requested by the County.</td>
</tr>
<tr>
<td>FEMA</td>
<td>• Tasks federal agencies to perform SAR activities under a Declaration of</td>
</tr>
<tr>
<td></td>
<td>Emergency or Major Disaster Declaration by the President.</td>
</tr>
<tr>
<td>Phoenix Fire S &amp; R</td>
<td>• Report to the assign jurisdiction to assist with urban search and rescue for</td>
</tr>
<tr>
<td>Sheriff’s Assistance</td>
<td>collapsed building and rescues.</td>
</tr>
<tr>
<td>Program</td>
<td>• Perform as assigned duties to support operations in the field, search on foot</td>
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<tr>
<td></td>
<td>or related sheriff’s tasks.</td>
</tr>
<tr>
<td>CAP</td>
<td>• Provide aircraft use and assistance for S &amp; R missions.</td>
</tr>
<tr>
<td>AZ Forest Service</td>
<td>• Provide personnel and equipment upon request from mutual aid agreements with</td>
</tr>
<tr>
<td></td>
<td>the corresponding fire departments.</td>
</tr>
<tr>
<td>RACES/CARA/SEARS</td>
<td>• Provide additional communications support, as needed.</td>
</tr>
</tbody>
</table>

V. ADMINISTRATION AND LOGISTICS

A. General Administration

1. Mutual Aid

   Depending on the scope of the incident, mutual aid agreements may need to be enacted to allow FEMS to access additional US&R resources from surrounding jurisdictions.

   Efficient and effective mutual aid among the various local, State, and Federal US&R teams requires the use of ICS together with compatible US&R equipment and communications.

2. Administrative Policy and Procedures

   As the primary agency the Cochise County develops urban search and rescue (US&R) policy, provides planning guidance and coordination assistance, standardizes unit procedures, evaluates operational readiness, and funds special equipment and training requirements.

   An Incident Command System (ICS) will be implemented to effectively manage and control resources at the scene of emergencies, in accordance
with the National Incident Management System (NIMS) and will be supported by Cochise County Sheriff’s office support staff.

The Personnel Accountability System will be used as an incident site US&R accountability system to track and control the movement of S & R personnel. Standard operating guidelines (SOGs) are predetermined standardized US&R practices that enable the firefighting units to operate in a coordinated and safe method.

3. Record keeping

S & R Journal and Records
Maintenance of SAR operations journals and records relating to SAR missions are the responsibility of the agency with the primary jurisdiction.

S & R Forms
All organizations participating in SAR operations in the County will maintain and use standard ICS forms for recording and reporting purposes.

B. Logistics

1. Resource Management

Search & Rescue resources are obtained and kept, for the most part, by the Cochise County Sheriff’s Office. They have obtained a pool of active volunteers and equipment.

2. Logistics

SHERIFF’S OFFICE

Sufficient commissioned deputies, support staff, qualified volunteers and equipment to provide 24 hours a day coverage until the demands of the emergency situation or disaster is over.

FIRE DEPARTMENT AND HIGHWAY AND FLOODPLAIN DEPT.

The following items should be available in a large scale urban search and rescue:

1. Heavy Equipment (cranes, bulldozers, shovels) for moving debris if a collapsed building is involved or if buildings are damaged.
2. Medical supplies for prolonged searches for responders and victims.
3. Night operational equipment (Department of Forestry) includes standard lighting, tripods for lights, flood lamps.
4. Four wheel drive vehicles for all purpose terrain searches.
5. Ropes and climbing apparatus for mine and cave rescue and cliff operations.
VI. PLAN DEVELOPMENT/MAINTENANCE, SUPPORT AND TRAINING

A. ESF Development and Maintenance

1. The primary responsibility for coordinating the development and maintenance of ESF-9 Urban Search and Rescue rests with the County ES.

2. Other primary and support agencies to this ESF will assist the County ES in developing and maintaining this ESF.

3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

B. ESF Support – Organization SOG/ SOPs

All organizations that support this ESF will develop and maintain their own organization’s updated Standard Operating Guides (SOG)/ Standard Operating Procedures (SOP), and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the County ES, as necessary.

C. ESF and SOG/ SOP Training and Exercises

1. The County ES will train to and exercise this ESF periodically, as necessary.

2. The County ES, in coordination with other county emergency organizations, will schedule and conduct required training activities to ensure understanding of this ESF.

3. Training to and exercise of individual organization’s SOG/ SOPs that support this ESF are the responsibility of each respective organization.

VII. AUTHORITIES AND REFERENCES

Federal:


State:

a. Arizona Emergency Response and Recovery Plan (SERRP)
   ESF-9, Urban Resource and Rescue
ESF #10 - OIL AND HAZARDOUS MATERIALS RESPONSE

PRIMARY AGENCIES:

County: Cochise Fire Chief Association

SUPPORT AGENCIES:

County: Cochise County Emergency Services
        Local Emergency Planning Committee (LEPC)

State:

Facility Incidents: Department of Environmental Quality (ADEQ)
Highway Incidents: Department of Public Safety (DPS)
                  Department of Transportation (ADOT)
Pipeline incidents: Corporation Commission (ACC) - Pipeline Safety Section
Radiological Incidents: Radiation Regulatory Agency (ARRA)
Railroad Incidents: Corporation Commission (ACC) - Railroad Safety Section
                   Department of Public Safety (DPS)
WMD Incidents: Department of Public Safety (DPS)

Federal:

US Environmental Protection Agency (EPA)

WMD Incidents: Federal Bureau of Investigation (FBI)

Local:

Incorporated Cities/Towns Fire Departments

Private: None.

MUTUAL AID: None.

MEMORANDA OF UNDERSTANDING: None.

I. INTRODUCTION

A. Purpose

This annex provides guidance and coordination for responding to hazardous materials or major oil pipeline incidents of disastrous proportions.

B. Scope
   1. HazMat
      ■ Oil and hazardous materials (chemical, biological, radiological, etc.)
        response
   2. Radiological
      ■ Environmental safety and short- and long-term cleanup
C. Policies

This annex maintained and updated by the Lead Agency. Each listed agency/department will be responsible for maintaining their appropriate standard operating procedures and protocols to ensure consistency with all applicable Federal/State/Local requirements. Greater detail of the response is located in the Cochise County Hazardous Materials Response Plan.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1) The threat of a major incident involving HazMat has increased due to the growth in manufacturing, transportation, and use of chemical and radioactive material. HazMat is daily transported through Cochise County, used and stored at several fixed sites within the County, creating a relatively high exposure to potential HazMat incidents. In 1986 the Superfund Amendment and Reauthorization Act (SARA) was enacted producing a list of Extremely Hazardous Substances (EHSs). Local Emergency Planning Committees (LEPCs) construct their hazmat plans around these EHSs and the facilities that employ, produce, or store EHSs. This plan is designed to address EHSs and the hazardous substances in Cochise County.

2) Areas at risk include highways, rail lines, waterways, and facilities that use large quantities of HazMat, such as water and wastewater facilities as well as the Ft. Huachuca Military base.

3) Terrorist incidents involving WMD, including chemical, biological, and radiological material, represent additional risks associated with HazMat.

4) Hazardous materials incidents can be confined to small localized areas or be extremely large and cover great areas.

5) Local responders will handle the incident initially. When local forces cannot handle the response, assistance will be requested from other counties, State and Federal agencies, and private contractors.

6) There are many environmentally sensitive areas in the County. Sensitive areas related to water include aquifers, water wells, supplies, intakes, and waterways. Aquifers are natural underground storage areas of water into which wells and intakes can be drilled for the purposes of potable water supply. Contamination of aquifers can affect large populations of residents as well as large areas of the environment.

7) Soil and vegetation are vulnerable should hazardous materials be deposited upon them possibly requiring the disposal of soil and vegetation, which is essential to the food chain.
B. Assumptions

1) Natural or human-caused disasters, including transportation accidents, could result in numerous situations in which HazMat is released into the environment.

2) Major HazMat incidents could threaten or harm a significant number of people within the County, with little or no warning. Additionally, severe damage could be caused to property or the environment if not immediately contained or controlled.

3) Planning, training, and coordination of emergency response personnel will serve to reduce HazMat hazards and associated risks.

4) A HazMat incident may require evacuation of the area threatened or affected by the HazMat incident.

5) Residents and transients will cooperate with local officials, and follow recommended protective actions such as evacuation and/or relocation to designated reception areas or shelters.

6) Evacuees may be isolated from their homes or work places for prolonged periods of time.

7) A major HazMat incident could quickly escalate beyond the capabilities of local responders requiring outside assistance.

8) State and Federal HazMat assistance although available may take several hours to several days to arrive on scene.

III. CONCEPT OF OPERATIONS

A. General

When a hazmat incident occurs, the responders at the local level will make the initial response to control the situation. Some State agencies may respond to smaller incidents to address regulatory concerns (Arizona EPA may respond to chemical incidents and ADEM agencies will provide assistance to radiological incidents and to biological incidents). Other agencies (like DPS, ADOT and ADEQ) that regulate highway transportation, may also respond to transportation incidents beyond State highways assisting the County with the management of hazardous materials incidents. All responding county agencies will work within the Incident Command System at the scene. Large incidents may be beyond the capability of local resources. Such incidents require outside assistance from adjacent community forces, the State, and, possibly, the Federal government.
In support of ESF #10:

**County Interface**

1. The County will coordinate this annex with the following annexes when necessary:
   - **ESF 3** Public Works and Engineering
     - Provide heavy equipment & operators for non-contaminated debris.
     - Assist with water and waste water issues.
   - **ESF 7** Resource Management
     - Assistance with additional HazMat resources.
   - **ESF 11** Agriculture and Natural Resources
     - Deal with sensitive areas to protect agriculture in the Cochise County.
   - **ESF 13** Public Safety
     - Provide security and public safety measures.

**State Interface**

1. This annex is supported by the Arizona Emergency Response and Recovery Plan ESF-10-Hazardous Materials.

2. State ESF-10 will coordinate with Federal ESF-10 to obtain federal assistance as required.

**Federal Interface**

1. This annex is supported by the National Response Plan ESF-10, Oil and Hazardous Materials Response.

2. Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.

**B. Organization**

In the Incident Management System, ESF 10 is a function in the Emergency Response Division Branch and reports to the Operations Section. The Cochise County Hazardous Materials organization is depicted at Appendix 1 to this Annex.

**C. Activation**

The 911 Communications Center shall be the single point of notification for hazardous materials incidents. Any individual, department or agency becoming aware of a hazardous materials incident shall immediately notify 911 for dispatch.
of appropriate emergency response personnel. The Incident Commander will ensure that the appropriate local and State agencies are notified.

Local industry shall be educated to use 911 immediately to make notification of a hazardous materials incident. The Cochise County Emergency Operations Center (EOC) will be activated, as necessary, to support the Incident Commander.

The structure of local agency on-scene management will depend on the size and scope of the incident. The Incident Commander (IC) will be responsible for the coordination and management of the on-scene response. For the purposes of this Plan, the Incident Commander will be the senior on-scene official from the first responding agency (Law Enforcement or Fire or Emergency Services) until relieved by higher authority.

Upon arriving at the incident scene, the Incident Commander will do the following:

   a. Assess the situation. (Based on hazardous materials incident response levels and action classifications.)
   b. Develop objectives.
   c. Develop action plan/priorities.
   d. Make staff/agency assignments to carry out plan.
   e. It is critical to identify the owner, shipper and releaser of the product at the earliest opportunity.
   f. Witnesses to the situation must be identified before they leave the scene.

If necessary, these initial actions will be coordinated with first responders. (This could be as simple as a law enforcement officer arriving on the scene, assessing the situation, notifying dispatch, deciding to assist the driver, and securing the perimeter. It could be a situation where representatives from several response agencies work together to assess a major accident/spill, develop a list of objectives from the public safety standpoint, and carry them out as the action plan dictates in coordination with other on-scene agencies.)

D. Activities

1. PRE-EMERGENCY

   **Fire and EMS Agencies** will:

   - Develop, test and maintain standard operations procedures (SOPs) for responding to hazardous materials incidents in coordination with this plan.
   - Train personnel to identify potential hazardous materials incidents through the use of the North American Emergency Response Guidebook, and additional and advanced training offered through ADEM, fire services, and other vendors.
   - Train all personnel to understand and use the Incident Management System.
EMS personnel should additionally be trained in proper initial medical care for patients exposed to hazardous materials.

**Cochise County Emergency Services** will:
- Maintain and coordinate the updating of this plan, and develop interagency agreements for response to hazardous materials incidents when indicated.
- Coordinate obtaining training grants and conducting training of non-uniform personnel for HAZMAT response/recovery support functions when requested.
- Sponsor exercises and drills, and plans for evacuation and shelter.
- Develop lists of specialized resources available through the County database.
- Participate in LEPC meetings.

**Cochise County Law Enforcement Agencies** will:
- Develop, test, and update their SOPs for response to hazardous materials incidents in coordination with this plan.
- Assure that personnel are familiar with the SOPs and this plan, and that all personnel are trained to identify potential hazardous materials incidents. Training for identification of hazardous material includes how to use the North American Emergency Response Guidebook (Awareness Level, Minimum).
- Train personnel in the Incident Management System.
- Maintain lists of available resources.
- Coordinate with other responding agencies in the event a criminal element is present in a HAZMAT incident.

2. **EMERGENCY**

**Fire and EMS Agencies** will:
- Identify the type or types of materials involved, and the scope of the incident as quickly as possible. Information can be gathered from the reporting party, 9-1-1 dispatch, the Responsible Party, placards, and references such as the North American Response Guidebook, Chemtrec, and CAMEO.
- The first emergency responder on-scene should report and size-up the incident, request assistance as needed, and begin establishing the Incident Management System. The size-up and other information gathered will determine the establishment of exclusion and evacuation zones, as well as what emergency medical aid may be needed for anyone exposed to the hazard.
- As other responders are enroute, it is imperative to identify a safe route of entry and an area for staging.
- Depending upon the size and nature of the incident, initial notifications should be made by the first responding agency to the National Response Center, Cochise County ES, and ADEM.
- Incident management staff and other personnel should try to identify the Responsible Party, so they can be contacted for further information and assistance.
Cochise County Emergency Services will:

- Activate the warning/information system as necessary to either facilitate evacuation or “shelter-in-place” while keeping the remainder of the public informed.
- Activate the EOC as requested and/or deploy the mobile command post.
- Activate shelters/assembly areas, as necessary.
- Maintain shelter areas for evacuated populations.

Cochise County Law Enforcement Agencies will:

- Provide 24-hour response to all hazardous material or oil spill incidents in areas under their jurisdiction, or when requested by local authorities.
- Assume the role of Incident Commander on highways and other specified jurisdictions, unless local MOUs provide for local assumption of incident command.
- Assist local jurisdictions when requested.
- When acting in the role of Incident Management, initiate proper notification procedures as discussed above.
- Coordinate and maintain liaison with other State agencies involved with an incident, and assist in receiving and disseminating warning information.
- Provide communications and technical support to the incident, when requested.

3. RECOVERY

- The Responsible Party must pay for any cleanup. If the Responsible Party is unable to pay for cleanup or cannot be identified, funding may be available from the State DOE or the US EPA.
- General recovery activities include documentation of the incident and any actions taken as well as participation in post-event critiques. It is the responsibility of responding agencies to follow recovery procedures specific to their agencies.

4. MITIGATION

- ADEM and the Cochise County LEPC maintain and review issues relating to hazardous material vulnerability analysis. Records pertaining to EPCRA and individual organization risk management plans are maintained and accessible to the staff and the public.
- Coordination with county and city planning agencies is vital, as the location of hazardous materials fixed sites and transportation routes could have a significant impact on life and property, as well as future construction of roads and buildings.
- Emergency management also coordinates with other counties regarding hazards in their jurisdictions that could impact Cochise County.
E. Procedures

Fire services, hazardous materials response teams and Cochise County Emergency Services will respond in accordance with Federal, State, local and agency plans and regulations and will function under the National Incident Management System (NIMS).

It is the obligation of the Responsible Party to arrange cleanup of a release site. If the site is abandoned, or the Responsible Party is unable to pay for clean up or if the Responsible Party cannot be identified, ADEM and/or the US Environmental Protection Agency (US EPA) take the lead.

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

PRIMARY: Cochise County Fire Chiefs

FIRE FIRST RESPONDERS:
(Responsibilities include but are not limited to):
- Provide a limited initial response to hazardous materials incidents based on responder training and expertise.
- Notify the appropriate dispatch agency when the magnitude of the incident exceeds the expertise of the initial responder(s).
- Isolate the area according to the DOT Guide Book or other appropriate resource information.
- Identify hazardous material without compromising safety (placard number, shipping documents, driver comments, etc.).
- Provide for the safety of the public by whatever actions are necessary (evacuation, shelter-in-place).
- Support Cochise County HAZMAT teams with personnel, equipment, and other assistance as required.

COCHISE COUNTY HAZARDOUS MATERIALS RESPONSE TEAM:
(Responsibilities include but are not limited to):
- Respond in support of first response agencies when requested.
- Assess actions taken by first-in units.
- Provide a technical level response to hazardous materials incidents.
- Provide incident management expertise and equipment.
- Establish exclusionary zones.
- Determine the proper level of personal protective equipment, emergency medical treatment, decontamination techniques, and additional authorities requiring notification.

SUPPORTING:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>CC Emergency Services</td>
<td>• Notify local, State, and Federal authorities as requested by the Incident Commander or as appropriate to the situation.</td>
</tr>
<tr>
<td></td>
<td>• Implement the currently approved operations plan as applicable.</td>
</tr>
<tr>
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<td>• Activate the County EOC when necessary.</td>
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<tr>
<td></td>
<td>• Support the Incident Commander on scene as requested. Provide resource coordination as requested.</td>
</tr>
<tr>
<td>Agency</td>
<td>Responsibilities</td>
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<td>----------------------------</td>
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</tr>
</tbody>
</table>
| CC Emergency Services      | • Support first response agencies and the Incident Commander with information and resource coordination as required.  
• Assist the County’s PIO, when necessary.  
• Assist with Federal, State, and other notifications.  
• Assist Incident Commander in determining need for evacuation or shelter-in-place.                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| LEPC                       | • Support the Cochise County Emergency Services with contacts from the LEPC list that may supply chemists and fixed facility resources.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| State Agencies             | • Support the Cochise County Emergency Services through the appropriate State agency response to Hazardous Materials.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Law Enforcement Agencies   | • Provide coordination of resources during a hazardous materials emergency.  
• Provide for traffic control and maintenance of evacuation during a hazardous material emergency.  
• Insure that law enforcement personnel are familiar with procedures for the identification and movement of essential personnel during a hazardous material emergency.  
• Perform evacuation within parameters established for specific incident action plans.  
  Assist where necessary in the rapid dissemination of warning and evacuation information to the public.                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Public Works Agencies      | • Provide equipment and manpower to assist in the containment of a hazardous material release.  
• Provide equipment and manpower to repair essential city facilities damaged as a result of a hazardous material release.  
• Provide assistance to law enforcement with regard to traffic control on evacuation routes and at the incident scene.  
• Provide protection/mitigation measures to ensure safety and integrity of drinking water and waste water systems.                                                                                                                                                                                                                                                                                                                                 |
| Fire Departments           | • Act as Incident Commander (except on State or interstate highways or in undesignated areas where the DPS will assume incident command).  
• Effectively deploy all available fire jurisdiction equipment and manpower.  
• Deploy mutual aid as requested.  
• Provide coordination and control of manpower and equipment through the communications center and at a command post near the scene.  
• Provide manpower and equipment for decontamination and emergency medical aid at the scene of a hazardous material incident.  
• Provide manpower and equipment for control and containment of a hazardous material release or fire involving hazardous materials whenever possible.                                                                                                                                                                                                                                                                 |
| EPA                        | • Identify the Responsible Party for the incident. Assume responsibility for incident management and clean-up (in conjunction with EPA), if the Responsible Party is unavailable, unresponsive, or unidentified. Initiate enforcement actions as appropriate.  
• Set clean-up standards for the incident in accordance with Federal and State laws, and ensure that source control, containment, clean-up, and disposal are accomplished.                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
<table>
<thead>
<tr>
<th>Agency</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPA</td>
<td>• Assist in monitoring and ensuring the safety of first responders and other personnel.</td>
</tr>
<tr>
<td>FBI</td>
<td>• Takes the lead in WMD or criminal cases that have resulted in a Hazardous Materials release. Agency resources include a HazMat team, crime investigation and resources.</td>
</tr>
</tbody>
</table>

V. ADMINISTRATION AND LOGISTICS

A. General Administrative Requirements

1. Mutual Aid

Mutual aid will be enacted by the Fire Departments with mutual aid agreements in place.

2. Administrative Policy and Procedures

Federal and State regulations require that local jurisdictions form Local Emergency Planning Committees (LEPCs). It is the responsibility of each LEPC to develop a Hazardous Materials Response Plan (HMRP). Planning may include coordination with outside agencies, recognition procedures, safe distances, places of refuge, site security, control procedures, evacuation routes and procedures, and a list of required personal protective equipment.

3. Record keeping

Each HazMat agency is responsible for their own record keeping and should provide a copy of these records if requested by auditing agencies or for reimbursement costs requested from the Cochise County EOC.

B. Logistics

1. Resource Management

The IC will assign a Logistics Section Chief to handle Resource Management, this position will be relinquished to the County EOC, State or Federal Coordinator depending on the size of the incident.

2. Logistics

Local HAZMAT teams are trained and equipped with the proper resources to handle hazardous materials incidents. If additional resources are required, they can be requested through mutual aid agreements or from the Cochise County Emergency Services. Each HAZMAT team maintains a list of hazardous materials response equipment and trained personnel available from their respective agencies. The list of logistics and available inventory is found in the Cochise County Hazardous Materials Response Plan.
VI. PLAN DEVELOPMENT/MAINTENANCE, SUPPORT AND TRAINING

A. ESF Development and Maintenance

1. The primary responsibility for coordinating the development and maintenance of ESF 10 Hazardous Materials rests with the County ES.

2. Other primary and support agencies to this ESF will assist the County ES in developing and maintaining this ESF.

3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

B. ESF Support – Organization SOG/ SOPs

All organizations that support this ESF will develop and maintain their own organization’s updated Standard Operating Guides (SOG)/ Standard Operating Procedures (SOP), and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the County ES, as necessary.

C. ESF and SOG/ SOP Training and Exercises

1. The County ES will train to and exercise this ESF periodically, as necessary.

2. The County ES, in coordination with other County emergency organizations, will schedule and conduct required training activities to ensure understanding of this ESF.

3. Training to and exercise of individual organization’s SOG/ SOPs that support this ESF are the responsibility of each respective organization.

VII. AUTHORITIES AND REFERENCES

Federal:

a. SARA Title III (Public Law 99-499)

b. OSHA 1910.120

c. NFPA 1500, 1081, 1982, 471, 472, and 473


State:

a. Arizona Emergency Response and Recovery Plan (SERRP)

ESF-10, Oil and Hazardous Materials

Appendices

Appendix 1 - Oil and Hazardous Materials Organizational Chart
Appendix 1 - ESF #10 - Oil and Hazardous Materials
Cochise County Organizational Chart

Operations Section

Law Enforcement
  - ESF #10 Law Enf

Fire Division
  - ESF #10 Fire

Public Works Division
  - ESF #10 PW

Medical Division
  - ESF #10 EMS

Emergency Response Division
  - ESF #10 HazMat Team Response
ESF 11 - AGRICULTURE AND NATURAL RESOURCES

PRIMARY AGENCIES:
County: Cochise County Public Health
        Cochise County Cooperative Extension

SUPPORT AGENCIES:
State: Department of Education (ADE)
Federal: US Department of Agriculture, Food and Nutrition Services
Local: Local Farm Bureaus
Voluntary: American Red Cross -
          Grand Canyon Chapter (ARC) Disaster Relief
          Association of Arizona Food Banks (AAFB)
          Arizona Voluntary Organizations Active in Disaster (AzVOAD)
          The Salvation Army (TSA)
Private: Local Veterinarians
         AZ Humane Society

I. INTRODUCTION
A. Purpose

To address (1) the provision of nutrition assistance; (2) control and eradication of an outbreak of a highly contagious or economically devastating animal disease, highly infective exotic plant disease, or economically devastating plant pest infestation; (3) assurance of food safety and food defense; (4) assistance during a natural disaster affecting animals, production agriculture, animal industry, aquaculture, marine, aquatic and terrestrial wildlife; (5) protection of natural and cultural resources and historic properties resources prior to, during, and/or after an incidence of State Significance.

To provide for the following functional responsibilities: identify, secure, and distribute food, bottled beverages, and supplies, and support the provision for sanitary food storage, distribution, and preparation during emergency or disaster; provide for mitigation, response and recovery to natural disasters, acts of terrorism, affecting animals, production agriculture, and the food sector; assist agriculture in an outbreak of a highly infectious/contagious or economically devastating animal/zoonotic disease, or a highly infective exotic plant disease or an economically devastating plant pest infestation; assist production agriculture, animal industry, aquaculture, the seafood industry, and wildlife adversely affected by a disaster, either natural or man-made; and conserve, rehabilitate, recover and restore natural, cultural, and historic properties prior to, during, and after a man-made or natural disaster.

B. Scope

1. Flow of Food to Public
   ■ Nutrition assistance
   ■ Food safety and security
2. Agricultural and Natural Resource Impacts
   ■ Natural and cultural resources and historic properties protection and restoration

3. Assessment and Protective Actions for crop/livestock/resources
   ■ Animal and plant disease/pest response

C. Policies

The county will allow an integrated Federal, State, and local response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant or animal pest infestation in Cochise County.

The County will identify, secure, and arrange for the transportation of food and/or food stamp benefits to affected areas in times of a major countywide disaster.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1) Disasters occurring in the State of Arizona impact agriculture including crops, livestock, food supplies and related agricultural concerns. State and Federal agricultural assistance is typically required following disasters.

2) During a major disaster, the food commodities coming into the county may be delayed or unavailable with current resources in the affected area.

B. Assumptions

1) Local Farm Service Agencies will notify the Cochise County Emergency Operations Center concerning the status of local agricultural emergencies and the need for assistance.

2) Disasters may overwhelm local agricultural assistance programs.

3) Agricultural emergencies lead to long-term economic impacts requiring long term Federal and State assistance programs for recovery.

4) Long term food shortages caused by a major incident will count on outside agencies and their abilities to bring in the food supply to a damaged location.

5) Limited facilities in some geographical sections of Arizona may increased response time and there is the potential for radio and telephone communication difficulties.

6) The identification of animal or plant disease, or food, milk or dairy product contamination within the United States would affect the State of Arizona. This
could result in the creation and enforcement of movement controls of people, livestock, plant, food, milk and dairy products and other property.

7) Positive detection of contamination or disease elsewhere will prompt State Officials to employ additional precautions to prevent or mitigate a local occurrence.

III. CONCEPT OF OPERATIONS

A. General

Specific response plans for livestock, plant, food, milk and dairy events are developed by the Cooperative Extension agency and the Department of Agriculture.

The Department of Public Health and the Cooperative Extension agencies are responsible for shelters and food and water distribution for Cochise County government. The County Public Health Department will provide personnel to work in the Cochise County EOC to coordinate food and water planning, procurement, and distribution with Red Cross, Salvation Army, other faith based organizations, private food distribution firms, water special purpose districts, other county departments, and State and Federal agencies.

A Food and Water Planning Group will be formed in the EOC. It will be headed by a Public Health representative and representatives from the American Red Cross, Salvation Army or other VOAD groups. The group will be able to organize into two teams to address food and water planning, procurement, and distribution.

Cochise County Finance will provide purchasing personnel to work in the County’s EOC to purchase food and water from the private sector as needed.

The County Public Health will ensure that all health and food/water safety aspects of storing and distribution are complied with. All county departments will support food and water procurement and distribution as needed.

The Grand Canyon chapter of the American Red Cross and Salvation Army will provide planning staff to facilitate food and water resources to shelters.

In support of ESF #11:

County Interface

1. The County will coordinate this annex with the following annexes when necessary:

   ESF-1  Transportation
          • Movement of potable water and food into the area.
   ESF-7  Resource Management
          • Coordinates personnel and resources.
   ESF-8  Medical and Public Health
• Handles the disease and public information aspects.
• Assess special food concerns of impacted residents.

State Interface

1. This annex is supported by the Arizona Emergency Response and Recovery Plan ESF-11 Food.

2. State ESF-11 will coordinate with Federal ESF-11 to obtain federal assistance as required.

Federal Interface

1. This annex is supported by the National Response Plan ESF-11, Agriculture and Natural Resources.

2. Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.

B. Organization

The Cochise County EOC will be the coordination point for County Government, for food and water planning, purchasing, and distribution. As in mass care, food and water support will be a cooperative effort between the county, cities, special purpose districts, State and Federal agencies, volunteer organizations, and the private sector.

In the Incident Management System, this annex functions in both the Resource and Recovery Divisions and reports to the Planning Section.

C. Activation

Initial notification of an incident will occur the general public or after a major natural incident (such as an earthquake) and normally communications will go to the Public Health agency or through agricultural networks to Cooperative Extension. Depending if it is a food shortage or an agricultural incident, Public Health and Cochise County Cooperative Extension will work together in staffing the County EOC, or if needed, the Public Health EOC as well.

D. Activities

1. PRE-EMERGENCY

   Food and Water Commerce will:

   • It is expected the individuals, families, and organizations within the County, and surrounding municipalities be prepared for a minimum of 72 hours of total self sufficiency in regards to food, water, and ice.
   • All organizations that support this annex are responsible for developing their respective SOG/Ps to carry out food, water, and ice procurement.
and distribution during emergency operations in the County, or the surrounding municipalities.

- All organizations or surrounding municipalities, are responsible for coordinating with other organizations from which they require local support to develop letters of understanding or mutual aid agreements for that support.
- Coordination of food stocks from outside the County may be made in cooperation with the American Red Cross which may include the Cochise County Food Bank, (See Donations Management Annex).

**Agricultural and Natural Resources** will:

- Maintain lists of the local agricultural farms and have contact numbers for them.
- Pre-script agricultural informational sheets for any on-going diseases or problems to place prevention forth before a disaster.

2. EMERGENCY

**Food and Water Commerce** will:

- Coordinate and disseminate information regarding preventive measures for contamination of food and the purification of water.
- Monitor emergency food, water, and ice supplies for compliance with health regulations.
- At the outset of an emergency, assist the County Resource Manager in obtaining inventories of locally available food, bottled water, and ice supplies.
- Managing the food, water, and ice collection and distribution from the County’s receiving point(s) during and emergency situation.
- Establish procedures to track expenditures, receipt of, distribution, and where applicable consumption of emergency food, water, and ice for possible future reimbursement or auditing requirements.
- At the outset of an emergency situation, and in coordination with other support organizations to this annex, inventory locally available food, bottled water, and ice supplies from Cochise County Schools, local institutions, and business for use in emergency operations.
- Purchase or solicit food and bottled water supplies to sustain the disaster workers and disaster victims, as required.

**Agricultural and Natural Resources** will:

- Provides personnel to staff the SEOC.
- Coordinates response of Cochise County Cooperative Extension Service in deploying extension personnel as needed.
- Assists in locating privately held stores of food.
- Inspects and embargo authority where necessary to prevent use of food supplies which are damaged or suspected of being unsuitable for use.
- Conducts surveys on local agricultural areas during the incident to determine the extent of impacts on local crops and livestock.
• Works with the County Public Health agency to determine Protective Actions for the county’s livestock and environmental areas.
• Regardless of the nature of the disease or pest emergency the EOC may request that the State’s Joint Information Center (JIC) functions as their principal source of information about the disease outbreak or pest infestation response in the State. The State JIC coordinates closely with federal officials to ensure consistency in the information released to the communications media and the public.
• In assisting with disease response, the local or county government activates its EOC to provide a local base of operations. A county emergency declaration may be needed to initiate county response activities.
• Collect samples, ensure proper packing and handling, and provide them to designated laboratories for appropriate testing. Manage the crisis response and the resulting consequences, and cooperate with law enforcement officials in criminal investigations, if a terrorist act is suspected in connection with an agriculture and food incident.
• Oversee the decontamination and/or destruction of animals, plants, cultured aquatic products, food, and their associated facilities as determined necessary.
• Quarantine, stop sale, stop movement and otherwise restrict animals, plants, equipment, and products as necessary to control and eradicate diseases and pests.
• Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health emergency management or any act of agroterrorism that may pose a substantial threat to the State.
• Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and disease dissemination.
• Coordinate Veterinary Medical Assistance Team (VMAT) assistance. Take reasonable measures to provide veterinary treatment and humane care of animals.
• Provide consultation and coordinate response with the Department of Human Resources on animal and plant issues which may impact public health.
• Provide for the inspection and assessment of food animals, aquaculture, and seafood production facilities and products storage through the Arizona Department of Agriculture meat and poultry inspection, seafood inspection, and related food protection units in order to protect public health.
• Coordinate with support agencies for the removal and proper disposal of animal waste, and dead animals including cultured aquatic products, seafood, and wildlife.
• Coordinate the animal medical services needed for animal shelter and confinement areas.
3. RECOVERY

**Food and Water Commerce** will:

- Continue to monitor food requirements.
- Coordinate with State and Federal agencies regarding the implementation of the Disaster Food Stamp Program.
- Establish logistical links with local organizations involved in long-term congregate meal services.
- Anticipate and plan for arrival of, and coordination with, FEMA ESF #11 personnel in the SEOC and the Joint Field Office (JFO).
- Ensure county and local team members or their agencies maintain appropriate records of costs incurred during the event.

**Agricultural and Natural Resources** will:

- Assist county agricultural emergency coordinators in identifying suitable facilities for animal shelter and confinement areas.
- Assist in releasing information annually on disaster planning and safety for animals through news releases or brochures.
- Continue surveillance on surrounding areas for any additional events.
- Provide assistance and care for livestock and animals impacted by the disaster.
- Close harvest areas in a situation of wild stock potentially contaminated by toxin, pathogen, chemical, oil/petroleum, or other harmful agent.
- Assist in determining external resources that may be needed to assess the damage and impact to wild stock, and formulate remediation/restoration strategies with State and Federal agencies.

4. MITIGATION

**Food and Water Commerce** will:

- Support and plan for mitigation measures.
- Support requests and directives resulting from the Governor and/or FEMA concerning mitigation and/or re-development activities.
- Document matters that may be needed for inclusion in agency or State/Federal briefings, situation reports and action plans.
- Supervises salvage or other disposition of food and feeds, which may have been damaged or compromised in an emergency event.

**Agricultural and Natural Resources** will:

- Develop and maintain a database of all county agricultural emergency plans and a list of all county agricultural emergency coordinators.
- Develop, maintain and regularly update lists of animal shelters and confinement areas in and around Cochise County (including shelter for exotic animals).
• Conduct training sessions and workshops to assist local communities and support agencies/organizations to develop County Agricultural Response Teams (CARTs) or similar organizations and capabilities.

E. Procedures

All Cochise County departments, cities, special purpose districts, volunteer organizations, and State and Federal agencies, will utilize their own procedures and SOPs.

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

PRIMARY: Cochise County Public Health

• Coordinate emergency food inspections and distribution.
• Establish appropriate regulatory controls.
• Issue embargo and quarantine orders as needed.
• Coordinate with other State and private organizations as needed for the provision of potable water.
• Coordinate with State agencies and ODA as needed for food inspections, investigations and advisories.
• Work with the State and ODA to identify potentially hazardous material impacts on food supplies.
• Develop and manage the EOC’s Food and Water Planning Group, to include providing personnel and resources to lead the planning, coordination, and distribution of food and water resources through the same system that provides shelters.
• Partnerships will be utilized between Cochise County, incorporated cities, special purpose districts, social service agencies and the private sector when appropriate.
• Provide representatives in the Cochise County EOC as needed.
• Provide property, facilities, and resources to assist with the efficient distribution of food and water resources.

PRIMARY: Cochise County Cooperative Extension

• Conduct agriculture assessments at the site of the disaster to determine agriculture needs and priorities.
• Coordinate County-level agricultural emergency response and recovery.
• Provide logistical support for county agriculture personnel in the field.
• Coordinate with State agencies and Federal USDA for emergency programs and to provide liaison between Federal, State and local organizations when required.
• Determine critical food requirements and supply and delivery sources.
• Test and/or dispose of contaminated food, livestock and agricultural products in conjunction with County Public Health.
• Coordinate with County Public Health for the deployment of inspectors, sanitarians and veterinarians for agricultural response and recovery.
• Provide agriculture advisories and related information as required.
• Maintain ongoing agriculture surveillance of affected communities in order to rapidly identify and address agriculture-related problems.
SUPPORTING:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farm Bureaus</td>
<td> Identify major farms in the area and work with farm owners to provide updated information on any crop and livestock related assistance during times of emergencies.</td>
</tr>
<tr>
<td>Dept. of Education</td>
<td> Work with the affected area to provide schools and learning institutions appropriate nutrition needs.</td>
</tr>
</tbody>
</table>
| Veterinarians     |  Assist with animal issues from contaminated stock to infectious transmitted disease.  
                       Provide immunizations to animals, and destroys of contaminated livestock. |
| VOADS             |  Staff, supplies, and food service as disaster conditions dictate and resources allow. |
| ADEM              |  Alert appropriate State and Federal organizations of emergency information received from the counties.  
                       Set up mail distribution list for affected counties.  
                       Activate network of State Specialists if needed for information gathering from national or international agricultural information.  
                       Assist local extension agents in the development of emergency public information. |
| Dept. of Ag       |  Provide agricultural personnel and advise to affected communities when required. |
| Humane Society    | Assist with animal issues from service animals and pets and collect infected animals. |

V. ADMINISTRATION AND LOGISTICS

A. General Administrative Requirements

1. Mutual Aid

   Mutual aid through farming networks and Public Health will be utilized. Mutual aids or MOU/Statements of Understanding will be developed at the appropriate agencies.

2. Administrative Policy and Procedures

   The County Resource Manager has the overall responsibility of the direction and control of the all the County locations for managing and distributing incoming bulk food, water, and ice supplies for their communities. Protective actions and temporary ordinances would go into effect with a State of Emergency Declaration to maintain security and protection of Cochise County communities.

3. Record keeping

   All organizations supporting this annex that collect and distribute food, water, and ice as well as any animal services must maintain accurate records of expenditures, receipt, distribution, and where applicable consumption of these commodities for
possible future reimbursement or auditing requirements requested from the Cochise County EOC.

B. Logistics

1. Resource Management

Food and water will initially be procured with supplies on hand within Cochise County. Direct purchasing and contract development with private sector food businesses and volunteer organizations will be utilized until bulk distribution of food and water supplies can be coordinated with State and Federal agencies.

All Cochise County departments will utilize their organic resources as much as possible. Additional resources for the food and water mission will be procured through department actions or through the EOC.

School Districts, local, State, Federal government facilities, volunteer and private agencies within Cochise County will need to be used for food and water storage, preparation and distribution. The Cochise County EOC will funnel all requests for State and Federal food and water support through the Arizona State EOC.

2. Logistics

The county will need the use of county, perhaps State owned and leased food and storage facilities and livestock yards.

Volunteer organization food storage sites and public schools are essential to the accomplishment of this annex.

VI. PLAN DEVELOPMENT/MAINTENANCE, SUPPORT AND TRAINING

A. ESF Development and Maintenance

1. The primary responsibility for coordinating the development and maintenance of ESF #11 Agriculture & Natural Resources rests with the County ES.

2. Other primary and support agencies to this ESF will assist the County ES in developing and maintaining this ESF.

3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

B. ESF Support – Organization SOG/ SOPs

All organizations that support this ESF will develop and maintain their own organization’s updated Standard Operating Guides (SOG)/ Standard Operating Procedures (SOP), and mutual aid agreements, as appropriate, that are supportive of
this ESF. This information will be coordinated with and provided to the County ES, as necessary.

C. **ESF and SOG/ SOP Training and Exercises**

1. The County ES will train to and exercise this ESF periodically, as necessary.

2. The County ES, in coordination with other county emergency organizations, will schedule and conduct required training activities to ensure understanding of this ESF.

3. Training to and exercise of individual organization’s SOG/ SOPs that support this ESF are the responsibility of each respective organization.

VII. **AUTHORITIES AND REFERENCES**

Federal:
   b. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended

State:
   a. Arizona Emergency Response and Recovery Plan (SERRP)
      ESF-11, Agriculture and Natural Sciences

Appendices

Appendix 1 - Agricultural & Natural Science NIMS Organizational Chart
Appendix 1 - ESF #11 - Agricultural & Natural Science
Cochise County Organizational NIMS Chart

Planning Section

Situation Division  Resource Division  Technical Division  Recovery Division  Documentation Division

ESF #11 Logistics -Procurement Resource Mgt. Food Staging Coordination

ESF #11 Short-Term Needs Relocation Long Term Needs

6/12/2014  ESF 11-12
ESF 12 - ENERGY

PRIMARY AGENCIES:

County: Cochise County Emergency Services
Cochise County Highway and Floodplain Department

SUPPORT AGENCIES:

County: Cochise County Board of Supervisors (BOD)
Santa Cruz AZ, Pima AZ, Graham AZ, Greenlee AZ and Hidalgo NM counties
State: Arizona Division of Emergency Management (ADEM)
Department of Commerce (ADC) - Energy Office (AEO)
Corporation Commission (ACC)
Federal: U.S. Department of Energy
Local: Incorporated Cities and Towns within Cochise County
Private: Cochise County Utility Companies (See Appendix 1 in this ESF)
Cochise County Water Companies (See Appendix 2 in this ESF)

I. INTRODUCTION

A. Purpose
To maintain liaison with public utilities providing services in Cochise County and coordinate the continued operations of public utilities (electric, water, gas, etc.) necessary to provide essential services to Cochise County citizens, businesses, and governments.

B. Scope
1. Restoration of utility
   ■ Energy industry utilities coordination
   ■ Energy forecast
2. Temporary Emergency Power
   ■ Energy infrastructure assessment, repair, and restoration

II. POLICIES

The U.S. Department of Energy has the responsibility of working with the electric power industry to ensure maximum generation, transmission, and distribution of electric power to meet essential needs within the State of Arizona, as well as other states which depend on common sources of electric power by virtue of interconnections.

The U.S. Department of Energy has the responsibility of working with the gas industry to ensure maximum production and for the release of natural gas in transmission systems to meet the most essential needs. The Arizona Department of Commerce - Energy Office, contacted through the Arizona Department of Emergency Management, may assist by coordinating and controlling the services provided by the public utilities. Other Federal agencies will be utilized through the Department of Energy as the need escalates.
The Federal Government is responsible for the direct management of the federal water supplies in the State of Arizona and for the release of these supplies and of those in other states required to meet the needs in the State of Arizona when possible.

(Federal water flow systems are operated by the U.S. Army Corps of Engineers, U.S. Department of the Interior and the U.S. Department of Agriculture.) In addition, the U.S. Department of Health and Human Services has the primary responsibility to coordinate the development of emergency plans and programs to ensure the provision of potable water supplies for community uses in an emergency.

Private utility organizations have overall responsibility for providing specific policies and taking those necessary actions required for the effective provision and utilization of available resources to meet essential and emergency needs. In addition, they shall be responsible for providing the State support needed for the restoration of the public utility systems and coordinate with the County appointed utility coordinator. Cochise County Government (County, cities, special purpose districts) provide no centralized system other than through the Cochise County EOC, for the coordination of emergency services provided by public utilities.

For temporary measures for electric, water and communications, the County will use all countywide resources to maintain governmental and special needs energy. Once these resources are overwhelmed or unavailable, assistance through the Arizona Department of Emergency Management will be requested.

III. SITUATIONS AND ASSUMPTIONS

A. Situations

1) Local water supply and sewer systems within Cochise County are both publicly and privately owned, are organized at either municipal or special purpose district level. In many cases, the water and sewer districts are interconnected.

2) Natural gas is provided multiple companies in Cochise County. Distribution of natural gas is subject to control by the federal government in response to such factors as supply and areas of excessive demand.

3) Telephone service is provided by Qwest, Cox Digital Cable, Copper Valley, Midvale, Valley Telephone, Verizon, and Cable One.

4) Miscellaneous common carriers located in Cochise County provide mobile dispatch service, paging service, and radiotelephone service.

B. Assumptions

1) The County’s support of the response to the emergency or disaster event may be severely impacted. No guarantee of a perfect response system is expressed or implied by the Cochise County Emergency Services ERRP or this ESF. Cochise County can only endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time of the disaster.
Hazardous conditions may delay energy system restorations. Damaged areas may not be readily accessible.

2) Specific resources may be exhausted due to impacts of disasters. Extraordinary measures may have to be taken in order to re-supply county departments.

3) The normal forms of communication and utilities may be severely interrupted during the early phases of an emergency or disaster.

4) Transportation to affected areas may be cut off or delayed because of damage to roads, bridges, airports, and other transportation means.

5) Following an emergency or disaster, there may be a need to provide utilities, resources, goods, and services to the affected areas. Fundamental resources such as water, food, first aid, shelter and sanitation supplies, fuels, and hand tools may be needed. Cochise County does not have sufficient supplies and equipment on hand for long-term use.

6) Disaster response and recovery may be limited by the inability of the general citizenry to be self-sufficient for more than three days without additional supplies of food, water, medical and shelter resources. There may be delays in all normal services such as police, fire, EMS, public works, transportation, and water/sewer and utilities response due to damage to facilities and equipment and shortages of personnel.

7) There may be shortages of critical drugs and medicines at medical facilities due to limited storage capacities. The management and logistics of resource support is highly situational and is dependent upon the event, resource accessibility, transportation systems available, and location of vendors and suppliers.

8) During disasters generating capacity may fall below customer demand.

9) Communications and traffic signals may be affected by power failures, affecting public health and safety services, logistics and overall response to the disaster site.

10) There may be hoarding of fuel if the public perceives prolonged fuel scarcities.

11) Water pressure systems may be low or zero, affecting facilities essential to health and safety.

IV. CONCEPT OF OPERATIONS

A. General

When the Cochise County EOC is activated for emergencies or disasters, it will be the focal point for the establishment of priorities for restoration of utilities across the geographical “region” of Cochise County, and if needed, the establishment of emergency measures to curtail and ration utility services. Depending upon the utility outage, both private and public utility purveyors will be invited to work in the EOC to expedite restoration of utility services.
The EOC will attempt to coordinate with utilities and provide them with situation and damage reports to facilitate the return to service of utilities as soon as possible.

Local jurisdictions (cities, special purpose districts) will officially proclaim a disaster or emergency and expend available resources (including mutual aid and private sector procurement) prior to seeking assistance through the Cochise County EOC. When the requirement for coordinated use and mobilization of public utility resources is necessary to county government operations and for the protection of life and property, a County Utility Coordinator will be appointed by the Cochise County Emergency Services Coordinator.

All public utilities, whether publicly or privately owned, will be expected to manage and operate the utility within their own jurisdiction, providing emergency services based on requirements and capabilities. Public utility resources will be used to meet immediate and essential emergency needs. If adequate resources are not available locally, request for additional resources will be made through the Cochise County Emergency Operations Center (EOC).

Requests for public utility resources that cannot be filled locally will be forwarded through emergency management channels to State government.

To the maximum extent practicable, and within the limitations imposed by either the Federal or State government, public utility systems will continue to provide service through their normal means. If curtailment of service is required, the systems will comply with such curtailment.

The County Utility Coordinator will be the County liaison with public utilities not directly under the control of a city, county or state government agency, and will direct emergency utility services for the County from the County Emergency Operations Center under the supervision of the EOC Coordinator.

The County Utility Coordinator will initiate and maintain an information program with the County’s PIO to keep the public and utilities informed of utility services restrictions and requirements.

The Cochise County Highways and Flood Plains Department, through the Highways Dept., will provide manpower and equipment necessary to ensure public utilities compliance with state statutes and local codes through inspections, review of designs, and construction management.

Arizona “Blue Stake”, through its "one call system" will provide notice to public utilities and government agencies of contractors intent to excavate anywhere in the County so that utilities can field mark their facilities before excavation (telephone 1-602-263-1100 or 1-800-782-5348 [1-800-STAKE IT]).

If responders in their routine tasks come across an exposed pipe that is NOT damaged, they can go through Police Dispatch or through the EOC to report the finding.
If the pipe or location is tagged indicating an underground placement of pipelines or cables, the color system for the utilities will be as follows for Arizona companies:

RED: Electric power
YELLOW: Gas Oil Product Lines
BLUE: Water Systems/Slurry Pipelines
BROWN: Communication Cable Television
GREEN: Sanitary Sewer Systems
PINK: Temporary Survey Markings
PURPLE: Reclaimed Water
WHITE: Proposed Excavation

In support of ESF #12:

**County Interface**

1. The County will coordinate this annex with the following annexes when necessary:

   - **ESF-3 Public Works and Engineering**
     - Assist with equipment resources
   - **ESF-7 Resource Management**
     - Assist with back-up generator resources
   - **ESF-11 Agriculture and Natural Resources**
     - Assist with water sources and GIS capabilities
   - **ESF-13 Public Safety**
     - Assist with traffic control and public safety

**State Interface**

1. This annex is supported by the Arizona Emergency Response and Recovery Plan ESF-12-Energy.

2. State ESF-12 will coordinate with Federal ESF-12 to obtain federal assistance as required.

**Federal Interface**

1. This annex is supported by the National Response Plan ESF-12, Energy.

2. Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.

**B. Organization**

The Cochise County EOC Coordination Section (Utilities and Liaison) representatives, led by the County Utility Coordinator, will coordinate utility issues from the EOC.
C. Activation

1. The EOC will activate in a long term disaster or emergency. Upon notification of the infrastructure disruption from utilities or Cochise County Sheriff’s Office (by radio, telephone or contact), the Emergency Services Coordinator will inform the Board of Supervisors of the situation and make a recommendation for activation of the EOC based on a potential or actual threat of long-term infrastructure disruption (Electric, Water, Gasoline or Telephones) then notify the other primary agencies and appropriate officials by telephone, pager and/or email.

2. The Emergency Services Coordinator will attend any emergency meetings prior to EOC activation and be available, as necessary, for the duration of the initial response period.

D. Activities

1. PRE-EMERGENCY

All Cochise County Departments, Board of Supervisors will:

- Assist in the planning and development of ESF #12. This includes supplying maps, geographical data or legal interpretations of mandates and temporary ordinances to allow permits or permit authorizations to utilities to restore and maintain county services in such a manner as to mitigate the emergency situation.
- Supply the Emergency Services Coordinator with updated information on any developmental growth in the county and additional utility service connections that might impact current response plans.

Cochise County Emergency Services Coordinator will:

- Establish contacts at county facilities and utilities that might be contacted during an actual event to develop 24/7 contact numbers.
- Develop a list of people that would be willing to be a County Utility Coordinator; the Coordinator may be a representative from a major utility company in the area who may already have working contacts with other utilities.

2. EMERGENCY

All Cochise County Departments will:

- Conduct operations in such a manner as to mitigate the emergency.

Cochise County Emergency Services Coordinator will:

- Notify the Utility County Coordinator to maintain a 24-hour contact with utility representatives, as necessary, at those locations for the duration of the emergency response period.
• Establish and activate the EOC.
• Notify proper support agency representatives with sufficient knowledge of the capabilities and resources of their agencies and with appropriate authority to commit resources from their agency to the response effort.

3. RECOVERY

All Cochise County Departments will:

• Identify, train and provide appropriate support to selected staff in order to perform damage assessment, manage recovery projects, including documentation and costs, and return each department to normal operations.

Cochise County Emergency Services Coordinator will:

• Upon request, coordinate the provision for resources to assist local, State and Federal agencies, energy offices, energy suppliers and distributors.
• Upon request, coordinate the provision for resources to assist local, State and Federal agencies in restoring emergency power and fuel needs.
• Review recovery actions, develop strategies for meeting local, and State energy need.
• Continue to monitor local, State and utility actions.
• Communicate with and monitor State, local and utility response actions.
• Receive and assess requests for aid from local, State and Federal agencies, energy offices, energy suppliers and distributors.
• Claim, when appropriate, needed resources to repair damaged energy systems.
• Work with the State Coordinating Officer and other State and local emergency organizations to establish priorities to repair damaged energy systems.
• Update State and local news organizations with assessments of energy supply, demand, and requirements to repair or restore energy systems.
• Keep accurate logs and other records of emergency response activities and their costs.
• Draft recommendations and other reports as appropriate.

4. MITIGATION

All Cochise County Departments will:

• Reduce the effects of disasters by providing safe work environments for their staff members, to include emergency supplies and selected operational training as mandated by each department’s procedures.

Cochise County Emergency Services Coordinator will:

• Coordinate with the Logistics Section of the EOC the number of available emergency generators for temporary power.
E. Procedures

Procedures to enact ESF #12 will be kept at the individual agencies responding to the incident.

V. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

PRIMARY: Cochise County Emergency Services

Select an individual to coordinate emergency services with public utilities as the County Utility Coordinator. The Emergency Services Coordinator will appoint the County Utility Coordinator from their staff or assume this position as time permits.

The County Utility Coordinator shall be the liaison with all public utilities in the County and be responsible for:

- Establish liaison with all public utilities providing essential services in the County.
- Establish their position in the EOC in the Operations Section of the County EOC and disseminating information through them.
- Coordinating public utilities requests for assistance with State government when they cannot be filled locally.
- Advise all public utilities operating in the County, of Federal and State restrictions or limitations; essential utility services required for emergency operations of county government, and the health and safety of the population; and the restrictions, limitations and operating policies established by county government affecting public utility operations in the County.
- Update Emergency Services, elected officials and the Public Information Officer on the progress of infrastructure problems and keep records on the event for the County.
- Maintain this position until such time that the infrastructure is established, a shift change has been called, or Emergency Services determines that the incident has been mitigated.

SUPPORTING:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cochise County BOS</td>
<td>- Establish Continuity of Government if power supplies are unavailable.</td>
</tr>
<tr>
<td></td>
<td>- Reassign County Employees if workplace is uninhabitable or not available for conducting governmental or public business.</td>
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<td></td>
<td>- Recommend actions to save fuel.</td>
</tr>
<tr>
<td>Surrounding Counties</td>
<td>- Supply supplemental assistance in regional response for additional infrastructure resources.</td>
</tr>
<tr>
<td>AZ State (ADC), (AEO) and (ACC)</td>
<td>- Coordinates with ADEM and the Utilities and Transportation Commission in the development of an inventory or available State energy and utility resources.</td>
</tr>
<tr>
<td></td>
<td>- Coordinates with appropriate agencies to provide for supplemental energy, utility, and petroleum resources.</td>
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</table>
### Agency Responsibilities

<table>
<thead>
<tr>
<th>Agency</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| ADEM                                        | • Activates the State EOC.  
• Notifies local jurisdictions and State agencies.  
• Coordinates with appropriate State agencies to ensure operational readiness.  
• Identifies energy, utility, and petroleum resources, which are in short supply and are necessary for the health and safety of the population.  
• Coordinates statewide, volunteer, private, and federal emergency supplemental energy and utility resources as requested.  
• Coordinates the identification of supplemental local energy or utility resources such as emergency lighting or generators with local jurisdictions.  
• Apprises the Governor when conditions exist that may warrant the declaration of a statewide or localized energy supply alert or emergency. |
| U.S. Department of Energy                    | • Gathers, assess and shares information on energy system damage and estimations on the impact of energy system outages within affected areas. Works closely with, and aids in meeting requests for assistance from State and local energy officials, suppliers, and deliverers. |
| Utility Companies                            | • Provide technical support and repair/replacement of utility systems.  
• Provide status on services to the County Utility Coordinator |

### VI. ADMINISTRATION AND LOGISTICS

#### A. General Administrative Requirements

1. **Mutual Aid**

   There are no mutual aid contracts with any utilities. Additional resources to aid a large emergency would be dependent on private company employees and equipment or through the use of Fire Service Mutual Aid. Fire services may have Mobile generators to use as a back-up source to maintain utility run facilities (water, electric) or for hospitals. Once this source of assistance is unavailable or overwhelmed, a Declaration of Emergency should be issued and the Emergency Services Coordinator will advise the Arizona Department of Emergency Management that State assistance is requested.

2. **Administrative Policy and Procedures**

   Notification of damaged or malfunctioning circuits or systems are originally called in by consumers. The Sheriff’s Dispatch Center also reports down telephone lines or potential problems as they happen. To determine the status of the utility that is affected during an emergency, the Incident Commander or EOC Representative has to maintain contact with the specific company by telephone, fax or internet.
Previous contact with the personnel at all utilities should be a Pre-Emergency activity for the Emergency Services Coordinator. The Emergency Services Coordinator or Incident Commander will handle information to the affect or threatened utility company until such time as a County Utility Coordinator has been designed in the EOC.

3. Record keeping

Records for the activities or contacts to each utility will be logged by the appropriate staff after they notify or request outside assistance.

B. Resource Management & Logistics

1. Resource Management

All Cochise County departments and public and private utilities will acquire resources from normal supply sources. The Cochise County EOC will assist in resource procurement after all normal sources have been expended.

Use of County Purchase Orders and appropriate authority for their issue will be made by the Board of Supervisors or Financial Officer.

Tracking costs for these will be conducted under the Finance Section of the EOC assisted by the Emergency Services Coordinator during the mitigation phase of the ESF.

2. Logistics

FIRE DEPARTMENTS

Fire Departments may own or have access to the following temporary energy equipment:

1) Gasoline or diesel powered generators transported or already mobile on vehicles.
2) Portable Lighting Equipment.

MOBILE DISTRIBUTORS, RENTAL CENTERS OR GAS STATIONS

1) Propane for Fuel purposes and generators or equipment powered temporary replacements to shelter locations, hospitals etc.

VI. PLAN DEVELOPMENT/MAINTENANCE, SUPPORT AND TRAINING

A. ESF Development and Maintenance

1. The primary responsibility for coordinating the development and maintenance of ESF -12 Energy rests with the County ES.

2. Other primary and support agencies to this ESF will assist the County ES in developing and maintaining this ESF.
3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

B. ESF Support – Organization SOG/ SOPs

All organizations that support this ESF will develop and maintain their own organization’s updated Standard Operating Guides (SOG)/ Standard Operating Procedures (SOP), and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the County ES, as necessary.

C. ESF and SOG/ SOP Training and Exercises

1. The County ES will train to and exercise this ESF periodically, as necessary.

2. The County ES, in coordination with other county emergency organizations, will schedule and conduct required training activities to ensure understanding of this ESF.

3. Training to and exercise of individual organization’s SOG/ SOPs that support this ESF are the responsibility of each respective organization.

VII. AUTHORITIES AND REFERENCES

Federal:

State:
   a. Arizona Emergency Response and Recovery Plan (SERRP) ESF-12, Energy

Appendices

Appendix 1 - Cochise County Utility Related Companies
Appendix 2 - Cochise County Water Companies
## Appendix 1 to ESF #12 - Energy
### Cochise County Utility Related Companies

<table>
<thead>
<tr>
<th>Company</th>
<th>Phone</th>
<th>Facility</th>
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<tr>
<td>American Telephone &amp; Telegraph</td>
<td>(800) 622-7378</td>
<td>COAXIAL CABLE, FIBER OPTIC</td>
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<tr>
<td>Arizona Dept of Trans Globe</td>
<td>(928) 428-1910</td>
<td>DRAINAGE, CULVERTS, ELECTRIC</td>
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<tr>
<td>Arizona Dept of Trans Globe</td>
<td>(520) 237-6055</td>
<td>DRAINAGE CULVERTS</td>
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<tr>
<td>Arizona Dept of Transportation</td>
<td>(520) 349-4819</td>
<td>TR SIGNALS, RDWY LIGHTING</td>
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<tr>
<td>Arizona Dept of Transportation</td>
<td>(520) 507-7326</td>
<td>DRAINAGE CULVERTS, ELECTRIC</td>
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<tr>
<td>Arizona Dept of Transportation</td>
<td>(520) 384-4449</td>
<td>CULVERTS, STORM DRAINS</td>
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<tr>
<td>Arizona Dept of Transportation</td>
<td>(520) 364-3489</td>
<td>DRAINAGE CULVERTS, ELECTRIC</td>
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<tr>
<td>Arizona Public Service - Main State office</td>
<td>(520) 432-2281</td>
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<td>Arizona Public Service - Main State office</td>
<td>(520) 364-1526</td>
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<td>Arizona State Prison Complex</td>
<td>(520) 364-7521</td>
<td>ELECTRIC, FIBER OPTIC, COAXIAL CABLE</td>
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<tr>
<td>Broadwing Communications</td>
<td>(800) 526-2488</td>
<td>FIBER OPTICS</td>
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<tr>
<td>CABLE ONE OF BISBEE.</td>
<td>(520) 432-1572</td>
<td>CATV</td>
</tr>
<tr>
<td>City of Benson</td>
<td>(520) 586-9454</td>
<td>GAS, WATER, SEWER</td>
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<tr>
<td>City of Douglas</td>
<td>(520) 364-8422</td>
<td>WATER, SEWER</td>
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<tr>
<td>City of Sierra Vista-PARKS AND LEISURE SERVICES</td>
<td>(520) 458-7530</td>
<td>WATER, SEWER, TRAFFIC SIGNALS</td>
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<tr>
<td>City of Tombstone</td>
<td>(520) 457-3911</td>
<td>WATER, SEWER</td>
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<tr>
<td>City of Willcox</td>
<td>(520) 384-4673</td>
<td>WATER, SEWER, GAS, RECLAIM H2O</td>
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<tr>
<td>Columbus Electric Co-Op</td>
<td>(800) 228-0579</td>
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<tr>
<td>Copper Valley Telephone Co-Op</td>
<td>(505) 856-2592</td>
<td>FIBER OPTICS, COAXIAL CABLE</td>
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<td>Cox Communications - Sierra Vista</td>
<td>(520) 629-8481</td>
<td>CATV, FIBER OPTICS</td>
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<tr>
<td>El Paso Natural Gas - Maricopa</td>
<td>(800) 334-8047</td>
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<td>El Paso Natural Gas - Tucson</td>
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<tr>
<td>Kinder Morgan Energy Partners</td>
<td>(520) 748-1087</td>
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<tr>
<td>Level 3 Communications, LLC</td>
<td>(877) 366-8344</td>
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<tr>
<td>MCI</td>
<td>(800) 289-3427</td>
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<tr>
<td>Midvale Telephone Exchange-Cascabel</td>
<td>(520) 586-4532</td>
<td>FIBER OPTICS, COAXIAL CABLE</td>
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<tr>
<td>QWEST COMMUNICATIONS NETWORK</td>
<td>(800) 283-4237</td>
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<td>S.W. Transmission Co-Op, Inc.</td>
<td>(877) 902-3008</td>
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<td>Southland Utility</td>
<td>(520) 378-2753</td>
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<td>Southwest Gas-Bisbee</td>
<td>(800) 722-4277</td>
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<td>Southwest Gas-Douglas</td>
<td>(800) 722-4277</td>
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<tr>
<td>Southwest Gas-Main Office</td>
<td>(800) 722-4277</td>
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<tr>
<td>SOUTHWESTERN UTILITY MANAGEMENT</td>
<td>(520) 490-4451</td>
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<td>Sprint Communications Company</td>
<td>(800) 659-3922</td>
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<tr>
<td>Sulphur Springs Valley Electric Co-Op WILLCOX</td>
<td>(800) 422-3275</td>
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<td>Sulphur Springs Valley Electric Co-Op-Benson</td>
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<tr>
<td>Town of Huachuca City</td>
<td>(520) 456-1353</td>
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<td>Valley Connection</td>
<td>(505) 889-9445</td>
<td>FIBER OPTICS, COAXIAL CABLE</td>
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<tr>
<td>Valley Telephone Cooperative, Inc.</td>
<td>(505) 889-9445</td>
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6/12/2014

ESF 12-12
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<td>Wiltel Communications L.L.C.</td>
<td>(888) 265-2283</td>
<td>FIBER OPTICS</td>
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<tr>
<td>Apache Nitrogen Products, Inc.</td>
<td>(520) 720-2105</td>
<td>NN-PTBL H2O PVC UG PIPE &amp; ELEC</td>
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<tr>
<td>Arizona Electric Power Co-Op</td>
<td>(877) 902-3008</td>
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<td>ConocoPhillips Monitoring Wells- Willcox</td>
<td>(602) 361-1220</td>
<td>MONITOR WELL</td>
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<tr>
<td>PALOMINAS CABLE TV</td>
<td>(520) 515-1005</td>
<td>COAXIAL CABLE</td>
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<tr>
<td>Sunsites Trailer Park</td>
<td>(520) 826-3288</td>
<td>WATER,GAS</td>
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Website: April 2006
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<td>(602) 236-8811</td>
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<td>(520) 459-9465</td>
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<td>Arizona Water Co-Bisbee</td>
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<td>Bella Vista Water Co.</td>
<td>(520) 458-5470</td>
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<td>Bowie Water Improvement District</td>
<td>(520) 847-2246</td>
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<td>City of Benson</td>
<td>(520) 586-9454</td>
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<td>City of Sierra Vista</td>
<td>(520) 458-7530</td>
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<td>City of Tombstone</td>
<td>(520) 457-3911</td>
<td>WATER,SEWER</td>
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<td>City of Willcox</td>
<td>(520) 384-4673</td>
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<tr>
<td>Dragoon Water Company</td>
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<td>East Slope Water Co.</td>
<td>(520) 458-3209</td>
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<td>MESCALL LAKES WATER COMPANY</td>
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<td>(520) 586-6238</td>
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<td>(520) 378-2753</td>
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<td>(520) 456-1353</td>
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<td>(602) 361-1220</td>
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<td>Coronado Estates Water</td>
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<td>Crystal Water Company</td>
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<td>Holiday Water</td>
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<td>M.W.C., Inc.</td>
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<td>Miracle Valley Water</td>
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<td>San Simon Pure Water Imp. District</td>
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<td>(520) 824-3616</td>
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<td>(520) 826-3288</td>
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<tr>
<td>Whetstone Water Improvement District</td>
<td>(520) 456-2125</td>
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<tr>
<td>Winchester Water Co</td>
<td>(520) 906-2868</td>
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ESF 13 - PUBLIC SAFETY AND SECURITY

PRIMARY AGENCIES:

County: Cochise County Sheriff's Department
Local: Local Law Enforcement Agencies

SUPPORT AGENCIES:

County: Cochise County Board of Supervisors
Cochise County Highways and Flood Plains Department
Cochise County Public Health
Cochise County Cooperative Extension
Cochise County Emergency Services
Local: Local Fire Districts
State: Arizona Department of Public Safety (DPS)
Federal: National Guard
Ft. Huachuca Military MPs
Volunteer: Sheriff’s Assistance Group
American Red Cross
Society of Vincent de Paul
Private: Security Companies

MUTUAL AID:

Statewide Contract for Law Enforcement Agencies.

MEMORANDUM OF UNDERSTANDING: None.

I. INTRODUCTION

A. Purpose

To describe the organization, assign responsibilities, and specify the actions required of Cochise County government to maintain law and order during an emergency/disaster and control access to and provide security within the affected area.

To preserve life, protect property and maintain law and order.

To provide for an orderly and effective evacuation of individuals and families from an area affected by an emergency/disaster.

B. Scope

1. Law Enforcement
   ■ Public safety/security support

2. Security and Crime Control
   ■ Facility and resource security
   ■ Security planning and technical / resource assistance
3. Institutions and Jails

4. Evacuation and Traffic Control
   ■ Support to access, traffic, and crowd control

C. Policies

Cochise County Sheriff’s Office will coordinate with other Federal, State and local law enforcement organizations to support essential law enforcement operations.

Cochise County Sheriff’s Office will maintain normal policies and procedures whenever possible, but may make adjustments when necessary to protect life, property and the environment.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1) In an emergency/disaster, law enforcement/safety measures may be needed to protect life and property.

2) During an evacuation, traffic control personnel may be needed to ensure an orderly flow of traffic and proper parking at reception centers/shelters.

3) The concentration of large numbers of people in shelters during an evacuation may necessitate police presence to preserve orderly conduct.

4) Police patrols/surveillance will be needed in evacuated areas to prevent looting and protect property.

5) Evacuation of prisons/jails may require additional personnel.

6) Incidents of bombing, bomb threats, threats against individuals and the public, and arson to achieve political concessions and public notoriety are becoming more prevalent. Acts of terrorism and other criminal activities may immobilize/overwhelm local law enforcement and require State support.

7) In the event of an act of terrorism utilizing biological, chemical or nuclear agents (NBC) or accidents involving hazardous material, law enforcement personnel may be subject to decontamination processes or other personal protective measures prior to performance of assigned duties.

8) Civil disturbances may result in injuries/damages requiring mobilization of enforcement resources.

B. Assumptions

1) The Cochise County Sheriff’s Office maintains a 24-hour operational capability.
2) Municipal law enforcement agencies will exhaust local resources before requesting help from county resources.

3) Assistance between law enforcement agencies is facilitated by mutual aid agreements in effect for all law enforcement agencies, which operate in the County and neighboring jurisdictions.

III. CONCEPT OF OPERATIONS

A. General

- Cochise County Government will maintain law and order in the County.
- Incorporated cities/towns will maintain law and order within their jurisdictions.
- The Sheriff’s Department will provide law and order assistance to incorporated cities/towns when requested and if resources are available.
- The State of Arizona will provide law and order support to Cochise County when requested and if the County's resources are completely committed.

Evacuations

- Cochise County Government will implement and conduct evacuation operations in the unincorporated areas of the County.
- Incorporated cities/towns will implement and conduct evacuation operations within their jurisdictions.
- The Arizona Department of Public Safety, Cochise County Emergency Services, and the American Red Cross will be kept advised of all evacuation decisions and routes being used.
- Pre-designated shelter facilities have been identified by the American Red Cross and will be used to the maximum extent possible, see Annex F of this plan.
- Transportation used for evacuations will normally be by privately owned vehicles. Additional transportation resources are listed in the County's Resource Inventory.
- A listing of persons with special needs who will need special consideration during an evacuation is maintained by the Cochise County Health Department.
- Reentry into an affected area will be permitted only when the area has been declared safe by appropriate officials.

In support of ESF #13:

County Interface

1. The County will coordinate this annex with the following annexes when necessary:

   ESF-1 Transportation
   - Assist with transportation for evacuations

   ESF-2 Communications
   - To assist with IC operations and response calls
ESF-3 Public Works and Engineering
  • Supplies barricades for evacuations, traffic control points and road closures.
ESF-4 Fire Services
  • Support for evacuations, perimeter security
ESF-6 Mass Care, Housing and Human Services
  • Evacuation Shelter assistance
ESF-7 Resource Support
  • Supplies additional human resource
ESF-15 External Affairs
  • Media Releases for evacuation in progress

State Interface

1. This annex is supported by the Arizona Emergency Response and Recovery Plan ESF-13-Law Enforcement.

2. State ESF-13 will coordinate with Federal ESF-13 to obtain federal assistance as required.

Federal Interface

1. This annex is supported by the National Response Plan ESF-13, Public Safety and Security.

2. Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.

B. Organization

In the Incident Management System, ESF 13 has works at IC as well as has representatives in the Executive Group and the Law Enforcement Division that reports to the Leader of the Operations Section.

The Cochise County law enforcement organization is depicted in Appendix 1 to this ESF.

C. Activation

The first responder on the scene of an emergency/disaster will assess the situation, and advise the Sheriff's Department. If time is critical, the first responder will initiate the evacuation and notify the Sheriff's Department as soon as possible.

If time and the situation permits, the decision to implement an evacuation will be made by the Board of Supervisors, in coordination with the Sheriff and the Emergency Services Coordinator.

People to be evacuated will be notified of the hazard and instructed on what to do by the most expeditious means available.
Each family being evacuated will be asked to complete an evacuation form, see Appendix 6 to this Annex. See Hazard Specific Procedures section of this plan for sample Emergency Alert System (EAS) messages.

The Sheriff's Department will implement their evacuation procedures if an evacuation is required.

D. Activities

1. PRE-EMERGENCY
   - Develop plans for implementing emergency/disaster related operations.
   - Maintain a current roster for alerting personnel in the event of an emergency/disaster.
   - Develop agreements with neighboring jurisdictions to provide mutual aid.
   - Establish procedures for requesting assistance from county, State and Federal resources as appropriate.
   - Establish procedures for capturing costs associated with emergency/disaster operations.

2. EMERGENCY
   - Conduct operations in such a manner as to mitigate the emergency situation.
   - Coordinate with the Arizona Department of Public Safety or the Cochise County Emergency Services Department, as appropriate, to obtain additional resources if present resources are inadequate to meet needs.
   - Maintain records of expenditures made during the emergency/disaster.

3. RECOVERY
   - Resume normal operations.
   - Consolidate emergency/disaster associated expenditure records.
   - Assist in damage assessment operations.
   - Review and update plans and procedures.

E. Procedures

When circumstances dictate emergency or disaster operations, law enforcement agencies will follow guidelines identified in procedure manuals for their organizations.

When the Cochise County Emergency Operations Center is activated, a representative of the Cochise County Sheriff’s Office will respond to the EOC when requested to coordinate and exchange information with field units and other county departments. At times it may be necessary to establish an Incident Command Post to centralize coordination of all Department activities.
Field communications posts may be established whenever the emergency requires the response of multiple public units and coordination of police activities in the field.

Staffing of support functions including the Communications Center, precinct offices, and other offices, will be maintained at a level to adequately support the event.

VI. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

First on scene responders are responsible for accessing the situation and initiating immediate evacuation, if the situation dictates, or notifying the Sheriff's Department and recommending that evacuation procedures be implemented.

PRIMARY: The Cochise County Sheriff's Department

Maintains law and order in the unincorporated areas of the County during an emergency/disaster. Services provided, include but are not limited to:

- Receiving and relaying warnings of an impending or actual emergency/disaster.
- Conducting evacuations of threatened areas.
- Coordinating all civil and military law enforcement efforts.
- Providing security for essential facilities and resources.
- Providing access control and security of evacuated areas.
- Controlling crowds.
- Controlling traffic into, within, and around emergency/disaster areas.
- Controlling traffic during evacuations.
- Protecting against looters.
- Searching for and rescuing people.
- Assisting in damage assessment.

Coordinating with Cochise County Emergency Services (resources), Cochise County Health Services Department (persons with special needs), the American Red Cross (Reception Centers/Shelters), Highway and Floodplain (barricades, road conditions, etc.), Fire Districts (fire conditions, additional manpower resources, etc.) and other agencies as appropriate.

SUPPORTING:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cochise County BOS</td>
<td>• Provides for the health, welfare, and safety of the County's population during an emergency/disaster with long term protective action measures.</td>
</tr>
<tr>
<td>Sheriff’s Assistance Group</td>
<td>• Supports the requests of the Cochise County Sheriff’s Office with relief duties, perimeter protection, and evacuations and traffic control.</td>
</tr>
<tr>
<td>DPS</td>
<td>• Supports the requests of the Cochise County Sheriff’s Office with relief duties, perimeter protection, and evacuations and traffic control.</td>
</tr>
<tr>
<td></td>
<td>• Assists with apprehension of potential crime scene perpetrators.</td>
</tr>
<tr>
<td></td>
<td>• Can provide additional law enforcement support (bomb dogs, search and rescue, sniper control, etc.)</td>
</tr>
<tr>
<td>Agency</td>
<td>Responsibilities</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Cochise County Highway and Floodplain Department | • Assisting the Sheriff by providing barricades, traffic cones, etc.  
• Keeping evacuation routes open.  
• Providing manpower and vehicles, if available, to assist the Sheriff in warning affected populations and conducting the evacuation.  
• Assisting incorporated cities/towns in conducting evacuations if requested.  
• Maintaining records of expenditures made during the emergency/disaster. |
| Cochise County Emergency Services                 | • Coordinating additional resource requirements when requested.  
• Providing RACES/CAR/SEARS communications teams.  
• Coordinating sheltering with the American Red Cross.  
• Maintaining records of expenditures made during the emergency/disaster. |
| Cochise County Health Department                  | • Coordinating the movement of persons with special needs.  
• Damage assessment (potable water, sanitation, etc.) |
| Fire Districts                                    | • Providing manpower and vehicles, if available, to assist the Sheriff in warning effected populations and in conducting the evacuation.  
• Keeping evacuation routes open.  
• Maintaining records of expenditures made during the emergency/disaster. |
| American Red Cross                                | • Establishing pre-designated shelters and reception centers depending on the expected duration of the evacuation.  
• Identifying the shelter best suited for the estimated number of evacuees, arranging for the opening of the shelter, registering the evacuees as they arrive and providing for basic food, clothing and medical care.  
• Providing shelter management teams.  
• Maintaining records of expenditures made during the emergency/disaster. |
| Cochise County Cooperative Extension              | • Assist the County ESC with advice on the evacuation of livestock.  
• Refer to ESF-11 Agriculture and Natural Resources in this plan. |
| Society of Vincent de Paul                        | • The Society within Cochise County and its incorporated cities may be available to assist in the movement of people on a limited basis. |
| National Guard / Ft. Huachuca MPs                  | • Provide additional security and assist in long term protection of infrastructures in major disasters. |
| Security Companies                                | • Assist in long term protection of property in major disasters. |
V. ADMINISTRATION AND LOGISTICS

A. General Administrative Requirements

1. Mutual Aid

In the event of a disaster the Sheriff’s Office and local law enforcement departments are prepared to assist in the impacted area. All law enforcement agencies have signed a mutual aid agreement which gives them authority for such response. The coordination of assignments of those responding Sheriff’s Office personnel is done at the affected area IC or for larger events, the Law Enforcement Division in the Operations Section.

2. Administrative Policy and Procedures

The County Sheriff will maintain and preserve essential documents and records relative to emergency expenditures, law enforcement operations and other emergency activities for historical purposes and possible reimbursement from State or Federal funds. Staff from this department will assist as requested for support.

3. Record keeping

Each Law Enforcement agency is responsible for their own record keeping and should provide a copy of these records if requested by auditing agencies or for reimbursement costs requested from the Cochise County EOC.

B. Resource Management & Logistics

1. Resource Management

Sufficient commissioned law enforcement officers, support staff and equipment to provide 24 hours a day coverage until the demands of the emergency situation or disaster is over is required.

2. Logistics

**LAW ENFORCEMENT**

The following is the Law Enforcement equipment, personnel, and facilities pool of all Emergency Support Function #13 agencies from which certain and specific resources are referenced and assigned as the responsibility of each Emergency Support Function-13 agency identified herein:

1. Patrol vehicles(squad cars/trucks/motorcycles), and other mobile equipment (bicycles, horses).
2. Fuel, meals, generators and cots for housing law enforcement support.
3. Additional staffing to run a multiple day 24/7 operation.
4. Firearms and special equipment (bomb/drug/body detection dogs, night equipment-binoculars, scopes), personnel protection equipment (flak jackets, body armor, helmets, mace, tazers).
VI. PLAN DEVELOPMENT/MAINTENANCE, SUPPORT AND TRAINING

A. ESF Development and Maintenance

1. The primary responsibility for coordinating the development and maintenance of ESF-13 Public Safety and Law Enforcement rests with the Cochise County Sheriff’s Office supported by the County ES.

2. Other primary and support agencies to this ESF will assist the County ES in developing and maintaining this ESF.

3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

B. ESF Support – Organization SOG/ SOPs

All organizations that support this ESF will develop and maintain their own organization’s updated Standard Operating Guides (SOG)/ Standard Operating Procedures (SOP), and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the County ES, as necessary.

C. ESF and SOG/ SOP Training and Exercises

1. The County ES will train to and exercise this ESF periodically, as necessary.

2. The County ES, in coordination with other county emergency organizations, will schedule and conduct required training activities to ensure understanding of this ESF.

3. Training to and exercise of individual organization’s SOG/ SOPs that support this ESF are the responsibility of each respective organization.

VII. AUTHORITIES AND REFERENCES

Federal:

State:
   a. Arizona Emergency Response and Recovery Plan (SERRP)
      ESF-13, Public Safety and Security

Appendices

Appendix 1 - County Law and Order Organization
Appendix 2 - Law Enforcement NIMS Organization
Appendix 3 - Cochise County Evacuation Organization
Appendix 4 - Law Enforcement Agencies
Appendix 5 - Evacuation Procedures
Appendix 6 - Evacuation Form
Appendix 1 to ESF #13 Public Safety and Security

COCHISE COUNTY LAW AND ORDER ORGANIZATION

LEGEND:

DIRECTION AND CONTROL

COORDINATION
Appendix 2 - ESF #13 - Public Safety and Security
COCHISE COUNTY LAW ENFORCEMENT NIMS ORGANIZATION

Executive Group

Operations Section

PW & Utilities Division

Law Enforcement Division

Medical Division

Fire Division

Volunteer Division

ESF #13 LE Agency Assigned

ESF #13 Coordinated with Sheriff’s Assistance Group
Appendix 3 - ESF #13 - Public Safety and Security

COCHISE COUNTY EMERGENCY EVACUATION ORGANIZATION

BOARD OF SUPERVISORS
  COUNTY ADMINISTRATOR

HIGHWAY & FLOODPLAIN DEPARTMENT

SHERIFF’S DEPARTMENT

HEALTH DEPARTMENT

AMERICAN RED CROSS

DEPARTMENT OF PUBLIC SAFETY

CITIES/TOWNS POLICE DEPARTMENTS

FIRE DISTRICTS

PERSONS TO BE EVACUATED

LEGEND:
DIRECTION AND CONTROL
COORDINATION
Appendix 4 - ESF #13 - Public Safety and Security
Law Enforcement Agencies

1) Benson Police Department
2) Bisbee Police Department
3) Cochise County Sheriff’s Office
4) Douglas Police Department
5) Huachuca City Police Department
6) Sierra Vista Police Department
7) Willcox Police Department
8) Tombstone Marshall’s Office
9) Southern Arizona Rangers (*no arrest powers)
Appendix 5 - ESF #13 - Public Safety and Security

EVACUATION PROCEDURES

Cochise County Evacuations

A large-scale evacuation should be coordinated with all county government and non-government organizations that support county emergency operations; and chief executives of surrounding jurisdictions prior to issuing the official evacuation order if time permits.

If a large-scale evacuation is required, the chief executive of the responsible government will either announce a voluntary or highly recommended evacuation; or order a mandatory evacuation as appropriate to the situation, as follows:

a. Municipality Evacuation

An Incident Commander at the scene of an isolated emergency has the authority to order an evacuation of the specific area affected by the incident.

If an evacuation is required out of the City, the Mayor, or designated representative has the overall authority and responsibility for announcing a large-scale evacuation, and will issue the official evacuation order. A mandatory evacuation of people out of a given area will rarely be issued, in lieu of a highly recommended evacuation. Prior to issuing a mandatory evacuation State and local regulations will be review in reference to evacuations.

b. County Evacuation

If an evacuation is required out of an unincorporated area in the County, or a countywide evacuation is required; the official evacuation order will be issued by the Chairman Cochise County, or official designee.

The Superintendent of Cochise County Schools (in coordination with the County Emergency Services Coordinator) is responsible for providing an augmentation of available buses & drivers to support evacuation & other emergency transportation needs.

c. State Evacuation

If an evacuation is required out of a large geographical region of the State, the Governor of AZ, or official designee, may issue the official evacuation order.

When evacuees are relocated outside the County, a representative will be appointed by the County Manager to act as liaison between Cochise County and the host government.

Once an area has been evacuated, no people will be permitted back into the area at risk until declared safe by the Chief Executive that either declared a voluntary; or ordered a mandatory evacuation.
## COCHISE COUNTY EVACUATION FORM

<table>
<thead>
<tr>
<th>Family Name (Please Print)</th>
<th>Evacuation Date</th>
<th>Neighborhood Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male Name - Last Name</td>
<td>Home Street Address</td>
<td>Shelter Required</td>
</tr>
<tr>
<td>First Name</td>
<td>(Circle one) Yes or No</td>
<td></td>
</tr>
<tr>
<td>Mid. Int.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Place - Name</td>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Zip</td>
<td></td>
</tr>
<tr>
<td>Female Name - Last Name</td>
<td>Home Phone Number</td>
<td>Animal Numbers</td>
</tr>
<tr>
<td>First Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mid. Int.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Place - Name</td>
<td>Cell /Other Phone Numbers</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children in home - Last Name</td>
<td>First Name</td>
<td>Mid. Int.</td>
</tr>
<tr>
<td>First Name</td>
<td>Home Phone No.</td>
<td></td>
</tr>
<tr>
<td>Mid. Int.</td>
<td>(Not in Household)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name</td>
<td>Address</td>
</tr>
<tr>
<td>Others Living/Visiting in Home - Names</td>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Destination Phone No.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family members not currently living at home</td>
<td>Destination Phone No.</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>(Friends - Hotel_Other)</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>Name</td>
<td>Address</td>
</tr>
<tr>
<td>EVACUATION DESTINATION:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
<td>Zip</td>
</tr>
<tr>
<td>Zip</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone No.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I (do) (do not) authorize release of the above information concerning my whereabouts or general conditions by the County’s authorities or their agents.

__________________________
Family Member Signature

Evacuation Registration - Cochise County Sheriff Department - 7/02
ESF #14 - LONG TERM COMMUNITY RECOVERY AND MITIGATION

JOINT PRIMARY AGENCIES:

County: Cochise County Emergency Services (Public Assistance & Mitigation)
        Cochise County Highway & Flood Plains Department (Recovery & Mitigation)

SUPPORT AGENCIES:

County: Cochise County Board of Supervisors
        Cochise County Manager
        Cochise County Sheriff’s Office
        Cochise County Offices: Finance, Facilities,
        Human Resources, Treasurer, Assessor, Parks,
        General Services and all others not mentioned.

State: Division of Emergency Management (ADEM)
       Disaster Prevention Council (DPC)

Federal: Federal Emergency Management Agency (FEMA)

Local: Churches, businesses and Service Groups

Volunteer: American Red Cross
           The Salvation Army
           VOADs

Private: Utilities

I. INTRODUCTION

A. Purpose

To describe the organization, assign responsibilities and specify the actions required of Cochise County Government to recover from an emergency/disaster.

To restore public systems to normal and assist in the restoration of private systems.

B. Scope

1. Assistance programs
   ■ Social and economic community impact assessment

2. Recovery and Reconstruction
   ■ Long-term community recovery for local governments, and the private sector

3. Mitigation (support COOP/COG)
   ■ Social and economic community impact assessment
   ■ Mitigation analysis and program implementation
II. SITUATIONS AND ASSUMPTIONS

A. Situations

1) Local officials have authority under their local ordinances and Revised Statutes of Arizona to take responsible and appropriate actions in the direction and control of disaster recovery activities.

2) If an effective recovery is beyond the local government’s capability, State assistance may be required. The Governor may then proclaim a “State of Emergency” and the provisions of the SERRP will be implemented.

3) If the situation is beyond local and State capability, the Governor may ask for Federal assistance by requesting a Presidential Declaration of an “emergency” or “major disaster”.

4) A “Presidential Declaration” authorizes Federal assistance under PL 93-288, as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707. The declaration triggers the implementation of Federal disaster assistance programs, which are coordinated by the Office of Homeland Security, the Federal Emergency Management Agency. Federal coordination will follow the National Response Plan (NRP) protocols. Response and recovery actions during a Non-Stafford Act situation are also coordinated by the Office of Homeland Security in accordance with the NRP protocol.

5) The Arizona Division of Emergency Management agency will provide guidance to local officials applying for State and/or Federal assistance.

6) Long-term recovery and mitigations efforts will be forward looking and market-based, with the focus on the permanent restoration of infrastructure, housing, the local economy with attention to mitigation of potential hazards.

B. Assumptions

1) Recovery involves actions taken over the short term to return vital life-support systems to minimum standard and long term to return life to normal or improved levels. Such measures include damage assessment, supplemental federal assistance to individuals and public entities, assessment of plans, procedures, development of economic impact studies and methods to mitigate damages.

2) The State Emergency Operating Center (SEOC) will be activated and implementation of this plan will begin before emergency conditions subside. This allows recovery actions to be implemented quickly and efficiently.

3) The Governor will have issued an Executive Order declaring a “State of Emergency”.

4) The State of Arizona will request the President to declare a “major disaster” or an “emergency “only after the situation is beyond local and State capabilities and a “State of Emergency” has been declared by the Governor.

III. CONCEPT OF OPERATIONS
A. General

1. ASSISTANCE PROGRAMS

Initial recovery efforts focus on the safety and welfare of the affected community and restoration of essential services to include:

- Conducting detailed damage assessments to determine the need for supplemental Federal assistance.
- Identifying appropriate Federal programs and agencies to support the State, local and tribal jurisdictions’ long-term recovery requirements.
- Following procedures for requesting Federal disaster assistance.
- Coordinating Federal disaster assistance (public and individual), and developing information and instructions to the public.

2. RECOVERY AND RECONSTRUCTION

Recovery is both the short-term activity required to return vital life-support systems to minimum operating standards; and the long-term activity designed to return life to normal and/or improved levels. Cochise County Government will restore public systems to normal and assist, where possible, in restoring vital private sector systems to normal in the unincorporated areas of the County.

Incorporated cities/towns will restore public systems to normal and assist, where possible, in restoring vital private sector systems to normal within their jurisdictions. Cochise County will assist cities/towns in recovery operations when requested and if resources are available.

Emergencies in Cochise County will normally fall within one of three categories and each category has separate and distinctive administrative requirements associated with recovery. These are:

a. A local emergency with no county declaration that a state of emergency exists.

- Example, a wildfire destroys six residences in Bisbee. The magnitude of the emergency does not warrant the County declaring an emergency.
- County Government will restore any damaged county systems (roads, drainage ditches, etc.) to normal conditions using existing resources.
- The County will assist individuals, who suffered loss, by coordinating aid and assistance from private sector organizations such as the American Red Cross, The Salvation Army, etc..
- Special administrative requirements: There are no special administrative requirements placed on the County.

b. A local emergency with a county and State declaration that a state of emergency exists, but no Presidential Declaration.
- Example, sheet flooding in the Willcox area inundates the city and does considerable damage to both public and private property. Overall response and recovery expenses are beyond the means of the City and the County.

- The City of Willcox and the County will restore public systems within their means and if required request additional assistance from the Governor. The City and the County will assist the private sector, where they can, in restoring vital systems that impact the health and welfare of the general population, i.e., electric, telephone, water, etc.. The City and the County will assist individuals within their respective jurisdictions who suffered loss by coordinating aid and assistance from private sector organizations such as the American Red Cross, The Salvation Army, etc.

- Special administrative requirements. The City of Willcox and the County will declare a formal state of emergency to the Governor. Each jurisdiction will perform damage assessment, provide guides for State Damage Assessment Teams, prepare damage survey reports, identify and document costs, submit a formal request for assistance to the Governor, monitor work completion, and submit a final close out report when recovery work is completed. Each jurisdiction receiving State aid will be subject to a State audit.

c. A disaster with a county, State, and Presidential Declaration that a state of emergency exists.

- Example, a massive earthquake hits the County and completely destroys Old Bisbee and Tombstone, and does considerable damage to homes in Benson, Bisbee, Sierra Vista, Tombstone, Willcox, and the unincorporated areas of the County. Utilities are completely disrupted and numerous lives are lost as a result.

- The cities/towns involved and the County will restore public systems within their means and request additional assistance, through the Governor. Jurisdictions will assist the private sector, where they can, in restoring vital systems that impact the health and welfare of the general population, i.e., electric, telephone, water, etc. Each city/town and the County will assist individuals within their respective jurisdictions who suffered loss by coordinating aid and assistance from private sector organizations such as the American Red Cross, The Salvation Army, etc. Each jurisdiction will assist the Federal Government in providing assistance to their citizens, who suffered loss, by establishing Disaster Application Centers (DACs).

- Special administrative requirements. Affected cities/towns and the County will declare a formal state of emergency. Each jurisdiction will perform damage assessment, provide guides to State and Federal Damage Assessment Teams, prepare damage survey reports, identify and document costs, submit a formal request for assistance to the Governor, monitor work completion, and submit a final close out report when recovery work is completed. Each jurisdiction will be subject to a State and Federal audit.
Long term recovery efforts focus on redeveloping communities and restoring the economic viability of the disaster area(s). This phase requires a substantial commitment of time and resources from both governmental and non-governmental organizations and includes:

- Advising citizens to take protective actions and coordinating re-entry into evacuated areas.
- Restoring public infrastructure damaged by the emergency.
- Reestablishing an adequate supply of housing to replace that which was destroyed.
- Restoring lost jobs.
- Restoring the economic base of the disaster area(s).
- Identifying and implementing long-term mitigation measures e.g. land use and building codes.
- Coordinating the restoration of essential public facilities and services.
- Coordinating resources and materials, identifying gaps in available resources, and coordinating or implementing means to secure needed resources.
- Coordinating volunteer organizations.

RESTORATION OF ESSENTIAL SERVICES

Debris removal:

1. ESF #3 (Public Works and Engineering) is responsible for the overall coordination of debris removal. A significant number of personnel with engineering and construction skills, construction equipment and materials, may be required from sources outside the disaster area.

2. Initial debris removal efforts will concentrate on clearing major transportation routes for emergency vehicles, traffic, and the transport of emergency resources and supplies. After major transportation routes have been cleared, debris is then removed from secondary roadways, residential streets and public parks.

3. To minimize the impact on remaining landfill capacity, alternative means of disposal will be used whenever possible. Vegetative debris will either be burned or chipped. Burning provides the most expeditious means of disposal; however, the public health hazards resulting from large-scale burning of debris may require chipping either in addition to or in lieu of burning. Burn sites will be identified (preferably in rural areas away from population concentrations) by State and local officials.

4. Construction debris should be separated and disposed of accordingly. Appliances, for example, should be stockpiled (rather than taken to a landfill) until necessary arrangements can be made for disposal. Wood and other combustible materials should be burned or chipped along with vegetative debris.
5. ESF #3 will be responsible for coordinating with local and State officials to secure necessary emergency environmental permits and legal clearances for debris removal and disposal. Local officials should initiate and refer to their debris management plans per their local emergency operations plans.

Transportation Systems:

1. Damages to transportation systems will influence the transfer and distribution of disaster relief services and supplies. Transportation systems restoration programs should ensure that the capacity (service, equipment, facilities, etc.) to facilitate the movement of emergency personnel, vehicles, equipment and supplies is adequate for the various stages of the incident.

2. ESF #1 (Transportation) will be responsible for coordination of transportation assistance to State and local governments and volunteer organizations requiring transportation resources to move relief supplies and personnel effectively. The Transportation ESF will work with local officials to:

   a. Establish an inventory of available State and local transportation services and resources;
   b. Prioritize and allocate transportation resources and services to support disaster assistance missions; and
   c. Restore traffic signals and street signs.

Electricity

1. Restoration of electrical service will begin as soon as major transportation routes are cleared of debris to allow emergency vehicles and crews to safely enter the area(s). Immediately after disaster conditions subside, ESF #12 Energy in cooperation with the Public Power Districts, will assess damage to electric power and fuel systems; assess energy supply and demand; and identify resource requirements to repair damaged systems.

2. ESF #3 and ESF #12 will work closely with local government and utility officials to establish priorities for the repair of damaged energy systems and the provision of emergency sources of fuel and power.

Telecommunications:

1. Immediately after emergency conditions subside, ESF #2 (Communications) will deploy an assessment team to determine the extent of damage to existing telecommunications systems and to identify communications priorities and needs. The Communications ESF will then review inventories of communications equipment and resources available to support recovery efforts and make necessary arrangements to deploy this equipment and resources to the disaster area(s). Requests for telecommunications equipment and resources will be processed through this ESF.
2. Until normal telecommunications can be restored, ESF #2 will implement a temporary emergency telecommunications system for use by emergency personnel and the general public.

Water and Waste Water Systems:
1. ESF #8 (Public Health and Medical Services) will assist local officials in determining the suitability of potable water and identifying potential hazards to drinking water supplies. If potable water systems are found to be contaminated, the ESF will determine the appropriate protective action i.e., advising the public to drink bottled water, to boil water before drinking, etc.

2. Public works and engineering support necessary to repair or restore damaged water and wastewater systems will be coordinated by ESF #3 (Public Works and Engineering). Additional equipment (such as generators, pumps, etc.) may be necessary for restoring wells, supplying water, operating lift stations, and repairing broken water mains.

Medical Systems:
1. ESF #8 will be responsible for coordinating the overall restoration of medical services and will coordinate the mobilization and deployment of assessment teams to assist in determining specific health and medical needs and priorities within the disaster area(s).

2. Epidemiologists will be deployed to conduct field studies and investigations, monitor injury and disease patterns, and provide technical assistance on disease and injury control.

3. In a catastrophic disaster the Public Health and Medical Services ESF will coordinate the alerting and deployment of additional medical support personnel from outside the disaster area(s). Since patient care to disaster victims will most likely be under difficult field conditions, the ESF can anticipate the need for Federal disaster medical assistance teams (DMATs), and supporting military medical units to assist State and local authorities with triage, surgical stabilization, and continued patient monitoring and care.

4. The Health and Medical ESF will coordinate the acquisition of additional medical equipment and supplies necessary to replace those damaged or destroyed.

5. Working closely with ESF#1 (Transportation), the ESF #8 (Public Health and Medical Services) will coordinate transportation support for incoming medical personnel, supplies and equipment, and for the movement of patients and casualties both within and from the disaster area(s).

6. The Public Health and Medical ESF will coordinate the assessment of health and medical effects of exposure to radiological, chemical and biological hazards by emergency workers and the public. Mental health and crisis counseling services will be made available to emergency workers and the public.
7. The ESF#8 will also assist in assessing the threat of vector-borne diseases and in assessing potable water and waste water/solid waste disposal issues.

8. Victim identification and mortuary services, including temporary morgue facilities will be coordinated by ESF #8.

Close Out:

1. When recovery efforts have progressed to the point where public infrastructure and social services damaged by the emergency have been restored, adequate supplies of housing are available to disaster victims, jobs lost as a result of the emergency have been restored, and the economic base of the disaster area(s) has been restored, the State Coordinating Officer will recommend to the Governor or his authorized representative that the State Recovery Office be closed.

2. With the Governor’s concurrence the SRC office will be closed. State employees assigned to the office will return to their home agencies and the temporary positions will be discontinued. County agencies will resume normal operations and all records from the State and county will be transferred to the appropriate offices.

3. MITIGATION

Cochise County government will conduct mitigation operations in the unincorporated areas of the County within legal and financial capabilities. Cities/towns will conduct mitigation operations within their jurisdictions within their legal and financial capabilities. Cochise County Government will assist cities/towns with their mitigation efforts if requested and if resources are available.

In support of ESF #14:

County Interface

1. The County coordinates this annex with the following annexes detailed above:

<table>
<thead>
<tr>
<th>ESF</th>
<th>Department</th>
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<tbody>
<tr>
<td>1</td>
<td>Transportation</td>
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<tr>
<td>2</td>
<td>Communications</td>
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<tr>
<td>3</td>
<td>Public Works and Engineering</td>
</tr>
<tr>
<td>8</td>
<td>Medical and Public Health</td>
</tr>
<tr>
<td>12</td>
<td>Energy</td>
</tr>
</tbody>
</table>

State Interface

1. This annex is supported by the Arizona Emergency Response and Recovery Plan RA - Recovery Annex and ESF 17-Mitigation.

2. The State will coordinate with Federal ESF-14 to obtain federal assistance as required.
Federal Interface

1. This annex is supported by the National Response Plan ESF-14, Long-Term Community Recovery and Mitigation.

2. Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.

B. Organization

Public Sector

In the IC system - the Recovery Division is found under the Planning Section. This element of the EOC will continue to run long after the response has taken place and depending on the length of the recovery for months afterward incorporating State and Federal resources into their daily operations.

Many of the Cochise County agencies present in the EOC have roles in recovery. These include: Finance, Human Resources, Treasurer & Assessor, Highway and Floodplain Department, Public Health, the County Board of Supervisors, County Manager or their designee, General Services, Sheriff’s Office, and Emergency Services.

Several agencies from outside Cochise County Government may also participate in the recovery process through the EOC when requested. These include: FEMA, Small Business Administration (SBA), US Army Corps of Engineers, Federal Highway Administration, US Internal Revenue Service, Arizona State Emergency Management Division, Arizona State DOT, American Red Cross, Salvation Army, and other State and Federal agencies, and volunteer nonprofit organizations.

C. Activation

This annex will come into effect after a major disaster that results in damage to the private and public sector in Cochise County. Efforts to start this annex will come soon after the response mode of the incident, when the general public and the media inquires to the help and assistance available to resume normal day to day living. In case of a long-term event (earthquake, flooding, fire etc.) In the earlier response - a 1-800 number for inquiries should be established and updated every half hour to an hour with additional information updates. This method and the EAS new releases will assist the County with the public’s response.

This annex activation will assume the role of the recovery for Cochise County continuity of government so government functions may be maintained.

D. Activities

**PRE-EMERGENCY**

All Cochise County Departments will:

- Train and exercise staffs.
- Maintain applicable reference materials.
- Establish procedures and SOP's.
• Establish procedures for capturing expenditures associated with emergency operations.
• Conduct operations in such a manner as to mitigate emergency situations.

**Highway and Floodplain Department** will:

• Develop plans for implementing mitigation efforts.
• Identifying hazards that can be mitigated.
• Implementing mitigation efforts where possible.

**Planning and Zoning Department** will:

• Develop and implement planning and zoning plans that takes into consideration identified hazards.
• Adopt building codes that take into consideration hazards identified in the County.

**EMERGENCY**

**All Cochise County Departments** will:

• Conduct operations in such a manner as to mitigate the emergency situation.
• Perform or assist in performing damage assessment for both the public and the private sector.
• Maintain records of expenditures made during emergency and recovery operations.

**RECOVERY**

**All Cochise County Departments** will:

• Resume normal operations.
• Prepare Damage Survey Reports (DSRs) for their areas of responsibility.
• Complete repairs, if applicable, in accordance with the scope of work described in the DSRs, insuring compliance with building codes and standards.
• Consolidate expenditure records associated with the emergency/disaster.
• Assist in Public Assistance programs, when requested.
• Review and update plans and procedures.

**MITIGATION**

**All Cochise County Departments** will:

• Review and update plans and procedures.

**Highway and Floodplain Department** will:

• In addition to the above, identify, assess, and implement mitigation measures to preclude or lessen the impact of future emergencies/disasters.
E. Procedures

Recovery procedures required following a disaster will vary widely. Procedures or plans for the following may be needed:

- Damage assessment by public and private sectors.
- Reassemble family or work units.
- Life, safety and health protective measures for impacted citizens.
- Securing food, water, clothing, shelter, fuels and transportation.
- Record keeping for potential reimbursement.
- Recovery of vital records like bank statements, licenses, contracts, accounting documents, payroll records.
- Access to funds for recovery.
- Assistance from State/Federal agencies may require completion of documents or coordination of assistance with Local, State and Federal agencies.
- Debris Clearance.
- Repair or replacement of damaged & hazardous facilities.

VI. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

1. ASSISTANCE PROGRAMS ROLES

PRIMARY: Cochise County Emergency Services

Emergency Services is the primary agency for Public Assistance:

- Coordinate all disaster assistance programs, both public and individual, see Appendices #1, #2, and #3 for State and Federal applications.
- Being the County point of contact for receiving, consolidating, and submitting documentation and correspondence for county public assistance.
- Establishes and maintains liaison with Disaster Application Centers (DACs) in the County during a Federally Declared Disaster.
- Assists in conducting outreach programs to individuals who suffered loss and advertising the location and operating hours of DACs.

SUPPORTING:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Supervisors</td>
<td>Work with Emergency Services to determine the impact of the disaster or incident on county resources.</td>
</tr>
<tr>
<td>Highway and Floodplain Department</td>
<td>Conduct damage assessment tours with Emergency Services with State and Federal agencies for public assistance totals for reimbursements (if any) of the damaged areas.</td>
</tr>
<tr>
<td>Cochise County Treasurers and Assessors Offices</td>
<td>Assist in Public Assistance by documenting the original cost of facilities, land or resources associated with the disaster or incident.</td>
</tr>
</tbody>
</table>
2. RECOVERY AND RECONSTRUCTION ROLES

PRIMARY: Highway and Floodplain Department

Responsible for providing Public Works/Engineering services in the unincorporated areas of the County during recovery operations.

For instances where the Highway and Floodplain Department is the primary agency, services provided, include but are not limited to:

- Clears debris and demolishing damaged structures that hinder recovery operations or threaten public safety and health.
- Performs essential repairs to roads, bridges, drainage and flood Plains facilities, and other public facilities as required.
- Coordinates restoration of power, water supply and distribution, sewage collection and treatment, communications, and other essential public utilities.
- Hires private contractors and individuals to assist in the recovery effort.
- Coordinates related services provided by Federal, State and other public and private sector agencies.
- Assists incorporated cities/towns upon request.
- Performs damage assessment and preparing Damage Survey Reports (DSRs) for county owned or sponsored facilities.
- Provides guides to State and/or Federal Damage Assessment Teams when required.

Flood Control Office is responsible for identifying and initiating mitigation measures in all areas subject to flooding. Responsibilities include:

- Developing hazard mitigation programs.
- Establishing mitigation priorities in close coordination with State and cities/towns.

PRIMARY: Cochise County Emergency Services

For instances where the Emergency Services assists with mitigation operations:

- Responsible for coordinating mitigation efforts that are beyond the County’s capability with the Arizona Division of Emergency Services.

SUPPORTING:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cochise County Chairman of</td>
<td>• Proclaim an Emergency and request assistance from the Governor of Arizona State.</td>
</tr>
<tr>
<td>the Board</td>
<td>• Authorize emergency spending when necessary.</td>
</tr>
<tr>
<td></td>
<td>• If required, provide staffing for recovery efforts in the EOC.</td>
</tr>
<tr>
<td>Cochise County Assessor</td>
<td>• Determine available departmental staffing levels and status of equipment.</td>
</tr>
<tr>
<td></td>
<td>• Access information on damage assessment.</td>
</tr>
<tr>
<td></td>
<td>• Assist the public in destroyed property claim processing that could affect property values; and determine changes in property values in damaged areas.</td>
</tr>
<tr>
<td>Agency</td>
<td>Responsibilities</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Cochise County Assessor | • Assist the EOC in damage assessment analysis and reports.  
                           • If required, provide staffing for recovery efforts in the EOC.                                                                        |
| Cochise County BOS or County Manager | • Consider motions or ordinances covering one or more of the following topics:  
                                1. Acceptance of debris at county transfer stations, Special provisions for access to damaged buildings, Appropriation of emergency funds, Authorization to waive normal procurement requirements for emergency expenditures over $250,000 and topics related to the encouragement of business recovery.  
                                2. County Manager becomes the Applicant Agent for Cochise County Government recovery when federal assistance is established. |
| Finance Dept.          | • Procure goods and services.  
                           • Maintain accounting of costs associated with Cochise County Government response and recovery from emergencies and disasters.  
                           • Reestablish payroll for county employees.  
                           • Manage donated goods.  
                           • If required, provide staffing for recovery efforts in the EOC.  
                           • Cochise County Office of Budget and Strategic Planning shall:  
                                • Recommend long-term economic recovery strategies to the Cochise County Manager. |
| Facilities Dept.       | • Coordinate the repair, replacement of damaged and hazardous structures.  
                           • Issue building permits and performs inspections of damaged buildings in Cochise County.  
                           • Suggest special provisions regarding fees and paperwork submission for emergency and disaster repairs.  
                           • Responsible for long term rebuilding issues.  
                           • Evaluate and make recommendations on Historic Sites damaged in the disaster. |
| All Cochise County Departments | • Assists in damage assessment, DAC operation, and other recovery operations when requested.  
                                • Captures and reports costs associated with recovery operations where applicable. |
| County Sheriff’s Dept. | • Assist in perimeter credentialing to only permit residents back into the post-disaster zone for clean-up purposes.  
                                • Provide Security to affected areas and county facilities, if needed after the initial response has been completed.  
                                • Retain communications open for further incidents. |
| American Red Cross      | • Provide Emergency Mass Care, Disaster Welfare Inquiries, and Individual Emergency Assistance.  
                                • Assist with Disaster Health and Mental Services and Individual Additional Assistance. |
| Salvation Army         | • Provide disaster recovery assistance in the form of food vouchers, cleanup kits, some medical assistance, counseling, and mobile feeding. |
| Utilities              | Once life/safety issues are resolved, utilities will perform damage assessment, effect short-term repairs and/or re-routing of phone, power, gas and water/sewer services to critical response agencies, businesses and residents. |
3. **MITIGATION ROLES**

**PRIMARY: Highway and the Flood Plains Department**

- Assess hazards within the unincorporated areas of the County to determine those that can be mitigated.
- Establish mitigation priorities. Those hazards that have the potential for causing the greatest harm to the greatest number of people in the County should be given the highest priority.
- Develop mitigation programs within the framework of the County's legal and financial capabilities.
- Identify mitigation efforts that are beyond the County's capability to the Division of Emergency Services.

**PRIMARY: Cochise County Emergency Services**

- Coordinate the resolution of mitigation efforts that are beyond the County's means with the Arizona Division of Emergency Services.

**SUPPORTING:**

<table>
<thead>
<tr>
<th>Agency</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cochise County BOS</td>
<td>Responsible for identifying and initiating mitigation measures within the unincorporated areas of the County.</td>
</tr>
<tr>
<td>Incorporated cities/towns</td>
<td>Responsible for identifying and initiating mitigation measures within their jurisdictions.</td>
</tr>
<tr>
<td>Planning and Zoning Department</td>
<td>Responsible for adopting building codes and land use policies that are compatible with identified hazard mitigation efforts.</td>
</tr>
</tbody>
</table>

V. **ADMINISTRATION AND LOGISTICS**

A. General Administrative Requirements

1. Mutual Aid

   Although State and local officials will undoubtedly lead the initial response to a major incident in Cochise County, it is improbable that a major terrorist attack would affect only a single city or that a single municipal authority would have sufficient assets to manage such a calamity alone. At a minimum, response efforts would likely require mutual aid from multiple jurisdictions. In a major crisis, federal assets would supplement State and local
resources. Effective cooperation among officials at all levels of government and the private sector is essential, yet Cochise County does not yet have a regional structure to facilitate coordination.

2. Administrative Policy and Procedures

Emergency Management will coordinate the collection of damage assessment information for both public losses and uninsured private losses from local jurisdictions, public entities and tribes, and forward the information to the State of Arizona Division of Emergency Management for a determination of whether the County will be recommended for federal individual assistance, public assistance, or both.

Whenever Cochise County qualifies for State and/or Federal individual disaster assistance, individuals, families, and businesses will be referred to applicable State and Federal programs, or to volunteer agencies.

When individuals, families, and businesses do not qualify for State or Federal assistance, or whenever Cochise County declares a local emergency which is not followed by a State or Federal declaration, assistance will be provided in accordance with existing county policy and programs or by volunteer agencies. Public damage and response costs will be borne by the incurring organization.

Reimbursement will be provided through State and Federal programs, as available. Mitigation grant applications will be the responsibility of the requesting organization and must be approved by the Board of County Supervisors prior to submission.

3. Record keeping

Large sums of State and local funds are spent during a catastrophic emergency. Financial operations are carried out under compressed schedules and intense political pressures, which require expeditious purchases that must meet sound financial management and accountability requirements.

State agencies and departments conducting recovery activities are responsible for providing financial support for their operations. Each agency and department is responsible for maintaining appropriate documentation to support requests for reimbursement, and for submitting bills in a timely fashion, and for closing out mission assignments.

The approval to expend funds for recovery operations is given by authorized officials from the participating State agency and department. Each county agency should designate a responsible official on each ESF to ensure that actions taken and costs incurred are consistent with identified missions.

Each county or local agency is responsible for establishing effective administrative controls to guide the expenditure of funds during the emergency. Accurate activity and expenditure logs, invoices, and other financial transaction records are required for Federal reimbursement requests. Record keeping is also necessary to facilitate closeouts and to support post-emergency audits.

Each agency should maintain detailed records of the following expenditures;
a. Wages (regular and overtime), travel, and per diem of permanent and temporary State agency personnel assigned solely to provide assistance.

b. Cost of materials, and services procured under contract to support implementation of recovery efforts.

c. Cost incurred for materials, equipment, and supplies (including transportation, maintenance, repair, etc.) from agency inventories.

d. Costs incurred which are paid from trust, revolving, or other funds and whose reimbursement is required by law.

e. Other costs incurred to provide assistance or otherwise facilitate recovery efforts, as directed by the State Coordinating Officer.

B. Resource Management & Logistics

1. Resource Management

Resources required for recovery are largely dependent on the emergency, its location, duration and population impacted.

2. Logistics

The following are minimal requirements for a disaster recovery operation contingent on the assumption that the Disaster Recovery Team will be working with Federal personnel in the Disaster Field Office. Space requirements of approximately 50-sq. ft. per person. Partitions or other type room dividers if separate office space is not available.

In addition, these other supplies and equipment will needed.

<table>
<thead>
<tr>
<th>Tables/desks</th>
<th>File cabinet</th>
<th>Chairs</th>
<th>Telephones</th>
</tr>
</thead>
<tbody>
<tr>
<td>File folders</td>
<td>T-1 line(s)</td>
<td>Computers</td>
<td>Message pads</td>
</tr>
<tr>
<td>MSOffice software</td>
<td>2 heavy-duty copiers</td>
<td>Fax machines</td>
<td>Ink pens</td>
</tr>
<tr>
<td>Calculators</td>
<td>Post-Its</td>
<td>Writing tablets</td>
<td>Calendars</td>
</tr>
<tr>
<td>Paper clips</td>
<td>Staple/staplers</td>
<td>Staple removers</td>
<td>Waste paper cans</td>
</tr>
<tr>
<td>Scissors</td>
<td>Tape</td>
<td>Printers (heavy-duty)</td>
<td>Copier/typing paper</td>
</tr>
<tr>
<td>Prong fasteners</td>
<td>Clocks</td>
<td>1-800 Telephone numbers</td>
<td>Typewriter stack</td>
</tr>
<tr>
<td>Pencils</td>
<td>Letterhead stationary/envelopes</td>
<td>Recovery</td>
<td>trays</td>
</tr>
</tbody>
</table>

VI. PLAN DEVELOPMENT/MAINTENANCE, SUPPORT AND TRAINING

A. ESF Development and Maintenance

1. The primary responsibility for coordinating the development and maintenance of ESF #14 Long Term Community Recovery and Mitigation rests with the County ES.

2. Other primary and support agencies to this ESF will assist the County ES in developing and maintaining this ESF.
3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

B. ESF Support – Organization SOG/ SOPs

All organizations that support this ESF will develop and maintain their own organization’s updated Standard Operating Guides (SOG)/ Standard Operating Procedures (SOP), and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the County ES, as necessary.

C. ESF and SOG/ SOP Training and Exercises

1. The County ES will train to and exercise this ESF periodically, as necessary.

2. The County ES, in coordination with other county emergency organizations, will schedule and conduct required training activities to ensure understanding of this ESF.

3. Training to and exercise of individual organization’s SOG/ SOPs that support this ESF are the responsibility of each respective organization.

VII. AUTHORITIES AND REFERENCES

Federal:


State:

a. A.R.S. Title 35-192.


Appendices

Appendix 1 - Public Assistance - State Declaration
Appendix 2 - Individual Assistance - State Declaration
Appendix 3 - Public and Individual Assistance - Federal Declaration
Appendix 1 to ESF #14 - Mitigation: Public Assistance - State Declaration

Public Assistance (State Declaration - Only)

A. When an emergency declaration is made by the Governor, a portion of the Governor's Emergency Fund is authorized to be directed in support of local government response and recovery efforts. This fund may be used to pay authorized expenses to restore essential community services and public facilities that were damaged by a disaster. Only costs incurred in emergency work or disaster operations are eligible for funding.

B. There are no state supported programs to fund repair or replacement of disaster damaged privately owned or commercial property. Relief efforts to the private sector, individuals and families, are provided by the American Red Cross. Individuals or business sustaining disaster related property damage should contact their own insurance carrier for appropriate compensation.

C. Procedures for Cochise County to request State funds following a disaster are:

1. A "Notice of Interest" must be submitted to the Arizona Division of Emergency Services within 10 days of a disaster occurrence. This form lists the types of damages for which reimbursement is requested. It is the basis for Damage Assessment Surveys and the preparing of Damage Survey Reports (DSRs). This notice should be requested from the State.

2. Establish "Damage Survey Teams". The Highway Director and/or Flood Plains Departments will designate personnel, preferably with an engineering or construction background, to be members of Damage Survey Teams. The teams will include State and county representatives and may also include representatives from other jurisdictions. Teams will physically look at all public facilities damaged and complete "Damage Survey Reports" (DSRs).

3. Damage Survey Reports will be prepared for each category of work or major project approved by the Damage Survey Teams, See the Damage Assessment Support Appendix.

   a. Separate DSRs will be submitted for the response phase of the emergency and for the recovery phase.

      (1) Response Cost. All costs associated with response to the disaster will be captured and documented. Costs that qualify are overtime costs, equipment usage fees, materials purchased, and incidental costs incurred during response.
(2) Recovery Cost. Estimated costs to restore county systems to their pre-disaster condition. Costs that qualify are overtime costs, equipment usage fees, and cost of materials.

b. DSRs will be reviewed for eligibility by the Arizona Division of Emergency Services.

4. A Project Application form will be submitted upon determination by the Arizona Division of Emergency Services that costs listed on DSRs are eligible, see Attachment 3 to this Appendix.

a. The Project Application is the authority document for the Governor's Emergency Fund.

b. The DSRs become supporting documents to the Project Application.

5. Perform damage restoration and repair work.

a. Maintain accurate cost records, i.e. contracts, receipts, time sheets, equipment logs, etc.

b. Limit work according to the scope as entered on the DSR or request an Improved Project.

6. Improved Project (IP).

a. An Improved Project, formally known as a "Grant-In-Lieu (GIL)" may be used to modify the scope of work on a DSR. An I.P. may be used to replace a damaged facility or improve a damaged facility to a standard better than it was prior to the disaster. The funding pays for returning the facility to its pre-disaster condition while the County will have to pay for any added improvements.

b. Changes in the scope of work indicated on an approved DSR require a I.P. approval by the Governor's Authorized Representative (GAR).

7. Final Inspections.

a. Notify the Arizona Division of Emergency Services Director within 30 days of the completion of the work. A representative from State will complete the final inspection report.

b. Any changes in the scope of the work, significant cost overruns or underruns should be addressed on the reviewer's comment sheet. A review of expenditure will be made at the time of final inspection.


Submit a final report, Request for Funds, within 30 days of the completion of the work. The Final Report will include Summary of Documentation in Support of Amount Claimed for each DSR, see Attachments 4 and 5 of this Appendix. Include the following:

a. Actual completion dates of the work projects.

b. Summary of documentation for each DSR. Include copies of paid vouchers, time cards, equipment logs, payrolls, contracts, agreements, receipts and similar documents.

Upon receipt of the notification of completion of work, the Arizona Division of Emergency Services Director will arrange for a State audit of the project's records.

(1) The audit is the basis for final payment of eligible project expenses.

(2) Final reimbursement includes costs incurred to complete necessary repairs and reconstruction, less any amounts previously advanced or reimbursed. In the event that an advance or any portion of an advance is deposited in a commercial, interest-earning account, interest accrued on the deposit reverts to the State.

(3) Prior to final payment or reimbursement of costs, purchase discounts, insurance recovery credits, and salvage value will be deducted. Final payment or reimbursement will be reduced accordingly.

(4) Upon completion of the audit, the Director of Emergency Services will prepare a final claim for payment of costs, based upon the audit findings.

(5) Final payment of claims must be completed within the respective limit set for that emergency. Time limits are prescribed in the Governor's Emergency Fund Rules.

Request the following items from ADEM:

Notice of Interest in Applying for Disaster Assistance
Project Application for State Emergency Funds
Request for Funds
Summary of Documentation in Support of Amount Claimed from the Governor's Emergency Fund
Appendix 2 to ESF #14 - Individual Assistance - State Declaration

Individual Assistance (State Declaration - Only)

A. Individual Assistance programs available following a disaster, which warrants only a State declaration, are limited. They include:

1. Federal.
   a. Small Business Administration
   b. Farmers Home Administration
   c. Agricultural Stabilization and Conservation Service
   d. Army, Corps of Engineers

2. Volunteer Agencies.

   Various volunteer agencies provide assistance to disaster victims on a case by case basis. These organizations include:

   a. American Red Cross - Shelters, feeding, clothing, first aid
   b. The Salvation Army - Feeding, shelters, clothing
   c. Mennonites - Home repair
   d. Other church and civic groups

B. Cochise County Government through their Emergency Services Division will:

1. Coordinate the administration of assistance to persons in the unincorporated areas of the County who suffered loss during the emergency.

2. Make all victims aware of the assistance available.

3. Ensure that victims of loss are given the opportunity to apply for relief.
Appendix 3 to ESF #14 - Public and Individual Assistance - Federal Declaration

Public and Individual Assistance (Federal Declaration - Only)

A. The Governor may, based on a finding that a disaster is of such severity and magnitude that effective response is beyond the capabilities of the State and the affected local governments and that federal assistance is necessary, request that the President declare a State of Emergency. As part of the request, and as a prerequisite to major disaster assistance, the Governor shall take appropriate response action under State law and direct execution of the State's emergency plan.

B. Based on the request of a Governor, the President may declare that a major disaster or emergency exists. The President may:

1. Direct any Federal agency to use its resources in support of State and local assistance efforts.
2. Coordinate all disaster relief assistance provided by Federal agencies, private organizations, and State and local governments.
3. Provide technical and advisory assistance to affected State and local governments for:
   a. The performance of essential community services.
   b. Issuance of warnings of risks and hazards.
   c. Public health and safety information, including dissemination of such information.
   d. Provision of health and safety measures.
   e. Management, control, and reduction of immediate threats to public health and safety.
4. Assist State and local governments in the distribution of medicine, food, and other consumable supplies and emergency assistance.

C. Assistance available under a Presidential Declaration are:

1. Public Assistance:
   a. Repair of roads, streets, bridges, utilities, schools, etc..
   b. Fire suppression grants.
   c. Community disaster loans.
   d. Debris removal.
   e. Vector (pest) control.

2. Individual Assistance.
   a. Temporary housing.
   b. Individual and family grants.
   c. Disaster unemployment assistance.
   d. Crisis counseling.
   e. Legal services.
   f. Food stamps/commodities.
   g. Disaster loans.
   h. VA counseling and loan forbearance.
   i. Social Security counseling and disability benefits.
   j. IRS casualty loss claims.
k. Agricultural assistance.

D. Disaster Application Centers (DACs) will be established to provide a centralized location for accepting disaster relief applications from affected members of the general public.

1. The number and location of DAC's will be determined by the Federal Emergency Management Agency (FEMA) and the State based on:
   a. The magnitude of the disaster.
   b. Population density.
   c. Accessibility to disaster victims.

2. DAC's will be managed by FEMA with private agency, State and local staffing assistance.

3. DAC's normally will open four days after the President's major disaster declaration and remain open for a specified period of time.
ESF 15 - EXTERNAL AFFAIRS

PRIMARY AGENCY:

County: Cochise County Emergency Services
        Cochise County Sheriff's Office

SUPPORT AGENCIES:

State: Division of Emergency Management (ADEM)
        National Weather Service (NWS)
        Federal Emergency Management Agency (FEMA)
Local: None
Volunteer: Civil Air Patrol
          Radio Amateur Civil Emergency Services (RACES)
          Cochise Amateur Radio Association (CARA)
          Southeastern Arizona Radio Society (SEARS)
Private: Radio Stations
         Cable Companies

I. INTRODUCTION

A. Purpose
   This annex ensures that sufficient state-level assets are deployed during disasters, emergencies or statewide incidents of National Significance to provide accurate, coordinated, and timely information to affected populations, governments, legislators and the media.

B. Scope
   1. Public Warning
      ■ Emergency public information and protective action guidance
   2. Information Sharing
      ■ Community Relations
   3. Media Interface/Development of Joint Information Center with the State
      ■ Media Information Organization

C. Policies

Planning for external communications functions recognizes State agency and county government responsibilities for providing timely public information. If State agencies and county governments are unable to provide timely public information to those affected by emergencies, disasters or incidents of National Significance, the Federal Government may be called upon to provide vital health and safety information to the affected population.

External communications efforts shall be coordinated to support the dissemination of a unified message as directed by the Cochise County Manager.
II. SITUATIONS AND ASSUMPTIONS

A. Situations

1) Cochise County, through its Public Information Officer (PIO) will coordinate the dissemination of all official county public information for local disaster response agencies providing support during the emergency.

B. Assumptions

1) An emergency situation may strike without warning and the public information system may not respond rapidly enough to properly alert and inform the public of the hazard.
2) It is important that prior to an emergency occurring, that every reasonable action is taken to ensure that the public is informed of potential hazards and the protective measures that can be taken through a public awareness program.
3) During an emergency situation, rumors may develop, potentially causing unnecessary fear, confusion, and undesired public reactions.
4) Existing media resources, if used effectively, will cooperate and facilitate dissemination of press releases keeping the public informed events as they unfold, and how the public may best respond to them.
5) Accurate press releases, provided to the general public in a timely manner, will minimize fear, curtail rumors, and provide a constructive means for dealing with the situation.
6) Augmentation of the public information system may be required to meet the information demand from the general public during an emergency situation.
7) Special care groups or persons residing in assisted living quarters, such as senior citizens' or nursing homes may require individual notification.

III. CONCEPT OF OPERATIONS

A. General

External communications resources shall be coordinated by the Public Information Officer (PIO) in response to disasters, emergencies and incidents of National Significance. External communications resources shall include, but not limited to: News Conferences, Interviews, Press Releases, Media Advisories, and Internet Postings.

Once a determination has been made to conduct a briefing, Public Information staff shall notify primary and secondary agencies that are responding, of the time and location of the briefing. Depending on the nature of the situation, Public Information Officer(s) may work from the IC or the EOC to provide their briefings.

Upon activation of the Emergency Operations Center operations, the Public Information Officer will assist Emergency Services, or work with the State’s Joint Information Center.

The PIO shall contact additional public information staff for the Primary Agencies involved and report on the operational status their activities. Depending on the nature, surge and scope of the incident, State agencies, who are signatories to the Arizona ERRP,
JIC operations will only be available through the State. State and county staff members will also be expected to serve in Subject Matter Experts roles.

In expanded events, the State JIC may be supplemented with Federal assistance. During which, a Joint Field Office (JFO) will be opened as a temporary Federal facility. The JFO will assist the State with internal and external information and coordinate Federal assistance activities to the affected jurisdiction from this location.

In support of ESF #15:

**County Interface**

1. The County will coordinate this annex with the following annexes when necessary:

   - **ESF-2 Communications**
     - Assist with briefings to responders
     - Provides emergency communication channels
     - Personnel support for PIOs
   - **ESF-5 Emergency Management**
     - Personnel support for PIOs and briefings
   - **ESF-6 Mass Care, Housing and human Services**
     - Assists with special populations and shelters
   - **ESF-13 Public Safety**
     - Immediate warnings to affected areas

**State Interface**

1. This annex is supported by the Arizona Emergency Response and Recovery Plan EPI - Emergency Public Information.

2. The State will coordinate with Federal ESF-15 to obtain federal assistance as required.

**Federal Interface**

1. This annex is supported by the National Response Plan ESF-15, External Affairs.

2. Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.

**B. Organization**

In the Incident Management System, ESF 15 is a function of the Command Staff and supports the Executive Group in the EOC or to the IC in the field. Public Warning is initially conducted through the PIO assigned to the IC, any EAS messages may be immediately sent via Emergency Services through the EAS or direct media contacts if the PIO position is not immediately accessible and will function through the Planning Section.
PIOS may co-locate to the disaster area to support IC public information efforts as well as from the State JIC and in recovery operations may relocate to the Federal JFO if operational.

C. Activation

During every emergency, the IC will assign one member of its reporting staff to handle the Public Information Officer’s job. Once the IC grows multiple PIOs will be in place at both the IC and the Cochise County EOC. The activation of the State JIC will depend on the guidance from the IC and the EOC.

PIO Emergency Operations

a. Citizens’ Phone Bank
   Another option for the County Emergency Services Coordinator is to set up County Citizens’ Phone Bank organized from available County employees and volunteers that would operate out of the County EOC, when activated, or an established phone referral location, to answer questions concerning the current emergency situation that can be phoned in on a citizens’ hotline by the general public. At least one bilingual English/Spanish person should be on duty in the Citizens Phone Bank at all times, and should also be available to support the County’s PIO, when required.

b. Joint Information Center (JIC)
   Currently Cochise County does not have a Joint Information Center (JIC). If incidents are of a large magnitude, the County PIO can assist at the State’s JIC to be a media focal point, central repository of all public information from the County during the emergency situation, and a clearinghouse for official media releases and dissemination of emergency public information (EPI) for all organizations that are supporting emergency operations in the County.

D. Activities

1. PRE-EMERGENCY

   - Develop and maintain a roster of ESF 15 personnel, including shift change and staffing procedures, address, telephone, cellular, facsimile numbers and e-mail addresses.
   - Develop and maintain equipment lists.
   - Develop requirements for media briefings.
   - Develop and maintain an accurate media contact list.
   - Encourage county, local, private and tribal organizations to attend ADEM public information courses.
   - Develop procedures for rumor control inquiries.
   - Continue offering public information courses.

2. EMERGENCY

   a. Increased Readiness Period – This stage begins upon instructions from the ES Director. The PIO will then provide the news media with information concerning the threat, its unique characteristics, identification of evacuation
route, location of housing facilities for the evacuees, the necessity to conserve energy and food supplies, and assistance that can be provided.

b. **Operational Period** – The PIO will provide the news media with all the information called for under and Increased Readiness and Emergency Response Periods if not already provided. The PIO will also keep the news media informed of actual conditions and on-scene life saving and damage limiting operations.

- Assess the scope, magnitude, extent and the potential duration of the incident.
- Request Support PIOs based on incident assessment.
- Obtain a status report on all county activities, as needed.
- Collect information concerning field operations and activities.
- Coordinate with other ESFs agencies and State/Federal/Private organization to develop a flow of information, including situation reports, health advisories and other public information releases concerning the response and recovery efforts.
- Provide situation reports to the EOC IC/Operations Officer and distribute to designated recipients.
- Attend briefings and gather information for situation updates.
- Document and maintain a record of incoming and outgoing communications.
- Establish and request activation of the State’s Joint Information Center (JIC) when appropriate. If a State JIC is activated, send a PIO representative to that location, if appropriate.
- Establish contact with the congressional offices representing the affected area to provide information on the incident.
- Select media briefing locations and conduct media briefings on a regular basis.
- Monitor media and implement rumor control process when appropriate through the use of a telephone referral office.
- Coordinate with the County HR Director to provide for at least one bi-lingual English/Spanish person to be available to support the Citizens’ Phone Bank, and the State JIC, for each shift, when activated.
- EOC/OIC will coordinate with Lead PIO before deactivating this annex.
- Inform the Governor’s Office, including Governor’s Press Office, ADEM and local officials of response activities.

3. **RECOVERY**

- Coordinate with appropriate agencies to deactivate the State JIC if activated.
- Disseminate information on recovery programs or available disaster assistance programs available.
- Keep Governor’s Office, including Governor’s Press Office, ADEM and local officials and informed of recovery activities.
- Provide support to the State Coordinating Officer (SCO) during federally declared disasters.
- EOC/OIC will coordinate with Lead PIO before deactivating this annex.
Demobilization
- Upon termination of the incident, the PIO shall close-out activities within the State JIC and release staff.
- Should the situation warrant it, staff from the Cochise County Public Information Office will relocate from the Cochise County EOC to the Joint Field Office to continue to support public community relations missions.
- All agency personnel who work in support of ESF #15 shall participate in all After-Action Reviews.
- PIOs will work to incorporate AAR recommendations into planning documents and standard operating procedures.

4. MITIGATION

- Identify areas where public education programs are needed.
- Develop personal preparedness plans for first responders and families.
- Identify emergency support function-specific training requirements.

VI. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

PRIMARY: Cochise County PIO (Emergency Services/Sheriff’s Office)

The Cochise County PIO will provide support ESF #15 activities and missions by:

- Coordinating messages between county, State and Federal governments and personnel through the PIO.
- Gathering incident information.
- Providing incident-related information through the media and other sources to individuals, families, businesses directly or indirectly affected by the incident.
- Monitoring news coverage to ensure that accurate information is disseminated to the public.
- Handling appropriate special projects such as news conferences and press operations for incident-area tours by government officials and other dignitaries.
- Providing support and advice to the Executive Group.
- Overseeing the key functions of media relations.

SUPPORTING:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cochise County Emergency Services</td>
<td>• Serve as the Alternate County PIO for matters relating to emergency operations and homeland security.</td>
</tr>
<tr>
<td></td>
<td>• Establish and maintain a working relationship with the local media.</td>
</tr>
<tr>
<td></td>
<td>• Coordinate and assist the County PIO with developing and implementing an ongoing EPI awareness program on the major hazards that may affect the County, and recommend appropriate protective measures.</td>
</tr>
<tr>
<td></td>
<td>• Provide space in the County EOC, and alternate EOC, for a Citizens’ Phone Bank and equip the phone bank with an adequate number of phones to manage the incoming calls during an emergency situation.</td>
</tr>
<tr>
<td></td>
<td>• Provide adequate space in the County EOC, and alternate EOC, or adjacent to the operating EOC, for the State’s JIC.</td>
</tr>
<tr>
<td></td>
<td>•</td>
</tr>
<tr>
<td>Agency</td>
<td>Responsibilities</td>
</tr>
<tr>
<td>------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Local and agency PIOs        | • Provide PIO(s) to assist (if necessary) at the scene, JPIC or the State EOC as requested by the Governor, ADEM or department secretary.  
• Assist the Lead PIO by providing pertinent public information for dissemination to media sources and, as appropriate, fact sheets for distribution to the public. Participate in news conferences and briefings upon request.  
• Coordinate information with other PIO(s).  
• Monitor and log incoming calls for information and rumors.  
• Monitor media broadcasts and articles for accuracy. |
| NWS                          | • Posts EAS messages to the system for immediate release of hazardous conditions.                                                                                                                                                                                                                                                                   |
| RACES / CARA/SEARS           | • Supports information processing, logistics, and operational support to county authorities during Incidents of National Significance and domestic incidents.                                                                                                                                                                                         |
| ADEM                         | • Assist in regional public information for major incidents.  
• Compiles information on the 211 Warning systems for Internet and telephone inquiries.  
• Assists with PIO support.  
• Open a JIC for multiple county disasters. |
| FEMA                         | • Assist in State and national public information for major incidents  
• Supports State JIC and opens JOCs with PIO support                                                                                                                                                                                                                                       |
| CAP                          | • Assist in informational updates by aerial reports of a larger affected area.                                                                                                                                                                                                                                                                |
| Public Broadcasting Companies | • Provide Public information to the Communities in a reasonable time frame.  
• Passes on instructions for personal and business recovery from the incident.                                                                                                                                                                                                                                                      |

V. ADMINISTRATION AND LOGISTICS

A. General Administrative Requirements

1. Mutual Aid

Local, State and regional PIOs may provide additional support when unmet needs are beyond existing county jurisdiction capability. Activation of the State or a local JIC may not be necessary during a “localized” emergency.

2. Administrative Policy and Procedures

All county departments, division heads, and special staff, and organizations supporting emergency operations in the County, or the surrounding municipalities will provide press releases to the County or City/ Town PIO, as appropriate, and will clear all media releases with their respective PIO, or the State JIC, if activated.

Special Groups and Instructions
1. There are several non-English speaking communities in Cochise County. In the event that public information needs to be translated, interpreters will be coordinated through the EOC.

2. Special instructions and provisions may be made for hospitals, nursing homes, schools, or other groups.

3. Record keeping

It is vital that all PIOs and their respective agencies keep copies of all press releases and any approval documentation. These are vital and may be used in a court of law to defend public information actions of the responding agencies. Copies of the press releases may be requested by Emergency Services after the event for historical purposes.

B. Resource Management & Logistics

1. Resource Management

Sufficient staffing, funding, and equipment is needed to manage the Public Information function in the EOC for 24/7 operations until the response and recovery phases of the disaster event are completed and deactivation of the EOC can occur. The EOC Support Team will supplement this function with staffing as needed.

All County departments will contribute current, accurate information to the EOC during disasters, and may be required to assist the Public Information function with personnel.

All available means to disseminate EPI to the general public will be used if necessary, including posting and updating information from the County, including:

   a. Amateur Radio
   b. Broadcast Media (Cable, Radio, and Television)
   c. Citizens’ Phone Referral Bank (if developed)
   d. Door to Door Notification
   e. Email Lists
   f. Facsimile (FAX)
   g. Official Internet Websites (county and municipal)
   h. Mobile Public Address Systems
   i. Print Media (Local Newspapers, Brochures, and Handouts)
   j. Telephone
   k. Weather Radios via NWS/NOAA Heliograph and Tucson, AZ

In a worst-case scenario involving the requirement of an immediate evacuation, and/or information on personal protection, press releases will be distributed to the target population via the most expeditious means possible.

2. Logistics

Initially, the logistics for this annex should be from communication agencies and support agencies. For the county referral system and JIC purposes:
VI. PLAN DEVELOPMENT/MAINTENANCE, SUPPORT AND TRAINING

A. ESF Development and Maintenance

1. The primary responsibility for coordinating the development and maintenance of ESF 15 External Affairs rests with the County ES.

2. The County PIO(s) and support agencies to this ESF will assist the County ES in developing and maintaining this ESF.

3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

B. ESF Support – Organization SOG/ SOPs

All organizations that support this ESF will develop and maintain their own organization’s updated Standard Operating Guides (SOG)/ Standard Operating Procedures (SOP), and mutual aid agreements, as appropriate, that are supportive of this ESF. This information will be coordinated with and provided to the County ES, as necessary.

C. ESF and SOG/ SOP Training and Exercises

1. The County ES will train to and exercise this ESF periodically, as necessary.

2. The County ES, in coordination with other county emergency organizations, will schedule and conduct required training activities to ensure understanding of this ESF.

3. Training to and exercise of individual organization’s SOG/ SOPs that support this ESF are the responsibility of each respective organization.

VII. AUTHORITIES AND REFERENCES

Federal:

State:
  a. Arizona Emergency Response and Recovery Plan (SERRP)
     PA - Public Affairs

Appendices
Appendix 1 - Local Public Broadcasting Companies and Notification Media
Appendix 2 - Emergency Public Information Guidance
## Appendix 1 - ESF #15 - External Affairs
Local Public Broadcasting Companies and Notification Media

### a. Newspapers

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Means of Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Sierra Vista Herald</td>
<td>Sierra Vista</td>
<td>(520) 458-9440</td>
</tr>
<tr>
<td></td>
<td>102 Fab Avenue</td>
<td><a href="mailto:svhnews@transedge.com">svhnews@transedge.com</a></td>
</tr>
<tr>
<td></td>
<td>Sierra Vista, AZ 85635</td>
<td>(newsroom)</td>
</tr>
<tr>
<td>2) Arizona Range News</td>
<td>Willcox</td>
<td>(520) 384-3571</td>
</tr>
<tr>
<td>3) Bisbee Daily Review</td>
<td>Bisbee</td>
<td>(520) 432-2231</td>
</tr>
<tr>
<td>4) Bisbee Observer</td>
<td>Bisbee</td>
<td>(520) 432-7254</td>
</tr>
<tr>
<td>5) Douglas Dispatch</td>
<td>Douglas</td>
<td>(520) 364-3424</td>
</tr>
<tr>
<td>6) San pedro Valley News</td>
<td>Benson</td>
<td>(520) 586-3382</td>
</tr>
<tr>
<td>7) Tombstone Epitaph</td>
<td>Tombstone</td>
<td>(520) 457-2211</td>
</tr>
</tbody>
</table>

### b. Radio Stations

<table>
<thead>
<tr>
<th>Station</th>
<th>Location</th>
<th>Means of Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Cave 97.7</td>
<td>Benson</td>
<td>(520) 586-9797</td>
</tr>
<tr>
<td>KDAP</td>
<td>Douglas</td>
<td>(520) 364-3484</td>
</tr>
<tr>
<td>KHIL</td>
<td>Willcox</td>
<td>(520) 384-4626</td>
</tr>
<tr>
<td>KK47</td>
<td>Sierra Vista</td>
<td>(520) 459-8201</td>
</tr>
<tr>
<td>KRMC</td>
<td>Douglas</td>
<td>(520) 364-5392</td>
</tr>
<tr>
<td>KWRB</td>
<td>Sierra Vista</td>
<td>(520) 452-8022</td>
</tr>
<tr>
<td>KBRP</td>
<td>Bisbee</td>
<td>(520) 432-1400</td>
</tr>
<tr>
<td>KZMC/KWCD/KTAN</td>
<td>Sierra Vista</td>
<td>(520) 458-4313</td>
</tr>
<tr>
<td>KKYZ/KNXN</td>
<td>Sierra Vista</td>
<td>(520) 459-8281</td>
</tr>
</tbody>
</table>

### c. Television Stations/Cable Networks

<table>
<thead>
<tr>
<th>Station/Network</th>
<th>Location</th>
<th>Means of Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cox Communications</td>
<td>Sierra Vista</td>
<td>(520) 559-5539</td>
</tr>
<tr>
<td>Channel 33</td>
<td>Sierra Vista</td>
<td>(520) 803-0645</td>
</tr>
</tbody>
</table>
Appendix 2 - ESF #15 - External Affairs
Emergency Public Information Guidance

I. It is imperative, during an emergency/disaster, that information flow from government to its citizens.

II. Emergency information is categorized into two types:

A. Public Information (PI):

   This is general information about an emergency/disaster that the public has a right to know. This information includes, but is not limited to:

   1. What is occurring.
   2. Where it is occurring.
   3. What is/how many are affected.
   4. When did it occur/will it occur.
   5. How/why did it occur.
   6. What can be/is being done about it.
   7. Who can assist/where to go for assistance.

B. Emergency Public Information (EPI):

   This is instructive information to the public. It directs the public to act or respond in some way. It is information that the public needs to know to protect lives and property. This information must be very clear, concise, specific and accurate. There can be only one source for this type of information. It must not be subject to editorial changes.

III. The Emergency Alert System (EAS) has been established by the Federal Government and participating radio and television stations will broadcast EPI messages for county officials. Many non-EAS stations will also broadcast EPI messages. All stations should be contacted to get the widest possible coverage. Each Departmental Public Information Office (PIO) maintains a listing of media contacts.

IV. Sample EAS messages are located with each of the Hazard Specific Plans and are tailored to the specific hazard being addressed.
Cochise County
Support Annexes

Financial Management ................................................................. FM 1
Logistics Management ................................................................. LM 1
Private-Sector Coordination ......................................................... PSC 1
Science and Technology ............................................................... ST 1
Volunteer Donations Management ............................................... VDM 1
Worker Safety and Health ......................................................... WSH 1
Damage Assessment ................................................................. DA 1
FM - FINANCIAL MANAGEMENT ANNEX

PRIMARY AGENCY

County: Cochise County Finance Department

I. INTRODUCTION

A. Purpose
This annex provides basic financial management guidance to county departments that assist its communities in responding to and recovering from disasters. The intent is to ensure that funds are provided expeditiously and that operations are conducted in accordance with established laws and policies.

B. Scope
1. Emergency Funding
2. Reimbursement of Expenditures
   ■ County, State and Federal Funding

C. Policies

None at this time.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1) Disasters have an immediate impact on local and State resources resulting in shortages that may require the unplanned expenditure of funds by State and local governments. In addition, coordination may be required between State and Federal organizations to administer the various funding programs designed to assist disaster victims.

B. Assumptions

1) Local governments are responsible for first response to emergencies affecting their jurisdictions including the application of fiscal procedures and remedies designed to be used during local emergencies.
2) State assistance may be available to local jurisdictions when the amount spent by locals on the emergency meets or exceeds ½ % of the local budget.
3) The State may provide additional funding to cover State and local emergency expenses. Financial Management on a case-by-case determinations. A State Disaster Relief Fund is available through the State for any disaster declared by the governor.
4) The State will follow federal circulars, programmatic and reporting requirements when federal funding grants are designated for Arizona.
5) Federal assistance through the Federal Emergency Management Agency (FEMA) is available to Arizona after a Presidential Disaster Declaration has been issued and a FEMA/State agreement has been signed.
III. CONCEPT OF OPERATIONS

A. General

In support of the Financial Mgt. Annex:

County Interface

1. The County will coordinate this annex with the following ESF annexes when necessary:

<table>
<thead>
<tr>
<th>ESF</th>
<th>Emergency Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESF-5</td>
<td>• Assist in the compilation of incident damage assessment reports</td>
</tr>
<tr>
<td></td>
<td>• Provides expenditures from response agencies</td>
</tr>
<tr>
<td>ESF-7</td>
<td>Resource Management</td>
</tr>
<tr>
<td></td>
<td>• Supports financial reports with actual documentation</td>
</tr>
<tr>
<td>ESF-14</td>
<td>Mitigation and Long Term Recovery</td>
</tr>
<tr>
<td></td>
<td>• Deals with State and Federal funding for public and individual assistance for county and community reimbursement.</td>
</tr>
</tbody>
</table>

State Interface

1. This annex is supported by the Arizona Emergency Response and Recovery Plan FM - Financial Management.
2. The State will coordinate with Federal Financial Management to obtain federal assistance as required.

Federal Interface

1. This annex is supported by the National Response Plan Support Annex - Financial Management.
2. Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.

B. Organization

In the Incident Management System, the Finance Department will have the lead in the Finance Section. In smaller incidents, the finance is handles as a unit in the IC. For larger countywide incidents, the Finance Section will send a representative to the EOC to be the liaison working with the Planning Section.

C. Activation

On smaller emergency incidents, the Finance Section will be Assigned by the Incident Commander On-Scene or through the Emergency Services Coordinator by phone or radio.
In the case of expanded emergency operations to include the EOC. The EOC will establish a Finance Section. For long term emergencies, the EOC will include State and Federal Resources and the County’s Finance Department will still work with them in a Regional Coordination Center (RCCs) and the Incident Field Office (IFO). The Finance Management Annex coordinates closely with both the Logistics Management Section and ESF #7 - Resource Support and implements the procedures of this annex.

D. Activities

1. PRE-EMERGENCY

   - Emergency Expenditure Plan

      Develop a financial plan to implement emergency spending during disaster operations including activation authority, and payment methods that do not require technologic means.

   - Technology Failure

      Develop a contingency plan to address technology failures including discovery and recovery procedures. Ensure that all technology components of the finance system are identified and provisions for their failure are addressed. Include provisions for power failure, computer failures, etc.

   - Records

      Maintain records of the finance department’s expenditures, obligations, and operational costs of all activities associated with disaster operations.

      Prepare daily reports of all disaster operation expenditures and review, verify, and submit all county expenditures to the appropriate state of federal relief source.

   - Grant Management

      Identify, apply for, and manage grant funds from State and Federal relief sources including mitigation grants and grants to replace destroyed public facilities.

2. EMERGENCY

   - Manage the Time Unit

      Ensure proper daily recording of personnel time, in accordance with the policy of Cochise County.

      Ensure that the Logistics Section records or captures equipment usage time, though IC usage and verify records for accuracy, overtime charges, and posted per Cochise County finance guidelines.
• Manage the Procurement Unit

Administers all financial matters pertaining to vendor contracts.

Coordinates with local jurisdictions to identify sources for equipment, prepares and signs equipment rental agreements, and processes all administrative requirements associated with equipment rental and supply contracts.

• Manage the Compensation and Claims Unit

Under ICS, a single unit handles injury compensation and claims. Additional support for handling injury compensation, maintaining files regarding injuries and illnesses associated with the incident. Ensures that all witness statements are obtained in writing. Coordinate County and medical records for audit purposes of any investigations of all civil tort claims involving property associated with or involved in the incident.

Compensation of Private Property.

The Cochise County Finance Department will review any claims from responders and their organizations for damage or destruction of equipment used in response that could be the County’s liability. Procedures for the compensation of private property will be done according to Cochise County Finance Department policies and procedures and the County’s Self-Insured processes.

• Manage the Cost Unit

Provide cost analysis data for the incident.

Ensures that the equipment and personnel for which payment is required are properly identified.

Obtain and record all cost data, and analyze and prepare estimates of incident costs. Provides input on cost estimates for resource use to the Planning Section.

Maintains accurate information on the actual costs of all assigned resources.

3. RECOVERY

All disaster respondents, city/county or otherwise, who support a response may receive a request from the Financial Annex. These agencies must submit their preliminary reimbursement request to the County Finance Department within 15 business days of the end of the incident (or sooner as the Financial Department requests). This is a reasonable time frame due to the fact that for Presidential Declaration, the State must have all information from the county received and to the Federal government within 30 days.
The final request could include the following:

**Salaries**
A schedule is needed for all employees that responded above and beyond daily county hours - time worked, pay rates/matching rates, and separating overtime and weekends.

**Travel**
Copies of any travel vouchers that have been paid due to disaster response. The appropriate Finance Director must certify these as true expenditures.

**Equipment & Supplies**
Copies of any equipment and supplies and the approval slips/authority for these items that have been bought and USED for disaster response.

4. **MITIGATION**

After the final recovery actions are completed (which may take several months), the Finance Department may develop or modify existing county ordinances or policies based on the actions taken during an incident.

Additional protocol from State and Federal requirements will be placed into the County’s plans if State and Federal funding places any requirements for the County at large.

Additional steps required by mitigation grants or loans will be processed at during this phase.

Any additional steps to streamline the release and collection of emergency funding will be incorporated into Finance Department policy.

VI. **ORGANIZATIONAL ROLES AND RESPONSIBILITIES**

**PRIMARY: Finance Department**
- Coordinate supervise, and manage the procurement, storage, and distribution of supplies and equipment in an emergency or disaster through the EOC Establish procedures for procurement of emergency supplies and equipment not covered in existing county codes and emergency procedures.
- Determine priorities for procurement of supplies and equipment in coordination with the EOC supervisor.
- Determine locations and procedures for managing staging areas and donated goods, in coordination with the EOC supervisor.
- Develop division procedures that increase capabilities to respond and recover from emergencies and disasters. The procedures may include the identification and notification of critical staff, allocating equipment and supplies, preparedness training of employees, and procurement and storage of emergency supplies.
- Assess and document department damage; reconstitute department; activate response procedures.
- Maintain purchasing and financial records of any expenditure used for response or recovery from the disaster event.
- Provide resources (personnel, supplies, equipment, services, and vendor information), from division stocks, as coordinated by the EOC.
- Return division activities to normal levels unless involved with recovery activities.
- Coordinate, supervise, and manage procurement, distribution and conservation of supplies and resources available for use by county government, in supporting recovery.

V. ADMINISTRATION AND LOGISTICS

A. General Administrative Requirements

1. Mutual Aid

Mutual aids or MOU/Statements of Understanding will be used as a sequential step in securing the needed logistics before the use of county funding. Any costs associated with these contracts will be the responsibilities of Cochise County and reimbursement back to the agencies after proper documentation has been submitted.

2. Administrative Policy and Procedures

To be determined.

3. Record keeping

Records of expenses should be retained per county records retention policies in the County’s Finance Department and copies retained in the Emergency Services Department. The County’s official decisions should be passed through the executive body before made into ordinances, or proclamations.

B. Resource Management & Logistics

1. Resource Management

The Finance Department will support the Finance Section of the EOC with county personnel. Funded resources will be the responsibility of the Logistics Section.

2. Logistics

The following are minimal requirements for a finance contingent on the assumption a representative will be working with county personnel in the EOC. These minimal supplies and equipment will needed.

<table>
<thead>
<tr>
<th>Pre-determine locations and hours</th>
<th>“If disaster strikes” packets</th>
<th>Computer (if possible)</th>
<th>Status Boards/Cork Boards for posting info</th>
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<td>Ink pens/pencils</td>
</tr>
<tr>
<td>Telephone</td>
<td>3 Hole punch and Binders</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6/12/2014
VI. PLAN DEVELOPMENT

A. Annex Development

1. The primary responsibility for coordinating the development and maintenance of *FM - Financial Management* rests with the County’s Finance Department.

2. Other primary and support agencies to this ESF will assist the County ES in developing and maintaining this ESF.

3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

VII. AUTHORITIES AND REFERENCES

State:

LM - LOGISTICS MANAGEMENT SUPPORT ANNEX

PRIMARY AGENCY:

   County: Cochise County Emergency Services

I. INTRODUCTION

A. Purpose
   The Logistics Management Support Annex provides an overview of the framework through which the overall logistics management function operates for incidents involving deployment and use of county resources and integration of State and Federal resources should they be made available.

B. Scope
   1. County Resources
      ■ Using County Staff, Equipment and Facilities
   2. Incorporating Outside Needed Supplies
      ■ Local
      ■ State and Federal
      ■ Private

C. Policies
   Logistics management during Cochise County emergency operations is conducted primarily within the Logistics Sections of the various National Incident Management System-based organizational elements detailed in the Basic Plan.

II. SITUATIONS AND ASSUMPTIONS

A. Situations
   1) Disaster response rapidly consumes organic assets of response organizations.

B. Assumptions
   1) Response organizations do not maintain sufficient inventories of supplies and equipment to satisfy needs beyond normal daily operations.
   2) Local jurisdictions do not have sufficient fiscal resources to meet disaster needs.

III. CONCEPT OF OPERATIONS

A. General
   The structure for logistics depends on logistics partners that provide resources to support incident-related operations. Logistics support is provided for prevention, preparedness, response, and recovery actions during all phases of incident management.
Effective logistics management contributes to mission success while enduring all functions are executed in a unified manner to reduce costs, ensure appropriate support actions, and increase response capability.

In support of the Logistics Management Annex:

**County Interface**

1. The County will coordinate this annex with the following annexes when necessary. Their assigned duties are listed in this Annex’s “Emergency” activities under Materials Management.

   - ESF-1  Transportation
   - ESF 2  Communications
   - ESF-3  Public Works and Engineering
   - ESF-7  Resource Management
   - ESF-8  Medical and Human Health

**State Interface**

1. This annex is supported by the Arizona Emergency Response and Recovery Plan LM - Logistics Management.
2. The State will coordinate with Federal Logistics Management to obtain federal assistance as required.

**Federal Interface**

1. This annex is supported by the National Response Plan Support Annex - Logistics Management.
2. Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.

**B. Organization**

Logistics may establish staging area(s) or distribution points for pre-positioning, receipt, and distribution of supplies. Forward movement of teams, supplies, and equipment is managed by the Logistics Section Chief.

When the EOC is activated the Logistics Section chief may staff up: Resource Coordination Branch, Communications Branch, Information Management Branch, Facility Support Branch, and Fiscal Services Branches, if needed or resume those responsibilities themselves in smaller incidents.

1. The Resource Coordination Branch secures the availability of incident response resources to support various Emergency Support Functions, secures resources to support the response effort of the IC.
2. The Communications Branch assures that landline and radio communications systems required for the EOC operations are maintained and available for immediate use upon activation of the EOC. The Telecommunications Branch may be tasked to provide or coordinate communications support to the IC.
3. Information Management Branch develops and maintains the automation network to support the information needs of the EOC activity and its interface with the IC and community.

4. The Facility Support Branch provides support services to the EOC activity including facility maintenance, food service, facility reception, security, and monitoring of alert and warning systems.

The Logistics and Resource Section will receive tasks for personnel, equipment and material from the Policy Section, Operations Section or the Plans Section. The Logistics and Support Section will satisfy these tasks by the most efficient and expeditious means available while ensuring adherence to current statutes and administrative regulations. The Logistics and Resource Section may be augmented and supported by a Resource Management Team from the State.

C. Activation

On smaller emergency incidents, the Logistics Section will be fulfilled by the Incident Commander On-Scene or through the Emergency Services Coordinator by phone or radio. Logistics will be delivered to the IC, the staging areas or at appropriate places established by the IC.

In the case of expanded operations to include the EOC. The EOC will function as the lead to determine drop off points, coordinated with the IC and staging areas managers. For long term emergencies, the EOC will include State and Federal Resources and open a Regional Coordination Center (RCCs) and the Incident Field Office (IFO). The logistics management annex coordinates closely with ESF #7 - Resource Support and implements the procedures of this annex.

D. Activities

1. PRE-EMERGENCY

   • Material Management

     Logistics personnel find appropriate, time sensitive and cost-effective ways to order materials for county agencies that are needed in daily and routine emergency operations.

   • Personal Property Management

     In this annex, personal property is used interchangeably with equipment, supplies, and goods. County staff have available resources that can be designated or used during an actual emergency.

     Personal items such as wallets, purses, medical prescriptions and family emergency plans are the sole responsibility of each employee. Additional planning assistance to construct a plan for families during an emergency can be found at: www.ready.gov
• Facility Management

County facilities are used on a daily basis for county service operations. These buildings are open from 8 AM to 5 PM (M-F). If needed, each Department Director has keys to open their own offices in the county buildings on weekends or evenings for emergencies.

• Transportation Management

County transportation vehicles are used per Cochise County procedures for county business during non-emergencies. Transportation includes but is not limited to: county cars and trucks and County Parks vehicles.

2. EMERGENCY

1. Material Management

All material support necessary for operations are sourced through the following ESFs when they are activated and requested to do so:

ESF #2 Communications supports telecommunications and information technology services for county services at daily facilities, alternative emergency government locations, and shelter operations.

ESF #3 Public Works and Engineering provides operational support for mobilization to staging areas, IC or to shelters.

ESF #7 Resource Support - to activate, notify or obtain (pick up or delivered) equipment and supplies from county buildings or offices.

ESF #8 Health and Medical Services supports public health and medical services for local, State and Federal incident managers.

Subsequent to a Presidential Declaration, if other county property is used for incident management operations and the County has properly declared a State of Emergency, if the County’s property is lost, damaged, stolen or consumed, the agency may be reimbursed for the cost or partial use of the property if the required documentation is provided to ADEM within the designated period assigned to do so.

The process for requesting reimbursement is found in the Financial Management Support Annex.

2. Personal Property Management

All county departments and agencies acting within the scope of incident response and recovery account for their personal agency property in accordance with existing county procedures.

Personnel property specifically designated to an agency may need authorization to be used outside of the agency. The County has procedures dealing with any county damage, lost or stolen property.
This includes: vehicles, communication equipment (computers or phones, audio equipment), construction and agency property.

3. Facility Management

County buildings will be available for emergency purposes when approved by the executive committee.

4. Transportation Management

All transportation support necessary for operations are sourced through the following ESFs when they are activated and requested to do so:

ESF #1 Transportation - serves as the point of contact for requesting transportation assistance in support of agencies under the Cochise Emergency Operations Plan.

ESF #1 remains operational until the coordination for the movement of resources can be transitioned to ADEM IC Logistics. The decision for transition is made in agreement with the State Logistics Section, the IC, Cochise County EOC and the State Coordinating Officer. ESF #1 will remain to assist at the county level for the set up of outside resources.

3. RECOVERY AND MITIGATION

1. Material Management

Each agency responding with their materials should submit a copy of their expenses for these materials and their exact use in the disaster. These reports will be audited during State and Federal reimbursements - so the exact use of what was purchased has to be included with the receipt.

Supplies purchased and not used for the disaster will either be returned for the original cost or placed into inventory with the appropriate agency and dealt with after the incident paperwork has been completed. The County funds will pay for these materials if certain requirements have been met. The first requirement resulting from the original approval from the Executive Group based on disaster potential need. If emergency approval was not warranted through a Department Supervisor or the Executive group, the cost may be incurred by the agency’s own budget amounts if purchased during the incident time frame. Expenses will be reviewed on a case-by-case basis by the Finance Department.

2. Personal Property Management

The Finance Department will review the replacement need for purchasing new personal property for the agencies if a substituted replacement cannot be secured. Any agency personal property that is damaged, stolen or inoperable after its use during an incident will be reviewed on a case by case basis. The proof of this use needs to be backed up by proper documentation. The use of any personal property should be documented during 15 days after the incident on a report to show the use of the property was indeed needed during an incident.
Items not previously documented for use on paper and included in the incident time frame paperwork may be the sole responsibility of the agency if it malfunctions in the near future and reimbursement is submitted to the Finance Department.

3. Facility Management

Facilities used by Emergency Management and Disaster agencies will remain in use until such time as the operations can be moved to a better location or the demobilization of the operation. The relocation of the operations will be based on the facility need for that building. If populations working or assigned in that building were temporarily replaced, a review of the greater need for the facilities will be reviewed by the County Manager and the Board of Supervisors. The County executive committee will then determine the facility’s best use and work to maintain the best needs of a displaced party. If facilities are damaged, temporary locations will be assigned by the executive committee.

VI. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

PRIMARY: Cochise County Emergency Services

- Participate, with operations and other contingency staffs, in coordination and decision-making meetings, situational awareness coordination, incident action planning, and conference calls.
- Translate operation-generated requirements into incident or contingency-specific logistics plans for leadership approval.
- Establish communications and coordination among county, and State logistics partners to locate and stand up logistics facilities.
- Begin transporting resources with ESF #1 Transportation support.
- Coordinate deployment support of other response resources to designated logistics facilities and other points.
- Provide Resource tracking.
- Analyze requests for county resources to determine cost-effective and timely means to meet requirements.

V. ADMINISTRATION AND LOGISTICS

A. General Administrative Requirements

1. Mutual Aid

No established mutual aid or statements of understanding are in place for this annex.

2. Administrative Policy and Procedures

County Emergency Services, as the primary agency for this annex will organize, coordinate, and supervise the logistics operations at the EOC other joint agencies at the IC taking on the logistics element of the incident.
3. Record keeping

Logistics shall be responsible for documenting all resources used - personnel and equipment deployed, supplies used. Approval for these items will be required to provide reimbursement through cost accounting after the incident and provide a permanent record.

B. Resource Management & Logistics

1. Resource Management

Once the source is identified, the resource will be delivered to the location specified by the Logistics Section in coordination with ESF #7 - Resource Support. Initial requests may be handled directly through the IC and operations section staging areas until such time as the Cochise County EOC is operational and requests are filtered through the Logistics Section.

2. Logistics

Logistics will staff either at the EOC or IC. The options they have to fill requests will come from the following methods:

- Fill requests from the existing resources within the county.
- Request the use of mutual aid and the agency’s resources.
- Prepare a requisition and recommend commercial sources for goods and services to the Finance Department (Finance Section) as applicable.
- If the resource cannot be obtain, the Logistics Section will then inform the IC and request any further resources from State and Federal Response if/when the NIMS expansion is needed for multi-agency response.

VI. PLAN DEVELOPMENT

A. Annex Development

1. The primary responsibility for coordinating the development and maintenance of Support Annex - Logistics Management rests with the County ES.

2. Other primary and support agencies to this ESF will assist the County ES in developing and maintaining this ESF.

3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

VII. AUTHORITIES AND REFERENCES

Cochise County:

a. Cochise County Finance Current Policy and Procedures
PSC - PRIVATE SECTOR COORDINATION

PRIMARY AGENCY:
County: Cochise County Emergency Services

I. INTRODUCTION

A. Purpose
This annex describes the activities necessary to ensure effective coordination and integration with the private sector, including the county’s critical infrastructure, key resources, and other business and industry components.

B. Scope
1. Problem solving
   ■ Reducing impact of incident
2. Information sharing
3. Maintaining Goods and services
   ■ Restoration of the affected area

C. Policies
None.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1) Major disasters will damage some areas of the county - the major impacts could include: infrastructures (water, gas, electric, sanitation, communications); property damage; transportation routes (roads, bridges etc.); food sources and displaced populations.

B. Assumptions

1) Local and community resources will depend on each other in the event of a large scale disaster. Both public and private resources will have to be used to build back the affected area.

2) Everyone’s needs in the affected area will not be met - limitations are in place for housing, food, and basic needs. Although different agencies will assist in providing comfort to the affected groups, these agencies may only perform minimal tasks based on their budgets and staffing.

2) The local and county government will provide clear and timely updates of the situation and the progress to move forward to the communities affected.

3) Limited public and private sector funds will be available to restore the affected communities immediately in a large scale event.
4) Displaced populations with will be in the economic sector may be busy restoring their economy lifelines during a recovery period.

5) Following a major disaster, first responders who provide fire and medical services will not be able to meet the demand for these services. Factors as number of victims, communication failures, and road blockages will prevent people from accessing emergency services they have come to expect at a moment's notice through 911. People will have to rely on each other for help in order to meet their immediate life saving and life sustaining needs. Under these kinds of conditions, family members, fellow employees, and neighbors will spontaneously try to help each other.

III. CONCEPT OF OPERATIONS

A. General

During and after an incident, people will be looking for answers from their elected officials and from the government in general. The initial Joint Operations Center (JOC) will be the building block of private and public collaboration.

The disaster/incident will be classified in one of three groups:

1) Federal (Presidential Declaration)
2) State (State of Emergency)
3) County and local (State of Emergencies)

The Private Sector Coordination will assist in all three groups - but will be the most important in the county and local group. Aid from the State and Federal Government does not arrive overnight and most times partially pays for damage to the infrastructures of the communities/county with damages. This leaves the communities to fend for themselves and support families in their areas. Some businesses may also be affected and will need help to re-establish an economy.

In support of ESF #15:

County Interface

1. The county will coordinate this annex with the following ESF annexes when necessary and if available or the Private Sector may take on the roles of these ESFs too:

   - ESF-1 Transportation
     - Assist in shipping resources in community
   - ESF 2 Communications
     - Provide equipment and staff to share information
   - ESF-3 Public Works and Engineering
     - Work with communities to get them restored
   - ESF-5 Emergency Management
     - Provide assistance to communities
   - ESF-6 Mass Care, housing and human Services
     - Provide opportunities for groups in the shelters
ESF-7 Resource Support  
- Collaborate the community into the restoration process

ESF-8 Medical and Human Health  
- Provide worker safety and protection information for people cleaning up their communities.

ESF-9 Urban Search and Rescue  
- Give guidelines for reporting missing people

ESF-10 Oil and Hazardous Material  
- Provide technical advise on entering toxic locations or handling potential hazardous materials

ESF-11 Agriculture and Natural Science  
- Assist in food distribution, special needs & animal care

ESF-12 Energy  
- Provide information on the proper way to restore facilities and homes.

ESF-13 Public Safety and Security  
- Assist with establishing zones for clean-up and neighbor protection

ESF-14 Mitigation and Recovery  
- Problem Solve and prioritize community needs

ESF-15 External Affairs  
- Open communication to support private-public support

State Interface

1. This annex is supported by the Arizona Emergency Response and Recovery Plan CR - Community Relations.

2. The State will coordinate with Federal Private Sector Coordination to obtain federal assistance through the forms of individual assistance and small business administration loans, as required during a Presidential Declaration.

Federal Interface

1. This annex is supported by the National Response Plan Support Annex - Private Sector Coordination.

2. Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.

B. Organization

In the Incident Management System, Private Sector groups can be established in the plans and the Logistics Sections. Under the Plans Section, a representative in the Resource and Recovery Divisions as well as in the Support Division under Logistics would service to be the best fit.
C. Activation

Once the incident is determined to be a long term incident (one that will not be resolved in a day), the Private Sector Liaisons should be notified of the situation and invited to join the EOC. Unless determined before hand, these representatives should report to the EOC. If alternative locations have been established prior to an emergency (i.e., public library, community center, mall or shopping center kiosk/outlets, the representatives can act as liaisons establishing posts for communications back to the EOC.

D. Activities

1. PRE-EMERGENCY
   - Build up community support by including the private sector into Emergency management operations. This includes (but not limited to): starting Community Emergency Response Teams (CERT) and training at a minimum at least quarterly; working with infrastructure companies to learn about their restoring roles and timeframes; developing rapport with service groups and clubs in the area to open ideas up to problem solve during times of disaster/incidents.
   - Establish a private-public representative for the State JIC to work with local communities to provide communications to them on a one-to-one basis.
   - Build in a position(s) for key Private Sector liaisons (Better Business Bureau, Marketing or Retail Groups, and Service groups) into the EOC in the Planning or Logistics Sections of the EOC.

2. EMERGENCY
   - Have the EOC activate the Private-Sector Liaisons to work during the early stages of the disaster to provide additional options for resources and problem solving.
   - Involve the private sector in the ESF process, allowing them to establish the needs of the community and how private sector can assist the communities restoring their locations.

3. RECOVERY
   - Have Emergency Services coordinate with the Private Sector Liaisons to share information from the local, county, State and Federal governments to their communities.
   - Activate a Share and Assist Program, staffed by a public and private sector representative where the needs of the unmet community (where government services cannot help) can be posted or recorded and the community can assist requested needs through the private sector.
4. MITIGATION

- Conduct after action sessions with members of the community to point out the delays and the successes of the past incident. Conduct buy-in roles to make a response better for any future occurrences.

- Include the liaisons into the county exercise/training process. Conduct tabletops with problems for all responders and community leads to determine “best recommendations”.

IV. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

**PRIMARY:** Cochise County Emergency Services

- Work with government officials to determine the best methods to incorporate the private sector into the emergency management process.
- Conduct meetings between the private and public sector representatives to promote problem solving prior to an emergency.
- Involve the members on the Local Emergency Planning Committee (LEPC) to assist in the development of a private sector coordination plan.
- During an emergency, notify the Private Sector Liaison(s) of the situation. Once they are present in the EOC, allow them to review the incoming information to see if private resources could not help government assets.
- Determine limitations for the county by using and incorporating private sector representatives into the county system.
- Develop informational packets that can be handed out by private sector staff that cover:
  - Temporary Housing
  - Food
  - Repair to uninsured homes
  - Permanent Housing Construction
  - Other Needs: Day to Day living (banking, buying resources, temporary employment)

- Conduct training or provide the Private Sector representatives with State and Federal disaster informational packets. These might include: FEMA’s Individuals and Households Program and U.S. Small Business Administration low-interest loans for damage to property owned by homeowners, renters, businesses and private non-profit organizations that are not fully covered by insurance.

V. ADMINISTRATION AND LOGISTICS

A. General Administrative Requirements

1. Mutual Aid

   Create mutual aid or memorandum of understanding with major employers in the area or with infrastructure companies, service groups or related public sector businesses. Include any limitations on using the private sector in EOC operations.

2. Administrative Policy and Procedures
To be determined.

3. Record keeping

Records of any meetings should be retained per county records retention policies. The County’s official decisions should be passed through the executive body before made into ordinances, or proclamations.

B. Resource Management & Logistics

1. Resource Management

The initial problem solving will occur in the EOC with representatives from the private and public sector. Since the implementation of this plan depends on the staffing and resources in the county, the logistics and management of the private sector will be developed during an actual incident, although a list of potential liaison groups will be included in the County’s plan.

2. Logistics

The following are minimal requirements for a private sector contingent on the assumption a representative will be working with county personnel in the EOC. These minimal supplies and equipment will needed.

<table>
<thead>
<tr>
<th>Pre-determine locations and hours</th>
<th>“If disaster strikes” packets</th>
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<tr>
<td>Telephone</td>
<td>3 Hole punch and binders</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VI. PLAN DEVELOPMENT

A. Annex Development

1. The primary responsibility for coordinating the development and maintenance of the Private Sector Coordination rests with the County ES.

2. Other agencies supporting the EOC will assist the County ES in developing and maintaining this ESF.

3. A periodic review will be conducted of this annex for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

VII. AUTHORITIES AND REFERENCES

Federal:

State:
   a. Arizona Emergency Response and Recovery Plan (SERRP) CR Community Relations

Appendices
Appendix 1 - Potential Private Sector Liaisons
Appendix 1 - PSC - Private Sector Coordination
Potential Private Sector Liaisons

1) Service Clubs

Kiwanis Club of Bisbee  
P.O. Box 55  
Bisbee, AZ 85603  
520-432-4552

Bisbee Rotary Club  
P.O. Box 21  
Bisbee, AZ 85603  
520-432-2656

Elks Lodge - Willcox 2131  
520-384-2131

Elks Lodge Sierra Vista 2065  
(520) 458-2065

2) Marketing/Retail Associations & Businesses

Better Business Bureau  
Serving: Pima, Cochise, Santa Cruz, Graham & Greenlee Counties.  
434 S Williams Blvd STE 102  
Tucson, AZ 85711  
Phone: (520) 888-5353  
Outside Metro Tucson: (800) 696-2827  
Fax: (520) 888-6262  
Office Hours: 9:00-5:00 Monday through Friday

3) Elderly Services

Office for Aging  
1789 W. Jefferson - #950A  
Phoenix, AZ 85007  
602-542-4446

4) Youth Groups

Boys and Girls Club of Bisbee  
401 Arizona Street  
Bisbee, AZ 85603  
520-432-3010

B & G Club of Sierra Vista  
128A South First St.  
Sierra Vista, AZ 85636  
520-515-1511

5) Social Services and Non-Profits

Bisbee Coalition for the Homeless  
P.O. Box 5852  
Bisbee, AZ 85603  
520-432-7839

Catholic Community Services  
18 Howell St.  
Bisbee, AZ 85603  
520-432-2285
ST - SCIENCE AND TECHNOLOGY SUPPORT ANNEX

PRIMARY AGENCY:

County: Cochise County Emergency Services

SUPPORT AGENCIES:

County: Cochise County Information Technology Department
State: Division of Emergency Management (ADEM)
Federal: Federal Emergency Management Agency (FEMA)
Environmental Protection Agency (EPA)

I. INTRODUCTION

A. Purpose

This annex describes the framework for technical resources to prepare for, respond to, and recover from events considered major incidents. It ensures that policy makers and responders at all levels receive coordinated, consistent, accurate, and timely scientific and technical information, analysis, advice, and technology support.

B. Scope

1. Scientific and technical recommendations

C. Policies

None at this time.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1) Local disasters will disrupt services and technology beyond the scope and knowledge of the government services in the area.

B. Assumptions

1) County Government, responding agencies, the private sector, and nongovernmental organizations are capable of providing expert scientific and technical information, analysis, and advice, and state-of-the-art technology support.

2) Subject Matter Experts will be available and specific to the need at hand during an incident.

3) Professionals and experts in the field are identified and available in the following areas of expertise: Chemical; Explosive, Weapons of Mass Destruction, Radiological, Medical, Health, Computer, Mechanical, Construction, Architectural and Environmental.
III. CONCEPT OF OPERATIONS

A. General

The operation of this annex strongly depends on the notification and excess of available information sources that are scientific and technological in nature. Issues that develop during a natural disaster or man-made incident will require immediate technical advice from both government and private sector sources. The EOC will play the central location for receiving this information initially. Specific technical information (i.e. National Response Center, ChemTrec, etc.) may be accessed directly from the responders requiring direct contact with databases and professions on-scene.

In support of ESF #15:

County Interface

1. The county will coordinate this annex with the following ESF annexes when necessary:

   - **ESF-3 Public Works and Engineering**
     - Advise on building structures, codes, flood control
     - Rebuilding and Restoration infrastructures
   
   - **ESF-5 Emergency Management**
     - Notification of Federal agencies
     - Intelligence Planning/Mapping
   
   - **ESF-8 Medical and Human Health**
     - Health issues, toxicology matters
     - Chemical impacts, medical, disease
     - Environmental safety
   
   - **ESF-10 Oil and Hazardous Materials**
     - Chemical and HazMat issues
   
   - **ESF-11 Agriculture and Natural Science**
     - Livestock, crop and food distribution systems
     - Geographic and Land Development
   
   - **ESF-12 Energy**
     - Infrastructure systems
     - Nuclear issues
   
   - **ESF-13 Public Safety and Security**
     - Crime, investigations
     - Weapons, intelligence databases

State Interface

1. This annex is supported by the Arizona Emergency Response and Recovery Plan and will incorporate the agencies provided to the State through the Federal Science and Technology annex to obtain federal technical assistance as required.
Federal Interface

1. This annex is supported by the National Response Plan Support Annex - Science and Technology.

2. Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.

B. Organization

In the Incident Management System, the Science and Technology annex will function through the Emergency Management Technical Division that reports to the Plans Section. This element can also be moved into State and Federal joint Operations Centers in the Planning/Intelligence Sections, when necessary. Separate EOCs for specific agencies may be operating apart from the Cochise County EOC due to the resources in their own locations (databases, networks) and the protection of distance from on-scene and EOC constant activities.

C. Activation

Initially, the on-scene IC or responders may enact this annex by specifically notifying their contacts to help them on a localized level responding to their specific task. As the incident grows, the EOC will be activated and the IC and responders will be looking for advice from the Planning Section and Executive group to resolve, reduce or control situations that are developing throughout the county.

D. Activities

1. PRE-EMERGENCY

   - Establish Subject Matter Experts (SMEs) through networking at Emergency management conferences, regional trainings and through county responses.
   - Create a comprehensive database with contact information for various elements of response to recovery phases.
   - Invite the technical experts to tabletop discussions on weapons of mass destructions or large incident natural disasters. Initiate discussion on problems and limitations that these incidents will create and collect the “best lessons” and names of people that have information that can contain, control or eliminate problems that have the potential to occur during an actual incident.
   - Identify public and private communication facilities, equipment, and personnel located throughout Cochise County including emergency communications vehicles or mobile command posts.
   - Develop and coordinate frequency management plans for use in disaster areas.
   - Provide reliable links and maintain available support services for county disaster communications with local, State, and Federal government agencies.
2. EMERGENCY

- Notify SMEs early during the incident if specific information has been unclassified and an early assessment of problem solving can be set in place.
- Conduct communication and technology needs assessments, prioritize requirements, and make recommendations to deploy equipment and personnel to affected areas, as required.
- Dedicate a representative in the Planning Section (support staff or Division Leader) to record or collect and organize information sent to the EOC for the purpose of resolving specific issues.
- Provide capability for responsible officials to receive emergency information and communicate decisions.
- Make communications channels available to provide appropriate information to the public concerning safety and resources required for disaster recovery.
- Gather all forms of communication damage assessment information from public and private organizations (including telephone outages) and report to the State by alternative means if necessary.

3. RECOVERY

- Conduct after action conferences on the incidents with the SMEs that supported the science and technology annex.
- For on-going issues, assign a county representative from the appropriate office to close out any follow-up paperwork (i.e., medical issues, environmental issues, chemical clean-up etc.)

4. MITIGATION


VI. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

PRIMARY: Cochise County Emergency Services

- Develop current resources lists for communication, technical contacts and commercial assets that will aid in maintaining channels of communication during an incident.
- Obtain technical and science based information from the private sector, as required. This includes communication, scientific and military.
- Develop two way communications to the sources of information from the EOCs, IC and any response agencies.
- Identify, train and assign personnel to maintain contact with all stand up operations in response in the county.
SUPPORTING:

<table>
<thead>
<tr>
<th>Agency</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td>ADEM</td>
<td>• Provide State SMEs at the SEOC or as a Liaison to the IC or County’s EOC, or Federal JOC.</td>
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<td></td>
<td>• Provide State agency technical speakers for PIO/JIC activities to explain response operations that are medical or military in nature.</td>
</tr>
<tr>
<td>FEMA/EPA</td>
<td>• Support State and county, local incidents with Subject Matter Experts and Federal agency resources as noted in the National response Plan.</td>
</tr>
<tr>
<td>IT Dept.</td>
<td>• Compile research and data from GIS systems, computer databases and network systems.</td>
</tr>
<tr>
<td></td>
<td>• Maintain computer operations, provide back up systems to provide an immediate link to State and Federal agencies via the Internet.</td>
</tr>
<tr>
<td>FBI</td>
<td>• Establishes the JOC in cases where criminal investigations from terrorist based organizations occurs. Will lead the Planning/Intelligence Section in Incidents of Major Significance.</td>
</tr>
</tbody>
</table>

V. ADMINISTRATION AND LOGISTICS

A. General Administrative Requirements

1. Mutual Aid

   No established mutual aid or statements of understanding are in place for this annex.

2. Administrative Policy and Procedures

   County Emergency Services, as the primary agency for this annex will organize, coordinate, and supervise science and technology operations with the joint agencies taking on the science and technology element of the incident.

3. Record keeping

   Each EMS organization shall be responsible for documenting activities, personnel and equipment deployed, decisions made, and other information required for evaluation of the emergency response, cost accounting, and retention as part of the Incident permanent record.

B. Resource Management & Logistics

1. Resource Management

   Sufficient county communication systems are provided through the 911 Communication center and in the county buildings for the initial contact of needed agencies. Additional resources can be obtained through the State or Private sectors, if the original equipment systems are damaged beyond repair.
2. Logistics

Logistics will strongly depend on the communication and internet network systems in place to get information and advice between agencies. Resources for maintaining the communications will come from both County IT and Sheriff’s Departments and the private sector through telecommunications companies.

Logistics for these agencies will be the responsibilities of each agency which involves inventorying the equipment and supplies within their own departments.

VI. PLAN DEVELOPMENT

A. Annex Development

1. The primary responsibility for coordinating the development and maintenance of ESF 15 *External Affairs* rests with the County ES.

2. Other primary and support agencies to this ESF will assist the County ES in developing and maintaining this ESF.

3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

VII. AUTHORITIES AND REFERENCES

Appendices

Appendix 1 - Cochise County Agencies with Subject Matter Experts
Appendix 1 - St - Science and Technology
Cochise County Agencies with Subject Matter Experts

a. Chemical and Mining (toxic, explosive)
   Cochise County Emergency Services

b. Hospitals/Laboratories/Medical
   Cochise County Health Department

c. Military References (Ft. Huachuca) WMD/Computer
   Cochise County Emergency Services
   Cochise County Information Technology

d. Computer/Networking Agencies
   Cochise County Information Technology

e. Mechanical/Constructional/Architectural
   Cochise County Facilities

f. Insurance Companies
   Cochise County Human Resources
VDM - VOLUNTEER DONATIONS MANAGEMENT ANNEX

PRIMARY AGENCY:

Volunteer: American Red Cross - Grand Canyon Chapter (Local and Federal)
The Salvation Army

SUPPORT AGENCIES:

County: Cochise County Emergency Services
State: Division of Emergency Management (ADEM)
Volunteer: Local Volunteer Organizations Active in Disasters (VOADs)

I. INTRODUCTION

A. Purpose
This annex provides guidance for the management of donated disaster relief goods and services during an emergency situation in Cochise County. It is written to facilitate the receipt, sorting, prioritizing, and distribution of donated goods and services to meet immediate requirements.

The purpose of this annex is to outline the concept of operations, organizational arrangements, and responsibilities for coordinating the efforts of volunteer groups and local government to manage donations of goods and services that may occur in the aftermath of an emergency situation.

B. Scope

1. Coordinating Volunteers
2. Accepting and Processing Donations

C. Policies

Accept for the use of Telecommunication Ham Radio Operators in the EOC, it is the policy of the county not to attempt to train and instruct volunteers during an emergency; therefore all volunteers responding to this emergency and not associated with a response organization will be referred to the American Red Cross.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1) Cochise County is at risk from a number of hazards that could threaten public health and safety as well as private and public property. Should a major disaster or a lesser emergency occur where there is a high level of media interest, many individuals might want to donate money, goods, and/or services to assist the victims or participate in the recovery process. The amount of donations offered could be sizable. Disaster service organizations could face extreme difficulties in receiving, storing, securing, sorting,
transporting, accounting for and distributing the donations to the disaster victims and supervising volunteer workers desiring to assist in the effort.

2) The county does not wish to operate a system to collect, process, and distribute donations to disaster victims. Such a system is best operated by community-based organizations and other volunteer Voluntary Organizations Active in Disasters (VOADs) who have successfully handled donations in the past. Local government does, however, desire to coordinate its donation management efforts with volunteer organizations and agencies.

B. Assumptions

1) Should a major emergency or disaster occur, donations might be given and/or delivered to the county whether or not they are requested. In large quantities, such donations may overwhelm the capability of the local community to handle and distribute them.

2) In a catastrophic disaster affecting the jurisdiction, the city and local volunteer groups and agencies may be adversely affected and may not be able to cope with a sizeable flow of donations.

3) Donated goods may be offered to local volunteer groups for them to distribute as appropriate. Donations of cash for disaster victims should be made to local social service agencies, as appropriate.

4) Many individuals donate goods that are not needed by disaster victims or offer services that are not needed in the recovery process. Receiving and sorting unneeded goods or hosting volunteers who do not have needed skills wastes valuable resources; disposing of large quantities of unneeded goods can be a lengthy and very costly process.

5) In some cases, the amount of donations received by a community may relate more to the media attention the emergency situation receives that the magnitude of the disaster or the number of victims.

6) Donated goods may arrive in the local area without warning, day or night. Delivery drivers will want to know where they should deliver their load and who will unload it. They typically want their cargo off-loaded quickly so they can minimize down-time.

7) Most personal donations are given little expectation of return other than the personal satisfaction of giving and perhaps some acknowledgment of thanks. However, some donations may be unusable, have “strings attached,” or not really be donations at all.

They may:

a. Be given with an expectation of some sort of repayment, publicity, or a tax write-off.
b. Be items that are out-of-date (such as expired foodstuffs or pharmaceuticals) unusable (broken furniture; dirty or torn clothing) or unsuitable (food that requires refrigeration, winter coats in August).
c. Be volunteer services that do not meet the announced or advertised expectations or capabilities; skilled trades that are not properly licensed or certified.
d. Be provided illegally as a ruse in a fraudulent process to obtain money from disaster victims.

e. Be offered at a “discount” to disaster victims, with any real savings being minimal or nonexistent.

f. Be offered in limited quantity as a deception to simply show an “association” with government or disaster relief as a basis for future advertising or publicity.

8) Donors may want to:
   a. Know what is needed in the local area -- cash, goods, and/or services.
   b. Know how they should transport their donation to the local area, or if there is someone who can transport it for them.
   c. Start a “drive for donations” to help disaster victims, but have no knowledge of what to do and how to do it.
   d. Earmark their donation for a specific local group or organization, such as a church, fraternal society, or social service agency, or want to know to who, specifically, received their donation.
   e. Have their donation received by a local official and/or receive a letter of appreciation or public recognition.
   f. Want to be fed and provided with lodging if they are providing volunteer services.

9) Disaster victims may:
   a. Desire immediate access to donations before they are sorted and ready to be disseminated at appropriate distribution points.
   b. Believe that the donations have not been or are not being distributed fairly if they do not have information on the process of distributing donations.
   c. May have unmet needs which can be satisfied by additional donations.

III. CONCEPT OF OPERATIONS

A. General

Donations Management: The objectives of the donations management program are to:

1. Determine the needs of disaster victims and inform potential donors of those needs through the media and a variety of other means.
2. Assist VOAD groups that receive, process, and distribute goods and cash donations to victims that can be used to recover from a disaster.
3. Accept offers of volunteers and donated services that will contribute to the recovery process.
4. Discourage the donations of goods and services that are not needed, so that such donations do not in themselves become a major problem.

Volunteer Categories: For the purpose of this annex, volunteers will be categorized into three groups:

1. Organized Volunteers
   These volunteers are part of a trained and organized emergency response volunteer group. They may report to the Volunteer Action Center (VAC) individually or as a group for assignment or they may also self-deploy in the event of a major catastrophe. (If self-deployed, however, it is mandatory they establish
communications and take direction from the VAC as soon as possible). These Organized Volunteers shall have some identifying uniform, ID badge, jacket, vest or hat.

Organized or affiliated volunteer response groups shall be pre-identified. These groups will include (but not be limited to): Community Emergency Response Teams (CERT), Community Organizations Active in Disaster (COAD), Sheriff’s Office volunteers, cadets, posse and reserves, Amateur Radio Emergency Services (CARA/RACES/SEARS) volunteers, Red Cross (RC) volunteers, Salvation Army (SA) volunteers, Civil Air Patrol (CAP), and the Medical Reserve Corps. Note: All volunteers will not be expected to operate at a level beyond the extent of their training.

2. Unorganized, but Skilled Volunteers

These volunteers may not be associated with an organized volunteer group or may be separated from their established group, yet are available for assignment to any task for which they are qualified and proficient. These volunteers will often have some form of written certification, card or license identifying them as a professional. These volunteers include: doctors, nurses, contractors, food handlers, radio operators, engineers, electricians, plumbers etc.

3. Unorganized and Untrained Volunteers

These volunteers have no identified emergency skill and must be trained at the VAC or sent to an organized volunteer group for training and briefing before being assigned/released to a task. These volunteers may not have a visible means of identifying them as a volunteer and should thus be issued some sort of official means of identification prior to being sent into the field. These volunteers also require a designated trained volunteer or employee leader to supervise their activities. Logical leaders for these volunteers are: Organized Volunteers not otherwise being used, county/city employees, work crew supervisors etc.

In support of ESF #15:

County Interface

1. The county will coordinate this annex with the following annexes when necessary:

   ESF-1 Transportation
   - Movement of goods to distribution centers and county dump
   ESF 2 Communications
   - Maintain equipment for communication between locations
   ESF-5 Emergency Management
   - Coordinate county response to donated goods
   ESF-7 Resource Support
   - Coordinate county staffing with disaster related locations
   ESF-15 External Affairs
   - Share information on accepting and distribution of donated goods.
State Interface

1. State Support Annex (Donations Management) will coordinate with Cochise County to handle additional support.

Federal Interface

1. This annex is supported by the National Response Plan - Support Annex (Volunteer and Donations Management).

2. Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.

B. Organization

In the Incident Management System, Volunteer Donation Management is found in the Recovery Division of the Planning Section under the primary agency control of the American Red Cross (donated items not including food) or Salvation Army (food based) until or unless another agency takes on either role.

C. Activation

Although in a major incident, the County may achieve National Media coverage, immediate plans for the Donations Management must be pre-established. This will include involving the County’s Finance Department for local funds and/or the use of the American Red Cross to receive both physical items and currency. A county facility or parking lot may serve as the first drop off points for unrequested items sent to the County. The Salvation Army working with the local Food Bank should be activated to accept food donations unless it is not operational due to the incident.

At the request of the Emergency Services Director, any Incident Commander, a volunteer Center can be opened. The American Red Cross will be the primary agency in charge of classifying, registering, training and assigning volunteers.

The American Red Cross will have primary responsibility for opening and operating the Volunteer Center. The representative of other disaster response groups such as: CERT, COAD, Salvation Army, Civil Air Patrol, Red Cross, faith-based groups etc. will be called on to assist in the operations.

A suggested partial list of possible task areas for volunteers with appropriate background and training may include:

Response

☐ Damage Assessments  ☐ Firefighting
☐ Search and Rescue  ☐ Hazardous Materials Control
☐ First Aid/Medical Response Triage  ☐ Flood Fighting
☐ Debris Clearing
Mitigation

- Communications
- Human Shelter Operations
- Animal Shelter Operations
- Unified incident Command Staffing
- Administrative/clerical support
- Food Preparation
- First Aid
- Child Care
- Elder Care
- Traffic Control

Recovery

- Debris Clearing
- Post Traumatic Stress Counseling
- Structural Construction
- Materials Handling
- Plumbing
- Carpentry
- Electrical Repair

D. Activities

1. PRE-EMERGENCY

- Appoint a Donations Coordinator and a Volunteer Coordinator through VOAD or Community organizations and to oversee pre-disaster donations management planning and assign responsibilities for various donations management activities.
- Identify possible sites for the VOAD (if needed), any phone referral bank, staging area and distribution points, and a place for volunteers to check-in (Volunteer Center).
- Develop tentative operating procedures for the phone bank in regard to your PIO.
- Determine how those facilities will communicate with each other and the EOC.
- Identify and coordinate with those volunteer organizations that could provide assistance in operating the jurisdiction’s donations management program.
- Brief elected officials, department heads, and local volunteer groups on a periodic basis about the local donations management program.
- Brief the local media so they understand how the donations program will work so they can be prepared to advise the public of specific donation needs, discourage donations of unneeded items, disseminate information on the availability of donated goods, and provide other information as applicable.
- Brief citizen groups on how they can contribute to disaster relief with their donations and how a donations management program typically operates.
- Include consideration of donation management in local emergency management exercises to test donations management plans and procedures.
- Ensure contingency procedures are established for rapidly activating a bank account to receive and disburse monetary donations.

2. EMERGENCY

- Review the donations management program with senior government officials.
- Activate the donations center by notifying the Volunteer agency or community agency.
- Review volunteer needs based on location operations.
- Identify and prepare specific sites for donations management facilities and assist, if needed, to help assemble needed equipment and supplies.
- Identify and activate staff for donations management facilities.
• Provide the media (through the PIO) with information regarding donation and volunteer needs and procedures, and regularly update that information.

3. RECOVERY

• The VOAD should determine which donations management facilities will and will not be activated.
• Set up the donations management facilities that are activated and determine how each facility will be logistically supported beyond VOAD capabilities.
• Staff donations management facilities with volunteer or paid workers, conducting on-the-job training as needed.
• Collect, sort, store, distribute, and properly dispose of donations, if necessary.
• Inform waste disposal sites that unwanted and bad donation items might be disposed of there, secure county trucks if this becomes necessary.
• In coordination with the PIO, provide regular updates to the media on donations procedures, progress, status, and the Current Needs List (goods and services that are needed and not needed).
• Continually assess donations management operations and determine when the donations management facilities should close down or be consolidated and when the donations management program can be terminated.
• Keep records of donations received and, where appropriate, thank donors.
• Activate the Donation Center and provide continuing assistance to victims in need, depending upon the donations available.
• Maintain accounts of expenses, individual work hours, etc. Donations activities and functions are not generally reimbursable; however, if certain expenses are considered for reimbursement, accurate records will have to be submitted.

4. MITIGATION

• After the demobilization of centers and proper notification to the public NOT to send any more items, the staff handling the warehouse of donated items will finish the distribution of any remaining items to local service organizations.
• Any service organizations responding to the incident should be listed in county plans for future referrals.
• Recordkeeping and accountability of the donated goods will be reviewed by the County if requested.
• Information on county activities for post and pre-emergency actions pertaining to the donated items will be added to the County’s website or may be available in informational bulletins from the county offices and distribution points.

VI. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

PRIMARY: American Red Cross/Salvation Army

The American Red Cross and the Salvation Army will serve as the primary agencies for the coordination of donations management for Cochise County. The Cochise County Emergency Services will maintain close coordination with these agencies to coordinate:
a. Based on the situation and identified needs, notify and advise the County Executive Group on assessing the situation so to recommend actions regarding donations and volunteer management.
b. Serve as coordinators of the donations management system.
c. Provide and support phones and computers used their agency’s Donations Hotlines.
d. Assign a staff person to serve as the Donation Management Coordinators at designated locations. Coordinate the Hotline, the Donation Warehouse(s), distribution points and volunteer processing center activities.
e. Provide coordination through the State JIC to notify the contributing public of specific goods and volunteer skills that are needed.
f. Support the storage and allocation of needed donated goods and support the movement of needed donated goods to the disaster site.

SUPPORTING:

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<th>Agency</th>
<th>Responsibilities</th>
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| Cochise County Emergency Services | • Identify, locate, activate or lease a facility for use as the County’s Donations Warehouse and Staging Area, if necessary.  
• Activate and initially staff the warehouse and additional State support as required.  
• Help local areas identify local warehouses or terminals for the collection of donations left in their jurisdictions. |
| ADEM                           | • Coordinate with the County to determine areas of greatest needs and specific resources that are needed from State agencies.  
• Provide Public Information services from press releases to 211 updates for donated items filtered to the County. |
| Local VOADs                    | • Assist with warehousing activities, including management and staff.  
• Track donated services contributed to support response and recovery.  
• Provide operational support through the Volunteer Database.  
• Assist with the establishment and operation of volunteer processing centers.  
• Serve as a member agency of the Donations Coordination Team.  
• Regularly update a directory of goods and services available from member organizations. |

V. ADMINISTRATION AND LOGISTICS

A. General Administrative Requirements

1. Mutual Aid

The participating VOAD agencies will conduct their operations per their own procedures and incorporate any mutual aid between groups. At this time no MA or MOU agreements are in place at the County level.

2. Administrative Policy and Procedures

It is imperative that all volunteers that have registered with the VC be recognized after the disaster. They must also be invited to participate in future disaster planning, response and recovery.
Retaining a large base of disaster volunteers can mitigate the severity of future damage with regard to resources and response time.

3. Record keeping

Audits - Organizations (non-ARC or TSA/AzVOAD) accepting donated goods, cash and/or services will follow their own policies and procedures for internal audits. The ARC and TSA have their own audit processes. Internal paperwork pertaining to both volunteers and donations should be available to Cochise County by request if it is required for any disaster State or Federal aid purposes.

B. Resource Management & Logistics

1. Resource Management

Each member organization of VOAD is responsible for maintaining a list of resources available during emergencies.

2. Logistics

VOAD will produce, maintain, and regularly update a directory of goods and services available from member organizations. VOAD will use this as a reference during state-level emergencies.

VI. PLAN DEVELOPMENT

A. Annex Development

1. The primary responsibility for coordinating the development and maintenance of VDM - Volunteer Donations Management rests with the County ES, the American Red Cross and the Salvation Army.

2. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

VII. AUTHORITIES AND REFERENCES

A. Authorities

Federal:

State:
  a. Arizona Emergency Response and Recovery Plan (SERRP)
     DM - Donations Management
B. References

The Donations Management Guidance Manual (FEMA 278) includes information on preparedness and planning, checklists, standard operating procedures, donations management flow diagrams, public information materials, and voluntary organization points of contact.

Appendices

Appendix 1 - Public Information Release - Sending Donations
FOR IMMEDIATE RELEASE

FOR MORE INFORMATION, CONTACT: [County Public Information Officer]

We are receiving citizen and community inquiries regarding the [name of disaster]. The calls primarily involve citizens who want to offer assistance or make donations to the [name of disaster] victims. It is important that such good intentions do not create the potential for a disaster within a disaster. Therefore people who wish to offer assistance should do so in as effective a manner as possible.

Individuals or organizations that want to provide assistance to victims of the [name of disaster] should first work through their local disaster relief organizations. These may include the American Red Cross, The Salvation Army, the various Church Groups and other civic organizations. People can find these organizations listed in the Telephone Book Yellow Pages under "Social Service Organizations."

Cash is the best contribution since items can be purchased within the affected areas to meet the specific needs of victims. To contribute cash, contributions should be sent to: [the precise organization name, address, and account number where cash contributions should go].

If people prefer to donate goods or service, they should still work through their local disaster relief organizations such as the Red Cross or Salvation Army. These organizations know the immediate needs of people in the affected areas, how best to meet those needs, and how to ensure assistance is appropriate, adequate, and delivered to the right places. The disaster relief organizations can tell potential donors what is needed and what is not needed and how to package and transport those goods that are needed to the disaster area.

We encourage people not to send unsolicited donations to the disaster area. Unsolicited donations may not reach the proper people or even would meet their current needs. If donors plan to travel to the disaster area, they may find that lodging and other services are unavailable and they may add to problems in the disaster area rather than helping.

Attention News Editors and Directors: Please assist us in publicizing this information relating to donations for the [name of disaster]. We would like to encourage donations of goods and services that are needed, while discouraging donations that cannot be used and that may add to the problems that already exist. You can also help us by discouraging sightseers from driving into the disaster area.
WSH - WORKER SAFETY AND HEALTH ANNEX

PRIMARY AGENCY:

County: Cochise County Fire and Law Enforcement Agencies

SUPPORT AGENCIES:

County: Cochise County Public Health Department
Private: Sierra Vista Regional Health Center
State: Division of Emergency Management (ADEM)
Federal: Department of Human and Health Services (DHHS)

I. INTRODUCTION

A. Purpose
This annex provides guidelines for implementing worker safety and health support functions during potential or major incidents. This annex describes the actions needed to ensure that threats to responder safety and health are anticipated, recognized, evaluated, and controlled consistently so that responders are properly protected during incident management operations.

This annex addresses those functions critical to supporting and facilitating the protection of worker safety and health for all emergency responders and response organizations. While this annex addresses coordination and provision of technical assistance for incident safety management activities, it does not address public health and safety.

B. Scope
1. Worker Protection
2. Hazard Assessments/Technical Advise

C. Policies

- Private-sector and Federal employers are responsible for the safety and health of their own employees.
- State and local governments are responsible for worker health and safety pursuant to State and local statutes, and in some cases 40 CFR 311, Worker Protection. This responsibility includes allocating sufficient resources for safety and health programs, training staff, purchasing protective clothing and equipment as needed, and correcting unsafe or unsanitary conditions.
- This annex does not replace the primary responsibilities of the government and employers; rather, it ensures that in fulfilling these responsibilities, response organizations plan and prepare in a consistent manner and that interoperability is a primary consideration for worker safety and health.
• Several Federal and State agencies, including DOL/OSHA and the Environmental Protection Agency (EPA), have oversight authority for responders and response operations. While these agencies retain their authorities, they are expected to work cooperatively and proactively with Federal, State, local, and private-sector responders prior to and during response operations to ensure the adequate protection of all workers.

• Worker safety and health representatives work with the PIO regarding the release of general occupational safety and health information.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1) Disasters and major emergencies cause many hazards that can affect those agencies’ responders that are saving lives.

2) Disasters and incidents will exist that may impact the health and safety of responders due to unseen hazards caused by natural disasters and potential risks for those that are man-made. Although responders will take great care in their operations, health and safety will of staff and the general public will always be the primary concern for responding agencies.

B. Assumptions

1) Disaster works will be working and residing in the safest and healthiest environment possible under the circumstances.

2) A standard reporting system for reporting and documenting disaster worker injuries and illnesses is in place for Cochise County through county and local response agencies.

3) Local and county response agencies will take reasonable steps to protect their responders from disaster related hazards by adhering to OSHA and other regulatory standards.

III. CONCEPT OF OPERATIONS

A. General

Pre-employment - Baseline Examination (Pre-Screening):
Screening responders should be done before assigning them a role in an area where their health is compromised. Initial screening determines:

• Document baseline health parameters
• Identify individuals with health concerns that need to be addressed
• Identify individuals with specific susceptibilities whose activities may need to be restricted or modified
• Identify individuals not suitable because of health reasons for anticipated tasks
• Identify medications being taken and side effects of such medications that may affect or be affected by deployment
• Identify immunization needs
• Identify training needs
Some workers with significant pre-existing medical or mental health conditions may need more extensive screening. Other workers may need additional screening because of the likelihood of working in hazardous conditions. Additional screening may include a more comprehensive medical history and review of systems, a physical examination, or, in some instances, laboratory testing, as indicated by clinical judgment and good occupational medical practice. The specific content should be determined by the following factors:

- Report of or concern about pre-existing illness, symptoms, physical impairment, or emotional sensitivities that may be adversely affected during deployment.
- Use of certain Personal Protection Equipment (PPE) such as respirators.
- Anticipated tasks, working conditions, locations, or exposures that are known to be hazardous or have specific exposures that may warrant medical monitoring.

**Responder Participation:**

Coordination and provision of technical assistance for incident activities should be included in a worker safety program:

- Incident hazard identification and characterization
- Guidance for the development, implementation, and monitoring of PPE selection, use, and decontamination
- Distribution of PPE
- Implementation of a respirator fit-test program
- Responder exposure sampling and analysis
- Responder medical surveillance and medical monitoring
- Responder and site safety and health risk assessment
- Responder exposure and safety data sharing
- Development and implementation of coordinated and consistent site-specific safety and health plans for a single incident site or among multiple incident sites, as appropriate
- Coordination of 24/7 responder safety and health monitoring
- Provision of technical guidance and risk management to ensure appropriate hazard correction methods
- Ongoing evaluation of the site-specific safety and health plan’s effectiveness and updating the plan as appropriate
- Responder safety and health post-incident and post-exercise evaluation and continuous improvement.
- Reports of adverse health effects among a particular group of workers with similar job tasks, work location, exposure characteristics, etc.

**Postexposure Screening:**

It is important to determine who should be screened and the reasons for screening them. For each group of workers, work-related risk factors or characteristics of commonly experienced occupational injuries and illnesses will determine the level or extent of screening appropriate to members of the group. These may include emotional as well as physical health factors. The following factors should be considered:
• Exposures or other risk factors encountered while deployed
• Type of work performed
• Dates of deployment
• Specific locations of work assignments
• Characteristics of work locations and relationship to known or suspected hazardous agents or conditions
• Specific job tasks and work load at work locations
• Specific high-risk exposures or conditions at work locations (e.g., contaminated floodwaters, moldy indoor environments, oil or other toxic spills)
• Exposure to traumatic events
• Protective measures used to prevent hazardous exposures (e.g., use of personal protective equipment)
• Dates started and finished work at locations listed above
• Shift schedules: hours per day, days per week, rotation schedules

The pre and post screenings will enable the responder agencies to do preventive and ongoing checks for their staff to maintain top health in their agencies.

In support of ESF #15:

County Interface

1. The county will coordinate this annex with the following annexes when necessary:

   ESF-8  Medical and Human Health
   • Following up on responder medical check-ups to determine exposure and health.

State Interface

1. This annex is supported by the Arizona Emergency Response and Recovery Plan SH - Occupational Safety.

2. The State will coordinate with Federal Worker Safety and Health to obtain federal assistance as required.

Federal Interface

1. This annex is supported by the National Response Plan Support Annex - Worker Safety and Health.

2. Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.

B. Organization

The overall coordination of the health and safety role will begin at the IC post with the use of assigned safety officer. As the incidents expand in size, the Safety officer will have deputies that will also assist the primary Safety Officer in the identification and mitigation of hazards at disaster sites.
Historically in Cochise County, the follow-ups for health purposes have been conducted at the Sierra Vista Regional Health Center and records of exposure and employment background has been maintained/stored at the Sierra Vista Fire Department.

C. Activation and Activities

1. PRE-EMERGENCY

- All responders will be given an initial health physical prior to employment in a response agency. Follow up exams are scheduled per their agencies procedures.
- Familiarize staff that could be assigned as a Safety Officer to policy and procedures in recording and reporting any safety issues.
- Maintain exposure and follow-up records per county and/or city/town’s Record Retention policies.

2. EMERGENCY

- Brief responders on the dangers, conditions and hazards and precautions present and potential in the disaster incident area.
- Identified safety and health hazards will be corrected expeditiously as possible or work will halt until such time as the problem is reduced, minimized or removed.
- Procure appropriate PPE from the Logistics Section for working in hazardous locations.
- Record all injuries and maintain accountability procedures to re-call staff in the future for monitoring purposes.

3. RECOVERY

- Follow-up with responders on scene to determine if any injuries or health problems were occurred during the response.
- Recommend a physical exam for any personnel that responded at an incident that has symptomatic indications of a hazard-related illness (biological) or physical or mental condition (heat exhaustion, stress, headaches etc.)
- Record all findings on reports to be stored/maintained in specific area under a specific time frame as mandated by agency Record Retention policies.

4. MITIGATION

- Review similar response case studies for indication of any post-disaster health issues that the County and/or cities/towns may have to face.
- Suggest to agencies, any follow-up physical or psychological exams for any responder that has had on-going or post-trauma health related issues.
- Prepare additional guidance for post-disaster field stress for responders.
- Prepare training and exercises to discuss potential hazards and correct or suggested personal protection measures that should be taken before actual field response is warranted.
VI. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

PRIMARY: Cochise County Fire and Law Enforcement Departments

- Conduct initial physical exams for employees as specified by county/local policy.
- Maintain medical records per county/local record retention mandates.
- Conduct appropriate follow-up exams on responders that may be exposed to or have the potential to be ill (or have prolonged effects) based on responder participation and length of time active at disaster or emergencies.
- Maintain all future injury reports and post-disaster records for specific time frames as stated through agency Record Retention policies.

SUPPORTING:

Cochise County Health Department

- Maintain initial physical exams for employees as specified by county/local policy.
- Provide recommendations to county and local responder agencies regarding any biological hazard present in the County or wide-spread epidemic or pandemic disease.
- Support IC / EOC disaster response operations providing technical advise from the Health Department on potential health issues or contamination concerns.
- Identify any secondary health concerns and provide Protective Action recommendations to the County Board for county employees that are directly related to incidents that have taken place in the County.

Sierra Vista Regional Health Center

- Conduct initial or follow-up physical exams for employees as specified by county/local policy.
- Provide recommendations to county and local responder agencies regarding any detected illness that is assumed to be directly related to a response incident that has been brought to their attention through prior exams of responders from the same incident.

V. ADMINISTRATION AND LOGISTICS

A. General Administrative Requirements

1. Mutual Aid

   No established mutual aid or statements of understanding are in place for this annex.

2. Administrative Policy and Procedures

   Medical exams and follow-up exams are based on each individual agency’s polices and procedures.
   Safety Officers follow standard ICS notification for reporting and follow under the particular Incident Commander managing the incident.
3. Record keeping

Each agency is responsible for their staff’s individual records. In the past, exposed individuals that had medical check-ups for their appropriate agencies have had their records retained at the Sierra Vista Fire Department.

OSHA regulations mandate that, unless a specific occupational safety and health standard provides a different time period, the employer must:

- Maintain and preserve medical records on exposed workers for 30 years after they leave employment.
- Make available to workers, their authorized representatives, and authorized OSHA representatives the results of medical testing and full medical records and analyses.
- Maintain records of occupational injuries and illnesses and post an annual summary report.

B. Resource Management & Logistics

1. Resource Management

**Administrative**

- Decisions should be based on needs assessment before establishment of any screening program.
- Programs should address clearly stated objectives.
- Those staff members with access to data results should be clearly identified.
- Policies, mechanisms, administration, and monitoring of privacy and confidentiality concerns should be stated clearly.
- Adequate funds, personnel, materials, space, timeframe should be available.
- Provisions should be made to ensure a system is in place for prompt and effective referral of workers identified with emergent medical problems, whether physical or psychological.

2. Logistics

**Location and Personal**

- Data collection locations should be convenient to workers (e.g., central location where workers report).
- Private space for maintenance of privacy.
- Secure space for maintenance of confidential information.

**Staffing**

- Designated custodian of information collected.
- Staff dedicated to collecting the information should be trained in the importance of accurate data collection, privacy, and confidentiality of sensitive and medical information.
- Staff members available to analyze the data and interpret and report the results.
Other

- Screening instrument should be simple and concise.
- Screening system should be simple enough for administration by healthcare professionals.
- Program should recognize potential implications regarding worker’s compensation and related issues.

VI. PLAN DEVELOPMENT

A. Annex Development

1. The primary responsibility for coordinating the development and maintenance of WS- Worker Safety and Health rests with the County ES.

2. Other primary and support agencies to this annex will assist the County ES in developing and maintaining this ESF.

3. A periodic review will be conducted of this ESF for revalidation and necessary changes. Appropriate signatures and approval dates will identify revisions to this plan. The revision process will include incorporation of changes based upon periodic tests, drills and exercises, as appropriate.

VII. AUTHORITIES AND REFERENCES

Federal

b. Department of Energy 440
DA - DAMAGE ASSESSMENT ANNEX

PRIMARY AGENCIES:

County: Cochise County Highway and Floodplain Department
        Cochise County Emergency Services

SUPPORTING AGENCIES:

County: Cochise County Treasurer and Assessor
        Cochise County Finance
        Cochise County Department of Human Services
        Cochise County General Services
        Cochise County Information Technology
        Voad/Cert/Sar/Sat

State: Arizona Division of Emergency Management (ADEM)

I. INTRODUCTION

A. Purpose

This Annex is to provide guidance in the collection, evaluation and reporting of the immediate effects of an emergency occurrence to facilitate emergency response decision making; outline a system for the collection, evaluation and reporting to appropriate authority of public, private, or agricultural damage to determine the need for and availability of additional resources to facilitate emergency operations; and to establish guidelines for the collection of damage information and documentation of financial impact to provide a basis for securing temporary and long-term recovery assistance.

B. Scope

1. Collection of Damage Information
   ■ Request for Resources
   ■ Initial Damage Assessment

C. Policies

It is the policy of Cochise County that each county department develop the capability to ascertain after a disaster or other major event what has happened to departmental personnel, facilities, equipment and service delivery capability; what can be done about the situation with existing resources; and what specific needs exist to maintain or re-establish agency capabilities or to respond to the situation. This information shall be relayed to the Cochise County Emergency Services Coordinator or EOC as soon as possible after an event.

In addition, each agency department will document costs of emergency operations and damages to county property and facilities in anticipation of potential Federal Reimbursement under established disaster relief and recovery programs, if a Presidential Declaration is declared.
The County will utilize inspection guidance and other disaster safety evaluations of buildings to survey damaged county facilities and building for safe re-entry.

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1) Disasters and emergencies will result in damage to life, property and environment.

2) Local and county communities will need assistance in re-building infrastructures and their economies after a minor or major disaster or emergency.

B. Assumptions

1) Depending on the scope of the emergency, the collection and evaluation of damage information may be required at three levels of detail including Situation Reporting, Damage Survey and Damage Analysis.

2) The collection and analysis of damage information, both immediate and long term, will involve a variety of agencies. These will include county, city and special districts, Police, Fire, the Highway and Floodplain Department, the Health Department, Social Services, Assessor, utilities, Engineering, VOAD, ARC and private sector etc.

III. CONCEPT OF OPERATIONS

A. General

Readily available, accurate information about the extent of damage resulting from a major emergency is essential to assuring that effective emergency response and recovery activities are undertaken.

In support of the Damage Assessment Annex:

County Interface

1. The County will coordinate this annex with the following annexes when necessary:

   ESF-3 Public Works and Engineering
   ESF-5 Emergency Management
   ESF-6 Mass Care, Housing and Human Services
   ESF-7 Resource Management
   ESF-8 Medical and Human Health
   ESF-11 Agriculture and Natural Sciences
   ESF-14 Mitigation and Long Term Recovery

State Interface

1. This annex is supported by the Arizona Emergency Response and Recovery Plan RA - Recovery Annex.
2. The State will coordinate with Federal agencies to obtain appropriate federal assistance as required.

**Federal Interface**

1. This annex is supported by the National Response Plan ESF-14, Mitigation and Long Term Recovery and ESF #5, Emergency Management.

2. Federal support is tailored based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.

**B. Organization**

Overall coordination of damage analysis functions shall be exercised from the Emergency Operations Center (EOC) in the Planning Section, if activated. Otherwise informal damage assessment may come from the Highway and Floodplain Department.

**C. Activation**

When an emergency occurs, personnel in the field will attempt to determine the scope of the emergency and extent of damage. This information will be reported as quickly as possible to first responders, the IC, the County EOC, or the Cochise County Emergency Services.

Cochise County Emergency Services will notify county officials and other agencies, as appropriate. Depending on the scope of the emergency, the damage assessment function may be informal (not progress beyond situation reporting) or formal and long-term.

Upon activation of the EOC, an evaluation will be made by County Emergency Services and the Highway and Floodplain Department, to determine the need for call-out of Damage Assessment Unit staff. Additional staff may include members of VOAD groups, CERT Teams, the Sheriff’s Assist Team (SAT) and Search and Rescue (SAR) personnel.

All personnel involved in the damage assessment function will maintain appropriate damage assessment records.

The release of public information on the types and amount of damage will be coordinated by the County Public Information Officer.

**D. Activities**

**RECOVERY**

The collection, evaluation and reporting of damage information involves three components having specific requirements and time frames. An immediate, short-term and long-term information gathering system will be established within the following guidelines:
1. Situation Reporting

Emergency response personnel in the field will be the primary providers of initial information regarding the impact of any emergency situation. Such personnel shall determine and report the nature and scope of the emergency, the area and numbers of people affected and their primary emergency needs, hazard conditions, initial actions taken, and additional resources needed for emergency response. Such reports shall be made to the EOC (if activated) or to County Emergency Services.

2. Damage Assessment

When situation reports indicate a need for a quick assessment of damage the Highway and Floodplain Department, in conjunction with County Emergency Services and the American Red Cross, shall establish a damage assessment unit consisting of available county employees, other support personnel, and Red Cross volunteers. County personnel will focus on damage to public facilities and infrastructure. The ARC will document damage to private property and report to the County.

Damaged areas shall be surveyed in a cursory manner, that is by driving through the areas and noting obvious damage (these are known as windshield surveys). Obvious damage shall be categorized into the following classes:
   a. None
   b. Minor (Habitable)
   c. Major (Needs extensive repairs)
   d. Destroyed (Can not be repaired).

Depending on the scope of the emergency, this initial assessment should be completed as soon as possible (within 24 hours) and reports made to the EOC to provide the basis for requests for additional assistance to support emergency operations.

3. Damage Analysis

Once the cursory damage information is collected, the immediate needs of victims met, and the scope of the emergency’s impact determined, and in-depth survey of damage will be conducted. This survey, which will require the participation of many agencies, will provide a system for determining the financial impact on the County and its citizens.

This information is vital for making decisions on long-term recovery activities, for obtaining a Presidential Disaster Declaration to provide financial assistance to the County and the victims of the emergency, and for providing information to assist in a reevaluation of the County’s mitigation, preparedness, response, and recovery activities.
VI. ORGANIZATIONAL ROLES AND RESPONSIBILITIES

COORDINATING:

Highway and Floodplain Department:
- Acquire maps and displays, as needed, to support the damage assessment function.
- Identify and train Damage Assessment members (field personnel and EOC staff).
- Establish reporting guidelines and methods for situation reporting, damage assessment and damage analysis.
- Assist in the analysis of damage to water and sewer systems; analyze financial impact and identify resources to provide alternate systems.
- Serve as primary liaison with public and private utility providers to assure prompt restoration of services.

County Emergency Management
- Coordinate with department heads and Damage Assessment Unit to assure damage information is collected in a timely fashion.
- Assure that public damage information report system is in place to gather data from other jurisdictions within the County.
- Assure required reporting to higher authority is accomplished.

SUPPORTING:

County Treasurer and Assessor
- Provide maps, as required for damage analysis.
- Provide current property valuation information for determination of financial impact.
- Provide staff support to damage analysis function.

Cochise County Finance
- Develop guidelines for financial reporting and record keeping for emergency damage data.
- Advise and assist Damage Assessment Unit Leader in collecting and analyzing financial impact information.
- Prepare necessary financial reports to document emergency expenditures to meet requirements for State and Federal assistance.

Cochise County Department of Human Services
- Analyze emergency’s impact on the health and welfare of victims and coordinate with EOC to request additional resources.
- Assist in the analysis of damage to public and environmental health facilities (i.e. hospitals, water systems).
- Assist Damage Assessment Unit Leader in collecting and analyzing financial impact information.

Cochise County General Services
- Analyze emergency’s impact on county owned facilities and property; assist in the collection and analysis of the financial impact on county resources.
- Analyze overall risk to county employees or facilities under emergency conditions; make recommendations to assure employee safety and reduce damage.
Cochise County Information Technology
- Assist in the identification of areas of heaviest damage and provide GIS maps of such areas.
- Work with the County Treasurer and Assessor to identify owners and value of damaged property.
- Assist in development or reconstruction of necessary financial tracking systems to assure documentation of emergency expenditures.

VOAD/CERT/SAR and SAT Personnel
- Assist in the identification and surveys of areas of heaviest damage and provide to Emergency Services the damage in these areas.

ADEM
- Assist Cochise County in providing Damage Assessment Reports to the Governor’s Office and in Support of an Arizona State of Emergency and, if warranted a Presidential Declaration.

V. ADMINISTRATION AND LOGISTICS
A. General Administrative Requirements

1. Administrative Policy and Procedures

The Damage Assessment function shall be administered as an integral part of the Emergency Operations Center.

Staff support to the Damage Assessment Function shall be provided by county departments, as required.

2. Record keeping

Each primary and support agency will prepare reports required to document the collection and evaluation of damage information. These documents will become part of the Incident Record.

B. Logistics

1. Resource Management

Support staff that can be assigned to this function will have to receive minimal training to complete the Initial Damage Assessment Report. (Appendix 1)

2. Logistics

Simple office documentation methods are needed for this annex. Transportation and use of phones will be used in addition to computer data entry, pencil/pen and paper and faxing.
VI. PLAN DEVELOPMENT

A. Annex Development

1. The primary responsibility for coordinating the development and maintenance of the Damage Assessment Annex rests with the County ES.

VII. AUTHORITIES AND REFERENCES

Federal:

State:

Appendix 1 - Initial Damage Assessment Form
### APPENDIX 1 - DAMAGE ASSESSMENT ANNEX
#### INITIAL DAMAGE ASSESSMENT FORM

<table>
<thead>
<tr>
<th>INITIAL DAMAGE ASSESSMENT REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) DATE</td>
</tr>
<tr>
<td>3) REPORTING OFFICIAL</td>
</tr>
</tbody>
</table>

**SUMMARY OF CASUALTIES**

<table>
<thead>
<tr>
<th>NUMBER OF:</th>
</tr>
</thead>
<tbody>
<tr>
<td>5) DEAD</td>
</tr>
<tr>
<td>7) MISSING</td>
</tr>
<tr>
<td>9) HOSPITALIZED</td>
</tr>
</tbody>
</table>

**RESIDENCES**

| 11) DESTROYED               | 12) UNINHABITABLE              |
| 13) DAMAGED (HABITABLE)     |                                |

**NUMBER OF HOSPITALS**

| 14) DAMAGED BUT USABLE      | 15) NOT SERVICABLE            |
|                            |                                |

**UTILITIES**

| 16) WATER SYSTEMS          | 17) ELECTRICAL SYSTEMS         |
|                            |                                |
| 18) SEWER SYSTEMS          | 19) NATURAL GAS SYSTEMS        |

**DAMS AND LEVEES**

| 20) DAMAGED                 | 21) DESTROYED                  |
|                            |                                |
| 22) THREATENED             |                                |

**PUBLIC BUILDINGS**

| 23) DAMAGED                 | 24) DESTROYED                  |
|                            |                                |

**ROADS AND BRIDGES**

| 25) ROADS/STREETS DAMAGED   | 26) ROADS/STREETS BLOCKED      |
|                            |                                |
| 27) BRIDGES DAMAGED - USABLE | 28) BRIDGES DAMAGED - UNUSABLE |
|                            |                                |
| 29) IMMINENT THREATS OR HAZARDS |                |
### GENERAL SITUATION

| Block 1: Date – Enter current date. |
| Block 2: Political Subdivision - Give name of the County and city(s), which are included in the report. |
| Block 3: Reporting Official - Name of person calling in report. Should be the County Judge, City Mayor, ES Director or Damage Assessment Team Leader. |
| Block 4: Phone Number - Number at which the person making the report can be reached if further information is needed. |
| Block 5: Dead - Number of confirmed dead due to the disaster or emergency. |
| Block 6: Evacuated - Number of persons evacuated from the affected area. |
| Block 7: Missing - Number of persons who cannot be accounted for due to the disaster or emergency. |
| Block 8: Sheltered - Number of persons being fed and sheltered in group shelters. |
| Block 9: Hospitalized - Number of persons hospitalized by injury or sickness caused by the specific disaster or emergency. |
| Block 10: Individuals and families requiring temporary housing - Estimated number of individuals and families needing temporary housing due to damages caused by the disaster or emergency. |
| Block 11: Residences Destroyed - Number of homes/mobile homes that are beyond repair. |
| Block 12: Residence uninhabitable - Number of homes/mobile homes which are damaged and not usable at present time, but can be repaired. |
| Block 13: Residences Damaged (Habitable) - Number of homes/mobile homes damaged but livable by occupants while being repaired. |
| Block 14: Hospitals Damaged - Number of hospitals which sustained damage but can still render services to patients. |
| Block 15: Hospitals Not Serviceable - Number of hospitals which can no longer provide services to patients due to damages. |
| Block 16: Water Systems - Number of those systems receiving damages or destroyed. (If possible, include estimated number of people affected.) |
| Block 17: Electrical Systems - Number of those systems damaged or destroyed. (If possible, include estimated number of people affected.) |
| Block 18: Sewer Systems - Number of those systems damaged or destroyed. (If possible, include estimated number of people affected.) |

### INSTRUCTIONS

The purpose of this form is to expedite procedures for local government in reporting damages to the Arizona Division of Emergency Management. When calling the State Emergency Operations Center while using this form, just say "Assessment Report" prior to giving the information.

Block 1: Date – Enter current date.
Block 2: Political Subdivision - Give name of the County and city(s), which are included in the report.
Block 3: Reporting Official - Name of person calling in report. Should be the County Judge, City Mayor, ES Director or Damage Assessment Team Leader.
Block 4: Phone Number - Number at which the person making the report can be reached if further information is needed.
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Block 17: Electrical Systems - Number of those systems damaged or destroyed. (If possible, include estimated number of people affected.)
Block 18: Sewer Systems - Number of those systems damaged or destroyed. (If possible, include estimated number of people affected.)
Block 19: Natural Gas Systems - Number of those systems damaged or destroyed. (If possible, include number of people affected.)
Block 20: Dams Damaged - Number of dams/levees that have received damage but are still stable. (Give location if possible.)
Block 21: Dams Destroyed - Number of dams/levees that have been breached due to the disaster. (Give location if possible.)
Block 22: Dams Threatened - Number of dams/levees that have been topped, have cracks or are close to being breached. (Give location if possible.)
Block 23: Public Buildings Damaged - Courthouses, Schools, etc. that received damage to building and/or contents.
Block 24: Public Buildings Destroyed - Courthouses, Libraries, Schools, etc., which are completely destroyed.
Block 25: Roads/Streets Damaged - Number (and miles if possible) of roads damaged but passable.
Block 26: Roads/Streets Blocked - Number of roads that are impassable due to damage or debris.
Block 27: Bridges Damaged/Usable - Number of bridges damaged but usable with caution.
Block 28: Bridges Damaged/Unusable - Number of bridges that are destroyed or determined unsafe for use.
Block 29: Imminent Threats or Hazards - Any information about existing or developing situations that could pose a threat or hazard to the public.

General Situation: Provide any additional information deemed necessary specifying
1. What is the situation?
2. What you are doing to respond to the situation?
3. What assistance from state resources is needed?
4. What are priority problems?
<table>
<thead>
<tr>
<th>Hazard Specific Response Notification Phone List</th>
<th>Phone List 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>EARTHQUAKE RESPONSE</td>
<td>Earthquake Response (1-14)</td>
</tr>
<tr>
<td>FIRE MAJOR RESPONSE</td>
<td>Fire Response (1-10)</td>
</tr>
<tr>
<td>FLOOD CONTROL RESPONSE</td>
<td>Flood Response (1-10)</td>
</tr>
<tr>
<td>GAS PIPELINE FAILURE RESPONSE</td>
<td>Gas Pipeline Failure Response (1-11)</td>
</tr>
<tr>
<td>HAZARDOUS MATERIALS INCIDENT RESPONSE</td>
<td>Hazmat Response (1-16)</td>
</tr>
<tr>
<td>MASS CASUALTY RESPONSE</td>
<td>Mass Casualty Response (1-7)</td>
</tr>
<tr>
<td>POWER FAILURE/ ENERGY &amp; WATER SHORTAGE</td>
<td>Energy Response (1-11)</td>
</tr>
<tr>
<td>RADIATION RELEASES</td>
<td>Radiological Response (1-11)</td>
</tr>
<tr>
<td>SEVERE STORMS RESPONSE</td>
<td>Storms Response (1-11)</td>
</tr>
<tr>
<td>SAFE HAVEN RESPONSE</td>
<td>Safe Haven Response (1-9)</td>
</tr>
<tr>
<td>TERRORIST ATTACK</td>
<td>Terrorist Attack Response (1-15)</td>
</tr>
<tr>
<td>TRANSPORTATION ACCIDENTS</td>
<td>Transportation Acc. Response (1-10)</td>
</tr>
<tr>
<td>EVACUATIONS CHECKLIST</td>
<td>Evacuations Checklist (1-2)</td>
</tr>
<tr>
<td>HAZARD</td>
<td>NOTIFICATION</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------------------------------</td>
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<tr>
<td>EARTHQUAKE RESPONSE</td>
<td>American Red Cross</td>
</tr>
<tr>
<td></td>
<td>AZ Dept. of Emergency Mgt. OR Duty Officer</td>
</tr>
<tr>
<td></td>
<td>DPS Duty Officer (24/7)</td>
</tr>
<tr>
<td></td>
<td>Northern AZ University Seismology Dept.</td>
</tr>
<tr>
<td></td>
<td>Salvation Army</td>
</tr>
<tr>
<td></td>
<td>CARA/RACES/SEARS Border Patrol CERT</td>
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<tr>
<td>FIRE RESPONSE</td>
<td>National Weather Service</td>
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<td></td>
<td>Fire Forecaster</td>
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<tr>
<td></td>
<td>American Red Cross</td>
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<td>DPS Duty Officer (24/7)</td>
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<td>US Forest Service</td>
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<td></td>
<td>The Salvation Army</td>
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<tr>
<td>FLOOD</td>
<td>American Red Cross</td>
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<td>Southern AZ Chapter</td>
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<td>AZ Dept. of Emergency Mgt. &amp; Duty Officer</td>
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<td></td>
<td>DPS Duty Officer (24/7)</td>
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<tr>
<td>GAS PIPELINE EMERGENCY</td>
<td>Kinder Morgan</td>
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<td>Transwestern Pipeline</td>
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<td>El Paso Natural Gas</td>
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<td>GAS PIPELINE EMERGENCY</td>
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<tr>
<td><strong>DPS Duty Officer (24/7)</strong></td>
<td><strong>DPS Duty Officer</strong></td>
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<tr>
<td><strong>DPS Daytime Hours</strong></td>
<td>Air &amp; Water Cleanup ER Unit (24/7)</td>
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<tr>
<td><strong>AZ Dept. of Environmental Quality (ADEQ) (Air &amp; Water)</strong></td>
<td><strong>Cochise Cty Weekdays</strong></td>
</tr>
<tr>
<td><strong>(RR &amp; Pipeline) Call AZ Corporation Commission</strong></td>
<td><strong>Involving Pipelines</strong></td>
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<tr>
<td><strong>(Radiation Only) Call AZ Radiation Regulatory Agency</strong></td>
<td><strong>Mandatory for Radiation Spills</strong></td>
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<tr>
<td><strong>National Weather Service Forecaster</strong></td>
<td><strong>Weather/Wind Info Forecaster (24/7) &amp; Local Office</strong></td>
</tr>
<tr>
<td><strong>American Red Cross Southern AZ Chapter</strong></td>
<td><strong>Open Shelters</strong></td>
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<td><strong>Additional Support</strong></td>
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<tr>
<td><strong>ADEM Duty Officer</strong></td>
<td><strong>Spills near Railroads or Involving Pipelines (24/7)</strong></td>
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<td><strong>ADEM Duty Officer</strong></td>
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<tr>
<td><strong>HAZMAT</strong></td>
<td><strong>Arizona Poison &amp; Drug Information Center</strong></td>
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<td><strong>Chemical INFO &amp; Notification</strong></td>
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<td><strong>National Response Center</strong></td>
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**6/12/2014** Notification List
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<thead>
<tr>
<th>Health Care Facility</th>
<th>DPS Duty Officer (24/7)</th>
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<tbody>
<tr>
<td>County Medical Examiner Office</td>
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<tr>
<td>Ambulance Service</td>
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<td>Benson Hospital - Benson</td>
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<tr>
<td>Copper Queen - Bisbee</td>
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<tr>
<td>Northern Cochise Community Hospital - Wilcox</td>
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<td>Sierra Vista Regional Health Center - SV</td>
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<tr>
<td>Southeast Arizona Medical Center - Douglas</td>
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<tr>
<td>County Dispatched</td>
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<td>DPS Duty Officer</td>
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<tr>
<td>Morgue and ID</td>
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<tr>
<td>DPS Duty Officer for Water/Fuel Shortage</td>
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<tr>
<th>POWER FAILURES</th>
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<tr>
<td>Utilities</td>
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<tr>
<td>American Red Cross</td>
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<tr>
<td>The Salvation Army</td>
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<tr>
<td>CARA/RACES/SEARS</td>
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<tr>
<td>For Repair</td>
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<tr>
<td>DPS Duty Officer for Water/Fuel Shortage</td>
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<tr>
<td>602-223-2212</td>
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<tr>
<td>928-367-2052 O</td>
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<tr>
<td>928-607-5389 C</td>
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<td>520-459-8411</td>
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<td>520-378-4302</td>
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<th>RADIATION RELEASES</th>
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<td>928-367-2052 O</td>
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<tr>
<td>928-607-5389 C</td>
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<tr>
<td>Weekdays 602-255-4845 or call DPS Duty Officer</td>
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<tr>
<th>SEVERE STORMS</th>
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<tr>
<td>American Red Cross</td>
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<td>AZ Dept. of Emergency Mgt. OR Duty Officer</td>
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<td>928-607-5389 C</td>
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<tr>
<td>800-411-2336</td>
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<tr>
<td>602-469-3401</td>
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### SAFE HAVEN RESPONSE

<table>
<thead>
<tr>
<th>Base Contact</th>
<th>American Red Cross</th>
<th>928-367-2052 O (Open Shelters) 928-607-5389 C (Additional Support)</th>
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<tbody>
<tr>
<td></td>
<td>AZ Dept. of Emergency Mgt. OR Duty Officer</td>
<td>800-411-2336 (ADEM Duty Officer) 602-469-3401 (Additional Support)</td>
</tr>
<tr>
<td></td>
<td>The Salvation Army</td>
<td>Food - Shelter 520-459-8411 (Explosive Assistance)</td>
</tr>
<tr>
<td></td>
<td>Bureau of Alcohol, Tobacco, and Firearms</td>
<td>CHEMTREC (Chemical INFO &amp; Notification) 800-424-9300 (Chemical Spill Reporting)</td>
</tr>
<tr>
<td></td>
<td>National Response Center</td>
<td>National Transportation Safety Board 310-380-5660 (Additional Support)</td>
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### TERRORIST ATTACK

<table>
<thead>
<tr>
<th>FBI</th>
<th>Bureau of Alcohol, Tobacco, and Firearms</th>
<th>800-411-2336 (ADEM Duty Officer) 602-469-3401 (Additional Support)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AZ Dept. of Emergency Mgt. OR Duty Officer</td>
<td>800-424-8802 (Additional Support)</td>
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### AIRCRAFTH

<table>
<thead>
<tr>
<th>Federal Aviation Administration</th>
<th>520-538-2851. (Aircraft-Contact) 310-380-5660 (Aircraft (Regional Office CA 7-3:30))</th>
</tr>
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<tbody>
<tr>
<td>National Transportation Safety Board</td>
<td>If Terrorist related Airport Facilities</td>
</tr>
<tr>
<td>FBI</td>
<td>Ft. Huachuca EM (RR &amp; Pipeline) Call</td>
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<tr>
<td>(Regional Office CA 7-3:30)</td>
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### RAILROAD

<table>
<thead>
<tr>
<th>Burlington Northern Santa Fe</th>
<th>Derailment 888-877-7267</th>
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<tbody>
<tr>
<td>Amtrak</td>
<td>Derailment 800-331-0008</td>
</tr>
<tr>
<td>Union Pacific</td>
<td>Derailment 888-877-7267</td>
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Revised & Verified 7/12/06
I. PURPOSE

To describe the organization, assign responsibilities and specify the response actions required of Cochise County Government to respond to an earthquake occurring in Cochise County.

II. ACTIVATION

An earthquake of 5 or greater may or may not cause widespread damage, but it would warrant the ES to activate the EOC if necessary to survey damage to the areas.

Ground motion is the initiating event that alerts the public and governmental entities of an earthquake. The ground motion can range in effects from no damage to heavy damage. The initial point for reporting earthquake damage will generally be the 911 Dispatch Center. In all probability, if an earthquake occurs in an area that causes damage to the County, the ground motion will be felt throughout the County and surrounding areas. If this is not the case, reports of the earthquake may come from the public, government radio equipped vehicles, the news media or the State Warning Center.

Initially, the lead agency for earthquake response will be through the Sheriff’s Office and through the 911 Dispatch Center. As the initial assessment to determine the extent of damage, injury and loss of life has been accomplished, the ICS/Operations section may transition to the Fire Districts. As the emergency transitions from rescuing casualties to the recovery of deceased victims, Public Health may be expected to assume the role of the lead department in the ICS/Operations Section. It may also be transitioned to the Highway and Floodplain Department in the recovery phase to reestablish the public infrastructure.
III. OPERATIONS

A. Upon receipt of a report that an earthquake is occurring or has occurred in the vicinity, take the following actions:

1. Activate the Emergency Operations Center.

2. Assess the situation. Initiate damage assessment reporting including private industry, business, and utilities in the area. Utility damages are particularly important.

3. Evaluate the overall Cochise County situation. Compare reports from the incident areas by EM, police, fire, and public works officials in charge of operations with other reports to obtain a community wide assessment of the situation. This evaluation should produce more effective decisions on what is needed, where and when.

4. Keep in communication with the incident areas to determine priorities for handling rescue casualties, fire-fighting, spillage of chemicals, health hazards due to sewage line breakages, flooding, electric outages, need for shelter, and other immediate operational requirements.

5. Designate field operations chiefs as required.

6. If necessary, activate mutual aid in accordance with agreements.

7. If the disaster exceeds local capability, request State and Federal assistance.

8. Limit access to the affected area. Cordon the area of rescue, fire, and other hazardous operations. Reroute traffic as required keeping the public informed through news broadcasts.

9. Maintain current situation reporting from the field to the Emergency Operations Center. Provide information for periodic news releases to the public to minimize public alarm, keep the operations area clear, and assist emergency services agencies.

10. Initiate inspection of public and private buildings and other structures for hazards and structural damage necessitating early condemnation, evacuation, demolition, or other safety measures. This should be under the direction of a Highways and Flood Plains engineer.

11. When conditions permit, close out emergency operations and submit final reports, as required.

IV. IMPLEMENTATION

A. Pre-emergency.

1. Contact ASU for seismology impact and identify areas in the County that would be affected directly near mountain or plains areas.

2. Develop citizen preparedness 72 hour survival lists for all types of emergencies.

3. Pre-determine staging areas and equipment locations for outside agencies.

4. Create highway signs for detours/shelters/informational centers.

5. Develop plans for implementing earthquake related operations.

6. Maintain current rosters for alerting personnel in the event of an earthquake or subsequent mud or landslide disasters.
7. Develop agreements with neighboring jurisdictions to provide mutual aid.
8. Establish procedures for requesting assistance from county, State and Federal resources as appropriate.
9. Establish procedures for capturing costs associated with earthquake operations.

B. Emergency.

1. Contact all responders - fire, police, highway and flood control agencies, VOADs, State Duty Officer.
2. Establish shelters for displaced people if necessary.
4. Locate alternative modes of transportation, if necessary, for surveying affected areas that are closed to car or truck traffic.
5. Request updates from all major utilities in the area - Natural Gas Mains, dams upstream from the area, water lines, electric companies.
6. Secure fuel locations or tankers from surrounding counties or through airport for emergency vehicles.
7. Survey the area for traffic arteries open.
8. Have executive group declare a “State of Emergency” and write up a disaster declaration.
9. Dispatch county engineers to start inspecting roads and bridges.
10. Urban search and rescue operations should be implemented for people in collapsed buildings.
11. Request search dogs from the Border Patrol or Phoenix for searching debris and collapsed buildings.
12. Request additional fire services, if reports show major fires rupturing in the County.
13. If utilities are impacted, alert citizens by EAS and Radio and bullhorns through affected areas to assist with coordinated evacuations and gas and water shut-offs.
14. Have logistics call out CERT teams and/or order additional security teams from the private sector to secure county locations with badly affected neighborhoods to assist with the reduction in thefts. CERT teams can also be used for traffic control and evacuation or search and rescue efforts.
15. Log in all locations reporting damaged structures.
16. Check roadways for access for emergency vehicles.
17. Patrol neighborhoods for damaged water lines and assist in any outside shut offs of gas valves.
18. Forward any reports on damaged water main lines to Highway and Flood Control Departments and/or utilities.
19. Secure water at the utilities for Fire service pumper trucks if major lines are damaged.
20. Call utilities with reports of downed electric lines.
21. Send CERT or county staff to met up with State and Federal agencies to assist with identification of affected locations.
22. Have CERT or county staff runners to contact or check up on responder families and report back to the EOC.
23. Notify the Medical Examiner for stand by and for temporary morgue location and/or refrigeration units.
24. Secure any areas that have major gas line ruptures - **evacuate a minimum of 5 block radius for conservative safety measures.**
25. Call the State for additional engineers and set up staging point for their arrival - at local airport or Ft. Huachuca.
C. Recovery.

1. Resume normal operations.
2. Conduct health studies in the affected area (air, water residual, in homes).
3. Set up debris management operations and solid waste collection areas.
4. Determine safe sanitary standards, issue health orders (boil water/bottle water, water-borne hazards).
5. Assist affected community with economic support (temporary jobs, money or supplies).
6. Place security at locations with heavy damage - on bridges, roadways to detour traffic and allow emergency vehicles.
7. Contact building inspectors for collapsed structures.
8. Coordinate air support for supplies and EMS transport out of county. Apply air restrictions with the FAA if necessary.
9. Have operations, planning and logistics coordinate with local VOADs for handling food and lodging for volunteers and responders.
10. Set up missing persons operations.
11. Arrange temporary lodging for incoming responders. With this, order sanitation units (Porta-Potties, hand washing, shower units for temporary locations or make-shift shelters).
12. Request from the State, EPA/DNR/Environmental Health for handling inspections for damaged underground storage tanks for fuel purposes.
13. Maintain records of expenditures made during the emergency/disaster.
14. Provide continuous updates for disaster assistance.
15. Continue mass care if needed, cancel evacuation order, limit access to neighborhoods to residents only. Block off dangerous areas.
16. Consolidate emergency/disaster associated expenditure records.
17. Assist in damage assessment operations.

D. Mitigation.

1. Apply for appropriate individual and public assistance.
2. Continue health studies in the affected area (air, water residual, in homes).
3. Look into mitigation measures (buy-out, federal assistance for barriers, elevation of homes etc.).
4. Review and update plans and procedures.

V. ORGANIZATION

A. Direction and Control          County Board of Supervisors
B. Immediate Evacuation          Cochise County Sheriff’s Office
C. Incident Command              Primary: Fire or Sheriff’s Office
                                 Possible Unified Command
D. County Support Agencies: EMS, Highway and Floodplain Dept., Health Services, Building and Maintenance, PIO, other county departments as needed.
E. Outside Support Agencies: All VOADs, Utilities, Transportation and Search and Rescue agencies, State and Federal agencies.
VI. ADMINISTRATION AND SUPPORT

A. Reporting

During a disaster, reports are required to maintain an adequate record of actions that are taken by the first responders. These reports are to be submitted to the Incident Commander (IC), if not present the highest-ranking officer must submit the reports to the Emergency Operations Center (EOC) Director.

B. Records

Activity Logs - The IC and/or if operating the EOC Director, shall maintain a log of all the activities that have been implemented. This log shall include the resources that are currently in service, mutual aid agreements that have been requested, and other information that is prominent during the disaster response and recovery. Computers may not be usable after a short period of time if any power outages impact their power sources. For this reason - a log on plain paper should be a draft that can be referred to throughout the response and recovery. Appropriate “disaster footprint” patterns including fault plains should be mapped during the recovery stage and submitted to the NWS for historical purposes and mitigation operations.

C. Preservation of Records

Vital records shall be protected from the disaster in a weather/fire proof off site location. If these records are damage, a professional organization shall be employed to restore these documents.

D. Post Incident Review

A post incident review shall be conducted by the Emergency Services Director and/or a designee serving in his/her place. This Review shall include all the actions taken during the disaster from response to recovery and submitted to the appropriate authorities upon completion.

ATTACHMENTS:

AGENCY CHECKLISTS FOR EARTHQUAKE RESPONSE
EARTHQUAKE PRESS RELEASE
EARTHQUAKE DECLARATION
I. Notification

Notification of an impending earthquake remains unlikely. However, it is possible that an earthquake could occur and be sensed in some areas and not others. In this event, notification generally will be initiated by local law enforcement, fire department, Sheriff’s Office, county authorities or the citizenry.

II. Responsibilities

A. EMERGENCY SERVICES

☐ 1. If deemed necessary, activate the Emergency Operations Center. (See “Alert and Recall” Phone List).

☐ 2. Ensure that all appropriate agencies are notified, including Northern Arizona University Seismology Department (See Hazard Specific Phone List).

☐ 3. Initiate appropriate warnings and instructions. Public Information Officer will prepare and issue news releases and subsequent warnings.

**Earthquake Safety Procedures:**

* If outside, get away from buildings and utility wires.
* If in your car, stop and stay inside. Do not stop near power poles.
* If indoors, get under sturdy furniture or doorway, away from windows.
* Don't use candles or matches, there may be a gas leak.
* Use the phone only for emergencies.
* Prepare for aftershocks.
* Do not enter partially damaged buildings.
* Avoid exposed electrical wiring indoors and outside.

☐ 4. Notify Arizona Department of Emergency Management through the DPS Duty Officer or the ADEM Duty Officer.

☐ 5. Notify hospital(s) as the situation dictates. Request on-scene Triage Officer.

☐ 6. Notify all appropriate ambulance services.

☐ 7. Contact and set up HAM Radio Operations - RACES/CARA/SEARS.

☐ 8. Notify the ARC and Salvation Army for possible shelter needs.


☐ 10. Prepare disaster declaration.

☐ 11. Request assistance from the State as needed.

☐ 12. Continually analyze information received and direct agencies and personnel involved in response, recovery and management procedures.

☐ 13. Assist logistics to obtain portable shelters (tents), potable water and electrical back-up systems for use in the County.

☐ 14. Secure assistance from the State and Federal agencies.
B. LAW ENFORCEMENT

☐ 1. Verify responder’s family safety.
☐ 2. Alert Emergency Management Director or alternates (County Manager, Board of Supervisors) of verified information.
☐ 3. Secure critical facilities, add additional security to prevent looting.
☐ 4. Secure and control access to disaster/potential disaster areas.
☐ 5. Order a helicopter for preliminary damage assessment of the impacted area.
☐ 6. Assist in alerting the public of hazard and actions to take.
☐ 7. Assist in maintaining order in shelters as required.
☐ 8. Assist in conducting rescue operations as needed.
☐ 9. Assist with shelter inspection and security.
☐ 10. Assist in securing fuel for emergency vehicles.
☐ 11. Request assistance and/or augmentation through EOC.
☐ 12. Maintain records on time and other expenditures.

C. FIRE, EMS AND RESCUE SERVICES (AMBULANCE)

☐ 1. Secure any areas that have major gas line ruptures - Evacuate 5 block radius for conservative safety measures.
☐ 2. Assist in alert and notification operations as necessary. Contact responders’ families for verification of their safety.
☐ 3. Conduct rescue operations as needed. Establish a staging area and assign triage, treatment and transport resources as necessary with the appropriate number of casualty Collection points. Establish a liaison at the EOC to coordinate hospital vacancies and re-locations if needed.
☐ 4. Coordinate assistance from private sources for medical emergencies, fire fighting and rescue operations.
☐ 5. Establish first aid stations at shelter and arrange transport of sick and injured to appropriate facilities.
☐ 6. Request assistance and/or augmentation through EOC.
☐ 7. Maintain records on time and other expenditures.

C. FIRE (Continued)

☐ 1. Beware of aftershocks in the area.
☐ 2. Assess Department response ability. Establish a mobile IC location.
☐ 3. Communications will likely be compromised, companies will likely self-dispatch.
☐ 4. Officers make basic decisions about what to save and what to let burn.
☐ 5. Companies perform rapid damage assessment in their response area.
☐ 6. Assess utility conditions and secure fuel for your vehicles, request police security for fuel pumps.
☐ 7. Assist in inspecting critical facilities and roadways. Evacuate compromised structures.
☐ 8. Extricate trapped victims, coordinate volunteer activities.
☐ 9. Extinguish fires (except gas fires - unless they can be terminated at a shut off.)
☐ 10. Deploy Urban Search and Rescue Task Force and HazMat teams as needed.
☐ 11. Conduct rapid damage assessment.
☐ 12. Conduct water relay activities with National Guard, State and Federal Agencies.
D. MEDICAL AND HEALTH SERVICES & (ADEQ)

☐ 1. Determine which facilities are damaged and estimate number of patients in surrounding hospitals.
☐ 2. Provide any sanitation, or protective action guidelines for boiling water, avoiding hazard areas, reducing exposure to disease and work with the County PIO for release of immediate guidelines for people to report to shelter locations.
☐ 3. Secure drugs and insulin supplies for shelters and public distribution as needed.
☐ 4. Be prepared for a mass casualty situation. Implement all emergency health plans and procedures.
☐ 5. Coordinate needed assistance and/or augmentation through EOC.
☐ 6. Maintain records on time and other expenditures.

E. HIGHWAY AND FLOODPLAIN DEPARTMENT

☐ 1. Receive notification from EOC, provide a liaison and keep EOC informed as to utility, bridge, utility, sewer, and road conditions.
☐ 2. Contact responders’ families for verification of their safety.
☐ 3. Assess earthen dams, water drainage impacts with the Corp of Army Engineers.
☐ 4. Request mutual aid sources for any sandbags, heavy equipment or fuel needs.
☐ 5. In conjunction with EOC and Police, establish necessary roadblocks and re-routes.
☐ 6. Request assistance and/or augmentation through EOC.
☐ 7. Secure fuel locations for vehicles, prepare heavy equipment for debris removal.
☐ 8. Mobilize barricades and work signs for traffic/detours and emergency vehicle assistance.
☐ 9. Maintain records on time and other expenditures.
☐ 10. Assist with EOC operation.

F. FACILITIES DEPARTMENT

☐ 1. Receive notification from EOC, provide liaison and keep EOC informed as to condition of all impacted buildings and structures.
☐ 2. Evaluate and post buildings and structure as to their structural soundness in areas affected by disaster.
☐ 3. Maintain records of all impacted building and structures.
☐ 4. Re-inspect and re-evaluate all buildings after each aftershock.
☐ 5. Maintain records on time and other expenditures.
☐ 6. Request assistance and/or augmentation through EOC.

G. CHAIRMAN - BOARD OF SUPERVISORS

☐ 1. Declare an Emergency Declaration if the disaster goes beyond county resources.
☐ 3. Direct any protective actions to the communities affected.
☐ 4. Approve emergency expenditures based on the need in the communities.
☐ 5. Request disaster declaration from the governor if the earthquake is major and State and Federal aid needs to be utilized.
☐ 6. Direct county departments to assist in emergency operations within the EOC and the County, if necessary.
☐ 7. Confers with Executive Group on curfews or restrictions to the affected area for long-term recovery.
H. COCHISE COUNTY PUBLIC INFORMATION OFFICER

☐ 1. Keeping the public informed, through the news media if needed, of emergency conditions. Information will include:
   1. General conditions and hazards.
   2. Safe areas and shelters.
   3. Evacuation routes.

☐ 2. Request activation of the State’s Joint Information Center for a large earthquake event.
☐ 3. Establish measures for rumor control.

I. MEDICAL EXAMINER/CORONER

☐ 1. Implement emergency fatality plans.
☐ 2. Establish morgue facilities or temporary morgue locations.
☐ 3. Supply or obtain appropriate number of body bags/tags.
☐ 4. Secure refrigerated trucks or morgue facilities outside county if needed.
☐ 5. Provide for victim identification, public inquiries and counseling for victim’s families.

J. VOADs - Salvation Army, American Red Cross, others.

☐ 1. Activate shelters, food banks etc. according to normal procedures, when requested. (ARC/TSA)
☐ 2. Assist law enforcement agencies with security access, traffic control, triage assistance, public information distribution and operation support. (Sheriff’s Asst. Team, CERT)
☐ 3. American Red Cross assist with blood bank resources for local hospitals and survivor information.
☐ 4. Salvation Army assisted by other VOADs in establishing rehab support and critical incident stress debriefing (CISD) support. (Soc. Of St. Vincent de Paul)
☐ 5. Establish information centers for communities near the incident at local religious organizations, service clubs, and public facilities.
☐ 6. Establish Emergency Communications as an alternative method for transmitting information from the IC, EOC or Shelter areas. (RACES/CARA/SEARS)
☐ 7. Prepare to coordinate cleanup, repair and rebuilding of communities. (MDS)
☐ 8. Manage after disaster assistance to communities - clothing, medical assistance, donated goods, volunteers etc. (all VOADS and Volunteer Groups)

K. HOSPITAL/MEDICAL SYSTEM

☐ 1. Determine number of patients.
☐ 2. Handle Acute Care, symptomatic but not acute and worried well.
☐ 3. Ascertain available staff, beds and pharmaceuticals, equipment.
☐ 4. Distribute and track patients among hospitals and work with Public Health on compiling data.
☐ 5. Divert patients when hospital is at capacity.
☐ 6. Institute Modular Emergency Medical System (MEMS) if appropriate.
☐ 7. Share diagnostic, lab, symptom, epidemiological, and infectious disease information with other hospitals, clinics, Public Health and Emergency Services.
☐ 8. Activate NDMS if appropriate.
☐ 9. Assist mass fatality management.

6/12/2014
EARTHQUAKE MEDIA RELEASE

This is ________________________, speaking for Cochise County. Officials report that Cochise County has experienced an _____magnitude earthquake.

In areas of severe earthquake shaking, collapsed buildings or falling debris pose substantial danger to occupants and rescuers. Strong aftershocks can dislodge building material. Please stay tuned to this radio station for the location of your closest shelter where additional updates of today’s situation can be found. All citizens in should check their homes for any potential damage. **DO NOT strike any match or use an open flame (no cigarettes) when you are in a potentially damaged building** unless you know the gas have been turned off and the building has been ventilated - Better to use a flashlight or leave until daylight can supply a light source.

Buildings that experience the following problems should be entered only by a responder or structural engineer. The building is probably unsafe if:

* There is a fire in the structure
* There are rapidly flowing water/broken pipes
* Exit immediately if there is a smell of gas
* The building or part of it has tiled/walls bulging
* A portion of the building has collapsed
* Portion of the exterior walls or concrete have fallen off exposing structure
* Concrete floors feel unstable or appear uneven
* You can see the floor above or below through cracks in the floor or ceiling
* Obvious electrical arcing of wires
* “X” shaped crack at the base of walls
* Numerous broken windows or jammed doors.
* Loose and broken internal wiring for ceiling fans or wall sockets.
* Major water stains on baseboards or on the ceiling (for second story homes) that may indicate a water pipe breakage.
If your building has experienced any of the above problems, you should get in contact with your insurance agent or contact the County Building Inspection Department for further information. If you are leaving your house in an affected area, if you can turn off the water valve and gas or electric and gas shut offs SAFELY, do so before you lock and exit your home. The County is setting up shelter points that you can report to from your home if you need assistance.

List (Shelters) (And any Further Precautions).

The earthquake or any of it’s aftershocks may interrupt travel along the route to the evacuation. You should follow the directive of your local Police, Fire and EMS check points to drive through the area safely. Major roads already affected include ________________.

Move calmly, to the shelter for assistance. Listen to instructions given by your local officials.

Tune to radio station _____________ or channel ______________ for further instructions.

(Repeat the Message.)

[NOTE: Have media repeat periodically; update times and events while interspersing necessary information to citizens.]

If you are aware of any handicapped or disabled people in the affected area, notify them of the emergency situation and assist them, if possible. If you are unable to help, notify the sheriff/fire department of the location and condition of these people.
EARTHQUAKE Pre-Emergency MEDIA RELEASE

An earthquake may strike anywhere at any time. It is important to prepare NOW to avoid injury or property loss when the big quake strikes. The Cochise County Emergency Services has developed some preparedness tips to assist you.

BEFORE AN EARTHQUAKE:

- **Prepare an Emergency Supply Kit:** Store food, water and emergency supplies for at least five days. Be sure to include a flashlight, extra batteries, portable radio, tools, blankets, sturdy shoes and sanitary items.

- **Check your home for potential hazards.** Know where and how to shut off electricity, gas and water at main switches and valves. Is your water heater securely fastened to wall studs with straps or plumbers tape? Make sure all appliances are connected to their fuel source with flexible lines.

- **Check your chimney and roof for loose tiles and bricks.** Replace or repair.

- **(May or may not be added) Secure tall/heavy furniture, such as china cabinets and bookcases, to wall studs.** Secure hanging objects by closing the opening in the hook. Anchor pictures and mirrors to wall studs. Attach a wooden or metal guardrail on open shelves to keep items from slipping or falling off. Velcro fastenings may be used to secure items to their displays or work surfaces. Velcro may also be used to fasten small appliances to their surfaces. Consider removing heaey-framed pictures and mirrors from above beds, couches and chairs. Determine whether the full swing of your hanging plants and lamps will strike a window, and if they will, consider moving them.

- **Identify poisons, toxic chemicals or solvents in breakable containers** which are located in high or dangerous locations. Move these containers to a well-ventilated storage area.

- **Do not store certain chemicals such as ammonia and chlorine together.** These chemicals, when mixed, create deadly hazards. Check labels on containers for other hazardous combinations.

- **Establish an Out of State Phone Contact.** Disasters, such as earthquakes, have a good chance of occurring when your family is not together. Children may be at school, you at work or caught in commuter traffic. Take a few minutes with your family and develop a reunion plan. Choose a relative who lives at least 100 miles away, or better yet, in another state. Make sure every family member carries this number with them! This plan will help you and your family to get back together, or if that is not possible, to let each other know where you are and that you are all right.
DURING THE EARTHQUAKE:

- Stay calm, don’t panic and remember to Duck, Cover and Hold.

- If you are inside, stay inside and take cover under a sturdy desk, table or along an inside wall. Stay away from glass and heavy objects. NOTE: It is no longer considered safe to stand in a doorway as you can be injured by having fingers crushed in the door if you are not positioned properly.

- If you are outdoors, remain there. In earthquakes, most injuries occur as people are entering or leaving buildings. Move away from trees, buildings and utility wires. The greatest danger from falling debris is just outside doorways and close to outer walls. Once in the open, remain there until the shaking stops.

- If you are driving, pull over to the side of the road as quickly and safely as possible, avoiding bridges, over/under passes and utility poles. Remain in the vehicle. Set the parking brake and turn on the radio for emergency information. The car may shake violently, but it is a good place to stay until the quake stops. When you drive on, watch for hazards created by the earthquake. Limit vehicular traffic to essential travel until the initial disaster is over and keep roadways clear for emergency vehicle access.

- If in a high-rise building, get under a desk or heavy furniture. Do not run for exits since stairways may be broken or jammed with people. NEVER use elevators.

- If in a public place, such as a stadium or movie theater, remain calm and don’t panic! Don’t rush for the exits, duck and cover your head under the seats. Exit the building when the shaking stops.

For additional information on how you can prepare a emergency plan for your family - please go to: www.ready.gov.
WHEREAS, the unexpected earthquake of ____ (Date) ______ 20__ and the damages resulting there, have caused the death of _____ people and extensive destruction to private property and to the many public facilities, streets, and roads within Cochise County; and

WHEREAS, the earthquake has resulted in a condition of extreme peril to the health and safety of many citizens; and

WHEREAS, the chairman, Cochise County Board of Supervisors, is authorized by resolution to declare a county emergency;

NOW, THEREFORE, it is hereby declared that an emergency now exists in Cochise County, Arizona; and it is further ordered that during the existence of said emergency, county government agencies assigned emergency roles in the Cochise County Emergency Response and Recovery Plan are an Emergency Organization and the Cochise County Emergency Response and Recovery Plan is hereby activated and in effect until further notice.

DATED: _______________________

Chairman, Board of Supervisors,
Cochise County, Arizona
# FIRE (Major) and WILDFIRE RESPONSE

<table>
<thead>
<tr>
<th>FIRST ALERT</th>
<th>ESF ANNEX OPERATIONAL</th>
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</thead>
<tbody>
<tr>
<td>NWS/ 911 Communication Center</td>
<td>(ESF #2)</td>
</tr>
</tbody>
</table>

### FIELD OPERATIONS
- Law Enforcement (Police and Sheriff) (ESF #13/ESF #9)
- Fire Services (ESF #10)
- EMS (ESF #8)
- Highway and Floodplain (ESF #1 / ESF #3)

### EMERGENCY OPERATIONS CENTER
- Emergency Services (ESF #5/ ESF #7/ESF #14)
- Public Health (ESF #8)
- PIO (ESF #15)
- Cooperative Extension (ESF #11)

### NOTIFIED AGENCIES
- American Red Cross (ESF #6)
- Utilities (ESF #12)
- ADOT / ADPS
- Hospitals
- Incorporated Cities and Towns

## I. PURPOSE

The intent of this plan is to effect rapid and efficient warning and response for areas subjected to major fires. This includes major structural or wildland and forest fires. It is further hoped that by advance warning and preparation hazardous conditions may be reduced and an early recovery accomplished.

## II. ACTIVATION

Emergency actions, as outline herein, may be initiated by the Cochise County Emergency Services Director and/or the appropriate District Fire Chief upon notification that a forest or wildland fire is threatening or imminent. In urban areas notification and activation may be provided by the appropriate Fire Chief or local Emergency Services Director.

## III. OPERATIONS

No official fire watch towers or surveillance aircraft are on duty in Cochise County. Most sightings are visual and reported by citizens. Federal national park lands are patrolled by forestry personnel. Fire reports are directed to the local, responsible fire districts. Warnings are broadcast by local Emergency Alert System (EAS) radio stations.

The Fire Chief or designee in the affected location will be the Incident Commander for the duration of the Fire until they relinquish it to the State or Federal Forestry agency or another Fire Department. The full command, operations, planning, administration/logistics sections will be activated for a major fire in the County.
IV. IMPLEMENTATION

A. Pre-emergency.
   1. Develop plans for implementing fire related emergency/disaster operations.
   2. Maintain current rosters for alerting personnel in the event of an emergency/disaster.
   3. Develop agreements with neighboring jurisdictions to provide mutual aid.
   4. Establish procedures for requesting assistance from county, State and Federal resources as appropriate.
   5. Establish procedures for capturing costs associated with emergency/disaster operations.

B. Emergency.
   1. Conduct operations in such a manner as to mitigate the emergency situation.
   2. Coordinate with their counterpart offices at State level or the Cochise County Emergency Services Department, as appropriate, to obtain additional resources, if present resources are inadequate to meet needs.
   3. Maintain records of expenditures made during the emergency/disaster.

C. Recovery.
   1. Resume normal operations.
   2. Consolidate emergency/disaster associated expenditure records.
   3. Assist in damage assessment operations.
   4. Review and update plans and procedures.

D. Mitigation.
   1. Determine additional hot spot areas.
   2. Re-supply inventory based on projected fire season.
   3. Check all equipment and personal protection gear, determine additional resources and evacuation routes with the State fire agencies for potential incidents in the area.
   4. Review and update plans and procedures.

V. ORGANIZATION

A. Direction and Control  County Board of Supervisors
B. Immediate Evacuation  Appropriate Fire District/Department
C. Incident Command  Primary: Appropriate Fire District/Department

D. County Support Agencies:  Sheriff’s Office/LE, EMS, Highway and Floodplain Dept., Health Services, PIO, other county departments as needed.

E. Outside Support Agencies:  All VOADs, public works agencies, regional and State fire services (Forestry/BLM) and Federal agencies.
VI. ADMINISTRATION AND SUPPORT

A. Reporting

During a disaster, reports are required to maintain an adequate record of actions that are taken by the first responders. These reports are to be submitted to the Incident Commander (IC), if not present the highest-ranking officer must submit the reports to the Emergency Operations Center (EOC) Director.

B. Records

Activity Logs - The IC and/or if operating the EOC Director, shall maintain a log of all the activities that have been implemented. This log shall include the resources that are currently in service, mutual aid agreements that have been requested, and other information that is prominent during the disaster response and recovery. Appropriate fire maps should be submitted to the NWS for historical purposes and mitigation operations.

C. Preservation of Records

Vital records shall be protected from the disaster in a fire proof off site location. If these records are damage, a professional organization shall be employed to restore these documents.

D. Post Incident Review

A post incident review shall be conducted by the Emergency Services Director and/or a designee serving in his/her place. This Review shall include all the actions taken during the disaster from response to recovery and submitted to the appropriate authorities upon completion.

ATTACHMENTS:

AGENCY CHECKLISTS FOR FIRE RESPONSE
WILD LAND INSTRUCTIONS TO THE PUBLIC PRESS RELEASE
FIRE PRESS RELEASE
FIRE DECLARATION
FIRE (Major) RESPONSE CHECKLISTS

Notification

Notification of major fires will generally be initiated by the U.S. Forest Service, Cochise County Fire Districts, National Weather Service Fire Forecast personnel or the Sheriff’s Office. Notification can come from other State, county or local surveillance sources, including the citizenry.

Responsibilities

A. EMERGENCY MANAGEMENT

1. Obtain verification of the situation, obtain the fire spread risk area and potential risk areas, wind speed and direction from the on-scene commander.
2. Initiate a system of reporting from private agencies and utilities that have facilities in the area.
3. Activate the Emergency Operations Center, if necessary. (See “Alert and Recall” phone list).
4. Contact National Weather Service Fire Forecaster (Tucson station), arrange for update reports and forecasts, including weather. Forward all weather information to the senior firefighting officer at once.
5. Maintain communications with the senior firefighting officer at the scene. Obtain his strategy and the tactics he intends to use. Learn his requirements for additional manpower, equipment or supplies.
6. Provide the Cochise County PIO with appropriate information for releases.
7. Initiate appropriate warnings and instructions for actions the public needs to take immediately (Public Information Officer will prepare and issue news releases and subsequent warnings).
8. Coordinate plans for evacuation of citizens with responsible fire and other emergency services, if evacuation becomes necessary. Have evacuees sign in so they can be contacted as soon as the fire is over and they are allowed back in.
9. The Cochise County Sheriff's Department is in charge of all evacuations. Coordinate the designation of exit routes for threatened citizens, and entrance routes for emergency vehicles. See ESF #13 - Public Safety and Security.
10. Deploy response forces as required, ensure that the scene or disaster areas are secured and prohibit entry except firefighters and emergency management personnel.
11. Call the American Red Cross to have them stand by for any activations of a shelter, if necessary. (See ESF #6 “Mass Care” Functional Annex).
12. Notify Arizona Department of Emergency Management through the DPS Duty Officer or the ADEM Duty Officer.
13. Implement mutual aid agreements and request assistance from private and volunteer agencies, as necessary.
10. Maintain records on time and other expenditures.
11. Request assistance needed i.e., U.S. Forest Service, State Land Department, etc.
12. Contact County Highway and Floodplain Dept. and request assistance of other public and private entities having the necessary equipment.
13. Contact County Highway and Floodplain Dept if a wildfire break needs to be cut with heavy equipment.
A. **EMERGENCY MANAGEMENT**


15. Prepare disaster declaration for the Board of Supervisors (if needed).

16. Collect accurate damage information, consolidate, evaluate and analyze data concerning the scope and magnitude of the fire. Compile reports and forward to State as required.

17. Continually analyze information received and direct agencies and personnel involved in response, recovery and management procedures.

18. After determining that conditions are favorable for evacuees to return to their homes, notify all agencies in the EOC. See ESF #13 - Public Safety and Security.

19. If the resources available in Cochise County to fight the fire prove to be inadequate, request aid from the State.

20. After all fire suppression activities have ceased and reports have been written, close the EOC.

B. **LAW ENFORCEMENT & DPS**

1. Receive/verify fire reports.

2. Alert fire department, Emergency Management Director or alternates (Chairman, Board of Supervisors, County Manager) of verified information.

3. Provide a liaison and maintain communication with the EOC, if opened.

4. Assist fire suppression crews in establishing road blocks and other traffic control measures.

5. Secure and control access to disaster/potential disaster areas.

6. Assist in alerting the public of hazard and actions to take.

7. Conduct evacuation when necessary. Designate exit routes for evacuees, and entrance routes for emergency fire fighting equipment. Furnish security to evacuated areas. See ESF #13 - Public Safety and Security.

8. Assist in evacuation as required through:
   a. Door-to-door alert
   b. Sirens and public address
   c. Locate and evacuate people with special needs.

9. Assist in maintaining order in shelters as required.

10. Assist in conducting rescue operations as needed.

11. Request assistance and/or augmentation through EOC.

12. Maintain records on time and other expenditures.

C. **FIRE, EMS AND RESCUE SERVICES (AMBULANCE)**

1. Receive and verify notification of fire.

2. Provide a liaison to the EOC, maintain communications and receive direction.

3. Exercise the power and authority necessary to take control of the scene, and to direct such operations as to extinguish or control any fire, investigate the existence of suspected or reported fires, gas leaks and other hazardous conditions or situations.

4. Assist in alert and notification of the public as necessary.

5. Assist with evacuations as required. Assist in locating and evacuating people with special needs.

6. Conduct rescue operations as needed.
C. **FIRE, EMS AND RESCUE SERVICES (AMBULANCE)**

- 7. Coordinate assistance from private sources for medical emergencies, fire fighting and rescue operations.
- 8. Establish first aid stations at shelter and arrange transport of sick and injured to appropriate facilities.
- 10. Request assistance and/or augmentation through EOC.
- 11. Continually assess the fire situation and keep EOC updated.
- 12. Maintain records on time and other expenditures.

D. **MEDICAL AND HEALTH SERVICES, & (ADEQ)**

- 1. Implement emergency health plans.
- 2. Implement mutual aid health agreements.
- 3. Coordinate needed assistance and/or augmentation through EOC.
- 4. Establishes health care facilities as determined by the Executive Group in the EOC.
- 5. Advises Emergency Services of any health hazards in the fire area affected.
- 6. Maintains disease control in the affected disaster area.
- 7. Ensure that air, water and public health quality standards are maintained during the fire.
- 8. Maintain records on time and other expenditures.

E. **HIGHWAY AND FLOODPLAIN and ADOT**

- 1. Assist the sheriff in maintaining roadblocks.
- 2. Keep roads, especially evacuation routes, open for traffic.
- 3. Assist fire chief and Sheriff in establishing roadblocks and rerouting traffic.
- 4. Hold heavy equipment in readiness to aid fire suppression crews, if requested.
- 5. Cut fire breaks if required by the situation. Coordinate with other public and private entities having the required heavy equipment.
- 6. Assist in disconnecting utilities as required.
- 7. Maintain records on time and other expenditures.
- 8. Assist with EOC operation.

F. **CHAIRMAN - BOARD OF SUPERVISORS**

- 1. Provide for the health, welfare, and safety of the County's population during an emergency/disaster.
- 2. Activate the EOC if the fire is of such magnitude that a collective, concentrated, and continuous effort must be expended to mitigate its effects.
- 3. Appoint an Emergency Public Information Officer to act as the focal point between county government and the media.
- 4. Direct any protective actions to the communities affected.
- 5. Approve emergency expenditures based on the need in the communities.
- 6. Request disaster declaration from the governor if the fire is major and State and Federal aid needs to be utilized.
- 7. Direct county departments to assist in emergency operations within the EOC and the County, if necessary.
G. **COCHISE COUNTY PUBLIC INFORMATION OFFICER**

1. Keeping the public informed, through the news media if needed, of emergency conditions. Information will include:
   1. General conditions and hazards.
   2. Safe areas and shelters.
   3. Evacuation routes.

2. Request activation of the State’s Joint Information Center for major fires.

3. Establish measures for rumor control.

H. **VOADs - Salvation Army, American Red Cross, others.**

1. Activate shelters, food banks etc. according to normal procedures, when requested. (ARC/TSA)

2. Assist law enforcement agencies with security access, traffic control, triage assistance, public information distribution and operation support. (Sheriff’s Asst. Team, CERT)

3. American Red Cross assist with blood bank resources for local hospitals and survivor information.

4. Salvation Army assisted by other VOADs in establishing rehab support and critical incident stress debriefing (CISD) support. (Soc. Of St. Vincent de Paul)

5. Establish information centers for communities near the incident at local religious organizations, service clubs, and public facilities.

6. Establish Emergency Communications as an alternative method for transmitting information from the IC, EOC or Shelter areas. (RACES/CARA/SEARS)

7. Prepare to coordinate cleanup, repair and rebuilding of communities. (MDS)

8. Manage after disaster assistance to communities - clothing, medical assistance, donated goods, volunteers etc. (all VOADS and Volunteer Groups)
WILDLAND FIRE
Instructions to the Public
MEDIA RELEASE

COCHISE COUNTY FOREST AND WILDLAND FIRES

County residents will be asked to cooperate if the community is involved in a major fire. Public information releases for the media will be issued as needed.

WHEN A FOREST OR WILDLAND FIRE THREATENS:

1. Keep posted on progress of the fire by listening to the Emergency Alert System (EAS) radio station in your area.

<table>
<thead>
<tr>
<th>City</th>
<th>Call Sign</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benson</td>
<td>KAVV</td>
<td>97.7 FM</td>
</tr>
<tr>
<td>Bisbee</td>
<td>See Douglas</td>
<td>- - -</td>
</tr>
<tr>
<td>Douglas</td>
<td>KDAP</td>
<td>1450 AM</td>
</tr>
<tr>
<td>Huachuca</td>
<td>See Sierra Vista</td>
<td>- - -</td>
</tr>
<tr>
<td>Sierra Vista</td>
<td>KTAN</td>
<td>1420 AM</td>
</tr>
<tr>
<td>Tombstone</td>
<td>See Sierra Vista</td>
<td>- - -</td>
</tr>
<tr>
<td>Willcox</td>
<td>KHIL</td>
<td>1250 AM</td>
</tr>
</tbody>
</table>

2. If an additional threat is seen, report the facts immediately to your local fire department / district or responsible police agency.
3. Connect garden hoses and check water supply for possible watering down roofs.
4. Close all windows (cover if possible).
5. Remove combustibles near windows and other openings.
6. Protect and secure stock and pet animals.
7. If you are directed to evacuate, follow the instructions in any supplemental press releases.
8. After your home is secured, be ready to assist in constructing fire breaks or other firefighting duties if directed to do so.
9. If you are directed to assist in firefighting operations, be sure you are under supervision of a regular firefighter. Follow instructions. He knows how the fire is being fought and where you will be most valuable to the operations.
11. Public information releases, partially prepared in advance, will be released by the Public Information Officer (PIO) as needed. Sample Warning Media Release at the end of this Annex.

6/12/2014
This is (NAME), speaking for Cochise County Emergency Services Director, reports that a fire is presently burning out of control in the area of ______________.

All citizens living in the affected area, especially ______________________________ should begin immediate evacuation to _______________________ located at ____________________________.

It is anticipated that the fires may interrupt travel across State Route # __________ by ___(Hour/Time)_____________. The populated area of _____________________ may be impacted by ___(Hour/Time)_____________.

Move calmly, but move quickly. Listen to further instructions from your local officials via this radio station.

(Repeat the message)

[NOTE: Have media repeat periodically; update times and events while interspersing necessary information to citizens.]

If you are aware of any handicapped or disabled person/s in the affected area, Please notify them of the emergency situation and assist them, if possible. If you are unable to help, please notify the (Police/Fire Dept.) of the location and condition of the persons.
WHEREAS, the wild fire of ____(Date)______ 20__ and the damages resulting there, have caused the death of _____ people and extensive destruction to private property and to the many public facilities, streets, woodlands and structures within Cochise County; and

WHEREAS, the fire has resulted in a condition of extreme peril to the health and safety of many citizens; and

WHEREAS, the chairman, Cochise County Board of Supervisors, is authorized by resolution to declare a county emergency;

NOW, THEREFORE, it is hereby declared that an emergency now exists in Cochise County, Arizona; and it is further ordered that during the existence of said emergency, county government agencies assigned emergency roles in the Cochise County Emergency Response and Recovery Plan are an Emergency Organization and the Cochise County Emergency Response and Recovery Plan is hereby activated and in effect until further notice.

DATED:__________________________

Chairman, Board of Supervisors,
Cochise County, Arizona
FLOOD CONTROL RESPONSE

FIRST ALERT
NWS/911 Communication Center

ESF ANNEX OPERATIONAL (ESF #2)

FIELD OPERATIONS
Law Enforcement (Police and Sheriff) (ESF #13/ESF #9)
Fire Services (ESF #10)
EMS (ESF #8)
Highway and Floodplain (ESF #1 / ESF #3)

EMERGENCY OPERATIONS CENTER
Emergency Services (ESF #5/ ESF #7/ESF #14)
Public Health
PIO (ESF #15)
Cooperative Extension (ESF #11)

NOTIFIED AGENCIES
American Red Cross (ESF #6)
Utilities (ESF #12)
AZ Water Resources
ADOT / ADPS
Hospitals
Incorporated Cities and Towns

I. PURPOSE

To describe the organization, assign responsibilities and specify the actions required of Cochise County Government to conduct emergency flood control operations during an emergency/disaster.

II. ACTIVATION

Evacuation of people at risk from a flood will occur with little or now warning will be implemented on an ad hoc basis. The individual responsible for implementing it should be the Incident Commander at the scene of the emergency, with support arranged through the Emergency Operations Center as necessary. Evacuation instructions should be based on known or assumed health risks associated with the hazard. Orders to evacuate will include that while the evacuation order is in effect, the area affected will have controlled access, and a pass may be required to regain access to the area.

III. OPERATIONS

A. The Cochise County Flood District will provide flood control services in the unincorporated areas of the County, and in the Town of Benson and the City of Bisbee.
B. Incorporated cities/towns, not indicated above, will provide flood control services within their jurisdictions.
C. The Flood Control District will provide flood control assistance to incorporated cities/towns when requested and if resources are available.
D. The State of Arizona will provide flood control support to Cochise County when requested and if the County's resources are completely committed.

IV. IMPLEMENTATION

A. Pre-emergency.

1. Identify areas in the County subject to flooding.
2. Develop and implement plans to mitigate the effects of flooding.
3. Pre-determine sandbagging locations and operations.
4. Create highway signs for flooded areas.
5. Develop plans for implementing emergency/disaster related operations.
6. Maintain current rosters for alerting personnel in the event of an emergency/disaster.
7. Develop agreements with neighboring jurisdictions to provide mutual aid.
8. Establish procedures for requesting assistance from county, State and Federal resources as appropriate.
9. Establish procedures for capturing costs associated with emergency/disaster operations.

B. Emergency.

1. Notify affected area populations, utilities, county and local government officials.
2. Evacuate affected areas, assist special populations, secure perimeter.
3. Set up shelters, distribute public information and mass food distribution operations.
4. Declare a “State of Emergency” and write up a disaster declaration.
5. Conduct operations in such a manner as to mitigate the emergency situation.
6. Contract with private sector contractors, within dollar resources, to provide additional manpower and equipment.
7. Maintain important energy needs (hospitals, water operations, telecommunications etc.)
8. Coordinate with State and Federal agencies or Cochise County Emergency Services to obtain additional resources, if present resources are inadequate to meet needs.
9. Maintain records of expenditures made during the emergency/disaster.

C. Recovery.

1. Resume normal operations.
2. Conduct health studies in the affected area (air, water residual, in homes).
3. Set up debris management operations and solid waste collection areas.
4. Determine safe sanitary standards, issue health orders (boil water/bottle water, water-borne hazards).
5. Assist affected community with economic support (temporary jobs, money or supplies).
6. Provide continuous updates for disaster assistance.
7. Continue mass care if needed, cancel evacuation order, limit access to neighborhoods to residents only. Block off dangerous areas.
8. Consolidate emergency/disaster associated expenditure records.

D. Mitigation.

1. Apply for appropriate individual and public assistance.
2. Continue health studies in the affected area (air, water residual, in homes).
3. Look into mitigation measures (buy-out, federal assistance for barriers, elevation of homes etc.).
4. Review and update plans and procedures.

V. ORGANIZATION

A. Direction and Control
   County Board of Supervisors

B. Immediate Evacuation
   Cochise County Sheriff’s Office

C. Incident Command
   Primary: Fire or Law Enforcement

D. County Support Agencies:
   EMS, Highway and Flood Control Dept., Health Services, PIO, other county departments as needed.

E. Outside Support Agencies:
   All VOADs, Regional and State Water Resources Agencies, Highway Agencies (ADOT/DPS) and Federal Agencies.

VI. ADMINISTRATION AND SUPPORT

A. Reporting

   During a disaster, reports are required to maintain an adequate record of actions that are taken by the first responders. These reports are to be submitted to the Incident Commander (IC), if not present the highest-ranking officer must submit the reports to the Emergency Operations Center (EOC) Director.

B. Records

   Activity Logs - The IC and/or if operating the EOC Director, shall maintain a log of all the activities that have been implemented. This log shall include the resources that are currently in service, mutual aid agreements that have been requested, and other information that is prominent during the disaster response and recovery. Appropriate “disaster footprint” patterns should be mapped and submitted to the NWS for historical purposes and mitigation operations.

C. Preservation of Records

   Vital records shall be protected from the disaster in a weather/fire proof off site location. If these records are damaged, a professional organization shall be employed to restore these documents.

D. Post Incident Review

   A post incident review shall be conducted by the Emergency Services Director and/or a designee serving in his/her place. This Review shall include all the actions taken during the disaster from response to recovery and submitted to the appropriate authorities upon completion.
ATTACHMENTS:

AGENCY CHECKLISTS FOR FLOOD RESPONSE
FLOOD PRESS RELEASE
FLOOD DECLARATION
FLOOD CONTROL RESPONSE CHECKLISTS

I. Notification

Notification of imminent flooding generally will be initiated by the National Weather Service, the Sheriff’s Office, or Emergency Services Personnel. Notification, especially of flash flooding, can come from other State or local sources, including the citizenry.

II. Responsibilities

A. EMERGENCY SERVICES

1. Obtain verification of the situation.
2. Activate the Emergency Operations Center. (See “Alert and Recall”).
3. Identify affected and potential disaster areas.
4. Initiate appropriate warnings and instructions for actions the public needs to make immediately. (Public Information Officer will prepare and issue news releases and subsequent warnings).
5. Deploy response forces as required.
6. Call the American Red Cross to open shelters. (See ESF #6 “Mass Care” Functional Annex).
7. Notify Arizona Department of Emergency Services through the DPS Duty Officer or the ADEM Duty Officer.
8. Implement mutual aid agreements and request assistance from private and volunteer agencies, as necessary.
9. Maintain records on time and other expenditures.
10. Compile Preliminary Damage Assessment information. (See Damage Assessment Annex).
11. Prepare disaster declaration.
12. Request assistance from State as needed.
13. Areas of the County that may be isolated by a flood event should be monitored and emergency equipment mobilized should isolation occur.
14. Collect accurate damage information, consolidate, evaluate and analyze data concerning the scope and magnitude of the disaster. Compile reports and forward to the State as required.
15. Continually analyze information received and direct agencies and personnel involved in response, recovery and management procedures.

B. LAW ENFORCEMENT

1. Receive/verify flood/flash flood reports, distribute them to Emergency Services.
2. Alert Emergency Services Director or alternates (County Manager, Board of Supervisors) of verified information.
3. Provide a liaison and maintain communication with the EOC.
4. Secure and control access to disaster/potential disaster areas.
5. Assist in alerting the public of hazards and actions to take.
B. **LAW ENFORCEMENT**

6. Assist in evacuation as required through:
   a. Door-to-door alert.
   b. Sirens and public address.
   c. Evacuate people with special needs.

7. Assist in maintaining order in shelters as required.
8. Assist in conducting rescue operations as needed.
9. Request assistance and/or augmentation through EOC.
10. Maintain records on time and other expenditures.

C. **FIRE, EMS AND RESCUE SERVICES (AMBULANCE)**

1. Provide a liaison to the EOC, maintain communications and receive direction.
2. Assist in alert and notification operations as necessary.
3. Assist with evacuations as required. Assist in evacuating people with special needs.
4. Conduct rescue operations as needed.
5. Coordinate assistance from private sources for medical emergencies, fire fighting and rescue operations.
6. Establish first aid stations at shelter and arrange transport of sick and injured to appropriate facilities.
7. Monitor status of hazardous materials sites.
8. Request assistance and/or augmentation through EOC.
9. Maintain records on time and other expenditures.
10. Isolated areas will be provided alternate service arrangements.

D. **MEDICAL AND HEALTH SERVICES & (ADEQ)**

1. Implement emergency health plans.
2. Implement mutual aid health agreements.
3. Coordinate needed assistance and/or augmentation through EOC.
4. Ensure that air, water and public health quality standards are maintained during the flooding.
5. Maintain records on time and other expenditures.

E. **HIGHWAY AND FLOODPLAIN DEPARTMENT**

1. Receive notification from EOC, provide a liaison and keep EOC informed as to utility, bridge, crossing and road conditions.
2. In conjunction with EOC and police, establish necessary roadblocks and re-routes.
3. Protect utilities, roads, crossings, bridges, etc. from water damage if necessary, and if possible.
4. Request assistance and/or augmentation through EOC.
5. Maintain records on time and other expenditures.
6. Assist with EOC operation.
7. Provide flood control services in the County during an emergency/disaster.
8. Clear debris from clogged drainage ditches and washes that hinder disaster operations or threaten public safety and health.
9. Perform essential repairs to drainage ditches, bridges, culverts and other flood control facilities as required.
10. Hire private contractors and individuals to assist in the emergency response and recovery effort.

11. Coordinate related services provided by Federal, State and other public and private sector agencies.

E. **HIGHWAY AND FLOODPLAIN DEPARTMENT**

12. Assist the Highway and Floodplain Department when requested and if resources are available.

13. Assist incorporated cities/towns upon request.

F. **FACILITIES DEPARTMENT**

1. Receive notification from EOC, provide liaison and keep EOC informed as to possible building or structure collapse or loss of structural integrity.

2. Maintain records of impacted structures in flood areas.

3. Post buildings and structure as to their habitability and re-entry conditions.

4. Maintain records on time and other expenditures.

G. **CHAIRMAN - BOARD OF SUPERVISORS**

1. Declare an Emergency Declaration if the disaster goes beyond county resources.


3. Direct any protective actions to the communities affected.

4. Approve emergency expenditures based on the need in the communities.

5. Request disaster declaration from the governor if flood is major and State and Federal aid needs to be utilized.

6. Direct county departments to assist in emergency operations within the EOC and the County, if necessary.

H. **COCHISE COUNTY PUBLIC INFORMATION OFFICER**

1. Keeping the public informed, through the news media if needed, of emergency conditions. Information will include:
   
   1. General conditions and hazards.
   2. Safe areas and shelters.
   3. Evacuation routes.

2. Request activation of the State’s Joint Information Center for flooding events.

3. Establish measures for rumor control.

I. **MEDICAL EXAMINER/CORONER**

1. Implement emergency fatality plans.

2. Establish morgue facilities or temporary morgue locations.

3. Supply or obtain appropriate number of body bags/tags.

4. Secure refrigerated trucks or morgue facilities outside county if needed.

5. Provide for victim identification, public inquiries and counseling for victim’s families.
J. **VOADs - Salvation Army, American Red Cross, others.**

- 1. Activate shelters, food banks etc. according to normal procedures, when requested. (ARC/TSA)
- 2. Assist law enforcement agencies with security access, traffic control, triage assistance, public information distribution and operation support. (Sheriff’s Asst. Team, CERT)
- 3. American Red Cross will assist with blood bank resources for local hospitals and survivor information.
- 4. Salvation Army assisted by other VOADs in establishing rehab support and critical incident stress debriefing (CISD) support. (Soc. Of St. Vincent de Paul)
- 5. Establish information centers for communities near the incident at local religious organizations, service clubs, and public facilities.
- 6. Establish Emergency Communications as an alternative method for transmitting information from the IC, EOC or Shelter areas. (RACES/CARA/SEARS)
- 7. Prepare to coordinate cleanup, repair and rebuilding of communities. (MDS)
- 8. Manage after disaster assistance to communities - clothing, medical assistance, donated goods, volunteers etc. (all VOADS and Volunteer Groups)

K. **HOSPITAL/MEDICAL SYSTEM**

- 1. Determine number of patients.
- 2. Ascertain available staff, beds and pharmaceuticals, equipment.
- 3. Distribute and track patients among hospitals and work with Public Health on compiling data.
- 4. Divert patients when hospital is at capacity or evacuate per procedures if the hospital/facility will be in the affected area.
- 5. Share diagnostic, lab, symptom, epidemiological, and infectious disease information with other hospitals, clinics, Public Health and Emergency Services.
- 6. Activate NDMS if appropriate.
- 7. Assist in mass fatality management if required.
FLOOD MEDIA RELEASE

This is ____________________, speaking for Cochise County. Officials report that ____________________________ is overflowing.

All citizens in low lying areas of the Cochise County and designated flood plains should begin evacuating immediately to higher ground or to (Shelter) (List Precautions).

Flood waters may interrupt travel along Route at (time). Major roads that may be affected by flooding include ____________________.

Populated areas of will be impacted at approximately.
Move calmly, but quickly. Listen to instructions given by your local officials.

Tune to radio station ______________ or channel ______________ for further instructions.

(Repeat the Message.)

[NOTE: Have media repeat periodically; update times and events while interspersing necessary information to citizens.]

If you are aware of any handicapped or disabled people in the affected area, notify them of the emergency situation and assist them, if possible. If you are unable to help, notify the sheriff/fire department of the location and condition of the people.
FLOOD EMERGENCY DECLARATION

WHEREAS, the unusually strong flood of ____ (Date)________ 20__ and the damages resulting there, have caused the death of _____ people and extensive destruction to private property and to the many public facilities, streets, and roads within Cochise County; and

WHEREAS, the flood has resulted in a condition of extreme peril to the health and safety of many citizens; and

WHEREAS, the chairman, Cochise County Board of Supervisors, is authorized by resolution to declare a county emergency;

NOW, THEREFORE, it is hereby declared that an emergency now exists in Cochise County, Arizona; and it is further ordered that during the existence of said emergency, county government agencies assigned emergency roles in the Cochise County Emergency Response and Recovery Plan are an Emergency Organization and the Cochise County Emergency Response and Recovery Plan is hereby activated and in effect until further notice.

DATED: _______________________

Chairman, Board of Supervisors,
Cochise County, Arizona

6/12/2014
## GAS PIPELINE RESPONSE

### FIRST ALERT
- NWS/ 911 Communication Center

### ESF ANNEX OPERATIONAL
- (ESF #2)

### FIELD OPERATIONS
- Law Enforcement (Police and Sheriff)
- Fire Services
- EMS
- Highway and Floodplain

### EMERGENCY OPERATIONS CENTER
- Emergency Services
- Public Health
- PIO

### NOTIFIED AGENCIES
- American Red Cross
- Utilities
- ADOT / ADPS
- Hospitals
- Incorporated Cities and Towns

### I. PURPOSE

To respond and develop procedures to effectively respond to ruptures, explosions and fires in pipelines transporting petroleum products or industrial chemicals. This appendix is designed to provide guidance for such operations and to enable local organizations to properly support the pipeline companies, which have qualified personnel to react to the emergency. This plan does not attempt to direct the operations of the pipeline company other than to coordinate efforts between company personnel and local officials to ensure the minimum loss of property and injuries.

### II. ACTIVATION

The notification of a gas pipeline incident would normally be received through the 911 Communication Center as a report from the company, a citizen or responder in response to a line explosion, a observation off a leak from a pipeline or a related response from a company’s control center.

Industrial chemicals present specialized problems which require response procedures applicable to the threat posed by the chemicals. Due to the nature of a leak (HazMat or explosive), the fire departments may be the first agency on scene of the incident. The appropriate Fire agency will resume Incident Command, however, gas pipelines should not be handled by the response agencies without the assistance of the operator of the gas pipeline. Owner/operators have specialize teams that respond to their lines and understand the complete processes to reduce and eliminate the problem.

In the event of a break in one of their gas pipeline, emergency response personnel should cordon off the incident area, evacuate endangered persons, provide public advisories, seek appropriate State/
Federal support, and enlist the assistance of company representatives trained to cope with these hazards. Spills should be contained, if possible, to aid in recovery of the products and to mitigate the environmental impact, especially on ground water, streams, and sewers.

III. OPERATIONS

A. Identifying Pipeline Emergency Symptoms

- Uncontrolled release of gas vapors or liquids
- Abnormal readings or operating conditions at monitoring points.
- Equipment malfunctions.
- Abnormal appliance behavior.
- Physiological reactions to vapors.
- Combustion/ explosion.
- Fire.

B. Isolate failed pipeline section by contacting pipeline/ distribution company for shut down of lines. Do not allow emergency responders to shut off any lines other than at gas meters.

C. Incident Evaluation

Among the factors to consider when evaluating response procedures:

- Length of time the break has existed.
- Nature of the hazardous materials.
- Modifying conditions.
- Location/ terrain.
- Time.
- Weather.
- Amount of material released.

Potential Losses - Lives, property and the environment.

D. Control Measures

1) Establish On-Scene Command Post (CP) at least 500 yards from rupture or leak along a line at a right angle to the pipeline.

2) Request response of properly trained and equipped emergency service personnel to support efforts of pipeline company. Only pipeline company personnel will operate valves controlling flow in all line except at individual home meters.

3) Establish traffic control to ensure access by emergency services personnel by blocking off roads leading to the incident site. Direct back up emergency services vehicles to staging area until they are needed at the scene. Curious citizens must not be permitted to walk to the scene.

4) Establish communications controls through the CP. Provide hand held radio to the senior representative of the pipeline company for use in coordination of response
operations. Program frequency used by the pipeline company into the responder radio/scanner at the CP and verify response of pipeline personnel.

IV. IMPLEMENTATION

A. Pre-emergency.

1. Share contact information with pipeline owners and operators.
2. Enhance the security of the pipeline infrastructure by training responders with company response personnel to locate gas pipeline routes and determine risks to populations based on radius of line to surrounding communities.
4. Maintains a continuing relationship with gas pipeline companies to prevent and prepare for emergencies.
5. Assist planning department with any new development areas to avoid rupturing any pipeline connections in the area.

B. Emergency.

1. Rescue affected populations - Expose as few emergency professionals as necessary to meet rescue needs.
2. Notify affected area populations, utilities, county and local government officials.
3. Evacuate immediate danger areas, assist special populations, secure perimeter.
4. Eliminate Ignition Sources.
5. Coordinate efforts with gas pipeline owner/operator and their emergency teams.
6. Set up shelters if needed.
7. Conduct operations in such a manner as to mitigate the emergency situation.
8. Maintain important contacts (hospitals, water operations, telecommunications etc.)
9. Coordinate with State and Federal agencies or Cochise County Emergency Services to obtain additional resources, if present resources are inadequate to meet needs.
10. Maintain records of expenditures made during the emergency/disaster.

C. Recovery.

Termination of Pipeline Emergencies

1. Resume normal operations. Block off dangerous areas.
3. Patrol to ensure dissipation of gas and vapors.
4. Remove debris.
5. Pipeline company must repair or abandon pipeline.
6. Utilities must be checked and restored by responsible utility company(s).
7. Brief evacuees and supervise return home.

D. Mitigation.

1. Work with pipeline companies to survey pipelines throughout the County to determine any other weaknesses in the line.
2. Develop contingency plans for other possible gas pipeline locations that are exposed to a growing county development population.
V. ORGANIZATION

A. Direction and Control  County Board of Supervisors
B. Immediate Evacuation  Appropriate Fire District/Department
C. Incident Command  Primary: Appropriate Fire District/Department
D. County Support Agencies:  Law Enforcement, EMS, Highway and Floodplain Dept., Health Services, PIO, other county departments as needed.
E. Outside Support Agencies:  All VOADs, Pipeline Owner/Operator, Highway Agencies (ADOT/DPS), regional, State and Federal agencies if requested.

VI. ADMINISTRATION AND SUPPORT

A. Reporting

During a disaster, reports are required to maintain an adequate record of actions that are taken by the first responders. These reports are to be submitted to the Incident Commander (IC), if not present the highest-ranking officer must submit the reports to the Emergency Operations Center (EOC) Director.

B. Records

Activity Logs - The IC and/or if operating the EOC Director, shall maintain a log of all the activities that have been implemented. This log shall include the resources that are currently in service, mutual aid agreements that have been requested, and other information that is prominent during the disaster response and recovery.

C. Preservation of Records

Vital records shall be protected from the disaster in a weather/fire proof off site location. If these records are damaged, a professional organization shall be employed to restore these documents.

D. Post Incident Review

A post incident review shall be conducted by the Emergency Services Director and/or a designee serving in his/her place. This Review shall include all the actions taken during the disaster from response to recovery and submitted to the appropriate authorities upon completion.

ATTACHMENTS:

AGENCY CHECKLISTS FOR GAS PIPELINE RESPONSE
GAS PIPELINE PRESS RELEASE
GAS PIPELINE DECLARATION
GAS PIPELINE CHECKLISTS

I. Notification

Notification of a major natural gas pipeline incident is initiated by gas utility, fire department, the Sheriff's Office, Department of Public Safety or ADOT. Notification can come from other sources, including the citizenry.

II. Responsibilities

A. EMERGENCY SERVICES

**Warning!: Local response is to be strictly defensive!**

Contact Gas Pipeline Owners. Let them identify which line is broken.

1. Activate the Emergency Operations Center. (See “Alert and Recall” phone list).
2. Evacuate all risk and potential risk areas immediately!
3. Ensure a defensive only response effort. Let gas company personnel do their job.
4. Coordinate with the responsible party and incident commander.
5. Initiate mutual aid pacts.
6. Notify the following State agencies as soon as possible:
   a. Department of Public Safety (24 hour).
   b. Arizona Department of Environmental Quality [Air/Water].
7. Notify the following State agencies as time permits:
   b. Arizona Radiation Regulatory Agency (ARRA) (Radioactive HAZMAT only).
   c. Contact National Weather Service (Tucson station), arrange for update reports and forecasts.
   d. Initiate appropriate warnings and instructions for the public.
8. Notify the following State agencies as time permits:
   a. Call the American Red Cross to open shelters, if necessary. (See ESF #6 “Mass Care” Annex).
   b. Notify Arizona Department of Emergency Management through the DPS Duty Officer or the ADEM Duty Officer.
9. Maintain records on time and other expenditures.
11. Prepare disaster declaration.
12. Continually analyze information received and direct support, assistance, augmentation, recovery and management procedures.
13. Collect accurate damage information, consolidate, evaluate and analyze data concerning the scope and magnitude of the disaster. Compile reports and forward to the State as required.

B. LAW ENFORCEMENT
B. LAW ENFORCEMENT

Warning! : Don’t enter incident area. Keep people/equipment upwind. Do not attempt rescue.

☐ 1. Do not start vehicles within danger area.
☐ 2. Alert electrical utility for broad-based power shut off, if needed.
☐ 3. Alert fire department, Emergency Management Director or alternates (County Manager, Board of Supervisors) of verified information.
☐ 4. Receive isolation area from qualified response personnel. Secure and control access to disaster/potential disaster areas.
☐ 5. Assist in alerting the public of hazard and actions to take.
☐ 6. Coordinate with supplying gas company operations to shut off all pilot lights at meters or curb boxes.
☐ 7. Assist in evacuation as required through:
   a. Door-to-door alert. **Do not use doorbells or telephones because they may generate a spark.**
   b. Sirens and public address. **At night use loud speakers to warn residents to not turn on lights because a spark may cause ignition of trapped gas - if applicable.**
   c. Locate and evacuate people with special needs.
   d. Evacuate from the side of the buildings facing away from the incident, where possible.
☐ 8. Identify buildings where services have been shut off and residents notified.
☐ 9. Assist in conducting rescue operations as needed.
☐ 10. Request assistance and/or augmentation through EOC.
☐ 11. Maintain records on time and other expenditures.

C. FIRE, EMS AND RESCUE SERVICES (AMBULANCE)


☐ 1. Let gas company personnel do their job. Trained pipeline personnel, equipped with gas or vapor detectors, should patrol danger areas to detect spread of gas and vapors and should inform local officials of concentrations detected.
☐ 2. Evacuate. Determine isolation distance and escape route. Remember, distance will increase if material is on fire.
☐ 3. In cooperation with sheriff, move and keep people (including response personnel and vehicles) away from the incident scene, outside of the isolation area.
☐ 4. Establish communication and begin coordination with the EOC.
☐ 5. Provide a liaison to the EOC, maintain communications and coordination.
☐ 6. Re-evaluate on-site wind speed and direction, continually re-compute isolation distance, and evacuate people and equipment as required.
☐ 7. Provide updated risk and potential risk area information to the EOC.
☐ 8. Assist in alert and notification of the public as necessary.
☐ 9. Assist with evacuations as required. Assist in locating/evacuating people with special needs.
☐ 10. Conduct rescue operations as needed.
C. **FIRE, EMS AND RESCUE SERVICES (AMBULANCE)**

11. Coordinate assistance from private sources for medical emergencies, and rescue operations.
12. Establish first aid stations at shelter and arrange transport of sick and injured to appropriate facilities. Request assistance and/or augmentation through EOC. Maintain records on time and other expenditures.

C. **FIRE RESPONSE (Continued)**

**Controlling Gas Releases:**

1. Coordinate with supplying gas company operations to shut off all pilot lights at meters or curb boxes.
2. Knock on doors to alert residents. Do not use doorbells or telephones because they may generate a spark.
3. At night use loud speakers to warn residents to not turn on lights because a spark may cause ignition of trapped gas.
4. Identify buildings where services have been shut off and residents notified.
5. Do not start vehicles within danger area.
6. Alert electrical utility for broad-based power shut off, if needed.
7. Venting of Buildings – must be coordinated with supplying gas company.
8. Gas company personnel trained and equipped with gas or vapor detectors should make all decisions on where and when to vent.
9. Vent the uppermost parts of buildings first when possible.
10. If the gas is migrating underground, vent through pavement or earth cover.

**Controlling Liquid Spills**

1. Use sand, dirt or other suitable materials for dams and dikes.
2. Redirect spills away from waterways, sewers and other structures.
3. When possible, suction spills into tanks for containment or recovery.

**Utilizing Water Spray or Fog**

1. Cool exposed structures.
2. Direct flammable mixtures away from exposures and ignition sources only when absolutely necessary to protect lives, property or the environment.
3. Protect emergency services and support personnel.

**Extinguishing Pipeline Fires**

1. Assist pipeline personnel to shut off flow (pipeline personnel will do this).
2. Allow to burn out if fire is contained and exposures are protected.
3. Extinguish fires when amount of gas or liquid is deemed controllable.
4. Attempt to extinguish if necessary to aid in rescue, evacuation and protection of exposures.
5. The Incident Commander or OSIC will contact local airport or military air base to request FAA impose a temporary flight restriction in the area, if appropriate.

D. **MEDICAL AND HEALTH SERVICES & (ADEQ)**

1. Implement emergency health plans.
2. Implement mutual aid health agreements.
3. Coordinate needed assistance and/or augmentation through EOC.
4. Ensure that air, water and public health quality standards are maintained during the gas line release.

5. Maintain records on time and other expenditures.

E. HIGHWAY AND FLOODPLAIN DEPARTMENT

1. Receive notification and direction from EOC.
2. Caution: Stay out of isolation and evacuation areas.
3. Keep roads, especially evacuation routes, open for traffic.
4. Assist fire chief and sheriff in establishing roadblocks and re-routing traffic.
5. Maintain records on time and other expenditures.
6. Assist with EOC operation.
7. Assist in disconnecting utilities as required.
8. Remove any ignition sources from the Hot Zone Area.

F. CHAIRMAN - BOARD OF SUPERVISORS

1. Declare an Emergency Declaration if the disaster goes beyond county resources.
3. Direct any protective actions to the communities affected.
4. Approve emergency expenditures based on the need in the communities.
5. Request disaster declaration from the governor if the gas pipeline release is major and State and Federal aid needs to be utilized.
6. Direct county departments to assist in emergency operations within the EOC and the County, if necessary.

G. PUBLIC INFORMATION OFFICER

1. Maintain a specific media center plan with a local representative available at all times.
2. Arrange for pipeline spokesperson to have access to media.
3. Broadcast precise emergency instructions.
4. Utilize news media to inform people of the event and to request that the general public stay out of the incident area (pipeline fires are spectacular events which draw curious observers for miles).
5. Periodically brief evacuees at temporary shelters.
6. Request activation of the State’s Joint Information Center for larger releases.
7. Establish measures for rumor control.
GAS PIPELINE PERSONAL SAFETY PROCEDURES

All county personnel who respond to a Gas Pipeline incident shall, at a minimum, adhere to the following personal safety procedures:

1. Approach the incident location from upwind with a predetermined escape route.
2. Position vehicle away from the incident location.
3. Avoid contact with the spilled material, contaminated containers, wreckage, debris, etc.
4. **DO NOT SMOKE** and remove all possible ignition sources.
5. Restrict access to the incident area by barricading the area and establishing one controlled point of entry.
6. Assess the incident from a distance.
7. Identify the product through visual observations, verbal information and/or placards, labels or shipping papers.
8. Determine proper level of protective clothing.
9. As appropriate, initiate interior scene entry in accordance with OSHA regulations.
10. Establish communications among entry personnel and outer perimeter personnel.
11. Establish scene management; operating under the National Incident Management System (NIMS).
12. Consider precautions regarding secondary devices.
13. Consider potential crime scene(s).
This is ________________________, speaking for Cochise County. Officials report that ____________________________ there has been a rupture in the ________Gas Pipeline.

All citizens near and around ____ (location of release) ____ in Cochise County should be aware that a (shelter-in-place, evacuation) is in progress. Residents evacuating should report to: __________________________ (Shelter) Because of the disruption in the pipeline the following areas may be experiencing electricity or gas disruptions until such time as the incident has been mitigated. (Add additional precautions)

People traveling in the area will be re-routed around the incident. People should avoid traveling in the vicinity of ________________________ .

Move calmly, but quickly. Listen to instructions given by your local officials.

Tune to radio station __________ or channel ______________ for further instructions.

(Repeat the Message.)

[NOTE: Have media repeat periodically; update times and events while interspersing necessary information to citizens.]

If you are aware of any handicapped or disabled people in the affected area, notify them of the emergency situation and assist them, if possible. If you are unable to help, notify the sheriff/fire department of the location and condition of the people.
WHEREAS, Cochise County has suffered damages from a gas pipeline incident on ___(Date)______ 20__ and the damages resulting there, have caused the death of ____ people and extensive destruction to: (homes, businesses, roads, environment, private property and to the many public facilities, streets, and roads) within Cochise County; and

WHEREAS, the magnitude of the incident and the associated response and recovery costs exceed the resources available to the County;

WHEREAS, the chairman, Cochise County Board of Supervisors, is authorized by resolution to declare a county emergency;

IT IS THEREFORE RESOLVED, that the Board of Commissioners of Cochise County declare a local disaster and emergency to exist for a period of thirty (30) days from the date of this resolution, unless renewed or extended by the Board;

DATED: _______________________

Chairman, Board of Supervisors,
Cochise County, Arizona

6/12/2014
HAZARDOUS MATERIALS RESPONSE

FIRST ALERT
NWS/ 911 Communication Center

ESF ANNEX OPERATIONAL
(ESF #2)

FIELD OPERATIONS
Law Enforcement (Police and Sheriff) (ESF #13/ESF #9)
Fire Services (ESF #10)
EMS (ESF #8)
Highway and Floodplain (ESF #1 / ESF #3)

EMERGENCY OPERATIONS CENTER
Emergency Services (ESF #5/ ESF #7/ESF #14)
Public Health
PIO (ESF #15)

NOTIFIED AGENCIES
American Red Cross (ESF #6)
Utilities (ESF #12)
AZ Water Resources
ADOT / ADPS
Hospitals
Incorporated Cities and Towns

I. PURPOSE

To describe the organization, assign responsibilities and specify the actions required of Cochise County Government to respond to an actual or potential release of a hazardous material, which includes chemical, biological, and radiological and flammable/explosive substances. This annex is intended to briefly cover highlights of Cochise County’s Hazardous Materials Emergency Plan. Parts of this annex also applies to a response to a terrorist event that results in a release of hazardous material. Biological agents are found in the terrorist annex as well.

II. ACTIVATION

In the event of a HazMat incident, the most likely avenue of notification will be through the 911 Communication Center. Responders to a HazMat incident will first go into a defensive mode, check out wind direction, before heading to the location. Upwind and uphill is the suggested sequence, especially if an ID for the release has not been identified. Evacuation of people at or near the HazMat incident will be the call of the first responders. Initially, any first responder may establish a command and be an Incident Commander (LE or Fire) - but this command will be transferred soon after to the HazMat or Fire Unit responding to the area. The County’s EOC will be activated as needed, however, a call to the State’s Duty Officer should be made to note the incident at the state level. If an incident expands past the resources of the County to include State and Federal agencies than a Unified Command System will be implemented. Evacuation instructions should be based on known or assumed health risks associated with the hazard. Orders to evacuate will include that while the evacuation order is in effect, the area affected will have controlled access, and a pass may be required to regain access to the area.
III. OPERATIONS

A. The Cochise County Sheriff’s Office and/or local Law Enforcement are initially responsible for public safety in their respective jurisdictions. Roles and responsibilities are covered in detail in the Cochise County Hazardous Materials Emergency plan.

B. When the Cochise County EOC is operational, local emergency requests for the State hazardous materials response resources and services will be communicated to the Arizona Division of Emergency Management and will be directed at the State EOC to the appropriate ESF.

C. When the State EOC is not active, local requests for State assistance from State agencies will be coordinated with and approved by the appropriate regulatory agencies before action is taken.

D. The direction and control of local, county, and State response agencies is dependent and controlled at the scene of the incident, larger incident that involve multiple State agencies require a greater degree of coordination.

IV. IMPLEMENTATION

A. Pre-emergency.

1. Review the County’s Hazardous Materials Emergency Plan, and add any information on new LEPC fixed facilities in the County.
2. Locate and note highway transportation routes to fixed facilities, and those for the military as well as railroad.
3. Train responders on the worse case chemicals going through the County by truck, rail or airplane. Use LEPC Emergency Planning and Community Right to Know Act reports to determine chemicals, as well as railroad commodity reports and stationary airport inventory.
4. Involve high risk facilities and emergency responders in annual exercises to discuss response and recovery plans for higher risk facilities and roadway routes.
5. Develop agreements with neighboring jurisdictions to provide mutual aid.
6. Establish procedures for requesting assistance from county, State and Federal resources as appropriate.
7. Establish procedures for capturing costs associated with emergency/disaster operations.

B. Emergency.

1. Notify affected area populations, utilities, county and local government officials.
2. Evacuate affected areas, assist special populations, secure perimeter.
3. Set up shelters, distribute public information and mass food distribution operations, as needed.
4. Conduct operations in such a manner as to mitigate the emergency situation.
5. Declare a “State of Emergency” and write up a disaster declaration, if needed.
6. Contract with private sector contractors, within dollar resources, to provide additional manpower and equipment.
7. Coordinate with State and Federal agencies or Cochise County Emergency Services to obtain additional resources, if present resources are inadequate to meet needs.
8. Maintain records of expenditures made during the emergency/disaster.

C. Recovery.

1. Handle clean up and recovery of released material with owner/operator of the source or through the State if it is from an unknown cause.
2. Conduct health studies in the affected area (air, water residual, in homes).
3. Set up debris management operations and solid waste collection areas.
4. Determine safe sanitary standards, issue health orders for temporary period of time in the affected area.
5. Continue mass care if needed, cancel evacuation order, limit access to neighborhoods to residents only. Block off dangerous areas.
6. Consolidate emergency/disaster associated expenditure records.
7. Assist in damage assessment operations.

D. Mitigation.
1. Continue health studies in the affected area (air, water residual, in homes).
2. Revise LEPC plans, transportation routes, evacuation measures based on the case study of the event.
3. Update plans and procedures.

V. ORGANIZATION

A. Direction and Control  
   County Board of Supervisors

B. Immediate Evacuation  
   Appropriate Fire District/Department

C. Incident Command  
   Primary: Appropriate Fire District/Department with HAZMAT Team

D. County Support Agencies:  
   Law Enforcement, EMS, Highway and Floodplain Dept., Health Services, PIO, other county departments as needed.

E. Outside Support Agencies:  
   All VOADs, HazMat Vehicle or Fixed Facility Owner, Highway Agencies (ADOT/DPS), regional, State and Federal agencies if requested.

VI. ADMINISTRATION AND SUPPORT

A. Reporting

   During a disaster, reports are required to maintain an adequate record of actions that are taken by the first responders. These reports are to be submitted to the Incident Commander (IC), if not present the highest-ranking officer must submit the reports to the Emergency Operations Center (EOC) Director.

B. Records

   Activity Logs - The IC and/or if operating the EOC Director, shall maintain a log of all the activities that have been implemented. This log shall include the resources that are currently in service, mutual aid agreements that have been requested, and other information that is prominent during the disaster response and recovery.

C. Accountability of Staff

   Those responders involved in a HazMat incident should be noted on the Safety Officer’s Log. Follow-up evaluations of these responders should be conducted if
adverse symptoms start occurring with some of the responders after the event. Additional medical checkup should be conducted annually to verify the health of responders assisting in a hazmat incident. The extent of the medical check-ups will depend on the chemical or agent involved in the release.

D. Post Incident Review

A post incident review shall be conducted by the Emergency Services Director and/or a designee serving in his/her place. This Review shall include all the actions taken during the disaster from response to recovery and submitted to the appropriate authorities upon completion.

ATTACHMENTS:

AGENCY CHECKLISTS FOR HAZARDOUS MATERIALS RESPONSE
HAZARDOUS MATERIALS PRESS RELEASE
HAZARDOUS MATERIALS DECLARATION
HAZARDOUS MATERIALS RESPONSE CHECKLISTS

I. Notification

Notification of a major hazardous materials incident is initiated by local law enforcement, Cochise County Fire Districts, the Sheriff’s Office or Department of Public Safety. Notification can come from other sources, including the citizenry.

**WARNING!!:** LOCAL HAZMAT RESPONSE BY NON-HAZMAT TECHNICIANS IS TO BE DEFENSIVE ONLY due to training and specialized equipment Limitations!!

Actual procedures and HazMat response actions are found in the Cochise County Hazardous Materials Plan.

II. Responsibilities

A. **EMERGENCY SERVICES**

Complete the following steps:

- 1. With emphasis on safety, have qualified responders identify the hazardous material, and obtain wind speed and direction.
- 2. Activate the Emergency Operations Center, if needed.
- 3. Ensure that all responders are protected.
- 4. Assist with the Sheriff’s Office to evacuate all risk and potential risk areas immediately.
- 5. Ensure that contact with Poison Control has been established.
- 6. Contact Department of Public Safety (DPS).
- 7. Ensure that health department is contacted.

As soon as time permits, complete the following, in order:

- 1. Coordinate with the responsible party and incident commander.
- 2. Additional information about the material involved can be obtained from CHEMTREC.
- 3. Initiate mutual aid pacts.
- 4. Notify the following State agencies as soon as possible, if applicable:
  - a. Department of Public Safety (24 hour) and AZSERC.
  - b. Department of Environmental Quality - air & water.
- 5. Notify the following State agencies as time permits:
  - b. Arizona Radiation Regulatory Agency ARRA (Radioactive HAZMAT only).
  - c. Arizona Department of Emergency Management ADEM.
- 7. Initiate appropriate warnings and instructions for the public. Public Information Officer will prepare and issue news releases and subsequent warnings.
Cochise County Emergency
HAZARDOUS MATERIALS CHECKLISTS
Response and Recovery Plan

A. EMERGENCY SERVICES

- Alert the American Red Cross, or local officials to open shelters. (See ESF #6 “Mass Care” Annex).
- Maintain records on time and other expenditures.
- Compile Preliminary Damage Assessment information. (See Damage Assessment and ESF #5 Emergency Management Functional Annex.
- Prepare disaster declaration.
- Collect accurate damage information, consolidate, evaluate and analyze data concerning the scope and magnitude of the disaster. Compile reports and forward to county/State as required.
- Continually analyze information received and direct support, assistance, augmentation, recovery and management procedures.
- Collect accurate damage information, consolidate, evaluate and analyze data concerning the scope and magnitude of the disaster. Compile reports and forward to county/State as required.

B. LAW ENFORCEMENT

Warning! : Don’t enter incident area. Keep people/equipment upwind. Do not attempt rescue.

- Receive/verify incident reports.
- Alert fire districts, Emergency Services Director or alternates (County Manager, Board of Supervisors) of verified information.
- Incident command will be established, on-scene commander must have at least 40 hours HAZMAT response training.
- Receive isolation area from qualified response personnel. Stay out of the isolation area and establish an escape route. Secure and control access to disaster/potential disaster areas.
- Assist in alerting the public of hazard and actions to take.
- Assist in conducting evacuation as required through:
  a. Door-to-door alert.
  b. Sirens and public address.
  c. Locate and evacuate people with special needs.
- Assist in maintaining order in shelters as required.
- Assist in conducting rescue operations as needed.
- Request assistance and/or augmentation through EOC.
- Maintain records on time and other expenditures.

C. FIRE, EMS AND RESCUE SERVICES (AMBULANCE)

C. **FIRE, EMS AND RESCUE SERVICES (AMBULANCE)**

**First 30 Minutes:**

☐ 1. Establish on-scene incident command. The local incident commander must have a minimum of 40 hours HAZMAT response training.

☐ 2. Approach with caution – approach upwind. Do not rush in. You cannot help others until you know what you are up against.

☐ 3. Identify the material through responsible party, visually, placards, labels or shipping papers.

☐ 4. Determine isolation distance and escape route. Remember, distance will increase if material is on fire.

☐ 5. In cooperation with the Sheriff, move and keep people (including response personnel and vehicles) away from the incident scene, outside of the isolation area.

☐ 6. Contact; DPS and Poison Control.

☐ 7. Determine wind speed and direction, risk and potential risk areas, begin evacuations as required.

☐ 8. Establish communication and begin coordination with the EOC.

☐ 9. Active area HAZMAT team to plan removal or neutralization of hazardous material.

**Continuing Response:**

☐ 1. Provide a liaison to the EOC to maintain communications and coordination.

☐ 2. Re-evaluate on-site wind speed and direction, continually re-compute isolation distance, and move people and equipment as required.

☐ 3. Provide updated risk and potential risk area information to the EOC.

☐ 4. Assist in alert and notification of the public as necessary.

☐ 5. Assist with evacuations as required. Assist in locating and evacuating people with special needs.

☐ 6. Conduct rescue operations as needed.

☐ 7. Coordinate assistance from private sources for medical emergencies, and rescue operations.

☐ 8. Establish first aid stations at shelter and arrange transport of sick and injured to appropriate facilities.

☐ 9. Request assistance and/or augmentation through EOC.

☐ 10. Maintain records on time and other expenditures.

D. **MEDICAL AND HEALTH SERVICES & (ADEQ)**

☐ 1. Implement emergency health plans.

☐ 2. Implement mutual aid health agreements.

☐ 3. Coordinate needed assistance and/or augmentation through EOC.

☐ 4. Ensure that air, water and public health quality standards are maintained during the release of hazardous Materials and local medical providers are provided information on the agent/chemical involved.

☐ 5. Maintain records on time and other expenditures.

E. **HIGHWAY AND FLOODPLAIN DEPARTMENT**

☐ 1. Receive notification and direction from EOC.

☐ 2. Caution: Stay out of isolation and evacuation areas.

☐ 3. Keep roads, especially evacuation routes, open for traffic.
E.  HIGHWAY AND FLOODPLAIN DEPARTMENT

☐ 4. Assist fire chief and sheriff in establishing roadblocks and rerouting traffic.
☐ 5. Maintain records on time and other expenditures.
☐ 6. Assist with EOC operation.
☐ 7. Supply diking material and heavy equipment to contain liquid release, if needed.
☐ 8. Assist HazMat group with spill recovery and management of mitigation contractor on scene.

F.  CHAIRMAN - BOARD OF SUPERVISORS

☐ 1. Declare an Emergency Declaration if the disaster goes beyond county resources.
☐ 3. Direct any protective actions to the communities affected.
☐ 4. Approve emergency expenditures based on the need in the communities.
☐ 5. Request disaster declaration from the governor if the HazMat incident is major and State and Federal aid needs to be utilized.
☐ 6. Direct county departments to assist in emergency operations within the EOC and the County, if necessary.

G.  COCHISE COUNTY PUBLIC INFORMATION OFFICER

☐ 1. Keeping the public informed, through the news media if needed, of emergency conditions. Information will include:
   1. General conditions and hazards.
   2. Safe areas and shelters.
   3. Evacuation routes.

☐ 2. Request activation of the State’s Joint Information Center for larger HazMat incidents.
☐ 3. Establish measures for rumor control.
HAZMAT SECTION PERSONAL SAFETY PROCEDURES

All county personnel who respond to a hazardous materials incident shall, at a minimum, adhere to the following personal safety procedures:

1. Approach the incident location from upwind with a predetermined escape route.
2. Position vehicle away from the incident location.
3. Avoid contact with the spilled material, contaminated containers, wreckage, debris, etc.
4. **DO NOT SMOKE** and remove all possible ignition sources.
5. Restrict access to the incident area by barricading the area and establishing one controlled point of entry.
6. Assess the incident from a distance.
7. Identify the product through visual observations, verbal information and/or placards, labels or shipping papers.
8. Determine proper level of protective clothing.
9. As appropriate, initiate interior scene entry in accordance with OSHA regulations.
10. Establish communications among entry personnel and outer perimeter personnel.
11. Establish scene management; operating under the National Incident Management System (NIMS).
12. Consider precautions regarding secondary devices.
13. Consider potential crime scene(s).
14. Visually observe any hazardous material releases (air, ground, sewer, building etc.).
15. Establish decon team for decontamination of first entry responders.
HAZARDOUS RELEASE MEDIA RELEASE

This is ______________________, speaking for Cochise County. Officials report that a Hazardous Materials incident has occurred at ___________(location)_____________.

Traffic is being re-routed around the area and authorities in the area have issued a (shelter-in-place or Evacuation) for all citizens near ________(location)____in Cochise County. This population has been evacuated to the appropriate shelter at (______________) (List Precautions).

This incident will interrupt travel along (road) for the next few (hours, days, etc. time). As the incident is mitigated, this station will be given updates to when people will be allowed back into the area.

If your area is part of the evacuation/shelter-in-place, please evacuate calmly, but quickly, it’s for your immediate safety. Listen to instructions given by your local officials.

Tune to radio station _____________ or channel ______________ for further instructions.

(Repeat the Message.)

[NOTE: Have media repeat periodically; update times and events while interspersing necessary information to citizens.]

If you are aware of any handicapped or disabled people in the affected area, notify them of the emergency situation and assist them, if possible. If you are unable to help, notify the sheriff/fire department of the location and condition of the people.
HAZARDOUS RELEASE MEDIA RELEASE

(TAKE SHELTER) MEDIA RELEASE

The following message has been released by Cochise County Emergency Services Department:

1. "The ________________ has announced that an emergency presently exists at ______________. People living or working within an approximate ___-mile radius of this location are requested to take sheltering actions.

2. There is no need for residents to leave the area in order to take sheltering action.

3. In __________, people living, working or traveling in the following area are affected by this request:
   (Repeat list of areas one time, then continue message)

4. People living, working or traveling in this area take sheltering action. People traveling to home or work should proceed to their destination in an orderly fashion, observing all traffic regulations. Non-residents traveling in motor vehicles should clear the area in an orderly fashion.

5. All people traveling in the area in motor vehicles should roll up all windows, close all air vents and turn off air conditioners. If in an automobile, or when sheltering is not immediately available, improvised respiratory protection may be taken. Place a handkerchief, towel, or other similar item snugly over the nose and mouth until indoors.

6. People who have taken shelter should observe the following procedures:
   a. Close all doors and windows.
   b. Disconnect air conditioners or fans.
   c. Lower the thermostat setting of any heater or turn off air conditioner/evaporative cooler to minimize the intake of external air.
   d. Keep pets inside, to the extent possible, bring farm animals under covered facilities.

7. You are asked to NOT do the following: (Read statement below, if school is in session.)
   a. You Are Advised NOT to telephone or go to the school your children are attending. They are in a covered, protected environment and will be bused home when it is safe to do so.
   b. DO NOT telephone city, county, State or Federal officials directly involved. They will keep you informed of the situation through this station. Do not use the telephone except for medical emergencies.

8. The preceding has been an announcement by the Cochise County Emergency Operations Center. It calls for all people living or working within a _____-mile radius of __________ to take shelter. For further information, stay tuned to this station.

   (Thereafter, this message shall be repeated every (time) minutes until the station is informed by the Emergency Services Department to end transmission.)
HAZMAT (EVACUATE) MEDIA RELEASE

The following message has been released by the Cochise County Emergency Operations Center:

1. "The __________ has announced that a Full Emergency Condition exists at __________ and recommends the evacuation of all people living or working within an approximate ______ -mile radius of this location.

2. This advisory affects people living/working in the following areas:
   (Repeat the list of affected areas one time, then continue the message.)

3. Use the following evacuation routes for your neighborhood. If you will need a place to stay, report to the designated Reception and Care Center.
   (List appropriate evacuation routes by neighborhood, being sure to use streets the residents would be familiar with, and that will lead them out of the danger area.)

4. If you have housebound people or invalids in your home and require assistance in moving them, contact the Cochise County Emergency Operations Center at ________________.

5. Cooperate by checking on people who may live alone in your neighborhood. If they have no way of providing for their own transportation, assist them if possible, if not possible, contact the Cochise County Emergency Operations Center at ________________.

6. People affected by this evacuation should prepare to spend a minimum of three days away from their homes and should have with them sufficient quantities of clothing, sleeping bags or blankets, personal care items and prescription drugs for at least this period. People evacuating to Reception and Care Centers will be provided with food and sanitary facilities. Pets may accompany their owners, but will not be allowed inside the Reception and Care Centers. The care and feeding of pets is the owners' responsibility.

7. Farmers/ranchers affected by this evacuation advisory should shelter their animals and contact their county USDA agricultural agent for further instructions regarding protection of livestock and foodstuffs, and regaining access to the evacuated area.

8. People planning to evacuate are reminded to take the following steps prior to leaving:
   a. Secure your home and property.
   b. Turn off all lights and electrical appliances.
   c. Turn down any heating systems (or turn off air conditioning systems).
   d. Proceed calmly to your destination, obeying all traffic laws and driving carefully.
   e. Obey the police and others who will be directing traffic along the evacuation routes.

9. The preceding has been an announcement by the Cochise County Emergency Operations Center regarding a recommendation by the __________ for the evacuation of all people within a ____________ -mile radius of the ____________. For further information, stay tuned to this station.

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HAZMAT (EVACUATE SCHOOL) MEDIA RELEASE

1. The following message has been released by the Cochise County Emergency Operations Center. It supplements instructions given to the public concerning the evacuation announcement for an approximate __________ -mile radius of __________.

2. Parents with children attending school within a __________ -mile radius of _________ are advised that their children are subject to a separate evacuation plan while school is in session. These schools are:

   ____________________________________________________________________________

   Children at these schools will be taken directly to shelter areas. Parents are to meet their children at these shelter areas outside the emergency zone. I repeat, children will be taken directly to areas outside the risk area where parents are to meet their children. Parents are not to report to their children's schools.

3. Children attending the schools in the risk area will be taken to the following areas where they may be picked up:

<table>
<thead>
<tr>
<th>School</th>
<th>Shelter Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________</td>
<td>____________</td>
</tr>
<tr>
<td>___________</td>
<td>____________</td>
</tr>
<tr>
<td>___________</td>
<td>____________</td>
</tr>
</tbody>
</table>

   (Repeat list one time and continue message.)

4. Parents are urged not to telephone or go to the schools their children attend. To do so will only create confusion. Parents are to meet their children at the previously announced shelter areas. I repeat, parents are urged not to telephone or go to the schools that their children attend, but to meet their children at the shelter areas.

5. The preceding has been an announcement by the Cochise County Emergency Operations Center giving parents instructions on where to meet their children who are attending schools within an approximate __________ -mile radius of __________.

   (REPEAT THE ENTIRE MESSAGE ONE TIME)
GENERAL PUBLIC EVACUATION INSTRUCTIONS

MEDIA RELEASE

1. Begin evacuation immediately when the official warnings are issued. Warning will be from law enforcement and Emergency Services, vehicles, broadcast over radio and television (time permitting) and on a door-to-door basis by law enforcement, rescue squad and other volunteer personnel.

2. Follow the evacuation route nearest to you.

3. Where to go: To the Reception Center located at the announced reception center after which to private homes of friends or relatives. The Reception Center will allow you to register information about your whereabouts to contact you for a safe return.

4. If you do not have your own transportation, proceed to (to be announced) and law enforcement officers will assist you.

5. Be prepared for a lengthy stay. Take necessary items such as medicines, prescriptions, personal papers, changes of clothing and valuables, all within reasonable limitations as to safety and available time and space.

6. Turn off gas and electricity and lock your home.

7. When you have secured your home, tie a white cloth or towel on your front door so that Emergency Response personnel will know that you have gone.

8. Do not clog phones lines unnecessarily. Don't become part of the problem by interfering with communications and smooth operations of vital personnel.

9. Time is important. Move fast, but safely and courteously.
GENERAL PUBLIC RE-ENTRY / EVACUATION INSTRUCTIONS
MEDIA RELEASE

Re-entry:

1. Do not return to the evacuated areas until advised to do so by responsible officials (police, town officials, etc.)

2. Do not drink water from wells or springs that may be polluted. Wait until health officials approve such water.

3. Be careful in eating any food that may be contaminated. In case of doubt, destroy it.

4. Leave gas and electricity off until instructed otherwise. Use caution in putting gas and electricity back into use. It is advisable to have them checked by qualified technicians before use.

5. Heed advice from official sources on how to cope damaged homes and debris.
HAZMAT EMERGENCY DECLARATION

WHEREAS, the unusually extensive HAZMAT incident of ______________________ 20__, and the damages resulting there, have caused the death of _____ people and extensive destruction to private property and to the many public facilities, streets, and roads within Cochise County; and

WHEREAS, the incident has resulted in a condition of extreme peril to the health and safety of many citizens; and

WHEREAS, the chairman, Cochise County Board of Supervisors, is authorized by resolution to declare a county emergency;

NOW, THEREFORE, it is hereby declared that an emergency exists in Cochise County, Arizona; and it is further ordered that during the existence of said emergency, county government agencies assigned emergency roles in the Cochise County Emergency Response and Recovery Plan is an Emergency Organization and the Cochise County Emergency Response and Recovery Plan is hereby activated and in effect until further notice.

DATED: ______________________  

______________________________  
Chairman, Board of Supervisors,  
Cochise County, Arizona
MASS CASUALTY INCIDENT RESPONSE

FIRST ALERT
NWS/ 911 Communication Center

ESF ANNEX OPERATIONAL
(ESF #2)

FIELD OPERATIONS
Law Enforcement (Police and Sheriff)
Fire Services
EMS
Highway and Floodplain
Coroner/Medical Examiner

(ESF #13/ESF #9)
(ESF #10)
(ESF #8)
(ESF #1 / ESF #3)

EMERGENCY OPERATIONS CENTER
Emergency Services
Public Health
PIO

(ESF #5/ ESF #7/ESF #14)
(ESF #15)

NOTIFIED AGENCIES
ADOT / ADPS
Hospitals/Medical Facilities/Ambulance Companies
Incorporated Cities and Towns

I. PURPOSE
To describe the organization, assign responsibilities and specify the actions required of Cochise County Government for pre-hospital response and mitigation for any incident involving multiple casualties as required. This does not take the place of actual procedures held and issued by the medical teams in Cochise County.

II. ACTIVATION
A Mass Casualty Incident (MCI) will be declared by the on-scene incident commander through the 911 Communications Center, who will in turn call out the needed responders to work at the incident scene. Key EMS personnel or paramedics will determine the validity of a request for multiple responders due to the nature of the event they are observing. This annex will activate with other annexes depending on the nature of what has happened, so the steps may overlay two or more annexes.

When a MCI is determined and transmitted to the 911 Communication Center, it will include a brief justification (Example: “Rescue 4 on-scene, we have 30 seriously burned victims and an additional 50-60 casualties requiring minor to immediate treatment.”) and a request for units to the scene.

III. OPERATIONS
A. The Cochise County Highway and Floodplain Department will use radio and EMSSystem as necessary to report the response to surrounding hospitals and EMS units.
B. Incorporated cities/towns, will assist with the response a MCI response.
C. The EMS unit will set up triage, treatment and transport areas and work with law enforcement/fire to clear areas needed for air transport for critically injured victims.
D. The EMS will consider life safety, incident stabilization and egress routes from the scene and not re-create a disaster in a second location.

E. Upon notification, the Cochise County Medical Examiner (ME) will implement their own agencies Multiple Casualty Emergency plan. No bodies are to be moved prior to the arrival of the Medical Examiner personnel. However, under certain circumstances, the ME may delegate some level of authority to on scene responders for handling the bodies.

F. Requests for information on fatalities should be directed to the MS Office by the PIO, if victims are part of a crime scene, immediate personal information should be withheld, as with minors at the scene until such time as families have been contacted and the law enforcement agencies clear the information.

G. If the event warrants the use of a Metropolitan Medical Response System (MMRS) Rapid Response Team (RRT), the State or Phoenix Fire will deploy their team at the discretion of the Emergency Services/IC request, however, the original use is at a casualty collection point due to the time it will take to arrive on scene in Cochise County in about 3-5 hours.

IV. IMPLEMENTATION

A. Pre-emergency.

1. Identify areas in the County that might be ideal for Casualty Collection Points (e.g., sports fields, community centers, stadiums etc.)
2. Review and discuss support functions within a mass casualty event - critical stress teams, handling worried well, untrained responders.
3. Train responders on decontaminating large numbers of casualties after establishment of triage, treatment and transport areas. (Cover male/female and rapid operation set ups and patient movement through the process).
4. Train responders for mass casualty incidents (e.g. bus extraction, annual exercises including air crashes).
5. Develop agreements with neighboring jurisdictions to provide mutual aid.
6. Establish procedures for requesting assistance from county, State and Federal resources as appropriate.
7. Establish procedures for capturing costs associated with emergency/disaster operations.

B. Emergency.

1. After incident is established determine number of injured.
2. Notify area hospitals via EMS System and report that a MCI is at the scene.
3. Primary ambulance services work with the Transportation Sector to distribute the victims.
4. Maintain communications with the hospitals and public health when necessary to report causes of health injuries.
5. Casualty Collection points will be set up as needed in order to deal with the large number of minor patients.
6. Conduct operations in such a manner as to mitigate the emergency situation.
7. Coordinate with State and Federal agencies or Cochise County Emergency Services to obtain additional resources (additional air transport, medical facilities, disaster teams), if present resources are inadequate to meet needs.
8. Maintain records of expenditures made during the emergency/disaster.
C. Recovery.

1. Resume normal operations.
2. Transportation officer at scene will inform all hospitals that the Transportation Unit will close down and with it the communications link as well and clear scene.
3. Assist command with any continued search and rescue operations.
4. Consolidate emergency/disaster associated expenditure records.

D. Mitigation.

1. Review after action reports and develop a Mass Casualty Incident flowchart for useful information that determines the number of response units (and not WHO the response units are) for handling bus, airlines or multiple car/vehicle pile-ups
2. Research for additional mass casualty operations including:
   - Handling Special “needs”- and resource to call to request items.
   - Pre-determined triage sites.
   - Coordinated use of CERT within the paramedic and ambulance response community.
   - Develop Memoranda of Understanding with neighboring counties.
   - Incorporate the use of Disaster Assist/Emergency Response Teams from Hospitals to the scene.
   - Discuss liability issues for injury and property damage.

V. ORGANIZATION

A. Direction and Control County Board of Supervisors

B. Immediate Evacuation (If needed) Cochise County Sheriff’s Office Security around Incident

C. Incident Command Primary: Appropriate Fire/EMS Department

D. County Support Agencies: EMS, Highway and Floodplain Dept., Health Services, PIO, other county departments as needed.

E. Outside Support Agencies: All VOADs, ambulance Companies, medical and hospital facilities, MMRS/RRT, Highway Agencies (ADOT/DPS), regional, State and Federal agencies if requested.

VI. ADMINISTRATION AND SUPPORT

A. Reporting

During a disaster, reports are required to maintain an adequate record of actions that are taken by the first responders. These reports are to be submitted to the Incident Commander (IC), if not present the highest-ranking officer must submit the reports to the Emergency Operations Center (EOC) Director.
B. Records

Activity Logs - The IC and/or if operating the EOC Director, shall maintain a log of all the activities that have been implemented. This log shall include the resources that are currently in service, mutual aid agreements that have been requested, and other information that is prominent during the MCI incident.

C. Accountability of Staff

Those responders involved in a HazMat type EMS incident should be noted on the Safety Officer’s Log. Follow-up evaluations of these responders should be conducted if adverse symptoms start occurring with some of the responders after the event. An additional medical checkup should be conducted annually to verify the health of responders assisting in a hazmat/MCI incident. The extent of the medical check-ups will depend on the chemical or agent involved in the release.

D. Post Incident Review

A post incident review shall be conducted by the Emergency Services Director and/or a designee serving in his/her place. This Review shall include all the actions taken during the disaster from response to recovery and submitted to the appropriate authorities upon completion.

ATTACHMENTS:

AGENCY CHECKLISTS FOR MASS CASUALTY
MASS CASUALTY RESPONSE CHECKLISTS

I. Notification

Notification of an incident or situation involving mass casualties will generally be initiated by the Department of Public Safety or the Sheriff's Office.

II. Responsibilities:

A. EMERGENCY SERVICES

1. Activate the Emergency Operations Center, if needed (See “Alert and Recall” phone list).
2. Ensure that all appropriate local agencies are notified including hospitals and public health.
3. Initiate appropriate warnings and instructions for actions the public needs to make immediately to clear the area. (evacuated if further dangers are present).
4. Notify Arizona Department of Emergency Management through the DPS Duty Officer or the ADEM Duty Officer for high numbers of casualties.
5. Notify all appropriate ambulance services.
6. Contact the County Medical Examiner's Office.
7. Assist with requests from IC for medical supplies.
8. Maintain records on time and other expenditures.
9. Request assistance from the State as needed.
10. Continually analyze information received and direct agencies and personnel involved in response, recovery and management procedures.

B. LAW ENFORCEMENT

1. Receive/verify incident MCI level on scene.
2. Alert Emergency Management Director or alternates (County Manager, Board of Supervisors) of verified information.
3. Secure and control access to MCI areas.
4. Assist ME with fatality operations as needed. (Security of temporary morgue etc).
5. Assist in alerting the public of hazard and actions to take. Contact appropriate owners/operators of any property involved in the incident.
6. Conduct evacuations if further danger is present away from the incident scene.
7. Assist in conducting rescue operations as needed.
8. Request assistance and/or augmentation through EOC.
9. Maintain records on time and other expenditures.

C. FIRE, EMS AND RESCUE SERVICES (AMBULANCE)

1. Maintain communications and receive direction from IC through 911 initially.
2. Assist in alert and notification operations as necessary.
3. Implement emergency MCI plans.
4. Conduct rescue operations as needed.
C. **FIRE, EMS AND RESCUE SERVICES (AMBULANCE)**

- 5. Alert hospitals to stand by for possible implementation of their disaster plans. Request a count of available emergency beds.
- 6. Establish first aid stations at shelter and arrange transport of sick and injured to appropriate facilities, establish triage, treatment and transport sectors on-scene, and any collection casualty points.
- 7. Request assistance and/or augmentation through EOC or any needs for medical supplies, or MMRS/RRT teams.
- 8. Maintain records on time and other expenditures.

D. **MEDICAL AND HEALTH SERVICES & (ADEQ)**

- 1. Implement emergency health plans.
- 2. Monitor patient transport and tracking and hospital divert status, as requested. Coordinate information and resources with local hospitals.
- 3. Coordinate needed assistance and/or augmentation through EOC.
- 4. Maintain records on time and other expenditures.

**Emergency Health Care Facilities — Cochise County**

<table>
<thead>
<tr>
<th>Facility</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benson Hospital</td>
<td>Benson</td>
<td>520-586-2261</td>
</tr>
<tr>
<td>SE AZ Medical Center</td>
<td>Douglas</td>
<td>520-364-7931</td>
</tr>
<tr>
<td>Northern Cochise Community Hospital</td>
<td>Willcox</td>
<td>520-384-3541</td>
</tr>
<tr>
<td>Copper Queen</td>
<td>Bisbee</td>
<td>520-432-5383</td>
</tr>
<tr>
<td>Sierra Vista Regional Health Center</td>
<td>Sierra Vista</td>
<td>520-458-4641</td>
</tr>
</tbody>
</table>

E. **HIGHWAY AND FLOODPLAIN DEPARTMENT**

- 1. Receive notification from EOC, provide a liaison and keep EOC informed as to utility, bridge crossing and road conditions.
- 2. In conjunction with EOC and Sheriff, establish necessary roadblocks and reroutes.
- 3. Request assistance and/or augmentation through EOC.
- 4. Maintain records on time and other expenditures.
- 5. Assist with EOC operation.
- 6. Provide additional transportation for incident.

F. **CHAIRMAN - BOARD OF SUPERVISORS**

- 1. Declare an Emergency Declaration if the event overwhelms responders and goes beyond county resources.
- 3. Direct any protective actions to the communities affected if additional dangers are present.
- 4. Approve emergency expenditures based on the need in the communities.
- 5. Direct county departments to assist in emergency operations within the EOC and the County, if necessary.
G. **COCHISE COUNTY PUBLIC INFORMATION OFFICER**

- 1. Keeping the public informed, through the news media if needed, of emergency conditions. Information will include:
  - 1. General conditions and hazards.
  - 2. Safe areas and shelters.
  - 3. Evacuation routes.

- 2. Request activation of the State’s Joint Information Center for large numbers of mass casualties.

- 3. Establish measures for rumor control.

H. **MEDICAL EXAMINER/CORONER**

- 1. Establish morgue facilities or temporary morgue locations.
- 2. Supply or obtain appropriate number of body bags/tags.
- 3. Secure refrigerated trucks or morgue facilities outside county if needed.
- 4. Provide for victim identification, public inquiries and counseling for victim’s families.

I. **HOSPITAL/MEDICAL SYSTEM**

- 1. Determine number of patients.
- 2. Ascertain available staff, beds and pharmaceuticals, equipment.
- 3. Distribute and track patients among hospitals and work with Public Health on compiling data.
- 4. Halt non-critical. Elective admissions if incident has massive casualty status.
- 5. Divert patients when hospital is at capacity.
- 6. Institute Modular Emergency Medical System (MEMS) if appropriate.
- 7. Activate NDMS if appropriate.
- 8. Initiate mass fatality management, if required.
I. PURPOSE

To describe the organization, assign responsibilities and specify the actions required of Cochise County Government to respond to energy emergencies ranging from electrical outages, water and fuel shortages.

II. ACTIVATION

During a electrical outage in Cochise County, the 911 Communications Center will receive calls informing them that resident’s have no power, or reduced energy sources. If major shortages occur in the County for fuel or water, the County Departments will also hear about the loss through their offices.

III. OPERATIONS

A. The County will work with the providers of the energy in question to determine the length of absence of electrical, fuel, natural gas, water and/or communications.

B. If it is within their means to do so, the County will assist these companies with needed equipment and staff to assist in resuming critical services.

C. Responders will assist special populations with any medical needs that are supplied/supported by energy sources during the times of extended shortages.

D. Mutual aid from surrounding counties, State and Federal agencies will be called upon to aid the County in re-establishing their energy supplies.
E. The County will review the needs of essential customers: mass populations or special populations supported by the electric utilities:

1. Hospitals and emergency care facilities, each of which provides medical care and performs in-patient procedures
2. Prisons and governmental detention institutions
3. Fire and police stations, Arizona National Guard Facilities, Ft. Huachuca, and federal facilities essential to the national defense;
4. Radio and television stations used to transmit emergency messages and public information broadcasts relating to emergencies
5. Water pumping plants essential to the supply of potable water to a community
6. Sewage plants essential to the collection, treatment and disposal of a community's sewage, except lift stations
7. Emergency Services and response facilities and the countywide "911" system

IV. IMPLEMENTATION

A. Pre-emergency.

1. Identify sources of energy (providers) within Cochise County.
2. Develop and implement plans to secure alternative sources of energy replacements during current energy disruptions.
3. Discuss energy measures with the Board of Supervisors to prepare pre-scripted messages during shortages that can be released by the PIO.
4. Maintain current vendors and energy provider contact information.
5. Develop mutual aid agreements with neighboring jurisdictions and energy companies to limit price gouging and economical drains on the County’s system.
6. Establish procedures for requesting assistance from county, State and Federal resources as appropriate.
7. Establish procedures for capturing costs associated with alternative power sources during shortages.

B. Emergency.

1. Notify affected area populations, utilities, county and local government officials.
2. Identify the extent of shortages in affected areas, assist special populations, secure perimeter of any evacuated neighborhood segments.
3. Set up shelters, distribute public information and mass food distribution operations for extended time periods.
4. Declare a “State of Emergency” and write up a disaster declaration.
5. Conduct operations in such a manner as to mitigate the emergency situation.
6. Contract with private sector contractors, within dollar resources, to provide additional manpower and energy equipment.
7. Maintain important energy needs (hospitals, water operations, telecommunications etc.)
8. Coordinate with State and Federal agencies or Cochise County Emergency Services to obtain additional resources, if present resources are inadequate to meet needs.
9. Maintain records of expenditures made during the emergency/disaster.
C. Recovery.

1. Resume utilities and fuel stations/electric companies to normal operations.
2. Determine safe sanitary standards, issue health orders (boil water/bottle water, water-borne hazards for water problems).
3. Hold an after action meeting with utility company representatives to discuss any further actions based on the current shortage that occurred in the County.
4. Consolidate emergency/disaster associated expenditure records.
5. Assist in damage assessment operations.

D. Mitigation.

1. Research the County’s water treatment plants, wastewater collection systems, and electrical substations and communication towers and any sewerage pump locations to determine energy needs for the communities in Cochise County.
2. Secure auxiliary power generators for the same facilities or for county buildings if deemed necessary based on the prior event in the County.
3. Review and update plans and procedures.

V. ORGANIZATION

A. Direction and Control: County Board of Supervisors

B. Immediate Evacuation: Cochise County Sheriff’s Office

C. Incident Command: Primary: Sheriff’s Office/Alt. Fire

D. County Support Agencies: EMS, Highway and Floodplain Dept., Health Services, PIO, other county departments as needed.

E. Outside Support Agencies: All VOADs, utilities, communication companies, water/wastewater agencies, fuel vendors, possible RACES/CARA/SEARS, NWS (EAS), Highway Agencies (ADOT/DPS), regional, State and Federal agencies if requested.

VI. ADMINISTRATION AND SUPPORT

A. Reporting

During a disaster, reports are required to maintain an adequate record of actions that are taken by the first responders. These reports are to be submitted to the Incident Commander (IC), if not present the highest-ranking officer must submit the reports to the Emergency Operations Center (EOC) Director.

B. Records

Activity Logs - The IC and/or if operating the EOC Director, shall maintain a log of all the activities that have been implemented. This log shall include the resources that are currently in service, mutual aid agreements that have been requested, and other information that is prominent during the outage or shortage.
C. Maintaining alternative power

Alternative energy sources should be researched and accessible during times of an energy shortage or outage.

D. Post Incident Review

A post incident review shall be conducted by the Emergency Services Director and/or a designee serving in his/her place. This Review shall include all the actions taken during the disaster from response to recovery and submitted to the appropriate authorities upon completion.

ATTACHMENTS:

AGENCY CHECKLISTS FOR POWER FAILURE RESPONSE
POWER FAILURE PRESS RELEASE
POWER FAILURE DECLARATION
ENERGY & WATER SHORTAGE RESPONSE CHECKLIST

I. Notification

Notification of fuel or energy shortage will generally be initiated by State and/or county authorities. Activate EOC as necessary.

II. Responsibilities

Fuel (Gas and Diesel) Shortage:

A. EMERGENCY SERVICES

☐ 1. Initiate appropriate information & instructions for actions the public needs to make immediately. (PIO will prepare and issue news subsequent releases).
☐ 2. Determine available resources.
☐ 3. Encourage mileage limits, mass transit, carpooling and working at home.
☐ 4. Maintain records on time and other expenditures.
☐ 5. Prepare disaster declaration.
☐ 6. Request available assistance from State.
☐ 7. Continually analyze information received and direct agencies and personnel involved in response, recovery and management procedures.

B. LAW ENFORCEMENT

☐ 1. Establish control (stop hoarding, etc.) at all fuel distribution points with law enforcement personnel, including volunteers, if necessary.
☐ 2. Implement appropriate rationing through a central resource control. Establish priority reserves (for law enforcement, hospital, municipal, etc.).
☐ 3. Maintain contact with EOC.

C. THE BOARD OF SUPERVISORS

☐ 1. Determine if additional measures are needed to maintain fuel shortages. Recommending ridesharing, staggered retail service station operating hours, diversifying county work schedules, using public transportation or alternative methods (bike, horse, walking) or telecommuting.
☐ 2. Put mandated limits on fuel price in Cochise County for gasoline consumers to prevent price gouging during an energy event.
☐ 3. Provide emergency funding to secure outside resources for fuel purposes for emergency services and government critical facilities.

D. COCHISE COUNTY PUBLIC INFORMATION OFFICER

☐ 1. Keep the public informed of fuel availability and updates.
☐ 2. Request activation of the State’s Joint Information Center for energy outages.
☐ 3. Establish measures for rumor control.
Power Outage (Electrical):

A. **EMERGENCY SERVICES**

- 1. Coordinate with energy suppliers regarding continuation of essential service and voluntary and mandatory demand reduction. (See ESF #12 Energy for provider lists)
- 2. Work with the Highway Department to distribute pre-identified generators to maintain essential services.
- 3. Get information out to special populations and social services for extended time frames.
- 4. Assist transportation needs for special populations with needed care (on oxygen, dialysis machines etc.)
- 5. Alert the American Red Cross to open shelters and secure generators to maintain heat or cooling as needed. (See ESF #6 "Mass Care" Annex).
- 6. Request available assistance from county/State.
- 7. Maintain records on time and other expenditures.
- 8. Prepare disaster declaration.
- 9. Continually analyze information received and direct agencies and personnel involved in response, recovery and management procedures.

B. **LAW ENFORCEMENT**

- 1. Distribute pre-identified generators to maintain essential services.
- 2. Provide rescue to elevator sites.

C. **HIGHWAY AND FLOODPLAIN DEPARTMENT**

- 1. Provide and install emergency generators to critical facilities.
- 2. Oversee and maintain fuel supplies and fueling stations for Cochise County and emergency agencies.
- 3. Facilitate the assistance of any restoration of any infrastructure as requested.
- 4. Move any debris that prevents functioning of substations or electrical operations (after electrical owner/operators deem it safe to enter).

D. **THE BOARD OF SUPERVISORS**

- 1. Determine if additional measures are needed to maintain electrical services. Such measures can include adjusting regulated temperature in county buildings or homes, reducing hot water temperature, government facility reduction and closures, reducing lighted elements during the time the electricity is limited.

E. **PUBLIC INFORMATION OFFICER**

- 1. Disseminate information to the public regarding anticipated durations of outages, methods of voluntarily reducing demand, & mandatory demand reduction measures if required.
J. VOADs - Salvation Army, American Red Cross, others.

☐ 1. Activate shelters, food banks etc. according to normal procedures, when requested. (ARC/TSA)
☐ 5. Establish information centers for communities near the incident at local religious organizations, service clubs, and public facilities.
☐ 6. Establish Emergency Communications as an alternative method for transmitting information from the IC, EOC or Shelter areas. (RACES/CARA/SEARS)
Natural Gas Supply Disruption:

A. **EMERGENCY SERVICES**

- 1. Identify affected and potential disaster areas.
- 2. Alert the American Red Cross to open shelters and to provide hot meals. (See ESF #6 "Mass Care" Annex).
- 3. Suggest/supply alternative methods of heating and cooking. (Propane, kerosene, etc.).
- 4. Determine available resources.
- 5. Request available assistance from county/State.
- 6. Maintain records on time and other expenditures.
- 7. Prepare disaster declaration, if situation warrants.
- 8. Continually analyze information received and direct agencies and personnel involved in response, recovery and management procedures.

B. **LAW ENFORCEMENT**

- 1. Distribute pre-identified generators to maintain essential services.
- 2. Implement appropriate rationing through a central resource control. Establish priority reserves (for law enforcement, hospital, municipal, etc.).

C. **THE BOARD OF SUPERVIORS**

- 1. Determine if additional measures are needed to maintain natural gas supplies. Measures could include: reduction in indoor heated space temperature, reduction in hot water temperature, notifying customers of service will be curtailed for a duration, government facility reductions or closures.

D. **PUBLIC INFORMATION OFFICER**

- 1. Disseminate information to the public regarding anticipated durations of distribution, methods of voluntarily reducing demand, and mandatory demand reduction measures if required.
- 2. Request activation of the State’s Joint Information Center for larger incidents.
- 3. Establish measures for rumor control.
Water Shortage:

A. EMERGENCY SERVICES
   1. Notify Arizona Department of Emergency Management (they will alert the National Guard, Army Corps of Engineers and others if necessary to enlist their support to alleviate shortage.).
   2. Implement mutual aid agreements and request assistance from private and volunteer agencies, as necessary. Notify water companies and request outside water vendors.
   3. Determine available resources.
   4. Implement appropriate rationing through a central resource control. Establish priority reserves (for law enforcement, hospital, municipal, etc.).
   5. Request available assistance from State.
   6. Maintain records on time and other expenditures.
   7. Prepare disaster declaration, if needed.
   8. Continually analyze information received and direct agencies and personnel involved in response, recovery and management procedures.

B. THE BOARD OF SUPERVIORS
   1. Prepare to use emergency funds to establish a sanitary potable water supply for citizens in the County.
   2. Prepare an “Emergency Declaration for a Water Shortage”

C. PUBLIC INFORMATION OFFICER
   1. Disseminate information to the public regarding anticipated duration of the water shortage, methods of voluntarily reducing demand, and mandatory demand reduction measures if required.
   2. Request activation of the State’s Joint Information Center for major water shortages.
   3. Establish measures for rumor control.
POWER FAILURE MEDIA RELEASE

(Name Company) is working throughout the (day, night or time of day) to restore power outages and make damage assessments. The company will continue to try and access hard to all areas to repair damaged equipment and restore electric service. The company has personnel working its hardest hit areas which include (locations).

During a Power Outage

- Consider moving yourself and your family -- especially those with special needs -- to an alternate location during an extended outage.

- Listen to local media for status reports about affected areas and restoration activities.

- Don't leave electric ranges or any devices turned on and plugged in during a power outage. This may prevent possible damage from a fire to your home in case you are away when the power is restored.

- A generator can be very useful during a power outage, but remember to always follow the manufacturer's instructions to ensure safe and proper operation.

- Be sure to turn off your heating and air conditioning systems and consider unplugging sensitive electronic appliances such as TVs, VCRs, microwave ovens and home computers, etc., during a power outage. This will protect your appliances against unpreventable voltage fluctuations that may occur as a result of a circuit overload when the power is restored. Be sure to wait 5 to 10 minutes before turning on appliances and heating systems when power is restored.

Always remember to stay away from downed or sagging power lines, and do not touch anything that is on or near a power line (i.e., trees or tree limbs, cars, ladders).

Electric customers experiencing a power outage should call (toll free number of provider); Spanish-speaking customers should call (if an alternative number is given).

Estimated Times of Restoration By Location

<table>
<thead>
<tr>
<th>Location</th>
<th>Estimated Restoration Date</th>
<th>Estimated Restoration Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Day and Date</td>
<td>Time</td>
</tr>
</tbody>
</table>

If you are aware of any handicapped or disabled people in the affected area, notify them of the current outage and assist them, if possible. If you are unable to help, notify the sheriff/fire department of the location and condition of the people.
POWER FAILURE EMERGENCY DECLARATION

WHEREAS, the (extended blackout of electricity, water contamination/shortage, fuel shortage, Communication failure) that began on ____ (Date)_______ 20__ and the damages resulting there, have caused the (death/injuries of ____ people) and created an economic disaster in the business and residential communities within Cochise County; and

WHEREAS, the (extended blackout of electricity, water contamination/shortage, fuel shortage, Communication failure) as resulted in a condition of extreme peril to the health and safety of many citizens and the continuous of commerce within Cochise County; and

WHEREAS, the chairman, Cochise County Board of Supervisors, is authorized by resolution to declare a county emergency;

NOW, THEREFORE, it is hereby declared that an emergency now exists in Cochise County, Arizona; and it is further ordered that during the existence of said emergency, county government agencies assigned emergency roles in the Cochise County Emergency Response and Recovery Plan are an Emergency Organization and the Cochise County Emergency Response and Recovery Plan is hereby activated and in effect until further notice.

DATED: _______________________

Chairman, Board of Supervisors,

Cochise County, Arizona
RADIATION INCIDENT RESPONSE

FIRST ALERT
NWS/ 911 Communication Center

ESF ANNEX OPERATIONAL
(ESF #2)

FIELD OPERATIONS
Law Enforcement (Police and Sheriff) (ESF #13/ESF #9)
Fire Services (ESF #10)
EMS (ESF #8)
Highway and Floodplain (ESF #1 / ESF #3)

EMERGENCY OPERATIONS CENTER
Emergency Services (ESF #5/ ESF #7/ESF #14)
Public Health
PIO (ESF #15)
Cooperative Extension (ESF #11)

NOTIFIED AGENCIES
American Red Cross (ESF #6)
Utilities (ESF #12)
AZ Water Resources
ADOT / ADPS
Hospitals
Incorporated Cities and Towns

I. PURPOSE

To describe the organization, assign responsibilities, and specify the actions required of Cochise County Government to protect life and property during an accidental radiation release.

II. ACTIVATION

For major incident, the corresponding fire department chief or Hazardous materials Incident Commander shall consult with the Sheriff and make a recommendation about the need to activate the EOC.

The Fire Chief or designee will be expected to assume the lead role in the ICS/Operations section for the County’s response to a hazardous materials incident when the EOC is activated and work within the structure of the County’s Emergency Services organization. The County’s EOC activities will be in support of the incident Commander, who will maintain operational control of the incident in the field.

For peacetime incidents/accidents the Arizona Radiation Regulatory Agency (ARRA) will coordinate its activities through the Division of Emergency Services at the State EOC. The initial response to peacetime accident/incidents will be directed thru the Arizona Department of Public Safety's Duty Officer in Phoenix. Emergency Services will activate the State and Federal assistance through the ADEM Duty Officer.
Part of an effective radiological support program is the collection of information on nuclear weapons detonations or from peacetime related incidents which includes damage assessment and radiological monitoring conducted on a continuous basis. Radiological incident emergency response procedures are consistent with those of the hazardous materials as outlined in the State of Arizona Hazardous Materials Response Plan. The decontamination procedure used to reduce the radiological health hazard involving a wartime situation or a peacetime incident are basically identical except for the magnitude of any war-time situation.

III. OPERATIONS

A. Cochise County government actions during an accidental radiation release will be limited to detection, monitoring, and evacuation.

B. Cochise County Emergency Services Division has the capability to detect and monitor radiation releases.

C. Some Fire Departments, Fire Districts, and Police Departments have the capability to detect and monitor radiation releases. (See the Radiation Detection Kit Inventory Attachment to this annex for a listing of agencies with radiation detection kits).

D. The Arizona Radiation Regulatory Agency has the capability to detect, monitor and mitigate radiation releases.

E. Decontamination must be based on a careful and sound estimate of the situation utilizing all aspects of the radiological monitoring system. The need for the decontamination of areas, buildings, and resources depends upon the need for the particular area contaminated and the length of time which the contamination would remain. Decontamination is performed for the purpose of supporting the overall emergency response mission. Thus, any decision to carry out a decontamination procedure must be based upon careful evaluation of the expense in materials, time and labor compared with the inconvenience and hazard involved in avoiding the decontamination.

F. In general, the principles of radiological decontamination are that (1) radioactivity cannot be destroyed, (2) the surface contaminated dictates the method of decontamination to be used, (3) decontamination personnel must proceed from the easy to the most difficult method, and (4) monitoring should be done frequently for effectiveness.

IV. IMPLEMENTATION

Where appropriate for wartime or peacetime incidents except as noted for war-time only.

A. Pre-emergency.

1. Establishment of a Radiological Support and Response System.
2. Training of radiological support officers.
3. Training of radiological support monitoring personnel.
4. Maintenance and upkeep of monitoring equipment.
5. Public education about radiological hazards and protective action.
6. Acquisition of sufficient monitoring equipment.
7. Establish priorities for decontamination of facilities.
8. Develop plans for implementing emergency accidental radiation release operations.
9. Maintain current rosters for alerting personnel in the event of an emergency.
10. Establish procedures for requesting assistance from county, State, and Federal resources as appropriate.
11. Establish procedures for capturing costs associated with emergency operations.
12. Conduct radiological support system exercises.
13. Establish a comprehensive radiological training program on a local level as assisted by ADES.
14. Establish a decontamination system.
15. Establish an evacuation plan.

B. Emergency.

1. Evacuation of structures downwind of the incident, if needed.
2. Law enforcement will conduct incident perimeter security and evacuation if necessary.
3. Fire, EMS and HazMat teams will coordinate rescue efforts.
4. HazMat teams to ensure safety of their team members and avoid direct contact with radioactive materials where possible. Maximize distance to the radioactive sources.
5. Secure additional response staff to rotate out from the controlled area.
6. Determine radiation levels within the controlled area, done by HazMat or radiological officer. Collect all names of affected population in the area for Public Health monitoring later.
7. Distribution of radiological monitoring kits to will be done to prearranged locations.
8. Hospitals will be alerted to the incident, transport vehicles will handle

*TI For Terrorist Incidents
9. Public information on radiation safety as required.
10. Public Information on evacuation.

C. Recovery.

1. Collect ground and aerial monitoring surveys
2. Compile ground and aerial damage assessment surveys
3. Public information about radiation safety as required
4. Perform decontamination procedures on affected areas, or close areas.
5. Resume normal operations.
6. Conduct health studies in the affected area (air, water residual, in homes).
7. Determine safe sanitary standards, issue health orders (boil water/bottle water, water-borne hazards).
8. Assist affected community with economic support (temporary jobs, money or supplies).
9. Provide continuous updates for disaster assistance.
10. Continue mass care if needed, cancel evacuation order, limit access to neighborhoods to residents only. Block off dangerous areas.
11. Consolidate emergency/disaster associated expenditure records.
12. Assist in damage assessment operations.

D. Mitigation.

1. Apply for appropriate individual and public assistance.
2. Continue health studies in the affected area (air, water residual, in homes).
3. Look into mitigation measures (for affected buildings and property etc.).
4. Review and update plans and procedures.
5. Selection of radiological support officers.
6. Establishment of a radiological support program.
V. ORGANIZATION

A. Direction and Control  County Board of Supervisors

B. Immediate Evacuation  Cochise County Sheriff’s Office

C. Incident Command  Primary: Sheriff’s Office

D. County Support Agencies:  Fire, EMS, Highway and Floodplain Dept., Health Services, PIO, other county departments as needed.

E. Outside Support Agencies:  All VOADs, CERT teams, possible RACES/CARA/SEARS, Highway Agencies (ADOT/DPS), regional, State and Federal FBI, EPA/FEMA once a terrorist event has been determined.

The Arizona Radiation Regulatory Agency (ARRA) is responsible for coordinating plans and programs for decontamination. The State Radiological Protection Officer will furnish technical advice and support. The Arizona Department of Public Safety's Commercial Vehicle Safety Specialist will coordinate on-scene response activities.

The Arizona Wing of the Civil Air Patrol (CAP) is responsible for decontamination of their aircraft. CAP units located within a county would require support from the local airfields for decontamination facilities.

VI. ADMINISTRATION AND SUPPORT

A. Reporting System

Procedures and forms for reporting RADEF war-related information are also presented in the State Radiological Defense Plan.

B. Decontamination

Decontamination operations are covered in Hazardous Materials Incident Response, and will be determined through ARRA for the more current recommendations.

C. Aerial Monitoring

Procedures for conducting aerial radiological monitor (ARM) and damage assessment surveys are detailed in the handbook for Radiological Monitors, CP G f2-6.2.3. ARM surveys are conducted by Civil Air Patrol (CAP) thru the State EOC as requested by the counties.

D. RADEF Equipment

Radiological equipment is available through the Arizona Division of Emergency Services maintenance and calibration shop which is responsible for maintenance and repair. The equipment is stored in the EOC and distributed as outlined in Appendix 3.
E. Monitoring Support

Additional radiation monitoring support is available through ARRA upon request.

F. Monitoring Procedures

All monitoring will be performed in accordance with the Handbook for Radiological Monitors, SM 5.1. and the State Weapons Effects Reporting (WERS) Manual.

G. Plan Development and Maintenance

The Emergency Coordinator will be responsible for working closely with the State Radiological Protection Officer (RPO), ARRA, DPS CVSS and support agencies in the development of the Radiological Support programs systems and response.

ATTACHMENTS:

AGENCY CHECKLISTS FOR RADIATION INCIDENT RESPONSE
RADIATION INCIDENT PRESS RELEASE
RADIATION INCIDENT DECLARATION
RADIATION INCIDENT RESPONSE CHECKLISTS

I. Notification

Notification of a radiation incident will be through the 911 Communication for transportation incidents, or unexpected and not reported to authorities. Since radiation cannot be seen, any incident that was caused by an explosion should warrant a response with a radiation detection meter or digital radiation pager to detect any radiation that is present indicating a dirty bomb has been released.

II. Responsibilities

A. EMERGENCY SERVICES

1. Obtain verification of the situation.
2. Activate the Emergency Operations Center for Terrorist-related radiological events (See “Alert and Recall”).
3. Notify Arizona Department of Emergency Services through the DPS Duty Officer or the ADEM Duty Officer. Establish contact with a Radiological Safety Officer through ADEM.
4. Identify affected and potential disaster areas.
5. Initiate appropriate warnings and instructions for actions the public needs to make immediately. Public Information Officer will prepare and issue news releases and subsequent warnings.
6. Coordinate all radiological resource and supply activities.
7. Establish a distribution system for monitoring equipment (in coordination with ADEM).
8. Call the American Red Cross to open shelters, if populations are to be displaced away from the affected area. (See ESF #6 “Mass Care” Annex).
9. Implement mutual aid agreements and request assistance from private and volunteer agencies, as necessary.
10. Appoint and assign radiological support personnel
11. Establish a data analysis and damage assessment capability.
12. Prepare disaster declaration.
13. Maintain records on time and other expenditures.
14. Collect accurate damage information, consolidate, evaluate and analyze data concerning the scope and magnitude of the disaster. Compile reports and forward to the State as required.
15. Continually analyze information received and direct agencies and personnel involved in response, recovery and management procedures.

B. LAW ENFORCEMENT

1. Verify incident report and establish safety zones. Secure and control access to disaster/potential disaster areas.
2. Alert Emergency Services Director or alternates (County Manager, Board of Supervisors) of verified information.
3. Activate and provide a liaison and maintain communication with the EOC, if needed.
4. Distribute monitoring kits as directed and provide monitoring personnel.
B. LAW ENFORCEMENT

5. Assist in alerting the public of hazards and actions to take.
6. Assist in evacuation, as required through:
   a. Door-to-door alert.
   b. Sirens and public address.
   c. Evacuate people with special needs.
7. Assist in maintaining order in shelters as required.
8. Assist in conducting rescue operations as needed.
9. Request assistance and/or augmentation through EOC.
10. Maintain records on time and other expenditures.

C. FIRE, EMS AND RESCUE SERVICES (AMBULANCE)

1. Assist in alert and notification operations as necessary.
2. Coordinate rescue efforts with law enforcement and provide medical care for radiation related injuries.
3. Assist in decontamination activities with mass decon and radiological monitoring.
4. Provide radiological monitoring personnel.
5. Distribute monitoring equipment as required.
6. Provide alternate communications.
7. Establish first aid stations on-scene, shelter and arrange transport of sick and injured to appropriate facilities.
8. Request assistance and/or augmentation through EOC.
9. Maintain records on time and other expenditures.
10. Isolated areas will be provided alternate service arrangements.

D. MEDICAL AND HEALTH SERVICES & (ADEQ)

1. Determine health risks based on the incident.
2. Contact the State’s Health Services for technical advice on contaminated and exposed populations.
3. Coordinate needed assistance and/or augmentation through EOC.
4. Ensure that air, water and public health quality standards are surveyed during the incident, activate resources to inspect food and water supplies outside the affected area for contamination. Assist Cooperative Extension with contamination guidance on food and crop and livestock precautions.
5. Maintain records on time and other expenditures.

E. HIGHWAY AND FLOODPLAIN DEPARTMENT

1. In conjunction with EOC and police, establish necessary roadblocks and re-routes.
2. Stay far away from the affected Hot Zones and obtain radiological personal protection equipment from fire and Emergency Services.
3. Assist with any evacuation by supplying detour signs and barricades and people/vehicle decontamination activities.
4. Request assistance and/or augmentation through EOC.
5. Maintain records on time and other expenditures.
6. (Terrorist based incidents) Assist with damage assessment and monitoring personal and vehicles, as needed.
F. CHAIRMAN - BOARD OF SUPERVISORS

☐ 1. Assist Emergency Services with activation of the EOC. Declare an Emergency Declaration if the disaster goes beyond county resources.
☐ 3. Direct any protective actions to the communities affected.
☐ 4. Approve emergency expenditures based on the need in the communities.
☐ 5. Request disaster declaration from the governor for a major radiological incident and State and Federal aid need to be utilized. This includes the assistance from the Federal Radiological Monitoring and Assessment Center.
☐ 6. Assist State and Federal authorities to assist the response and recovery efforts.
☐ 7. Provide buildings and space for State and Federal agencies for a major emergency.
☐ 6. Direct county departments to assist in emergency operations within the EOC and the County, if necessary.

G. COCHISE COUNTY PUBLIC INFORMATION OFFICER

☐ 1. Keeping the public informed, through the news media if needed, of emergency conditions. Information will include:
   1. General conditions and hazards.
   2. Safe areas and shelters.
   3. Evacuation routes.
☐ 2. Request activation of the State’s Joint Information Center for radiological incidents.
☐ 3. Establish measures for rumor control.

H. COOPERATIVE EXTENSION

☐ 1. Provides inspection and decontamination of crops, land, and livestock.
☐ 2. Provides monitoring personnel to assist EOC.

I. ARIZONA RADIATION REGULATORY AGENCY (ARRA)

☐ 1. Provides additional technical support and expertise as required.
RADIATION INCIDENT PRESS RELEASE

This is ______________________, speaking for Cochise County. Officials report that an incident involving low level (or other) radiation happened (at this hour) near_______________________________.

At this time local responders are handing the clean-up of the incident. Neighborhoods in the area of _______________________ and __________________ have been evacuated for precautionary measures and should be able to return to their homes (give estimated time or not yet determined).

The release was (contained, being secured, on-going) and the area has been blocked to thru traffic. For an alternative route, please take _________________.

Currently a shelter has/has not been open (If a shelter has opened - lists its location).

If first responders ask you to evacuate, remain calm and follow their directions, you’ll be notified when it is safe to return back to your home. Listen to instructions given by your local officials.

Tune to radio station _____________ or channel _______________ for further instructions.

(Repeat the Message.)

[NOTE: Have media repeat periodically; update times and events while interspersing necessary information to citizens.]

If you are aware of any handicapped or disabled people in the affected area, notify them of the emergency situation and assist them, if possible. If you are unable to help, notify the sheriff/fire department of the location and condition of the people.
WHEREAS, the (release, exposure, or contamination) of radiological materials incurred on ____ (Date) _______ 20__ and the damages resulting there, have caused the (death/injuries) of _____ people and extensive destruction to private property within Cochise County; and

WHEREAS, the (release, exposure, contamination) has resulted in a condition of extreme peril to the health and safety of many citizens; and

WHEREAS, the chairman, Cochise County Board of Supervisors, is authorized by resolution to declare a county emergency;

NOW, THEREFORE, it is hereby declared that an emergency now exists in Cochise County, Arizona; and it is further ordered that during the existence of said emergency, county government agencies assigned emergency roles in the Cochise County Emergency Response and Recovery Plan are an Emergency Organization and the Cochise County Emergency Response and Recovery Plan is hereby activated and in effect until further notice.

DATED:_______________________

Chairman, Board of Supervisors,
Cochise County, Arizona
## SEVERE STORMS RESPONSE

### FIRST ALERT
- NWS/ 911 Communication Center

### ESF ANNEX OPERATIONAL
- (ESF #2)

### FIELD OPERATIONS
- Law Enforcement (Police and Sheriff) (ESF #13/ESF #9)
- Highway and Floodplain (ESF #1 / ESF #3)

### EMERGENCY OPERATIONS CENTER
- Emergency Services (ESF #5)
- Public Health
- PIO (ESF #15)

### NOTIFIED AGENCIES, IF NECESSARY
- Fire Services (ESF #8)
- EMS
- American Red Cross
- Chairman - Board of Supervisors
- Utilities (ESF #12)
- AZ Water Resources
- ADOT / ADPS
- Hospitals
- Incorporated Cities and Towns

### I. PURPOSE
To describe the organization, assign responsibilities, and specify the actions required of Cochise County Government to respond to severe storm conditions. To receive warning of impending severe weather conditions, evaluate their possible affects, and provide early warning to the County’s residents and to mitigate the effects caused by severe storm conditions.

### II. ACTIVATION
This annex will be activated upon the notification of an advancing severe storm for Cochise County, normally through the watches and warnings from the National Weather Service.

### III. OPERATIONS
A. See Basic Plan, Hazard Analysis, Severe Storms, for the types of severe weather that can affect Cochise County.

B. Severe weather conditions, although normally preceded with some warning, can develop in Cochise County with little or no warning. Also, the side effects of severe storms may not be predicted at the time of warning and may cause ancillary problems. For example:

   1. The prediction may be for heavy winds. The side effects can be roadways clogged with tumbleweeds, disrupted power, or dust storms that reduce visibility to zero.
2. The prediction may be for heavy rains in one locality. The side effect may be flooding in areas miles downstream from run off washes.

3. The prediction may be for rain in the lowlands. The side effect may be heavy snow and icing conditions on mountain roads.

4. The prediction may be for severe thunder and lightening. The side effect may be forest and wildland fires.

C. Cochise County Government must be prepared at all times to respond to severe weather conditions and mitigate their effects.

D. The key to protecting life and property during predicted severe storms is early and continuous warning. A warned public has the ability to take required actions necessary to protect themselves and their property.

1. Appendix 1 to this Annex discusses warning means that are available to Cochise County Government and the County’s population. As many of these means as possible should be used.

2. Appendix 2 list common terminology used by the National Weather Service.

3. A sample type weather related attachment supplies a warning message for dissemination to local radio stations concerning impending severe weather conditions.

E. If the EOC is activated, personnel will be alerted according to the Cochise County Alert Roster. (See “Alert and Recall” List in the back of ESF #5).

F. The American Red Cross will operate shelter facilities for Cochise County Government. (See ESF 6 - Mass Care to set up sheltering operations.)

IV. IMPLEMENTATION

A. Pre-emergency.

1. Develop plans for implementing storm related emergency/disaster operations.
2. Maintain current rosters for alerting personnel in the event of an emergency/disaster.
3. Develop agreements with neighboring jurisdictions to provide mutual aid.
4. Establish procedures for requesting assistance from county, State and Federal resources as appropriate.
5. Establish procedures for capturing costs associated with emergency/disaster operations.

B. Emergency.

1. Conduct operations in such a manner as to mitigate the emergency situation.
2. Coordinate with their counterpart offices at State level or the Cochise County Emergency Services Department, as appropriate, to obtain additional resources, if present resources are inadequate to meet needs.
3. Maintain records of expenditures made during the emergency/disaster.
C. Recovery.

1. Resume normal operations.
2. Conduct search and rescue efforts, if necessary (outside locations: parks, camps).
3. Consolidate emergency/disaster associated expenditure records.
4. Assist in damage assessment operations.
5. Review and update plans and procedures.

D. Mitigation.

1. Develop adequate severe weather alert system. Periodic reviews of the system are made and plans for improvement formulated as necessary.

V. ORGANIZATION

A. Direction and Control County Board of Supervisors

B. Immediate Evacuation Cochise County Sheriff’s Office

C. Incident Command Primary: Sheriff’s Office/Alt. Fire

D. County Support Agencies: EMS, Highway and Floodplain Dept., Health Services, PIO, other county departments as needed.

E. Outside Support Agencies: All VOADs, possible RACES/CARA/SEARS, NWS, Highway Agencies (ADOT/DPS), regional, State and Federal agencies if requested.

VI. ADMINISTRATION AND SUPPORT

A. Reporting

During a disaster, reports are required to maintain an adequate record of actions that are taken by the first responders. These reports are to be submitted to the Incident Commander (IC), if not present the highest-ranking officer must submit the reports to the Emergency Operations Center (EOC) Director.

B. Records

Activity Logs - The IC and/or if operating the EOC Director, shall maintain a log of all the activities that have been implemented. This log shall include the resources that are currently in service, mutual aid agreements that have been requested, and other information that is prominent during the disaster response and recovery. Appropriate “disaster footprint” patterns should be mapped and submitted to the NWS for historical purposes and mitigation operations.

C. Preservation of Records

Vital records shall be protected from the disaster in a weather/fire proof off site location. If these records are damaged, a professional organization shall be employed to restore these documents.
D. Post Incident Review

A post incident review shall be conducted by the Emergency Services Director and/or a designee serving in his/her place. This Review shall include all the actions taken during the disaster from response to recovery and submitted to the appropriate authorities upon completion.

ATTACHMENTS:

AGENCY CHECKLISTS FOR SEVERE STORMS RESPONSE
SEVERE STORMS MEDIA RELEASE

APPENDICES

1. Warning of Severe Weather
2. Weather Terminology
3. Sample Severe Storm Warning Message
## SEVERE STORMS RESPONSE CHECKLISTS

### I. Notification

Notification of imminent flooding generally will be initiated by the National Weather Service, the Sheriff's Office, or Emergency Services Personnel. Initially high winds, thunderstorms, hail and tornado watches and warnings may be placed under this category.

### II. Responsibilities

#### A. EMERGENCY SERVICES

1. Coordinate with other State and Federal government agencies to assess severe weather conditions to determine the potential risk area in the county. Information required is:
   
   1. Wind speed and direction.
   2. Time that the storm condition is expected to start and end.
   3. Projected accumulations of precipitation, rain, snow, etc.
   4. Temperatures.

2. Provide severe weather information to the Board of Supervisors, the designated County Emergency Public Information Officer, other county departments, and local emergency response agencies.

3. Coordinate with county and local government agencies to ensure that they have adequate resources to mitigate the effects of the storm.

4. Collect, consolidate and evaluate damage information concerning the scope and magnitude of the severe weather condition.

5. Advise the Board of Supervisors on the need to declare a state of emergency due to storm conditions or storm damage if it is determined that State assistance is needed.

6. If required, alert local American Red Cross and local officials to prepare to open shelter facilities. See ESF 6 - Mass Care for sheltering information.

7. Pre-develop severe weather news releases that can be used by the Emergency Public Information Officer.

#### B. LAW ENFORCEMENT

1. Monitor the National Warning System (NAWAS) and alerting other county departments and local law enforcement agencies of impending severe storm conditions.

2. Monitor road conditions throughout the County and reporting these to other county departments, the news media or the Emergency Public Information Officer if one is designated.

3. Establish communications with the EOC if activated.

4. Notify citizens in effected areas and conducting evacuations, if necessary. See ESF #13 Public Safety and Security for evacuation information.

5. Maintain security in evacuated areas.

6. Close roads and establishing traffic flow patterns in conjunction with the Arizona Department of Public Safety.

7. Conduct search and rescue operations during severe weather conditions.
B. LAW ENFORCEMENT

☐ 8. Conduct heavy search and rescue operations, i.e. in collapsed buildings.
☐ 9. Provide law enforcement assistance to local Police Departments if requested and if resources are available.
☐ 10. Assist in evacuation (as required- camps/outdoor locations) through:
    a. Physically contact at the locations to alert.
    b. Sirens and public address.
    c. Evacuate people with special needs.
☐ 11. Assess damage caused by the severe weather condition and reporting these to the appropriate agency having jurisdiction.
☐ 12. Document expenditures made during the emergency.

C. FIRE, EMS AND RESCUE SERVICES (AMBULANCE)

☐ 1. Provide a liaison to the EOC, maintain communications and receive direction.
☐ 2. Assist in alert and notification operations as necessary.
☐ 3. Assist with evacuations as required. Assist in evacuating people with special needs.
☐ 4. Conduct rescue operations as needed.
☐ 5. Coordinate assistance from private sources for medical emergencies, fire fighting and rescue operations.
☐ 6. Establish first aid stations at shelter and arrange transport of sick and injured to appropriate facilities.
☐ 7. Monitor status of hazardous materials sites.
☐ 8. Request assistance and/or augmentation through EOC.
☐ 9. Maintain records on time and other expenditures.
☐ 10. Isolated areas will be provided alternate service arrangements.

D. MEDICAL AND HEALTH SERVICES & (ADEQ)

☐ 1. Monitor hospitals and health care facilities to ensure that essential life support supplies are on-hand and that required levels are maintained during the emergency, i.e. blood, drugs, medicines, oxygen, etc.
☐ 2. Coordinate with the Division of Emergency Services. State, Federal, or private providers, as appropriate, to obtain critically needed medical supplies.
☐ 3. Advise the Board of Supervisors or the EOC if activated and local officials of any health hazards in the affected area.
☐ 4. Ensure that supplies of potable water are available.
☐ 5. Ensure that food supplies offered by commercial vendors are not tainted, i.e. markets that open after a prolonged power outage.
☐ 6. Assist the Sheriff’s Department in the evacuation of people with special needs. See Support Annex - Special Needs.
☐ 7. Ensure that sewage and waste disposal controls are maintained.
☐ 8. Ensure that vector control, sanitation and other environmental controls are provided.
☐ 9. Establish communicable disease controls and immunization programs if required.
☐ 10. Assess damage caused by the storm and reporting these to the appropriate agency having jurisdiction.
☐ 11. Document expenditures made during the emergency.
E. HIGHWAY AND FLOODPLAIN DEPARTMENT

☐ 1. Keep essential county roads open to traffic. Roads to be kept open will be coordinated with the Sheriff’s Department.

☐ 2. Provide barriers, cones, etc. to assist the Sheriff’s Department in closing roads and rerouting traffic.

☐ 3. Provide public works assistance to incorporated cities/towns if requested and if resources are available.

☐ 4. Assist the Sheriff’s Department in conducting heavy search and rescue operations.

☐ 5. Coordinate with the Arizona Department of Transportation concerning road openings - closures, additional equipment needs, and other matters of mutual interest.

☐ 6. Coordinate with Public Utility providers to ensure that essential utilities, disrupted by the severe weather condition, are being restored in a timely manner.

☐ 7. Assess damage caused by the storm and reporting these to the appropriate agency having jurisdiction.

☐ 8. Document expenditures made during the emergency.

☐ 9. Clear debris from clogged drainage ditches and washes that hinder disaster operations or threaten public safety and health.

☐ 10. Perform essential repairs to drainage ditches, bridges, culverts and other flood control facilities as required.

☐ 11. Assisting incorporated cities/towns upon request and if resources are available.

F. CHAIRMAN - BOARD OF SUPERVISORS

☐ 1. Provide for the health, welfare, and safety of the County’s population during an emergency/disaster.

☐ 2. Activate the EOC if the storm condition is of such magnitude that a collective, concentrated, and continuous effort must be expended to mitigate its effects.

☐ 3. Appoint an Emergency Public Information Officer to act as the focal point between county government and the media.

G. COCHISE COUNTY PUBLIC INFORMATION OFFICER

☐ 1. Keeping the public informed, through the news media if needed, of emergency conditions. Information will include:
   1. General conditions and hazards.
   2. Safe areas and shelters.
   3. Evacuation routes.

☐ 2. Request activation of the State’s Joint Information Center for major storm damage.

☐ 3. Establish measures for rumor control.
Appendix 1 to Severe Storms Response

WARNING OF SEVERE WEATHER

A. There are numerous means available to Cochise County government for receiving warning of an impending severe weather condition. Listed below are the most common:

1. The National Weather Service (NWS) under the National Oceanic and Atmospheric Administration (NOAA) provides short and long range weather forecasts. The National Weather Service may originate severe weather warnings and watches through the National Warning System. The National Warning System is a Federal Emergency Management Agency (FEMA) initiative that was originally designed to disseminate early warning of impending nuclear attack. The Cochise County NAWAS warning point is located in the Sheriff's Department and is monitored twenty four hours a day by their Dispatchers.

2. The Arizona Division of Emergency Services provides warning of predicted severe weather conditions by telephone to the Cochise County Emergency Services Department.

3. Local county radio stations provide weather forecasts and warnings during their normal broadcasts.

4. Tucson television stations provide weather forecasts and warnings during their normal broadcasts. Many of these stations employ their own meteorologist who are often more in-tune to Southeast Arizona weather patterns.

B. There are, likewise, numerous means for Cochise County government to disseminate warning of an expected severe weather condition. Some common means of local dissemination are:

1. Local radio stations.

2. Some local cable television companies restrict one channel for public information broadcasts.

3. Another means is through the Sheriff's Department using mobile public address systems. This means is excellent for warning residents downstream from a severe rainstorm that they may expect flooding.
Appendix 2 to Severe Storms Response

WEATHER TERMINOLOGY

A. Winter Storms.

Snow flurries.

Snow flurries are defined as snow falling for short durations at intermittent periods; however, snowfall during the flurries may reduce visibility to an eighth of a mile or less. Accumulations from snow flurries are generally small.

Snow.

Snow in a forecast, without a qualifying word such as "occasional" or "intermittent," means that the fall of snow is of a steady nature and will probably continue for several hours without letup.

Freezing rain or drizzle.

Freezing rain or freezing drizzle is forecast when expected rain is likely to freeze as soon as it strikes the ground, putting a coating of ice on roads and walkways. If a substantial layer of ice is expected to accumulate from the freezing rain, a winter storm warning is issued.

Sleet.

Sleet is small particles of ice, usually mixed with rain. If enough sleet accumulates on the ground, it will make the roads slippery.

Blizzard.

A blizzard is the most dangerous of all winter storms. It combines cold air, heavy snow, and strong winds that blow the snow about and may reduce visibility to only a few yards.

Winter Storm Watch

A winter storm watch indicates there is a threat of severe winter weather in a particular area.

Winter Storm Warning

A winter storm warning is issued when heavy snow (expected snowfall of four inches or more in a 12-hour period, or six inches or more in a 24-hour period), sleet, or freezing rain are forecast to occur separately or in combination.

Blizzard Warning

A blizzard warning is issued when the National Weather Service expect considerable snow and winds of 35 miles per hour or more. A sever blizzard warning means that a
very heavy snowfall is expected, with winds of at least 45 miles an hour and temperatures of 10 degrees Fahrenheit or lower.

Travelers' Advisory

Travelers' advisories are issued when ice and snow are expected to hinder travel but not seriously enough to require warnings.

Hazardous Driving (Travelers') Warnings

Hazardous Driving (Travelers') Warnings are issued to indicate that falling, blowing or drifting snow, freezing rain or drizzle, sleet or strong winds will make driving difficult.

B. Flooding.

Flash Floods

In many areas, unusually heavy rains may cause quick "flash" floods. Small creeks, gullies, dry stream beds, ravines, culverts, or even low lying ground can flood quickly and endanger people, sometimes before any warning can be given.

Flash Flood Watch.

Heavy rains may result in flash flooding in the specified area. Be alert and prepared for the possibility of a flood emergency which will require immediate action.

Flash Flood Warning.

Flash flooding is occurring or is imminent in the specified areas. Move to safe ground immediately.

Flood Warning.

Flood warnings are forecasts of impending floods.

C. Tornados.

A tornado is a violent storm with whirling winds of up to 300 miles per hour. It appears as a rotating, funnel shaped cloud, from gray to black in color, which extends toward the ground from the base of a thunder cloud. A tornado spins like a top and may sound like the roaring of an airplane or locomotive. These short lived storms are the most violent of all atmospheric phenomena, and over a small area, the most destructive.

Tornado Watch

A tornado watch means that tornados may occur in or near the forecast area.

Tornado Warning

A tornado warning means that a tornado has actually been sighted, or has been indicated by radar, and may strike the vicinity.
SEVERE STORM MEDIA RELEASE

A. This is ____ (NAME) __________________________, Cochise County Emergency Public Information Officer. The National Weather Service has advised that a severe ____ (TYPE) ____ storm will hit the _______ (LOCATION) ______________ area. It is expected that the storm will start at approximately ____ (TIME) ____________ (today/tonight) and continue through ____ (TIME) ________ (tomorrow, Monday, etc.).

B. Describe conditions that can be expected, e.g.:

[The storm will begin around 8:00 pm this evening as rain. This will turn to sleet around midnight and then to snow by 6:00 am tomorrow. It is expected that the snow accumulation will be from 6 to 8 inches. Driving conditions are expected to deteriorate drastically after midnight tonight.]

C. Residents in the _____ (INDICATE AREA) ______ should begin preparations for the impending storm and take the following precautions: List precautions, e.g.:

1. If you live in a rural area, make sure you can survive at home for ____ (NUMBER) ____ days in case the storm isolates you and it is impossible for you to leave.
2. Storm conditions may cause power outages. Residents must be prepared to sustain themselves without electricity.
   a. Keep an adequate supply of heating fuel on hand. If your home is heated by electricity or gas, you may be without heat for several days. Use your fire place or alternative heating. Remember to provide adequate ventilation.
   b. Stock an emergency supply of food and water. Some of this food should not require refrigeration or cooking.
   c. Make sure you have a battery powered radio with extra batteries.
   d. Make sure you have flashlight or lanterns with extra batteries.
3. If you have to go outdoors dress appropriately. Wear several layers of loose fitting, lightweight, warm clothing rather than a single layer of thick clothing.
   a. Avoid driving, if at all possible.
   b. [Any other precautions that are appropriate for the expected storm.]

D. Stay tuned to this station for further advisories.

6/12/2014 Severe Storms 11
SAFE HAVEN RESPONSE

I. PURPOSE

To describe the organization, assign responsibilities and specify the actions required of Cochise County Government to support incidents resulting from incidents at the “safe haven” at Ft. Huachuca military base.

II. ACTIVATION

Safe Havens, under Section 397.5 of the FMCSR, a motor vehicle containing Division 1.1, 1.2, or 1.3 explosives must be attended by the driver or qualified representative of the motor carrier at all times. The exception to this attendance by the driver is when the vehicle is parked in a “safe haven” - an area that approved in writing by Federal, State or local government authorities for the parking of unattended vehicles containing Division 1.1, 1.2, or 1.3 explosive materials.

The National Fire Protection Association (NFPA) has published standards for safe havens under NFPA 498. The Defense of Defense has also published standards for non-government safe havens used for the commercial shipments of DoD munitions under Military Traffic management Command (MTMC) Freight Traffic Rules Publication No. 1B.
The use of a safe haven may, in fact, increase the possibility of a cargo theft or hijacking, because the driver (or qualified representative) is relieved from the attendance of their vehicle. However, the temporary storage of such items is in an area that utilizes state-of-the-art measures to limit access and exercises 24 hour surveillance of high risk cargos.

The activation of this annex then becomes operational when an attack is made on these vehicles outside the military safe haven or within the military base itself (in this case Ft. Huachuca). Reports of any explosive activity will be handled in much the same way as a hazardous materials incident mixed with a terrorist event. The incident may result in either a major or minor response from Cochise County responders. For response to the base, additional protocol from the base will need to be added. This annex will only cover safe haven vehicles outside the military base boundaries until such time as the Federal base can resume control of the scene.

III. OPERATIONS

A. Cochise County will handle Safe Haven incidents as “Explosive” in nature - similar to Vehicle-borne Improved Explosive Devices.

B. Depending on the actual amount of explosive material carried, the scene may have adverse impacts - from craters in the roadways and damaged buildings to multiple vehicle damage. This annex will be used with the Terrorist/Mass Casualty and HazMat Annexes.

C. Fire will take the Incident Command Lead due to the explosive nature, the fires that may be incurred and the potential of hazardous material release. All other agencies can support the main IC with evacuation, security of the location and traffic control.

D. This annex will be a result of a vehicle destined to the Safe Haven facilities at Ft. Huachuca, therefore a review of the authorities in place between the County and the military base should be conducted annually to acquaint the responders with military command.

IV. IMPLEMENTATION

A. Pre-emergency.

1. Ensure the Ft. Huachuca base has local policy in support of DoD requirements to assure the safe handling of DoD munitions and other sensitive cargo while a the safe haven.
2. Receive Point of Contact for escorts on to the base during times of response, when requested.
3. Work with Ft. Huachuca in being notified of scheduled routes and unclassified information that will assist the Fire Departments with increased awareness of shipments.
6. Establish procedures for requesting assistance from military, county, State and Federal resources as appropriate.
7. Establish procedures for capturing costs associated with emergency/disaster operations.
B. Emergency.

1. Notify affected area populations, utilities, county and local government officials.
2. Evacuate affected areas, assist special populations, secure perimeter.
3. Set up shelters, distribute public information and mass food distribution operations.
4. Declare a “State of Emergency” and write up a disaster declaration.
5. Conduct operations in such a manner as to mitigate the emergency situation.

C. Recovery.

1. Resume normal operations.
2. Inspect roadway and facilities surrounding the incident for damage.
3. Survey and commence safe removal of all additional materials from incident.
4. Ensure that records are provided to appropriate agencies including any federal and military processes that assess damage within the County.
5. Conduct health studies in the affected area (air, water residual, in homes).
6. Continue mass care if needed, cancel evacuation order, limit access to neighborhoods to residents only. Block off dangerous areas.
7. Consolidate emergency/disaster associated expenditure records.

D. Mitigation.

1. Met with Ft. Huachuca Emergency Management staff to review overall security in place and discuss authority and support to the base on handling transportations outside and inside the base boundaries.
2. Continue health studies in the affected area (air, water residual, in homes).
3. Review transportation routes and revise and update plans and procedures.

V. ORGANIZATION

A. Direction and Control
   County Board of Supervisors (off base) and Ft. Huachuca Commander (on base)

B. Immediate Evacuation
   Cochise County Sheriff’s Office & Base Military Police

C. Incident Command
   Primary: Sierra Vista Fire / Base Squadron

D. County Support Agencies:
   EMS, Highway and Floodplain Dept., Health Services, PIO, other county departments as needed.

E. Outside Support Agencies:
   All VOADs, NWS, Highway Agencies (ADOT/DPS), regional, Explosive Ordnance Units/ Bureau of Tobacco and Firearms, State and Federal agencies if requested.
VI. ADMINISTRATION AND SUPPORT

A. Reporting

During a disaster, reports are required to maintain an adequate record of actions that are taken by the first responders. These reports are to be submitted to the Incident Commander (IC), if not present the highest-ranking officer must submit the reports to the Emergency Operations Center (EOC) Director.

B. Records

Activity Logs - The IC and/or if operating the EOC Director, shall maintain a log of all the activities that have been implemented. This log shall include the resources that are currently in service, mutual aid agreements that have been requested, and other information that is prominent during the disaster response and recovery.

C. Accountability of Staff

Those responders involved in a Explosive/HazMat incident should be noted on the Safety Officer’s Log. Follow-up evaluations of these responders should be conducted if adverse symptoms start occurring with some of the responders after the event. Additional medical checkup should be conducted annually to verify the health of responders assisting in a hazmat incident. The extent of the medical check-ups will depend on the chemical or agent involved in the release.

D. Post Incident Review

A post incident review shall be conducted by the Emergency Services Director and/or a designee serving in his/her place. This Review shall include all the actions taken during the disaster from response to recovery and submitted to the appropriate authorities upon completion.

ATTACHMENTS:

AGENCY CHECKLISTS FOR SAFE HAVEN RESPONSE
SAFE HAVEN PRESS RELEASE
SAFE HAVEN RESPONSE CHECKLISTS

I. Notification

Notification of an explosion on or near the Ft. Huachuca base will be heard, or reported through the 911 Communications Center, Ft. Huachuca’s EOC or through radios from Emergency Services Personnel.

II. Responsibilities

A. EMERGENCY SERVICES

☐ 1. Obtain verification of the situation through the IC and secure a point of contact through Ft. Huachuca for joint EOC operations.
☐ 2. Activate the Emergency Operations Center. (See “Alert and Recall”).
☐ 3. Identify affected and potential disaster areas.
☐ 4. Initiate appropriate warnings and instructions for actions the public needs to make immediately. (Public Information Officer will prepare and issue news releases and subsequent warnings).
☐ 5. Deploy response forces as required, notify the closest utilities.
☐ 6. Call the American Red Cross to open shelters. (See ESF #6 “Mass Care” Functional Annex).
☐ 7. Notify Arizona Department of Emergency Services through the DPS Duty Officer or the ADEM Duty Officer.
☐ 8. Implement mutual aid agreements and request assistance from private and volunteer agencies, as necessary.
☐ 9. Maintain records on time and other expenditures.
☐ 10. Compile Preliminary Damage Assessment information. (See Damage Assessment Annex).
☐ 11. Prepare disaster declaration.
☐ 12. Request assistance from State as needed.
☐ 13. Identify areas of the County that may be closed to traffic so emergency vehicles can assist in the incident.
☐ 14. Collect accurate damage information, consolidate, evaluate and analyze data concerning the scope and magnitude of the explosion. Compile reports and forward to the State as required.
☐ 15. Continually analyze information received and direct agencies and personnel involved in response, recovery and management procedures.

B. LAW ENFORCEMENT

☐ 1. Secure scene and control access outside any military boundaries. Work with Military Command. LIMIT or AVOID close proximately communications NEAR Explosive area!
☐ 2. Contact the DPS Explosives Ordnance Unit.
☐ 3. Facilitate traffic flow away from the incident.
☐ 4. Escort/facilitate emergency vehicle movement with base MP’s.
☐ 5. Deploy staff for evacuation and crowd control around the areas.
B. LAW ENFORCEMENT

☐ 6. Control access to the scene from general public and media.
☐ 7. Alert Emergency Services Director or alternates (County Manager, Board of Supervisors) of verified information.
☐ 8. Assist in alerting the public of hazards and actions to take.
☐ 9. Assist in evacuation as required through:
   a. Door-to-door alert.
   b. Sirens and public address.
   c. Evacuate people with special needs.
☐ 10. Assist in maintaining order in shelters as required.
☐ 11. Assist in conducting rescue operations as needed.
☐ 12. Support military law enforcement.
☐ 13. Request assistance and/or augmentation through EOC.
☐ 14. Maintain records on time and other expenditures.

C. FIRE

☐ 1. Establish a civilian command post outside the military boundaries. LIMIT or AVOID communications NEAR Explosive area!
☐ 2. Evacuate structures surrounding the area of impact. Assess structural integrity of any buildings in the area that were impacted (business or residential).
☐ 3. Establish a water supply if necessary.
☐ 4. Prepare to assist in any fire fighting.
☐ 5. Determine what exploded (possible Crime Scene). Be cautious of any secondary explosions due to additional devices or resulting from first explosion.
☐ 6. Implement personnel accountability.
☐ 7. Notify appropriate HazMat Team. Assess hazardous materials exposure to incident release.
☐ 8. Secure sufficient air supply for any HazMat operations.
☐ 9. Conduct primary search from all around impacted area.
☐ 10. Remove victims from surface rubble and voids in the upwind area. Responders are not to retrieve victims in the downwind areas without proper PPE for chemical response.
☐ 11. Conduct a secondary search and rescue operations as needed.
☐ 12. Perform selective debris removal and victim extraction with military assistance.
☐ 13. Conduct evacuation with law enforcement as needed.
☐ 14. Establish a staging area as needed. Call in the Urban Search and Rescue team if buildings are involved in the affected area.
☐ 15. Provide a liaison to the military and EOC, maintain communications and receive direction.
☐ 16. Assist in alert and notification operations as necessary. Include heavy debris removal assistance from the Highway Department.
☐ 17. Limit the movement within the scene as it might become a crime scene.
☐ 18. notify utilities of any and all infrastructure shut offs in area.
☐ 19. Coordinate assistance from private sources for fire fighting and rescue operations.
☐ 20. Request assistance and/or augmentation through EOC.
☐ 21. Maintain records on time and other expenditures.
☐ 22. Isolated areas will be provided alternate service arrangements.
C. FIRE PARAMEDICS, EMS AND RESCUE SERVICES (AMBULANCE)

☐ 1. Establish a civilian command post outside the military boundaries. **LIMIT or **
   **AVOID communications NEAR Explosive area!**
☐ 2. Establish staging areas and officers as appropriate.
☐ 3. Coordinate ingress and staging of responding apparatus.
☐ 4. Stage Rapid Intervention Teams.
☐ 5. Assist with evacuations as required.
☐ 6. Establish a Casualty Collection Point if needed.
☐ 7. Stabilize victims if trapped.
☐ 8. Open a secondary triage based on priority.
☐ 9. Account for all EMS responders on scene.
☐ 10. Coordinate assistance from private sources for medical emergencies, fire fighting
    and rescue operations.
☐ 11. Establish first aid stations at any shelters and arrange transport of sick and
    injured to appropriate facilities.
☐ 12. Distribute patients among hospitals, limit communications at the scene, track
    patient destinations (or assign to Public Health for mass Casualties) and contact
    appropriate air transport units.
☐ 13. Request assistance and/or augmentation through EOC.

D. MEDICAL AND HEALTH SERVICES & (ADEQ)

☐ 1. Implement chemical response emergency health plans, if necessary.
☐ 2. Implement mutual aid health agreements.
☐ 3. Coordinate needed assistance and/or augmentation through EOC.
☐ 4. Ensure that air, water and public health quality standards are maintained during
   the incident.
☐ 5. Maintain records on time and other expenditures.

E. HIGHWAY AND FLOODPLAIN DEPARTMENT

☐ 1. Supply equipment and staff to the location as needed for the set up of barricades
   and use of heavy equipment and debris removal.
☐ 2. In conjunction with EOC and police and the military base, establish necessary
   roadblocks and re-routes and traffic control.
☐ 3. Assist in utility shut off in area with Fire and law enforcement.
☐ 4. Request assistance and/or augmentation through EOC.
☐ 5. Maintain records on time and other expenditures.
☐ 6. Assist with EOC operation.

F. FACILITIES DEPARTMENT

☐ 1. Receive notification from EOC, provide liaison and keep EOC informed as to
   possible building or structure collapse or loss of structural integrity for buildings
   that were involved in the area - ONLY after a clearance from all additional
   explosive devices has been made by the Military and IC.
☐ 2. Maintain records of impacted structures.
☐ 3. Post buildings and structure as to their habitability and re-entry conditions.
☐ 4. Maintain records on time and other expenditures.
G. CHAIRMAN - BOARD OF SUPERVISORS

☐ 1. Declare an Emergency Declaration if the disaster goes beyond county resources. Relay any Protective Action Recommendations to the military.
☐ 2. Confer with Military officials on ALL Press Releases before approval and release, or transfer inquiries to a military Point of Contact through the PIO.
☐ 3. Direct any protective actions to the communities affected.
☐ 4. Approve emergency expenditures based on the need in the communities.
☐ 5. Request disaster declaration from the governor if the incident is major and State and Federal aid needs to be utilized.
☐ 6. Direct county departments to assist in emergency operations within the EOC and the County, if necessary.

H. COCHISE COUNTY PUBLIC INFORMATION OFFICER

☐ 1. Keeping the public informed, through the news media if needed, of emergency conditions. Information will include:
   1. General conditions and hazards.
   2. Safe areas and shelters.
   3. Evacuation routes.
☐ 2. Request activation of the State’s Joint Information Center for military incidents.
☐ 3. Establish measures for rumor control.

I. HOSPITAL/MEDICAL SYSTEM

☐ 1. Determine number of patients.
☐ 2. Ascertain available staff, beds and pharmaceuticals, equipment.
☐ 3. Distribute and track patients among hospitals and work with Public Health on compiling data.
☐ 4. Halt non-critical. Elective admissions if incident has massive casualty status.
☐ 5. Divert patients when hospital is at capacity.
☐ 6. Institute Modular Emergency Medical System (MEMS) if appropriate.
☐ 7. Activate NDMS if appropriate.
☐ 8. Initiate mass fatality management, if required.

J. MILITARY SQUADRON

☐ 1. Provide fire fighting support when required.
☐ 2. Confer with county officials on ALL Press Releases before approval and release, or transfer inquiries to their military Point of Contact.
☐ 3. Provide explosive ordnance disposal support of munitions.
☐ 4. Provide safety guidance, training and technical advise concerning explosive safety.
☐ 5. Support or resume IC from the Local Fire Department depending on circumstances and resources and off-site or on-site authorities.
☐ 6. Support local responders with evacuation, traffic control and site security.
SAFE HAVEN MEDIA RELEASE

This is ___________________, speaking for Cochise County Emergency Services. Today (or include date), a section (at location), was closed temporarily after a military truck carrying (describe vaguely the load) exploded.

The explosion (caused or did not cause) a fire that raged for nearly (time), (number of ) injuries were reported. (Responding agencies) responded to the incident.

(State information about an evacuation in the area or safety precautions here)

Authorities closed (locations) for the duration of the incident. It is determined at (time or state “there is no”) indication of when these areas will. An exact cause for the blaze has not yet been determined.

Tune to radio station ___________ or channel ___________ for further instructions.

If you are aware of any handicapped or disabled people in the affected area, notify them of the emergency situation and assist them, if possible. If you are unable to help, notify the sheriff/fire department of the location and condition of the people.
I. PURPOSE

To provide procedures for centralized and coordinated management of response activities in the event of a terrorist in order to best protect the response activities in the event of a terrorist incident in order to best protect the population and property in Cochise County. Additionally, its purpose is also to aid in the development of a comprehensive, coordinated, and integrated response capability, involving all levels of government, to effectively assess the threat of and vulnerabilities to terrorism acts within Cochise County, as well as prevent, mitigate against, respond to, and recover from an actual terrorist incident that may occur.

II. ACTIVATION

Terrorist events will occur with little or no warning and involve one or more of a variety of tactics to include but not limited to bombing, chemical, biological, and nuclear incidents, hostage taking, etc. Initially, the notification for this annex will most likely come through the 911 Communication Center as a call to report an explosion or other related incident. For major incidents, the Cochise County Sheriff’s Office and the Cochise County Emergency Services Director will determine if it is necessary to activate the County EOC. The sheriff’s office will be expected to assume the lead role in the ICS/Operations section for the County’s response to a terrorist event. The Sheriff will assign a representative to assume the role of chief of Operations Section in the EOC when activated.
The scope of the acts of terrorism will be of a scale that full activation of the EOC will not be anticipated, then the County EOC may be used as a site for the law enforcement command center and emergency services response activities would be minimal.

A major incident at a government complex, hospitals, educational facilities or casinos then this could be an instance where the Cochise County EOC is activated. For a major terrorist event, local and county resources will be deployed and coordinated. After resources are maintained, the State and Federal Resources will respond and support elements of the established Command. Upon arrival of regional, State and Federal resources, command and control of response and recovery operations will be structured under a unified command organization that will include but will not be limited to the following: The Cochise County Emergency Services Coordinator, The Federal Coordinating Officer (FCO), FBI-Special Agent-In Charge, DPS and a State-on-Scene Coordinator. The designation of the State-On-Scene Coordinator may change depending on the type of incident and as more senior officials arrive at the scene.

The Unified Command Organization will be modified to include representatives from other emergency support functions (e.g., fire, health, public works, communications) as well as private industry depending on the following factors: the terrorist tactic(s) employed, the challenges presented to the responders responding to and recovering from the tactic(s), the target group involved, and the community impacted.

The Federal Bureau of Investigation (FBI), by Presidential Directive (PDD-39), is in charge of the response to a terrorist incident. The Federal Emergency Management Agency, in coordination with the Arizona Division of Emergency management and Cochise County Emergency Services, will support the FBI in coordinating and fulfilling non-law enforcement response and recovery missions. The DPS in coordination with local law enforcement personnel will be supporting the FBI in their functional responsibilities.

III. OPERATIONS

A. Incident Management System - In responding to any emergency or disaster situation within Cochise County, the Incident Management System will be utilized to effectively organize and integrate multiple disciplines into one multi-functional organization. This command system consists of five functions that include the following: command, operations, planning, logistics, and finance/administration. An Incident Commander is responsible for ensuring that all functions identified above are effectively working in a coordinated manner to fulfill the established objectives and overall management strategy that were developed for the emergency at hand. An Operations Chief, who reports directly to the Incident Commander, shall be designated to conduct the necessary planning to ensure operational control during emergency operations.

B. Site Assessment / Security - To insure public safety, as well as facilitate response and recovery initiatives, security and access control measures in and around the disaster site will be implemented immediately by first responders. The area will be quickly evaluated to implement any protective actions, as well as the use of protective equipment by response personnel entering the area in order to conduct life saving activities. Once it is suspected or determined that the incident may have been a result of a terrorist act, the Cochise County Emergency Services Coordinator will notify the Arizona Division of Emergency Management, who will in turn notify the appropriate State and Federal agencies.
C. Local law enforcement will immediately begin working with the Cochise County Emergency Services Coordinator, and the local Fire Chiefs, and other emergency support functions on-scene to ensure that the crime scene is preserved to the maximum extent possible.

D. Unified Command - Response to a suspected, threatened or actual terrorist event will typically involve multiple jurisdictions and levels of government. These situations will be managed under a Unified Command Organization. Members of the Unified Command are jointly responsible for the development of objectives, priorities, and an overall strategy to effectively address the situation. The Unified Command Organization will be structured very similarly to the Incident Management System already in place and functioning at the County level. All agencies involved in the emergency response report to one Incident Command Post and follow one Incident Action Plan similar to a single command structure. The Operations Section Chief, who is designated by the Unified Command, will be responsible for the implementation of the plan. The designation of the Operations Section Chief is based on a variety of factors that may include, but not be limited to, such things as existing statutory authority, which agency has the greatest involvement, the amount of resources involved, or mutual knowledge of the individuals qualifications. The Public Information Officer will support the Unified Command or request from the State to activate the State’s Joint Information Center (JIC) to distribute information to the Public. The State’s JIC will receive information from the Public Information Officers from the same organizations represented in Unified Command.

E. Tactical Support - Once Federal authorities have been notified of a suspected, threatened, or actual terrorist incident, a federal interagency Domestic Emergency Support Team (DEST) will be rapidly deployed to the scene. This team will consist of members who have the technical expertise to deal with a full range of terrorist tactics to include biological, chemical, and nuclear incidents. In the case of an incident involving nuclear materials, weapons, or devices, the Department of Energy’s Nuclear Emergency Search Team (NEST) will be deployed to provide the necessary technical assistance in responding to and recovering from such events. Local, regional, and State specialized teams (e.g., haz-mat, crime, narcotics, gang, hostage, etc.) who have skills, equipment, and expertise to support these operations, will support these teams as directed.

F. Preserving the Crime Scene - Due to the very nature of terrorist acts involving a variety of tactics, law enforcement personnel will work in tandem with one or more emergency support functions to preserve the crime scene, while carrying out life saving actions, implementing the necessary protective actions, developing strategies to protect response personnel, and in defining and containing the hazard. Therefore, while responding to the incident and carrying out their functional responsibilities, first responders become potential witnesses, investigators, and sources of intelligence in support of the crime scene investigation. As such, they must be trained in looking at the disaster area as a potential crime scene that may provide evidence in determining the cause of the event and identifying the responsible party(ies). Responders must also be aware that the crime scene may harbor additional hazards to responders as they carry out their responsibilities. Emergency support functions will have to review and modify their response procedures to ensure that the crime scene can be preserved to the extent possible without compromising functional responsibilities or standards of service.

G. Accessibility Policies - Once the lifesaving activities and investigation of the crime scene are completed and the area is considered safe, the area will be made accessible to damage assessment teams, restoration teams, property owners, insurance adjusters, media, etc. However, access to the area may still be limited depending on the extent of damage sustained, general conditions of the area, and who is requesting access. Accessibility and reentry policies
will be developed, in cooperation with the appropriate local, county, State, and Federal officials, to define who will be given access to the damaged areas, any time restrictions regarding access, whether escorts will be necessary, and what protective equipment will be required, if any, to enter the area. Methods to facilitate identification and accountability of emergency workers, media, insurance adjusters, property owners, etc. will also be developed for safety and security purposes, utilizing some system of colored badges, name tags, arm bands, etc. Security personnel will be responsible for enforcing these policies and procedures developed. Areas on-site that pose a potential hazard or risk will be identified and cordoned off with the appropriate isolation and warning devices.

H. Training / Exercising - Trained and knowledgeable response personnel are essential in effectively assessing the scene, and recognizing situations that may be of a suspicious nature or that could pose additional harm to responders as well as the general population. The Cochise County Office of Emergency Management will ensure that all response personnel have a basic course to enhance their awareness to enhance recognition of such situations. Also, responders will be trained to fulfill their functional responsibilities in the context of a crime scene environment that may pose a variety of unique health, safety, and environmental challenges. Responders will have a thorough understanding of their responsibilities in responding to a terrorist act, as well as how their role and responsibilities interface with other State and Federal response components of the terrorist response and recovery team.

To ensure an effective response capability, Cochise County’s training for terrorist incidents will be integrated with State and Federal training programs and based on State and Federal guidance. Training will focus on tactical operations for explosive, chemical and biological agents, hostage taking, skyjacking, barricade situations, kidnapping, assaults and assassinations. Local specialized crime units such as gangs, organized crime, narcotics, as well as haz-mat teams will have skills that terrorism training can use and build upon.

IV. IMPLEMENTATION

A. Pre-emergency.

1. Establish the Unified Command Management System as the organizational framework that representatives of local, State, and Federal government will operate under while responding to and recovering from acts of terrorism.
2. Identify critical systems/facilities within the community, assess their vulnerability to terrorist actions, and development and implement the necessary mitigation and response strategies.
3. Access local and regional resource capabilities in context of potential terrorist tactics.
4. Identify sources of special equipment and services to address shortfalls identified in capability assessment.
5. Develop protective actions for response personnel, as well as the general population at risk, to follow in responding to a suspected or actual terrorist event involving a variety of tactics.
6. Provide guidance for potential terrorist targets to follow in assessing their vulnerability to such events as well as in developing mitigation strategies and response capabilities.
7. Coordinate and integrate planning efforts of critical public and private systems and facilities in order to ensure an effective response to, recovery from, and mitigation against terrorist attacks.
8. Enhance and broaden local and regional response capabilities by developing a training program that integrates local, State, and Federal resources.
9. Ensure local and regional capability to effectively address mass casualty and mass fatality incidents involving both uncontaminated and contaminated victims.

10. Develop the necessary decontamination, contamination, containment, and monitoring procedures to ensure the safety of response personnel, the evacuated population, and the general population in situations involving chemical, biological, and radiological agents.

11. Identify and address potential legal, environmental, and public safety health issues that may be generated by such events.

12. Prepare mutual aid agreements with surrounding jurisdictions to augment local resources.

13. Develop and coordinate the necessary pre-scripted announcements with the Public Information Office regarding the appropriate protective actions for the various terrorist tactics and situations that may confront the jurisdiction.

B. Emergency.

1. Dispatch emergency response teams to disaster area.

2. Establish a command post and utilize the Unified Command Management System to effectively integrate and coordinate response resources and support from all levels of government.

3. Provide for the security of evacuated areas, critical facilities, resources, and the impacted area to protect crime scenes and facilitate response and recovery efforts.

4. Develop, implement, and enforce accessibility policies that will define who will be given access to the damaged and impacted areas, any time restrictions regarding access, whether escorts will be necessary, and what protective gear and identification will be required, if any, to enter these areas.

5. Implement the necessary traffic control measures that will facilitate evacuation from the risk area and enhance and complement site security measures following the event.

6. Activate mutual aid agreements as necessary.

7. Activates the State’s Joint Information Center to coordinate the timely and appropriate release of information during the response and recovery phases.

8. Coordinate and track resources (public and private), and document associated costs.

C. Recovery.

1. Upon completion of crime investigation, restore the scene to condition prior to an event.

2. Continue to monitor area as necessary for any residual aftereffects.

3. Maintain protective actions as situation dictates.

4. Continue to coordinate and track resources, and document costs.

5. Continue to keep public informed of recovery developments.

6. Develop and implement long-term environmental decontamination plans, as necessary, in coordination with the appropriate local, State and Federal government agencies.

D. Mitigation.

1. Alert appropriate local, county, State, and Federal agencies that have the expertise, resources, and responsibility in mitigating against, responding to, and recovering from such events.

2. Attempt to prevent an event from occurring by locating and eliminating the hazard, identifying and apprehending responsible party(ies).

3. Notify the public of a threat implement and advise risk population of the necessary protective actions to take in context of anticipated events.

4. Stage multiple resources out of harms way and in areas that can be effectively mobilized.
V. ORGANIZATION

A. Direction and Control  County Board of Supervisors

B. Immediate Evacuation  Cochise County Sheriff’s Office

C. Incident Command  Primary: Sheriff’s Office/FBI/FEMA(EPA)
Unified Command or Multi-Agency Coordination

D. County Support Agencies:  Fire, EMS, Highway and Floodplain Dept., Health Services, PIO, other county departments as needed.

E. Outside Support Agencies:  All VOADs, possible RACES/CARA/SEARS, NWS, Highway Agencies (ADOT/DPS), regional, State and Federal agencies if requested.

VI. ADMINISTRATION AND SUPPORT

A. Reporting

During a disaster, reports are required to maintain an adequate record of actions that are taken by the first responders. These reports are to be submitted to the Incident Commander (IC), if not present the highest-ranking officer must submit the reports to the Emergency Operations Center (EOC) Director.

B. Records

Activity Logs - The IC and/or if operating the EOC Director, shall maintain a log of all the activities that have been implemented. This log shall include the resources that are currently in service, mutual aid agreements that have been requested, and other information that is prominent during the disaster response and recovery.

C. Preservation of Records

Vital records shall be protected from the disaster in a weather/fire proof off site location. If these records are damaged, a professional organization shall be employed to restore these documents.

D. Post Incident Review

A post incident review shall be conducted by the Emergency Services Director and/or a designee serving in his/her place. This Review shall include all the actions taken during the disaster from response to recovery and submitted to the appropriate authorities upon completion.

ATTACHMENTS:

AGENCY CHECKLISTS FOR TERRORIST EVENT RESPONSE
TERRORIST EVENT PRESS RELEASE
TERRORIST EVENT DECLARATION
I. Notification

Notification of a terrorist act will come from the law enforcement’s jurisdiction normally through a report or incident relayed to the 911 Communication Center. The following checklists are the minimal steps and should not replace the training or protocol of the responder agencies.

II. Responsibilities

A. EMERGENCY SERVICES

1. Activate the Emergency Operations Center. (See “Alert and Recall”).
2. Identify attack affected and potential downwind exposure areas.
3. Initiate appropriate warnings and instructions for actions the public needs to make immediately. (Public Information Officer will prepare and issue news releases and subsequent warnings).
4. Deploy structural engineers and contact utility coordinators as needed.
5. Notify Arizona Department of Emergency Services through the DPS Duty Officer or the ADEM Duty Officer. Possible National Guard Support request.
6. Notify Public Health Services about the release and exposure to the public.
7. Assess requirements for fuel, food and water if major portions of the County or commerce have been affected.
8. Call the American Red Cross to open shelters, if needed. (See ESF #6 “Mass Care” Functional Annex).
9. Collect accurate damage information, consolidate, evaluate and analyze data concerning the scope and magnitude of the disaster. Compile reports and forward to the State and Health Department as required.
10. Prepare disaster declaration for executive group, if needed.
11. Continually analyze information received and direct agencies and personnel involved in response, recovery and management procedures.
12. Collect accurate damage information, consolidate, evaluate and analyze data concerning the scope and magnitude of the disaster. Compile reports and forward to the State as required.
13. Continually analyze information received and direct agencies and personnel involved in response, recovery and management procedures.

B. LAW ENFORCEMENT

1. Secure scene. No unprotected, untrained persons in Hot Zone. Assume Incident Command until such time as the Fire Command is on-scene or crime scene is handled by the FBI.
2. Facilitate one-way traffic flow through incident.
3. Secure site access control, prevent general public and media from entering scene.
4. Coordinate State and Federal responses with the FBI and ATF.
B. LAW ENFORCEMENT

5. Alert Emergency Services Director or alternates (county manager, board of supervisors) of verified information.
6. Secure and control access to incident area(s).
7. Assist in alerting the public of hazards and actions to take.
6. Assist in evacuation as required through:
   a. Door-to-door alert.
   b. Sirens and public address.
   c. Evacuate people with special needs.
7. Assist in maintaining order in shelters as required.
8. Assist in conducting rescue operations as needed.
9. Request assistance and/or augmentation through EOC.
10. Maintain records on time and other expenditures.

C. FIRE

1. Establish Incident Command once on scene or if transferred from LE.
2. Establish Hot Zone, Warm Zone, and Cold Zone.
3. Assume all the persons in Hot Zone are contaminated.
4. Defensive fire attack (if any).
5. Identify substance (if possible). Some agents will have a delayed effect and may not be detected for 8-12 hours.
7. Determine protective measures for responders.
8. Assign an area as a Casualty Collection Point (CPP).
9. Warn all responders and hospitals of the pending hazards.
10. Assess structural integrity and conduct search of all primary impacted areas.
11. Remove victims and decontaminate.
13. Call in any medical strike teams from regional, State or Federal agencies if large number of the population is affected.
14. Assist in alert and notification operations as necessary.
15. Assist with evacuations as required. Assist in evacuating people with special needs.
16. Conduct rescue operations as needed.
17. Coordinate assistance from private sources for medical emergencies, fire fighting and rescue operations.
18. Establish first aid stations at shelter and arrange transport of sick and injured to appropriate facilities.
20. Request assistance and/or augmentation through EOC.
21. Maintain records on time and other expenditures.
22. Isolated areas will be provided alternate service arrangements.

C. FIRE Paramedics, EMS and Rescue Services (Ambulance) & Medical

1. Determine number of casualties.
2. Estimates the number of patients and assign as area as a Casualty Collection Point (CPP). Establish forward medical area and treatment teams and staging areas.
3. Call Poison Center for advice & direction.
4. Advise all hospitals of toxicology effects on victims.
C. FIRE PARAMEDICS, EMS AND RESCUE SERVICES (AMBULANCE) & MEDICAL

☐ 5. Be prepared to decontaminate large numbers of victims.
☐ 7. Account for all patients and responders.
☐ 8. Notify Medical Strike teams.
☐ 10. Work with the EOC with VOAD services to provide assistance to any shelters that are established.

D. PUBLIC HEALTH SERVICES & (ADEQ)

☐ 1. Implement terrorist procedures and emergency response plans.
☐ 2. Assist on-site responders at IC with agent information and precautions.
☐ 3. Determine exposure, prophylaxis, counseling, care of patients.
☐ 4. Provide protective action recommendations to the Executive group at the EOC.
☐ 5. Coordinate with Emergency Services the collection and analysis of any samples collected.
☐ 6. Maintain records on time and other expenditures.

E. HIGHWAY AND FLOODPLAIN DEPARTMENT

☐ 1. Assist in the security around county locations that may be contaminated.
☐ 2. Assist law enforcement with traffic control, barricades and equipment for search and rescue.

F. CHAIRMAN - BOARD OF SUPERVISORS

☐ 1. Declare an Emergency Declaration if the disaster goes beyond county resources.
☐ 3. Direct any protective actions to the communities affected.
☐ 4. Approve emergency expenditures based on the need in the communities.
☐ 5. Request disaster declaration from the governor for any major terrorist act to utilized State and Federal aid.
☐ 6. Direct county departments to assist in emergency operations within the EOC and the County, if necessary.

G. COCHISE COUNTY PUBLIC INFORMATION OFFICER

☐ 1. Keeping the public informed, through the news media if needed, of emergency conditions. Information will include:
   1. General conditions and hazards.
   2. Safe areas and shelters.
   3. Evacuation routes.
☐ 2. Request activation of the State’s or Federal Joint Information Centers for terrorist events.
☐ 3. Establish measures for rumor control.
H. MEDICAL EXAMINER/CORONER

☐ 1. Establish fatality management.
☐ 2. Establish temporary morgue for massive casualty event if needed.
☐ 3. Secure local resources with body bags and tags for identification.

I. HOSPITAL/MEDICAL SYSTEM

☐ 1. Determine number of patients.
☐ 2. Ascertain available staff, beds and pharmaceuticals, equipment.
☐ 3. Distribute and track patients among hospitals and work with Public Health on compiling data.
☐ 4. Halt non-critical. Elective admissions if incident has massive casualty status.
☐ 5. Divert patients when hospital is at capacity.
☐ 6. Institute Modular Emergency Medical System (MEMS) if appropriate.
☐ 7. Activate NDMS if appropriate.
☐ 8. Initiate mass fatality management, if required.

J. VOADs - Salvation Army, American Red Cross, others.

☐ 1. Activate shelters, food banks etc. according to normal procedures.
☐ 2. American Red Cross assist with blood bank resources for local hospitals and survivor information.
☐ 3. Salvation Army assist other VOADs in establishing rehab support and critical incident stress debriefing (CISD) support.
☐ 4. Establish information centers for communities near the incident at local religious organizations, service clubs, and public facilities.
BIO TERRORIST EVENT RESPONSE CHECKLISTS

I. Notification

Notification of a bio terrorist act will come from the public health’s jurisdiction normally through a report or incident relayed to Public Health - if a covert action or through the 911 Communication Center if the release of a biological agent is part of an attack through explosive or aerosols. The following checklist gives minimal steps and should not replace the training or protocol of either the Public Health or emergency responder agencies.

II. Responsibilities

A. EMERGENCY SERVICES

1. Obtain verification of the situation (if covert - through the Health Department, if an attack through explosive or aerosol through Law Enforcement.
2. Activate the Emergency Operations Center, call in the PIO (See “Alert and Recall” notification list).
3. Notify Public Health Services with any agent information and personal protection standards if necessary.
4. Notify Arizona Department of Emergency Services through the DPS Duty Officer or the ADEM Duty Officer.
5. Assist Executive group in protective action guidelines - evacuations or shelter in place.
6. Contact American Red Cross if shelters are needed for evacuated populations.
7. Initiate appropriate warnings and instructions for actions the public needs to make immediately. (Public Information Officer will prepare and issue news releases and subsequent warnings).
8. Gather samples of product for analysis, work with local labs to analyze the agent with Public Health.
9. Collect accurate damage information, consolidate, evaluate and analyze data concerning the scope and magnitude of the disaster. Compile reports and forward to State as required.
10. Continually analyze information received and direct agencies and personnel involved in response, recovery and management procedures.

B. LAW ENFORCEMENT

1. Establish Incident Command if an attack has taken place. For clandestine operations, the Public Health agency will be IC for unknown numbers of patients.
2. Alert Emergency Services Director or alternates (County Manager, Board of Supervisors) of verified information.
3. Set up hot, warm and cold zones around incident area. Stay upwind of any released product.
5. Determine protective measures for responders.
6. Process area as a crime scene and conduct criminal investigation.
7. Assist in alerting the public of hazards and actions to take.
8. Provide a liaison and maintain communication with the EOC.
B. LAW ENFORCEMENT

9. Manage crowd control at scene and/or hospitals.
10. Maintain records on time and other expenditures.

C. FIRE, EMS AND RESCUE SERVICES (AMBULANCE)

1. In a cascading medical event, in a biological attack, establish Incident Command with the appropriate law enforcement agency. For covert releases, Public Health will be the first to contact affected people and will take over the IC in those incidences.
2. Secure hot, warm and cold zones around the incident.
3. Stay back until sheriff/LE have cleared area of secondary devices.
4. Conduct mass decon procedures with water tankers or fire hydrants for mass populations if warranted.
5. Rescue, triage, treat, transport victims as appropriate preserving crime scene and evidence. Establish staging area(s).
6. Notify hospitals and transport of sick and injured to appropriate facilities.
7. Identify symptoms and relay to Public Health or determine agent by other means.
8. Notify coroner of any mass fatality operations.
10. Request assistance and/or augmentation through EOC.
11. Maintain records on time and other expenditures.
12. Isolated areas will be provided alternate service arrangements.

D. MEDICAL AND HEALTH SERVICES & (ADEQ)

1. Implement bioterrorist procedures and emergency response plans.
2. Assist on-site responders at IC with agent information and precautions.
3. Determine exposure, prophylaxis, counseling, care of patients.
4. Provide protective action recommendations to the Executive group at the EOC.
5. Coordinate with Emergency Services the collection and analysis of any samples collected.
6. Maintain records on time and other expenditures.

E. PUBLIC HEALTH

1. Implement bioterrorist procedures and emergency response plans. Assume IC if the incident is not an apparent attack and patients show up in mass to local hospitals instead. In addition to those plans, conduct following items if not included in current procedures.
2. Conduct any surveillance and monitoring activities in and around the affected area.
3. Poll emergency departments, clinics and physicians.
4. Poll veterinary clinics.
5. Monitor sales of OTC cough and cold medicines.
6. Conduct epidemiological investigation.
7. Identify alpha case.
8. Interview patients and families.
9. Identify source and transmission mode.
10. Define commonalities.
11. Track distribution pattern.
E. PUBLIC HEALTH

☐ 12. Define population at risk. Implement appropriate recommendations as needed.
☐ 13. Coordinate with law enforcement investigation.
☐ 14. Determine if mass prophylaxis is appropriate.
☐ 15. Determine if quarantine is appropriate and define.
☐ 16. Assist in diagnosis and treatment recommendations.
☐ 17. Support joint public information center.
☐ 18. Advise Board of Supervisors on a declaration of emergency for the County.

F. CHAIRMAN - BOARD OF SUPERVISORS

☐ 1. Declare an Emergency Declaration if the incident goes beyond county resources.
☐ 3. Direct any protective actions to the communities affected.
☐ 4. Approve emergency expenditures based on the need in the communities.
☐ 5. Assist with long-term restrictions and county needs for employees.
☐ 6. Direct county departments to assist in emergency operations within the EOC and the County, if necessary.

G. HOSPITAL/MEDICAL SYSTEM

☐ 1. Determine number of patients.
☐ 2. Handle Acute Care, symptomatic but not acute and worried well.
☐ 3. Ascertain available staff, beds and pharmaceuticals, equipment.
☐ 4. Distribute and track patients among hospitals and work with Public Health on compiling data.
☐ 5. Halt non-critical. Elective admissions if incident has massive casualty status.
☐ 6. Divert patients when hospital is at capacity.
☐ 7. Institute Modular Emergency Medical System(MEMS) if appropriate.
☐ 8. Establish surveillance at Acute are Centers (ACC) and develop neighborhood emergency help centers if needed.
☐ 10. Activate NDMS if appropriate.
☐ 11. Initiate mass fatality management.

H. PUBLIC INFORMATION OFFICER

☐ 1. Place immediate warnings out to the general public.
☐ 2. Request activation of the State’s or Federal Joint Information Centers for terrorist events.
☐ 3. Provide information to media.
☐ 4. Notify appropriate locals with any protective action recommendations, any contagious disease information, and action that should not be taken.
☐ 5. Provide subject matter experts to media for news shows.
☐ 6. Assist in JIC set-up operations, publishing information on the Internet, through EAS and NOAA systems, the State 211 system and any public inquiry lines.
TERRORIST EVENT MEDIA RELEASE

A. This is ________ (NAME)________________________, Cochise County Emergency Public Information Officer. Cochise County has experienced a/an (chemical attack, biological attack, explosive event) that may possibly be related to a terrorist group.

B. Describe conditions that are current, e.g.:

[At this time, details on the attack are not available, there is an evacuation occurring at (LOCATION) and traffic is being rerouted through to public shelters at (LOCATION(s)). Local law enforcement and first responders have secured the area and have limited traffic to emergency response vehicles only. If you are driving in that area, be prepared to be re-directed; if at all possible, avoid the area.]

***For a biological agent**** At this time, if you are located in _____________, we ask that you remain in your home and shelter in place/or evacuate to the shelter at ________________. The shelter can assist you in additional instructions on what is occurring in your area.]

C. Residents in the ______(INDICATE AREA)______ should remain in their home during the investigation if they have not been asked to evacuate by law enforcement or fire authorities.

D. List additional precautions, e.g.:

1. If you live at (LOCATION), you may be experiencing a power outage. Residents in this area should be prepared to sustain themselves without electricity for the next (number of hours).

   a. If your home is heated by electricity or gas, you may be without heat/cooling for several (hours, days). Remember to provide adequate ventilation. or evacuate with the assistance of responders to a local shelter during the time you might be asked to vacant your home.

   b. Make sure you have a battery powered radio with extra batteries. and a flashlight or lanterns with extra batteries.

   [Any other precautions that are appropriate for the expected storm.]

D. Stay tuned to this station for further advisories or local TV Channel at______________ for further instructions.

(Repeat the Message.)

[NOTE: Have media repeat periodically; update times and events while interspersing necessary information to citizens.]

If you are aware of any handicapped or disabled people in the affected area, notify them of the emergency situation and assist them, if possible. If you are unable to help, notify the sheriff/fire department of the location and condition of the people.

6/12/2014 Terrorist 14
WHEREAS, the attack that occurred on ____ (Date)______ 20__ resulting from a unwarranted terrorist attack within the County and the damages resulting there, have caused the death of ____ people and extensive destruction to private property and to the many public facilities, streets, and roads within Cochise County; and

WHEREAS, the attack has resulted in a condition of extreme peril to the health and safety of many citizens; and

WHEREAS, the chairman, Cochise County Board of Supervisors, is authorized by resolution to declare a county emergency;

NOW, THEREFORE, it is hereby declared that an emergency now exists in Cochise County, Arizona; and it is further ordered that during the existence of said emergency, county government agencies assigned emergency roles in the Cochise County Emergency Response and Recovery Plan are an Emergency Organization and the Cochise County Emergency Response and Recovery Plan is hereby activated and in effect until further notice.

DATED: ___________________________  ___________________________

Chairman, Board of Supervisors,
Cochise County, Arizona
I. PURPOSE

This annex has been developed to provide the basis for the County to coordinate and interrelate the events of an off-site aviation accident, a railroad incident or a major vehicle incident.

II. ACTIVATION

For major incidents involving a plane crash, the Cochise County Fire Chief in the crash area shall consult with the Cochise County Sheriff and provide a recommendation as to the need for activation of the EOC. The crash of a small single engine aircraft would not normally require activation of the EOC unless the crash ignited a major forest fire or created another major hazard. The same procedures are done for railroad and highway vehicle incidents.

Initially, the Fire Chief or designee will be expected to assume the lead role in the ICS/Operations section for the County response to a major airplane crash with law enforcement supporting efforts through scene security and access control, traffic and crowd control. Once the rescue is completed and all fires have been put out, the focus shifts to crime scene preservation and evidence protection. The lead law enforcement agency may shift to the Federal Bureau of Investigations (FBI) and the lead investigative agency will be the National Transportation Safety Board (NTSB). Once federal agencies take charge of the crash site, a Joint Operations Center (JOC) and Joint Information Center (JIC) will be
established that will include local government representatives along with federal agency personnel.

The crash site will be designated a crime scene. Coordination between law enforcement personnel and rescue personnel will be necessary to accomplish rescuing survivors and preserving evidence at the scene.

During the recovery phase, Cochise County Health officials will likely assume the role of lead agency in dealing with crash fatalities, survivors and victim’s families.

Railroad companies will assist in their own track derailments, although Amtrak does not currently have routes through the County, train derailments would include employees operating the trains. On the highway, mass vehicle pile-ups would fall back on mostly county response.

III. OPERATIONS

A. The accessibility to a remote crash site may be the first issue to deal with an airplane crash response. Fire and EMS responders may require assistance of a Search and Rescue team.

B. The crash of a large commercial aircraft, fully loaded with passengers could result in 200-300 injuries/deaths, which would immediately overwhelm local EMS capabilities. Local hospitals and mortuary services will not have the capacity to deal with this type of incident, therefore immediate notification of surrounding hospitals should be conducted.

C. Cochise County is not routinely over flown by large commercial airliners enroute to or taking off from the Tucson Airport, however, military aircraft from Ft. Huachuca do utilize the area for training. Military aircraft may carry enough fuel to start a major forest fire, which would further increase the difficulties of local response. If a military aircraft does crash - Cochise County will assist the military base in search and rescue efforts, but the responsibility may become under the Federal jurisdiction.

D. Once the initial issues (location, passenger number, access to the crash) are identified, this annex will follow the Operations of the a Hazardous Materials Incident Response.

E. For railroad incidents, the emergency 800 number for the railroad should be contacted, so appropriate teams can assist with the incident.

F. For multiple pile-up on the highway, ADOT and DPS will assist in traffic control and highway closures requesting law enforcement to re-direct traffic through county and city streets if necessary.

IV. IMPLEMENTATION

A. Pre-emergency.

1. Identify agencies that will need to be notified of an air crash, railroad accident or major highway incident.
2. Develop resources for each transportation incidents for quick reference.
3. Develop plans for implementing emergency/disaster related operations.
4. Maintain current rosters for alerting personnel in the event of an emergency/disaster.
5. Develop agreements with neighboring jurisdictions to provide mutual aid.
8. Establish procedures for requesting assistance from county, State and Federal resources as appropriate.
9. Establish procedures for capturing costs associated with emergency/disaster operations.

B. Emergency.

1. Notify affected area populations if incident happens in a neighborhood.
2. Notify any utilities in the area for securing infrastructure elements, and inform county and local government officials.
3. Evacuate affected areas, assist special populations, secure perimeter.
4. Contacts made to aircraft owner, railroad company or vehicle owner.
5. Coordinate State and Federal efforts for transportation incidents.
6. Set up shelters, distribute public information and establish mass food distribution operations.
   Involve HazMat teams early on for any secondary hazards.
8. Conduct operations in such a manner as to mitigate the emergency situation.
   Call in critical stress management workers to handle responder stress.
9. Contract with private sector contractors, within dollar resources, to provide additional manpower and equipment.
10. Maintain important energy needs (hospitals, water operations, telecommunications etc.)
11. Maintain records of expenditures made during the emergency/disaster.

C. Recovery.

1. Resume normal operations.
2. Maintain perimeter security for the duration of the search with State and Federal agencies, until Federal agencies resume their jurisdiction.
3. (Air crashes) Support airline staff in finding lodging, meeting space, counseling facilities, and child care facilities, and local resources as needed (all costs being at the expense of the airline involved).
4. Set up debris management operations and solid waste collection areas.
5. When safe, assist affected communities back into their homes.
6. Continue mass care if needed, cancel evacuation order, limit access to neighborhoods to residents only. Block off dangerous areas.
7. Consolidate emergency/disaster associated expenditure records.

D. Mitigation.

1. Document the incident and conduct additional response coordination with the local airports and military base.
2. Review and update plans and procedures.
V. ORGANIZATION

A. Direction and Control County Board of Supervisors

B. Immediate Evacuation Cochise County Sheriff’s Office

C. Incident Command Primary: Sheriff’s Office/Alt. Fire

D. County Support Agencies: EMS, Highway and Floodplain Dept., Health Services, PIO, other county departments as needed.

E. Outside Support Agencies: All VOADs, airport operators/airline owners, railroad company owners, trucker company owners, highway agencies (ADOT/DPS), regional, State and Federal agencies if requested.

VI. ADMINISTRATION AND SUPPORT

A. Reporting

During a disaster, reports are required to maintain an adequate record of actions that are taken by the first responders. These reports are to be submitted to the Incident Commander (IC), if not present the highest-ranking officer must submit the reports to the Emergency Operations Center (EOC) Director.

B. Records

Activity Logs - The IC and/or if operating the EOC Director, shall maintain a log of all the activities that have been implemented. This log shall include the resources that are currently in service, mutual aid agreements that have been requested, and other information that is prominent during the disaster response and recovery.

C. Preservation of Records

Vital records shall be protected from the disaster in a weather/fire proof off site location. If these records are damaged, a professional organization shall be employed to restore these documents.

D. Post Incident Review

A post incident review shall be conducted by the Emergency Services Director and/or a designee serving in his/her place. This Review shall include all the actions taken during the disaster from response to recovery and submitted to the appropriate authorities upon completion.

ATTACHMENTS:

AGENCY CHECKLISTS FOR TRANSPORTATION EVENT RESPONSE
TRANSPORTATION EVENT PRESS RELEASE
TRANSPORTATION EVENT DECLARATION
TRANSPORTATION EVENT RESPONSE CHECKLISTS

I. Notification

Notification of an airliner crash or railroad incident will be through 911 or local citizenry. In either event, notification generally will be initiated by local law enforcement, fire department, Sheriff’s Office, county authorities or the local airport/military bases. The responsibilities below combine rail and air together to condense steps from two lists, the position will do appropriate actions. Air crashes will be the main focus of these checklists.

II. Responsibilities

A. EMERGENCY SERVICES

1. Obtain verification of the situation.
2. Activate the Emergency Operations Center. (See “Alert and Recall”).
3. Initiate appropriate warnings and instructions for actions the public needs to make immediately. (Public Information Officer will prepare and issue news releases and subsequent warnings).
4. Deploy response forces as required.
5. Call the American Red Cross to open shelters. (See ESF #6 “Mass Care” Functional Annex).
6. Notify Arizona Department of Emergency Services through the DPS Duty Officer or the ADEM Duty Officer.
7. Assist the Federal Aviation Administration and airline company by assisting with resources and set-up for accommodations. (Air Crash).
   Assist the Railroad with additional resources if requested by IC. (Rail)
8. Collect accurate damage information, consolidate, evaluate and analyze data concerning the scope and magnitude of the disaster. Compile reports and forward to the State as required.
9. Continually analyze information received and direct agencies and personnel involved in response, recovery and management procedures.

B. LAW ENFORCEMENT

1. Secure the perimeter of the incident, preserve crime scene.
2. Alert Emergency Services Director or alternates (County Manager, Board of Supervisors) of updated site information.
3. Provide traffic control and crowd control.
4. Secure and control access to disaster/potential disaster areas.
5. Conduct initial preliminary investigation to identify witnesses, and ensure fragile evidence items are preserved for the appropriate federal agencies.
B. LAW ENFORCEMENT

☐ 6. Assist in evacuation as required through:
   a. Door-to-door alert.
   b. Sirens and public address.
   c. Evacuate people with special needs.
☐ 7. Notify Federal Aviation Administration. (Air Crash).
   Notify appropriate railroad of any derailment/incident. (Rail)
☐ 8. Restrict Airspace through appropriate military and local airports.
   (Air Crash)
☐ 9. Notify National Transportation Safety Board (NTSB). (Air Crash)
☐ 10. Coordinate security with the Industrial Security Program in the FAA ie.
     Contractors. (Air Crash)
☐ 11. Assist in maintaining order in shelters as required.
☐ 12. Assist in conducting rescue operations as needed.
☐ 13. Activate if needed, and request assistance and/or augmentation through
     the EOC.
☐ 14. Maintain records on time and other expenditures.

C. FIRE, EMS AND RESCUE SERVICES (AMBULANCE)

☐ 1. Extinguish fire and provide direction for rescue and emergency
   triage/treatment and transportation to persons involved in the accident.
☐ 2. Assist in alert and notification operations as necessary.
☐ 3. Assist with the evacuation of passengers (if cabin / or rail car if still intact) as
   required.
☐ 4. Conduct rescue operations as needed.
☐ 5. Establish water and foam supply as needed.
☐ 6. Primary and Secondary searches in and around the aircraft/or rail cars
☐ 7. Determine if ordnance is involved (military).
☐ 8. Contain runoff and fire water, watch for sewer involvement.
☐ 9. Review and utilize callback lists for fire personnel for shift change and personnel
   rehabilitation periods.
☐ 10. Establish first aid stations at shelter and arrange transport of sick and injured to
     appropriate facilities.
☐ 11. Maintain records on time and other expenditures.
☐ 12. Isolated areas will be provided alternate service arrangements.

D. MEDICAL AND HEALTH SERVICES & (ADEQ)

☐ 1. Assist in the operations of the Casualty Collection Point.
☐ 2. Implement mutual aid health agreements.
☐ 3. Coordinate needed assistance and/or augmentation through EOC.
☐ 4. Assist in the EOC with patients among hospitals, track patient destinations.
☐ 5. Coordinate activities with airline/airport authorities.
☐ 6. Assist in monitoring soil, air and water around affected incident site.
☐ 7. Maintain records on time and other expenditures.
E. **HIGHWAY AND FLOODPLAIN DEPARTMENT**

- **1.** Assist in the debris clearing and heavy equipment coordination with the Federal authorities. Assist in providing emergency lighting and power.

F. **CHAIRMAN - BOARD OF SUPERVISORS**

- **1.** Declare an Emergency Declaration if the disaster goes beyond county resources.
- **2.** Approve public press releases.
- **3.** Direct any protective actions to the communities affected.
- **4.** Approve emergency expenditures based on the need in the communities.
- **5.** Direct county departments to assist in emergency operations within the EOC and the County, if necessary.

I. **PUBLIC INFORMATION OFFICER**

- **1.** Have press release ready for public information.
  
  Under no circumstances should the town PIO speak to matters involving passengers on the aircraft.
  
  The PIO will **not** address the following matters:
  
  • cause of accident
  • release of names of victims on the aircraft
  • number of casualties
  
  These and other matters of a similar nature will be addressed by the airline, or Airport Officials.
- **2.** Authenticate all information being received and verify for accuracy with the executive group, IC and airline officials.
- **3.** Address rumor control.
- **4.** Include in all press releases points of contact for the incident, inform the public of non-passenger casualties, shelters, emergency services and restricted areas.

G. **MEDICAL EXAMINER/CORONER**

- **1.** Assist the federal authorities with fatality management. (air crash)
- **2.** Establish temporary morgue for massive casualty event if needed.
- **3.** Secure local resources with body bags and tags for identification.

H. **VOADs - Salvation Army, American Red Cross, others.**

- **1.** Activate shelters, food banks etc. according to normal procedures.
- **2.** American Red Cross assist with blood bank resources for local hospitals and survivor information.
- **3.** Salvation Army assist other VOADs in establishing rehab support and critical incident stress debriefing (CISD) support.
- **4.** Establish information centers for communities near the incident at local religious organizations, service clubs, and public facilities.
I. HOSPITAL/MEDICAL SYSTEM

☐ 1. Determine number of patients.
☐ 2. Ascertain available staff, beds and pharmaceuticals, equipment.
☐ 3. Distribute and track patients among hospitals and work with Public Health on compiling data.
☐ 4. Halt non-critical. Elective admissions if incident has massive casualty status.
☐ 5. Divert patients when hospital is at capacity.
☐ 6. Institute Modular Emergency Medical System (MEMS) if appropriate.
☐ 7. Activate NDMS if appropriate.
☐ 8. Initiate mass fatality management, if required.
TRANSPORTATION EVENT MEDIA RELEASE

(Air crash)

This is ________________________, speaking for Cochise County Emergency Services. On (Date and Time), the Cochise County (Dept. e.g. Sheriff’s Department) responded to a report of an air crash which occurred at (Location).

Responders discovered the crash (and survivors OR there is no information on the passengers and pilot at this time). The plane and crash scene is now under investigation by the Federal Aviation Administration as well as the National Transportation Security Board.

(Any actions taken in the area - insert here - neighbor evacuations, security around location, fires extinguished)

[FOR MAJOR COMMERCIAL AIRLINERS]
The (company name) Airlines is establishing an informational line for (family member of passengers - check correct verbiage with airlines) to call. Their point of contact is: (Telephone number).

Additional information will be forthcoming from (Company name) Airlines. At this time Cochise County Board of Supervisors send their support to the survivors and their families. Periodic updates will be released throughout the day on this station.
TRANSPORTATION EVENT
EMERGENCY DECLARATION

WHEREAS, the (air crash, railroad derailment, mass vehicle pile up) that occurred on ____ (Date) ______ 20__ and the damages resulting there, have caused the death of _____ people and extensive destruction to private property and to critical transportation routes within Cochise County; and

WHEREAS, the incident has resulted in a condition leading to the emotional and mental strain to the health and safety of many citizens; and

WHEREAS, the chairman, Cochise County Board of Supervisors, is authorized by resolution to declare a county emergency;

NOW, THEREFORE, it is hereby declared that an emergency now exists in Cochise County, Arizona; and it is further ordered that during the existence of said emergency, county government agencies assigned emergency roles in the Cochise County Emergency Response and Recovery Plan are an Emergency Organization and the Cochise County Emergency Response and Recovery Plan is hereby activated and in effect until further notice.

DATED: ___________________________ ___________________________
Chairman, Board of Supervisors,
Cochise County, Arizona
I. Notification

Notification of the need for mass evacuation will generally be initiated by the Cochise County Sheriff. Also, particular emergencies and situations will of themselves dictate evacuation. The need for evacuations is determined by the Sheriff’s Office and can be ordered by the sheriff or the governmental entity having jurisdictional authority and responsibility for the affected area. These government entities can include county government (County Manager, Sheriff, fire districts and Emergency Services), and on State and Federal lands (State Land Department, national forests, national parks). Law enforcement and fire personnel have the primary responsibility for the physical evacuation of people. Forcible removal is unwarranted and cannot be forced on people over 18 years of age, although the removal of minors can be done for safety purposes. If there is a definite threat or injury is occurring.

II. Responsibilities:

A. EMERGENCY SERVICES

1. Identify affected and potential disaster areas.
2. Initiate appropriate warnings and instructions for immediate actions the public needs to take. Public Information Officer will prepare and issue news releases and subsequent warnings. Ensure that evacuation is implemented.
3. Arrange for and provide transportation as required, implement procedures for people with special needs.
4. Call the American Red Cross to open shelters. (See ESF #6 “Mass Care” Annex).
5. Notify Arizona Department of Emergency Management through the DPS Duty Officer or the ADEM Duty Officer.
6. Contact Sheriff's Office to coordinate traffic, parking and orderly egress into reception area(s) and shelter(s).
7. Ensure access control and security for evacuated area(s).
8. Maintain contact with shelter manager (American Red Cross), provide status and re-entry information.

Returning people to their homes:

1. Upon notification that citizens are clear to return, coordinate with Cochise County agencies and appropriate local law enforcement and sheriff's office.
2. Initiate information and instructions to evacuees. (PIO will issue public announcements).

B. LAW ENFORCEMENT

1. Provide security for evacuated areas.
2. Coordinate security of other.
3. Coordinate with the Highway and Floodplain Dept. for traffic control and closure of appropriate roads.
4. Maintain contact with EOC.
5. Maintain records on expenditures.
C. **HIGHWAY AND FLOODPLAIN DEPARTMENT**

- 1. Coordinate with law enforcement on traffic control and road closures.
- 2. Control utilities as required to limit damages.
- 3. Assist with EOC operation.
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EMERGENCY SERVICES
DEPARTMENT CHECKLISTS FOR HAZARDS

A. All Hazards
   1. Obtain verification of the situation.
   2. Activate the Emergency Operations Center. (See “Alert and Recall”).
   3. Identify affected and potential disaster areas.
   4. Initiate appropriate warnings and instructions for actions the public needs to make immediately. (Public Information Officer will prepare and issue news releases and subsequent warnings).
   5. Deploy response forces as required.
   6. Call the American Red Cross to open shelters and the Salvation Army to support shelter mass feeding. (See ESF #6 “Mass Care” Functional Annex).
   7. Notify Arizona Department of Emergency Services through the DPS Duty Officer or the ADEM Duty Officer.
   8. Implement mutual aid agreements and request assistance from private and volunteer agencies, as necessary.
   9. Maintain records on time and other expenditures.
  10. Compile Preliminary Damage Assessment information. (See Damage Assessment Annex).
  11. Prepare disaster declaration.
  12. Request assistance from the State as needed.
  13. Implement mutual aid agreements and request assistance from private and volunteer agencies, as necessary.
  14. Collect accurate damage information, consolidate, evaluate and analyze data concerning the scope and magnitude of the disaster. Compile reports and forward to the State as required.
  15. Continually analyze information received and direct agencies and personnel involved in response, recovery and management procedures.

B. Earthquake
   1. Ensure that all appropriate agencies are notified, including Northern Arizona University Seismology Department (See Hazard Specific Phone List).
   2. Initiate appropriate warnings and instructions. Public Information Officer will prepare and issue news releases and subsequent warnings.

Earthquake Safety Procedures:
* If outside, get away from buildings and utility wires.
* If in your car, stop and stay inside. Do not stop near power poles.
* If indoors, get under sturdy furniture or doorway, away from windows.
* Don't use candles or matches, there may be a gas leak.
* Use the phone only for emergencies, Prepare for aftershocks.
* Do not enter partially damaged buildings.
* Avoid exposed electrical wiring indoors and outside.
  3. Notify hospital(s) as the situation dictates. Request on-scene Triage Officer.
  4. Notify all appropriate ambulance services.
  5. Contact and set up HAM Radio Operations - RACES/CARA/SEARS.
  6. Assist logistics to obtain portable shelters (tents), potable water and electrical back-up systems for use in the County.
EMERGENCY SERVICES
DEPARTMENT CHECKLISTS FOR HAZARDS

C. Fire (Major)
   1. Obtain verification of the situation, obtain the fire spread risk area and potential risk areas, wind speed and direction from the on-scene commander.
   2. Initiate a system of reporting from private agencies and utilities that have facilities in the area.
   3. Contact National Weather Service Fire Forecaster (Tucson station), arrange for update reports and forecasts, including weather. Forward all weather information to the senior firefighting officer at once.
   4. Maintain communications with the senior firefighting officer at the scene. Obtain his strategy and the tactics he intends to use. Learn his requirements for additional manpower, equipment or supplies.
   5. Provide the Cochise County PIO with appropriate information for releases.
   6. Coordinate plans for evacuation of citizens with responsible fire and other emergency services, if evacuation becomes necessary. Have evacuees sign in so they can be contacted as soon as the fire is over and they are allowed back in.
   8. Deploy response forces as required, ensure that the scene or disaster areas are secured and prohibit entry except firefighters and EM personnel.
   9. Request assistance needed i.e., U.S. Forest Service, State Land Department, etc.
   10. Contact the County Highway and Floodplain Dept. and request assistance of other public and private entities having the necessary equipment.
   11. Contact County Highway and Floodplain Dept. if a wildfire break needs to be cut with heavy equipment.
   12. After determining that conditions are favorable for evacuees to return to their homes, notify all agencies in the EOC. See ESF #13 - Public Safety and Security.
   13. If the resources available in Cochise County to fight the fire prove to be inadequate, request aid from the State.
   14. After all fire suppression activities have ceased and reports have been written, close the EOC.

D. Flood
   1. Areas of the County that may be isolated by a flood event should be monitored and emergency equipment mobilized should isolation occur.
   2. Collect accurate damage information, consolidate, evaluate and analyze data concerning the scope and magnitude of the disaster. Compile reports and forward to the State as required.
   3. Continually analyze information received and direct agencies and personnel involved in response, recovery and management procedures.
EMERGENCY SERVICES
DEPARTMENT CHECKLISTS FOR HAZARDS

E. Gas Pipeline Release

**Warning!** Local response is to be strictly defensive!

Contact Pipeline Owners. Let them identify which line is broken.

- 1. Evacuate all risk and potential risk areas immediately!
- 2. Ensure a defensive only response effort. Let gas company personnel do their job.
- 3. Coordinate with the responsible party and incident commander.
- 4. Initiate mutual aid pacts.
- 5. Notify the following State agencies as soon as possible:
   - a. Department of Public Safety (24 hour).
   - b. Arizona Department of Environmental Quality [Air/Water].
- 6. Notify the following State agencies as time permits:
   - b. Contact National Weather Service (Tucson station), arrange for update reports and forecasts.
   - d. Initiate appropriate warnings and instructions for the public.
- 7. Notify the following State agencies as time permits:
   - a. Call the American Red Cross to open shelters, if necessary. (See ESF #6 “Mass Care” Annex).
   - b. Notify Arizona Department of Emergency Management through the DPS Duty Officer or the ADEM Duty Officer.
EMERGENCY SERVICES
DEPARTMENT CHECKLISTS FOR HAZARDS

F. Hazardous Materials

Complete the following steps:

- 1. With emphasis on safety, have qualified responders identify the hazardous material, and obtain wind speed and direction.
- 2. Ensure that all responders are protected.
- 3. Assist with the Sheriff’s Office to evacuate all risk and potential risk areas immediately.
- 4. Ensure that contact with Poison Control has been established.
- 5. Contact Department of Public Safety (DPS).
- 6. Ensure that health department is contacted.

As soon as time permits, complete the following, in order:

- 1. Coordinate with the responsible party and incident commander.
- 2. Additional information about the material involved can be obtained from CHEMTREC.
- 3. Initiate mutual aid pacts.
- 4. Notify the following State agencies as soon as possible, if applicable:
  - a. Department of Public Safety (24 hour) and AZSERC.
  - b. Department of Environmental Quality - air & water.
- 5. Notify the following State agencies as time permits:
  - b. Arizona Radiation Regulatory Agency ARRA (Radioactive HAZMAT only).
  - c. Arizona Department of Emergency Management ADEM.
- 7. Initiate appropriate warnings and instructions for the public. Public Information Officer will prepare and issue news releases and subsequent warnings.
- 8. Alert the American Red Cross, or local officials to open shelters. (See ESF #6 “Mass Care” Annex).

G. Mass Casualties

- 1. Ensure that all appropriate local agencies are notified including hospitals and public health.
- 2. Contact the County Medical Examiner’s Office.
- 3. Assist with requests from IC for medical supplies.
H. Power Failure

Fuel Shortage
1. Determine available resources.
2. Encourage mileage limits, mass transit, carpooling and working at home.

Electrical Outage
1. Coordinate with energy suppliers regarding continuation of essential service and voluntary and mandatory demand reduction. (See ESF #12 Energy for provider lists)
2. Work with the Highway Department to distribute pre-identified generators to maintain essential services.
3. Get information out to special populations and social services for extended time frames.
4. Assist transportation needs for special populations with needed care (on oxygen, dialysis machines etc.)

Natural Gas Shortage
1. Identify affected and potential disaster areas.
2. Suggest/supply alternative methods of heating and cooking. (Propane, kerosene, etc.).

Water Shortage
1. Notify Arizona Department of Emergency Management (they will alert the National Guard, Army Corps of Engineers and others if necessary to enlist their support to alleviate shortage.).
2. Implement mutual aid agreements and request assistance from private and volunteer agencies, as necessary. Notify water companies and request outside water vendors.
3. Determine available resources.
4. Implement appropriate rationing through a central resource control. Establish priority reserves (for law enforcement, hospital, municipal, etc.).
5. Request available assistance from the State.

I. Radiological
1. Notify Arizona Department of Emergency Services through the DPS Duty Officer or the ADEM Duty Officer. Establish contact with a Radiological Safety Officer through ADEM.
2. Identify affected and potential disaster areas.
3. Coordinate all radiological resource and supply activities.
4. Establish a distribution system for monitoring equipment (in coordination with ADEM).
5. Appoint and assign radiological support personnel
6. Establish a data analysis and damage assessment capability.
EMERGENCY SERVICES
DEPARTMENT CHECKLISTS FOR HAZARDS

J. Severe Weather
   1. Coordinate with other State and Federal government agencies to assess severe
      weather conditions to determine the potential risk area in the County.
      Information required is:
      
      1. Wind speed and direction.
      2. Time that the storm condition is expected to start and end.
      3. Projected accumulations of precipitation, rain, snow, etc.
      4. Temperatures.
   2. Provide severe weather information to the Board of Supervisors, the designated
      County Emergency Public Information Officer, other county departments, and
      local emergency response agencies.
   3. Coordinate with county and local government agencies to ensure that they have
      adequate resources to mitigate the effects of the storm.
   4. Collect, consolidate and evaluate damage information concerning the scope and
      magnitude of the severe weather condition.
   5. Pre-develop severe weather news releases that can be used by the Emergency
      Public Information Officer.

K. Safe Haven
   1. Obtain verification of the situation through the IC and secure a point of contact
      through Ft. Huachuca for joint EOC operations.
   2. Identify affected and potential disaster areas.
   3. Deploy response forces as required, notify the closest utilities.
   4. Identify areas of the County that may be closed to traffic so emergency vehicles
      can assist in the incident.

L. Terrorist
   Chemical
   1. Identify attack affected and potential downwind exposure areas.
   2. Deploy structural engineers and contact utility coordinators as needed.
   3. Notify Arizona Department of Emergency Services through the DPS Duty
      Officer or the ADEM Duty Officer. Possible National Guard Support request.
   4. Notify Public Health Services about the release and exposure to the public.
   5. Assess requirements for fuel, food and water if major portions of the
      County or commerce have been affected.
EMERGENCY SERVICES
DEPARTMENT CHECKLISTS FOR HAZARDS

L. Terrorist

Biological

☐ 1. Obtain verification of the situation (if covert - through the Health Department, if an attack through explosive or aerosol through Law Enforcement.
☐ 2. Notify Public Health Services with any agent information and personal protection standards if necessary.
☐ 3. Assist Executive group in protective action guidelines - evacuations or shelter in place.
☐ 4. Gather samples of product for analysis, work with local labs to analyze the agent with Public Health.
☐ 5. Collect accurate damage information, consolidate, evaluate and analyze data concerning the scope and magnitude of the disaster. Compile reports and forward to the State as required.
☐ 6. Continually analyze information received and direct agencies and personnel involved in response, recovery and management procedures.

M. Transportation Incident

☐ 1. Assist the Federal Aviation Administration and airline company by assisting with resources and set-up for accommodations. (Air Crash).
Assistant the Railroad with additional resources if requested by IC. (Rail)
Cochise County Emergency
Response and Recovery Plan

Law Enforcement Checklists

LAW ENFORCEMENT
DEPARTMENT CHECKLISTS FOR HAZARDS

A. All Hazards
   □ 1. Secure the perimeter of the incident, preserve crime scene.
   □ 2. Alert Emergency Services Director or alternates (County Manager, Board of Supervisors) of updated site information.
   □ 3. Provide traffic control and crowd control.
   □ 4. Secure and control access to disaster/potential disaster areas.
   □ 5. Conduct initial preliminary investigation to identify witnesses, and ensure fragile evidence items are preserved for the appropriate federal agencies, if necessary.
   □ 6. Assist in evacuation as required through:
       a. Door-to-door alert.
       b. Sirens and public address.
       c. Evacuate people with special needs.
   □ 7. Assist in alerting the public of hazard and actions to take.
   □ 8. Assist in maintaining order in shelters as required.
   □ 9. Assist with shelter inspection and security.
   □ 10. Assist in conducting rescue operations as needed.
   □ 11. Activate if needed, and request assistance and/or augmentation through the EOC.
   □ 12. Maintain records on time and other expenditures.

B. Earthquake
   □ 1. Verify responder’s family safety.
   □ 2. Secure critical facilities, add additional security to prevent looting.
   □ 3. Order a helicopter for preliminary damage assessment of the impacted area.
   □ 4. Assist in securing fuel for emergency vehicles.

C. Fire (Major)
   □ 1. Receive/verify fire reports.
   □ 2. Alert fire department, Emergency Management Director or alternates (Chairman, Board of Supervisors, County Manager) of verified information.
   □ 3. Provide a liaison and maintain communication with the EOC, if opened.
   □ 4. Assist fire suppression crews in establishing road blocks and other traffic control measures.
   □ 5. Conduct evacuation when necessary. Designate exit routes for evacuees, and entrance routes for emergency fire fighting equipment. Furnish security to evacuated areas. See ESF #13 - Public Safety and Security.

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Law Enforcement 1
D. Flood
   1. Receive/verify flood/flash flood reports, distribute them to Emergency Services.

E. Gas Pipeline Release
   **Warning!**: Don’t enter incident area. Keep people/equipment upwind. Do not attempt rescue.
   1. Do not start vehicles within danger area.
   2. Alert electrical utility for broad-based power shut off, if needed.
   3. Receive isolation area from qualified response personnel. Secure and control access to disaster/potential disaster areas.
   4. Assist in alerting the public of hazard and actions to take.
   5. Coordinate with supplying gas company operations to shut off all pilot lights at meters or curb boxes.
   6. Assist in evacuation as required through:
      a. Door-to-door alert. **Do not use doorbells or telephones because they may generate a spark.**
      b. Sirens and public address. **At night use loud speakers to warn residents to not turn on lights because a spark may cause ignition of trapped gas - if applicable.**
      c. Locate and evacuate people with special needs.
      d. Evacuate from the side of the buildings facing away from the incident, where possible.
   7. Identify buildings where services have been shut off and residents notified.

F. Hazardous Materials
   **Warning!**: Don’t enter incident area. Keep people/equipment upwind. Do not attempt rescue.
   1. Receive/verify incident reports.
   2. Alert fire districts, Emergency Services Director or alternates (County Manager, Board of Supervisors) of verified information.
   3. Incident command will be established, on-scene commander must have at least 40 hours HAZMAT response training.
   4. Receive isolation area from qualified response personnel. Stay out of the isolation area and establish an escape route. Secure and control access to disaster/potential disaster areas.

G. Mass Casualties
   1. Receive/verify incident MCI level on scene.
   2. Secure and control access to MCI areas.
   3. Assist ME with fatality operations as needed. (Security of temporary morgue etc).
   4. Assist in alerting the public of hazard and actions to take. Contact appropriate owners/operators of any property involved in the incident.
   5. Conduct evacuations if further danger is present away from the incident scene.
H. Power Failure

Fuel Shortage
- 1. Establish control (stop hoarding, etc.) at all fuel distribution points with law enforcement personnel, including volunteers, if necessary.
- 2. Implement appropriate rationing through a central resource control. Establish priority reserves (for law enforcement, hospital, municipal, etc.).
- 3. Maintain contact with EOC.

Electrical Outage
- 1. Distribute pre-identified generators to maintain essential services.
- 2. Provide rescue to elevator sites.

Natural Gas Shortage
- 1. Distribute pre-identified generators to maintain essential services.
- 2. Implement appropriate rationing through a central resource control. Establish priority reserves (for law enforcement, hospital, municipal, etc.).

I. Radiological
- 1. Verify incident report and establish safety zones. Secure and control access to disaster/potential disaster areas.
- 2. Distribute monitoring kits as directed and provide monitoring personnel.

J. Severe Weather
- 1. Monitor the National Warning System (NAWAS) and alerting other county departments and local law enforcement agencies of impending severe storm conditions.
- 2. Monitor road conditions throughout the County and reporting these to other county departments, the news media or the Emergency Public Information Officer if one is designated.
- 3. Notify citizens in affected areas and conducting evacuations, if necessary. See ESF #13 Public Safety and Security for evacuation information.
- 4. Close roads and establishing traffic flow patterns in conjunction with the Arizona Department of Public Safety.
- 5. Conduct heavy search and rescue operations, i.e. in collapsed buildings.
- 6. Provide law enforcement assistance to local Police Departments if requested and if resources are available.
- 7. Assess damage caused by the severe weather condition and reporting these to the appropriate agency having jurisdiction.
K. Safe Haven
   □ 1. Secure scene and control access outside any military boundaries. Work with Military Command. **LIMIT or AVOID close proximately communications NEAR Explosive area!**
   □ 2. Contact the DPS Explosives Ordnance Unit.
   □ 3. Facilitate traffic flow away from the incident.
   □ 4. Escort/facilitate emergency vehicle movement with base MP’s.
   □ 5. Deploy staff for evacuation and crowd control around the areas.
   □ 6. Control access to the scene from general public and media.
   □ 7. Support military law enforcement.

L. Terrorist

Chemical
   □ 1. Secure scene. No unprotected, untrained persons in Hot Zone. Assume Incident Command until such time as the Fire Command is on-scene or crime scene is handled by the FBI.
   □ 2. Facilitate one-way traffic flow through incident.
   □ 3. Secure site access control, prevent general public and media from entering scene.
   □ 4. Coordinate State and Federal responses with the FBI and ATF.

Biological
   □ 1. Establish Incident Command if an attack has taken place. For clandestine operations, the Public Health agency will be IC for unknown numbers of patients.
   □ 2. Set up hot, warm and cold zones around incident area if attack is known. Stay upwind of any released product.
   □ 4. Determine protective measures for responders.
   □ 5. Process area as a crime scene and conduct criminal investigation.
   □ 6. Assist in alerting the public of hazards and actions to take.
   □ 7. Manage crowd control at scene and/or hospitals.

M. Transportation Incident
   □ 1. Secure the perimeter of the incident, preserve crime scene.
   □ 2. Conduct initial preliminary investigation to identify witnesses, and ensure fragile evidence items are preserved for the appropriate federal agencies.
   □ 3. Notify Federal Aviation Administration. (Air Crash). Notify appropriate railroad of any derailment/incident. (Rail)
   □ 4. Restrict Airspace through appropriate military and local airports. (Air Crash)
   □ 5. Notify National Transportation Safety Board (NTSB). (Air Crash)
   □ 6. Coordinate security with the Industrial Security Program in the FAA ie. contractors. (Air Crash)
EMS AND RESCUE SERVICES (AMBULANCE)
DEPARTMENT CHECKLISTS FOR HAZARDS

A. All Hazards
   1. Provide a liaison to the EOC, maintain communications and receive direction.
   2. Assist in alert and notification operations as necessary.
   3. Assist with evacuations as required. Assist in evacuating people with special needs.
   4. Conduct rescue operations as needed. Establish a staging area and assign triage, treatment and transport resources as necessary with the appropriate number of casualty Collection points. Establish a liaison at the EOC to coordinate hospital vacancies and re-locations if needed.
   5. Coordinate assistance from private sources for medical emergencies, fire fighting and rescue operations.
   6. Establish first aid stations at shelter and arrange transport of sick and injured to appropriate facilities.
   7. Distribute patients among hospitals, limit communications at the scene, track patient destinations (or assign to Public Health for mass Casualties) and contact appropriate air transport units.
   8. Monitor status of hazardous materials sites.
   9. Request assistance and/or augmentation through EOC.
   10. Maintain records on time and other expenditures.
   11. Isolated areas will be provided alternate service arrangements.

B. Earthquake
   1. Assist in alert and notification operations as necessary. Contact responders’ families for verification of their safety.
   2. Coordinate assistance from private sources for medical emergencies, fire fighting and rescue operations.
   3. Establish first aid stations at shelter and arrange transport of sick and injured to appropriate facilities.

C. Fire (Major)
   2. Provide a liaison to the EOC, maintain communications and receive direction.
   4. Assist in alert and notification of the public as necessary.

D. Flood
   1. Provide a liaison to the EOC, maintain communications and receive direction.
   2. Assist in alert and notification operations as necessary.
E. Gas Pipeline Release


- 1. Let gas company personnel do their job. Trained pipeline personnel, equipped with gas or vapor detectors, should patrol danger areas to detect spread of gas and vapors and should inform local officials of concentrations detected.
- 2. Evacuate. Determine isolation distance and escape route. Remember, distance will increase if material is on fire.
- 3. In cooperation with sheriff, move and keep people (including response personnel and vehicles) away from the incident scene, outside of the isolation area.
- 4. Provide a liaison to the EOC, maintain communications and coordination.
- 5. Re-evaluate on-site wind speed and direction, continually re-compute isolation distance, and evacuate people and equipment as required.

F. Hazardous Materials


**First 30 Minutes:**
- 1. Approach with caution – approach upwind. Do not rush in. You cannot help others until you know what you are up against.
- 2. Contact Poison Control.
- 3. Determine wind speed and direction, risk and potential risk areas, begin evacuations as required.

**Continuing Response:**
- 1. Re-evaluate on-site wind speed and direction, continually re-compute isolation distance, and move people and equipment as required.
EMS AND RESCUE SERVICES (AMBULANCE)
DEPARTMENT CHECKLISTS FOR HAZARDS

G. Mass Casualties
   1. Receive/verify incident MCI level on scene.
   2. Assist ME with fatality operations as needed. (Security of temporary morgue etc).

I. Radiological
   1. Assist in alert and notification operations as necessary.
   2. Coordinate rescue efforts with law enforcement and provide medical care for radiation related injuries.
   3. Assist in decontamination activities with mass decon and radiological monitoring.
   4. Provide radiological monitoring personnel.
   5. Distribute monitoring equipment as required.
   6. Provide alternate communications.

J. Safe Haven
   1. Coordinate ingress and staging of responding apparatus.
   2. Stage Rapid Intervention Teams.
   3. Assist with evacuations as required.
   4. Establish a Casualty Collection Point if needed.
   5. Stabilize victims if trapped.
   6. Open a secondary triage based on priority.
   7. Account for all EMS responders on scene.
   8. Distribute patients among hospitals, limit communications at the scene, track patient destinations (or assign to Public Health for mass Casualties) and contact appropriate air transport units.

K. Chemical
   1. Determine number of casualties.
   2. Estimates the number of patients and assign as area as a Casualty Collection Point (CPP). Establish forward medical area and treatment teams and staging areas.
   3. Call Poison Center for advice & direction.
   4. Advise all hospitals of toxicology effects on victims.
   5. Be prepared to decontaminate large numbers of victims.
   7. Account for all patients and responders.
   8. Notify Medical Strike teams.
   10. Work with the EOC with VOAD services to provide assistance to any shelters that are established.
K. Terrorist

Biological

☐ 1. Stay back until sheriff/LE have cleared area of secondary devices.
☐ 2. Rescue, triage, treat, transport victims as appropriate preserving crime scene and evidence. Establish staging area(s).
☐ 3. Notify hospitals and transport of sick and injured to appropriate facilities.
☐ 4. Identify symptoms and relay to Public Health or determine agent by other means.
☐ 5. Notify coroner of any mass fatality operations.

L. Transportation Incident

☐ 1. Extinguish fire and provide direction for rescue and emergency triage/treatment and transportation to persons involved in the accident.
☐ 2. Assist with the evacuation of passengers (if cabin / or rail car if still intact) as required.
☐ 3. Primary and Secondary searches in and around the aircraft/or rail cars
FIRE DISTRICT/DEPARTMENTS
DEPARTMENT CHECKLISTS FOR HAZARDS

A. All Hazards

1. Establish Incident Command once on scene or if transferred from LE.
2. Establish Hot Zone, Warm Zone, and Cold Zone.
3. Assume all the persons in Hot Zone are contaminated.
4. Defensive fire attack (if any).
5. Determine delivery method.
6. Determine protective measures for responders.
7. (Paramedics) Assign an area as a Casualty Collection Point (CPP).
8. Conduct rescue operations as needed. If EMS is not present, establish a staging area and assign triage, treatment and transport resources as necessary with the appropriate number of casualty Collection points. Establish a liaison at the EOC to coordinate hospital vacancies and re-locations if needed.
9. Warn all responders and hospitals of the pending hazards.
10. Assess structural integrity and conduct search of all primary impacted areas.
11. Remove victims and decontaminate.
13. Call in any medical strike teams from regional, State or Federal agencies if large number of the population is affected.
14. Assist in alert and notification operations as necessary.
15. Assist with evacuations as required. Assist in evacuating people with special needs.
16. Coordinate assistance from private sources for medical emergencies, fire fighting and rescue operations.
17. Provide a liaison to the EOC, maintain communications and coordination.
18. Establish first aid stations at shelter and arrange transport of sick and injured to appropriate facilities.
20. Request assistance and/or augmentation through EOC.
21. Maintain records on time and other expenditures.
22. Isolated areas will be provided alternate service arrangements.
B. Earthquake

1. Secure any areas that have major gas line ruptures - Evacuate 5 block radius for conservative safety measures.
2. Assist in alert and notification operations as necessary. Contact responders’ families for verification of their safety.
1. Beware of aftershocks in the area.
2. Assess Department response ability. Establish a mobile IC location.
3. Communications will likely be compromised, companies will likely self-dispatch.
4. Officers make basic decisions about what to save and what to let burn.
5. Companies perform rapid damage assessment in their response area.
6. Assess utility conditions and secure fuel for your vehicles, request police security for fuel pumps.
7. Assist in inspecting critical facilities and roadways. Evacuate compromised structures.
8. Extricate trapped victims, coordinate volunteer activities.
9. Extinguish fires (except gas fires - unless they can be terminated at a shut off.)
10. Deploy Urban Search and Rescue Task Force and HazMat teams as needed.
11. Conduct rapid damage assessment.
12. Conduct water relay activities with National Guard, State and Federal Agencies.

C. Fire (Major)

1. Receive and verify notification of fire.
2. Provide a liaison to the EOC, maintain communications and receive direction.
3. Exercise the power and authority necessary to take control of the scene, and to direct such operations as to extinguish or control any fire, investigate the existence of suspected or reported fires, gas leaks and other hazardous conditions or situations.
D. Gas Pipeline Release


1. Let gas company personnel do their job. Trained pipeline personnel, equipped with gas or vapor detectors, should patrol danger areas to detect spread of gas and vapors and should inform local officials of concentrations detected.

2. Evacuate. Determine isolation distance and escape route. Remember, distance will increase if material is on fire.

3. In cooperation with sheriff, move and keep people (including response personnel and vehicles) away from the incident scene, outside of the isolation area.

4. Establish communication and begin coordination with the EOC.

5. Provide a liaison to the EOC, maintain communications and coordination.

6. Re-evaluate on-site wind speed and direction, continually re-compute isolation distance, and evacuate people and equipment as required.

7. Provide updated risk and potential risk area information to the EOC.

8. Assist in alert and notification of the public as necessary.

9. Assist with evacuations as required. Assist in locating/evacuating people with special needs.

10. Conduct rescue operations as needed.

11. Coordinate assistance from private sources for medical emergencies, and rescue operations.

12. Establish first aid stations at shelter and arrange transport of sick and injured to appropriate facilities. Request assistance and/or augmentation through EOC. Maintain records on time and other expenditures.

Controlling Gas Releases:

1. Coordinate with supplying gas company operations to shut off all pilot lights at meters or curb boxes.

2. Knock on doors to alert residents. Do not use doorbells or telephones because they may generate a spark.

3. At night use loud speakers to warn residents to not turn on lights because a spark may cause ignition of trapped gas.

4. Identify buildings where services have been shut off and residents notified.

5. Do not start vehicles within danger area.

6. Alert electrical utility for broad-based power shut off, if needed.

7. Venting of Buildings – must be coordinated with supplying gas company.

8. Gas company personnel trained and equipped with gas or vapor detectors should make all decisions on where and when to vent.

9. Vent the uppermost parts of buildings first when possible.

10. If the gas is migrating underground, vent through pavement or earth cover.
D. Gas Pipeline Release

**Controlling Liquid Spills**
1. Use sand, dirt or other suitable materials for dams and dikes.
2. Redirect spills away from waterways, sewers and other structures.
3. When possible, suction spills into tanks for containment or recovery.

**Utilizing Water Spray or Fog**
1. Cool exposed structures.
2. Direct flammable mixtures away from exposures and ignition sources only when absolutely necessary to protect lives, property or the environment.
3. Protect emergency services and support personnel.

**Extinguishing Pipeline Fires**
1. Assist pipeline personnel to shut off flow (pipeline personnel will do this).
2. Allow to burn out if fire is contained and exposures are protected.
3. Extinguish fires when amount of gas or liquid is deemed controllable.
4. Attempt to extinguish if necessary to aid in rescue, evacuation and protection of exposures.
5. The Incident Commander or OSIC will contact local airport or military air base to request FAA impose a temporary flight restriction in the area, if appropriate.

E. Hazardous Materials


**First 30 Minutes:**
1. Establish on-scene incident command. The local incident commander must have a minimum of 40 hours HAZMAT response training.
2. Approach with caution – approach upwind. Do not rush in. You cannot help others until you know what you are up against.
3. Identify the material through responsible party, visually, placards, labels or shipping papers.
4. Determine isolation distance and escape route. Remember, distance will increase if material is on fire.
5. In cooperation with the Sheriff, move & keep people (including response personnel & vehicles) away from the incident scene, outside of the isolation area.
6. Determine wind speed and direction, risk and potential risk areas, begin evacuations as required.
7. Establish communication and begin coordination with the EOC.
8. Active area HAZMAT team to plan removal or neutralization of hazardous material.
Cochise County Emergency
Response and Recovery Plan

FIRE DISTRICT/DEPARTMENTS
DEPARTMENT CHECKLISTS FOR HAZARDS

E. Hazardous Materials

**Continuing Response:**

1. Provide a liaison to the EOC to maintain communications and coordination.
2. Re-evaluate on-site wind speed and direction, continually re-compute isolation distance, and move people and equipment as required.

F. Mass Casualties

1. Maintain communications and receive direction from IC through 911 initially.
2. Implement emergency MCI plans.
3. Alert hospitals to stand by for possible implementation of their disaster plans. Request a count of available emergency beds.
4. Request assistance and/or augmentation through EOC or any needs for medical supplies, or MMRS/RRT teams.

G. Radiological

1. Coordinate rescue efforts with law enforcement and provide medical care for radiation related injuries.
2. Assist in decontamination activities with mass decon and radiological monitoring.
3. Provide radiological monitoring personnel.
4. Distribute monitoring equipment as required.
5. Provide alternate communications.

H. Safe Haven

1. Establish a civilian command post outside the military boundaries. LIMIT or AVOID communications NEAR Explosive area!
2. Establish staging areas and officers as appropriate.
3. Coordinate ingress and staging of responding apparatus.
4. Stage Rapid Intervention Teams.
5. Establish a Casualty Collection Point if needed.
6. Stabilize victims if trapped.
7. Open a secondary triage based on priority.
8. Account for all Fire responders on scene.
9. Evacuate structures surrounding the area of impact. Assess structural integrity of any buildings in the area that were impacted (business or residential).
10. Establish a water supply if necessary.
11. Prepare to assist in any fire fighting.
12. Determine what exploded (possible Crime Scene). Be cautious of any secondary explosions due to additional devices or resulting from first explosion.
14. Secure sufficient air supply for any HazMat operations.
15. Conduct primary search from all around impacted area.
H. Safe Haven (Continued)

16. Remove victims from surface rubble and voids in the upwind area. Responders are not to retrieve victims in the downwind areas without proper PPE for chemical response.

17. Conduct a secondary search and rescue operations as needed.

18. Perform selective debris removal and victim extraction with military assistance.

19. Call in the Urban Search and Rescue team if buildings are involved in the affected area.

20. Provide a liaison to the military and EOC, maintain communications and receive direction.

21. Assist in alert and notification operations as necessary. Include heavy debris removal assistance from the Highway Department, if possible.

22. Limit the movement within the scene as it might become a crime scene.

23. Notify utilities of any and all infrastructure shut offs in area.

24. Coordinate assistance from private sources for fire fighting and rescue operations.

J. Terrorist

I. Chemical

1. Determine number of casualties.

2. Estimates the number of patients and assign as area as a Casualty Collection Point (CPP). Establish forward medical area and treatment teams and staging areas.

3. Call Poison Center for advice & direction.

4. Advise all hospitals of toxicology effects on victims.

5. Be prepared to decontaminate large numbers of victims.


7. Account for all patients and responders.

8. Notify Medical Strike teams.

9. Identify substance (if possible). Some agents will have a delayed effect and may not be detected for 8-12 hours.

10. Determine delivery method.

11. Determine protective measures for responders.

12. Warn all responders and hospitals of the pending hazards.

13. Assess structural integrity and conduct search of all primary impacted areas.

14. Remove victims and decontaminate.

15. Secondary Search conducted.

16. Call in any medical strike teams from regional, State or Federal agencies if large number of the population is affected.
J. Terrorist

Biological

1. In a cascading medical event, in a biological attack, establish Incident Command with the appropriate law enforcement agency. For covert releases, Public Health will be the first to contact affected people and will take over the IC in those incidences.

2. Stay back until sheriff/LE have cleared area of secondary devices, if done as an attack.

3. Conduct mass decon procedures with water tankers or fire hydrants for mass populations if warranted.

4. Rescue, triage, treat, transport victims as appropriate preserving crime scene and evidence. Establish staging area(s).

5. Notify hospitals and transport of sick and injured to appropriate facilities.

6. Identify symptoms and relay to Public Health or determine agent by other means.

7. Notify coroner of any mass fatality operations.

K. Transportation Incident

1. Extinguish fire and provide direction for rescue and emergency triage/treatment and transportation to persons involved in the accident.

2. Assist with the evacuation of passengers (if cabin / or rail car if still intact) as required.

3. Establish water and foam supply as needed.

4. Primary and Secondary searches in and around the aircraft/or rail cars

5. Determine if ordnance is involved (military).

6. Contain runoff and fire water, watch for sewer involvement.

7. Review and utilize callback lists for fire personnel for shift change and personnel rehabilitation periods.

8. Establish first aid stations at shelter and arrange transport of sick and injured to appropriate facilities.
MEDICAL AND HEALTH SERVICES
DEPARTMENT CHECKLISTS FOR HAZARDS

A. All Hazards
   1. Implement emergency health plans.
   2. Implement mutual aid health agreements.
   3. Coordinate needed assistance and/or augmentation through EOC.
   4. Establishes health care facilities as determined by the Executive Group in the EOC.
   5. Advises Emergency Services of any health hazards in the fire area affected.
   6. Maintains disease control in the affected disaster area.
   7. Ensure that air, water and public health quality standards are maintained during the incident.
   8. Coordinate needed assistance and/or augmentation through EOC.
   9. Maintain records on time and other expenditures.

B. Earthquake
   1. Determine which facilities are damaged and estimate number of patients in surrounding hospitals.
   2. Provide any sanitation, or protective action guidelines for boiling water, avoiding hazard areas, reducing exposure to disease and work with the County PIO for release of immediate guidelines for people to report to shelter locations.
   3. Secure drugs and insulin supplies for shelters and public distribution as needed.
   4. Be prepared for a mass casualty situation. Implement all emergency health plans and procedures.

C. Flood
   1. Ensure that air, water and public health quality standards are maintained during the flooding.

D. Gas Pipeline Release
   1. Ensure that air, water and public health quality standards are maintained during the gas line release.

E. Hazardous Materials
   1. Implement emergency health plans.
   2. Implement mutual aid health agreements.
   3. Coordinate needed assistance and/or augmentation through EOC.
   4. Ensure that air, water and public health quality standards are maintained during the release of hazardous Materials and local medical providers are provided information on the agent/chemical involved.
   5. Maintain records on time and other expenditures.
**MEDICAL AND HEALTH SERVICES**
DEPARTMENT CHECKLISTS FOR HAZARDS

F. Mass Casualties
- 1. Monitor patient transport and tracking and hospital divert status, as requested. Coordinate information and resources with local hospitals.

**Emergency Health Care Facilities — Cochise County**

<table>
<thead>
<tr>
<th>Hospital Name</th>
<th>City</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benson Hospital</td>
<td>Benson</td>
<td>520-586-2261</td>
</tr>
<tr>
<td>SE AZ Medical Center</td>
<td>Douglas</td>
<td>520-364-7931</td>
</tr>
<tr>
<td>Northern Cochise Community Hospital</td>
<td>Willcox</td>
<td>520-384-3541</td>
</tr>
<tr>
<td>Copper Queen</td>
<td>Bisbee</td>
<td>520-432-5383</td>
</tr>
<tr>
<td>Sierra Vista Regional Health Center</td>
<td>Sierra Vista</td>
<td>520-458-4641</td>
</tr>
</tbody>
</table>

I. Radiological
- 1. Determine health risks based on the radiation incident.
- 2. Contact the State’s Health Services for technical advice on contaminated and exposed populations.
- 3. Coordinate needed assistance and/or augmentation through EOC.
- 4. Ensure that air, water and public health quality standards are surveyed during the incident, activate resources to inspect food and water supplies outside the affected area for contamination. Assist Cooperative Extension with contamination guidance on food and crop and livestock precautions.

J. Severe Weather
- 1. Monitor hospitals and health care facilities to ensure that essential life support supplies are on-hand and that required levels are maintained during the emergency, i.e. blood, drugs, medicines, oxygen, etc.
- 2. Coordinate with the Division of Emergency Services. State, Federal, or private providers, as appropriate, to obtain critically needed medical supplies.
- 3. Advise the Board of Supervisors or the EOC if activated and local officials of any health hazards in the affected area.
- 4. Ensure that supplies of potable water are available.
- 5. Ensure that food supplies offered by commercial vendors are not tainted, i.e. markets that open after a prolonged power outage.
- 6. Assist the Sheriff’s Department in the evacuation of people with special needs. See Support Annex - Special Needs.
- 7. Ensure that sewage and waste disposal controls are maintained.
- 8. Ensure that vector control, sanitation and other environmental controls are provided.
- 9. Establish communicable disease controls and immunization programs if required.
- 10. Assess damage caused by the storm and reporting these to the appropriate agency having jurisdiction.
MEDICAL AND HEALTH SERVICES
DEPARTMENT CHECKLISTS FOR HAZARDS

K. Terrorist

Chemical
☐ 1. Implement terrorist procedures and emergency response plans.
☐ 2. Assist on-site responders at IC with agent information and precautions.
☐ 3. Determine exposure, prophylaxis, counseling, care of patients.
☐ 4. Provide protective action recommendations to the Executive group at the EOC.
☐ 5. Coordinate with Emergency Services the collection and analysis of any samples collected.
☐ 6. Coordinate with Emergency Services the collection and analysis of any samples.

Biological
☐ 1. Implement bioterrorist procedures and emergency response plans. Assume IC if the incident is not an apparent attack and patients show up in mass to local hospitals instead. In addition to those plans, conduct following items if not included in current procedures.
☐ 2. Conduct any surveillance and monitoring activities in and around the affected area.
☐ 3. Poll emergency departments, clinics and physicians.
☐ 4. Poll veterinary clinics.
☐ 5. Monitor sales of OTC cough and cold medicines.
☐ 6. Determine exposure, prophylaxis, counseling, care of patients.
☐ 7. Conduct epidemiological investigation.
☐ 8. Identify alpha case.
☐ 9. Interview patients and families.
☐ 10. Define commonalities.
☐ 11. Track distribution pattern.
☐ 12. Coordinate with Emergency Services the collection and analysis of any samples collected.
☐ 13. Define population at risk. Implement appropriate recommendations as needed.
☐ 14. Coordinate with law enforcement investigation.
☐ 15. Determine if mass prophylaxis is appropriate.
☐ 16. Determine if quarantine is appropriate and define.
☐ 17. Assist in diagnosis and treatment recommendations.
☐ 19. Advise Board of Supervisors on a declaration of emergency for the County.

M. Transportation Incident

☐ 1. Assist in the operations of the Casualty Collection Point.
☐ 2. Implement mutual aid health agreements.
☐ 3. Coordinate needed assistance and/or augmentation through EOC.
☐ 4. Assist in the EOC with patients among hospitals, track patient destinations.
☐ 5. Coordinate activities with airline/airport authorities.
☐ 6. Assist in monitoring soil, air and water around affected incident site.
HIGHWAY AND FLOODPLAIN
DEPARTMENT CHECKLISTS FOR HAZARDS

A. All Hazards
   1. Keep essential county roads open to traffic. Roads to be kept open will be coordinated with the Sheriff's Department.
   2. Provide barriers, cones, etc. to assist the Sheriff's Department in closing roads and rerouting traffic.
   3. Mobilize barricades and work signs for traffic/detours and emergency vehicle assistance.
   4. Provide public works assistance to incorporated cities/towns if requested and if resources are available.
   5. Assist the Sheriff's Department in conducting heavy search and rescue operations.
   6. Coordinate with the Arizona Department of Transportation concerning road openings - closures, additional equipment needs, and other matters of mutual interest.
   7. Coordinate with Public Utility providers to ensure that essential utilities, disrupted by the severe weather condition, are being restored in a timely manner.
   8. Coordinate transportation needs based on the incident and evacuation measures.
   9. Assess damage caused by an incident and report these to the appropriate agency having jurisdiction.
   10. Document expenditures made during the emergency.
   11. Clear debris from clogged drainage ditches and washes that hinder disaster operations or threaten public safety and health.
   12. Perform essential repairs to drainage ditches, bridges, culverts and other flood control facilities as required.
   13. Assisting incorporated cities/towns upon request and if resources are available.
   14. Request assistance and/or augmentation through EOC.
   15. Maintain records on time and other expenditures.
   16. Send representative to assist in the EOC as needed.

B. Earthquake
   1. Receive notification from EOC, provide a liaison and keep EOC informed as to utility, bridge, utility, sewer, and road conditions.
   2. Contact responders’ families for verification of their safety.
   3. Assess earthen dams, water drainage impacts with the Corp of Army Engineers.
   4. Request mutual aid sources for any sandbags, heavy equipment or fuel needs.
   5. In conjunction with EOC and Police, establish necessary roadblocks and re-routes.
   6. Request assistance and/or augmentation through EOC.
   7. Secure fuel locations for vehicles, prepare heavy equipment for debris removal.

C. Fire (Major)
   1. Hold heavy equipment in readiness to aid fire suppression crews, if requested.
   2. Cut fire breaks if required by the situation. Coordinate with other public and private entities having the required heavy equipment.
   3. Assist in disconnecting utilities as required.
HIGHWAY AND FLOODPLAIN
DEPARTMENT CHECKLISTS FOR HAZARDS

D. Flood
   1. Receive notification from EOC, provide a liaison and keep EOC informed as to utility, bridge, crossing and road conditions.
   2. Protect utilities, roads, crossings, bridges, etc. from water damage if necessary, and if possible.
   3. Provide flood control services in the County during an emergency/disaster.
   4. Clear debris from clogged drainage ditches and washes that hinder disaster operations or threaten public safety and health.
   5. Perform essential repairs to drainage ditches, bridges, culverts and other flood control facilities as required.

E. Gas Pipeline Release
   1. Caution: Stay out of isolation and evacuation areas.
   2. Assist fire chief and Sheriff in establishing roadblocks and re-routing traffic.
   3. Assist in disconnecting utilities as required.
   4. Remove any ignition sources from the Hot Zone Area.

F. Hazardous Materials
   1. Receive notification and direction from EOC.
   2. Caution: Stay out of isolation and evacuation areas.
   3. Keep roads, especially evacuation routes, open for traffic.
   4. Assist fire chief and sheriff in establishing roadblocks and rerouting traffic.
   5. Maintain records on time and other expenditures.
   6. Assist with EOC operation.
   7. Supply diking material and heavy equipment to contain liquid release, if needed.
   8. Assist HazMat group with spill recovery and management of mitigation contractor on scene.

G. Mass Casualties
   1. Receive notification from EOC, provide a liaison and keep EOC informed as to utility, bridge crossing and road conditions.
   2. Provide additional transportation for incident.

H. Power Failure

   Electrical Outage
   1. Provide and install emergency generators to critical facilities.
   2. Oversee and maintain fuel supplies and fueling stations for Cochise County and emergency agencies.
   3. Facilitate the assistance of any restoration of any infrastructure as requested.
   4. Move any debris that prevents functioning of substations or electrical operations (after electrical owner/operators deem it safe to enter).
I. Radiological
   1. Stay far away from the affected Hot Zones and obtain radiological personal protection equipment from fire and Emergency Services.
   2. Assist with any evacuation by supplying detour signs and barricades and people/vehicle decontamination activities.
   3. (Terrorist based incidents) Assist with damage assessment and monitoring personal and vehicles, as needed.

J. Severe Weather
   1. Assist the Sheriff’s Department in conducting heavy search and rescue operations.
   2. Coordinate with the Arizona Department of Transportation concerning road openings - closures, additional equipment needs, and other matters of mutual interest.
   3. Coordinate with Public Utility providers to ensure that essential utilities, disrupted by the severe weather condition, are being restored in a timely manner.
   4. Assess damage caused by the storm and reporting these to the appropriate agency having jurisdiction.
   5. Clear debris from clogged drainage ditches and washes that hinder disaster operations or threaten public safety and health.
   6. Perform essential repairs to drainage ditches, bridges, culverts and other flood control facilities as required.

K. Safe Haven
   1. Supply equipment and staff to the location as needed for the set up of barricades and use of heavy equipment and debris removal.
   2. In conjunction with EOC and police and the military base, establish necessary roadblocks and re-routes and traffic control.
   3. Assist in utility shut off in area with Fire and law enforcement.

L. Terrorist Chemical
   1. Assist in the security around county locations that may be contaminated.
   2. Assist law enforcement with traffic control, barricades and equipment for search and rescue.

M. Transportation Incident
   1. Assist in the debris clearing and heavy equipment coordination with the Federal authorities. Assist in providing emergency lighting and power.
FACILITIES DEPARTMENT
DEPARTMENT CHECKLISTS FOR HAZARDS

A. All Hazards
   □ 1. Receive notification from EOC, provide liaison and keep EOC informed as to possible building or structure collapse or loss of structural integrity.
   □ 2. Maintain records of impacted structures in flood areas.
   □ 3. Post buildings and structure as to their habitability and re-entry conditions.
   □ 4. Maintain records on time and other expenditures.
   □ 6. Request assistance and/or augmentation through EOC.

B. Earthquake
   □ 1. Evaluate and post buildings and structure as to their structural soundness in areas affected by disaster.
   □ 2. Re-inspect and re-evaluate all buildings after each aftershock.
   □ 3. Maintain records on time and other expenditures.

C. Flood
   □ 2. Maintain records of impacted structures in flood areas.
   □ 3. Post buildings and structure as to their habitability and re-entry conditions.

D. Safe Haven
   □ 1. Receive notification from EOC, provide liaison and keep EOC informed as to possible building or structure collapse or loss of structural integrity for buildings that were involved in the area - ONLY after a clearance from all additional explosive devices has been made by the Military and IC.
   □ 2. Maintain records of impacted structures.
   □ 3. Post buildings and structure as to their habitability and re-entry conditions.
A. All Hazards
   1. Provide for the health, welfare, and safety of the County's population during an emergency/disaster.
   2. Request activation of the Cochise County Emergency Operations Center.
   3. Appoint an Emergency Public Information Officer to act as the focal point between county government and the media.
   4. Declare an Emergency Declaration if the disaster goes beyond county resources.
   5. Approve public press releases.
   6. Direct any protective actions to the communities affected.
   7. Approve emergency expenditures based on the need in the communities.
   8. Request disaster declaration from the governor for major incidents.
   9. Direct county departments to assist in emergency operations within the EOC and the County, if necessary.
  10. Confers with Executive Group on curfews or restrictions to the affected area for long-term recovery.

B. Earthquake
   1. Request disaster declaration from the governor if the earthquake is major and State and Federal aid needs to be utilized.

C. Fire (Major)
   1. Activate the EOC if the fire is of such magnitude that a collective, concentrated, and continuous effort must be expended to mitigate its effects.
   2. Direct any protective actions to the communities affected.
   3. Approve emergency expenditures based on the need in the communities.
   4. Request disaster declaration from the governor if the fire is major and State and Federal aid needs to be utilized.

D. Flood
   1. Request disaster declaration from the governor if flood is major and State and Federal aid needs to be utilized.

E. Gas Pipeline Release
   1. Request disaster declaration from the governor if the gas pipeline release is major and State and Federal aid needs to be utilized.

F. Hazardous Materials
   5. Request disaster declaration from the governor if the HazMat incident is major and State and Federal aid needs to be utilized.
G. Power Failure

Fuel Shortage
1. Determine if additional measures are needed to maintain fuel shortages. Recommending ridesharing, staggered retail service station operating hours, diversifying county work schedules, using public transportation or alternative methods (bike, horse, walking) or telecommuting.
2. Put mandated limits on fuel price in Cochise County for gasoline consumers to prevent price gouging during an energy event.
3. Provide emergency funding to secure outside resources for fuel purposes for emergency services and government critical facilities.

Electrical Outage
1. Determine if additional measures are needed to maintain electrical services. Such measures can include adjusting regulated temperature in county buildings or homes, reducing hot water temperature, government facility reduction and closures, reducing lighted elements during the time the electricity is limited.

Natural Gas Shortage
1. Determine if additional measures are needed to maintain natural gas supplies. Measures could include: reduction in indoor heated space temperature, reduction in hot water temperature, notifying customers of service will be curtailed for a duration, government facility reductions or closures.

Water Shortage
1. Prepare to use emergency funds to establish a sanitary potable water supply for citizens in the County.
2. Prepare an “Emergency Declaration for a Water Shortage”.

H. Radiological
1. Direct any protective actions to the communities affected.
2. Request disaster declaration from the governor for a major radiological incident and State and Federal aid needs to be utilized. This includes the assistance from the Federal Radiological Monitoring and Assessment Center.
3. Assist State and Federal authorities to assist the response and recovery efforts.
4. Provide buildings and space for State and Federal agencies for a major emergency.
BOARD OF SUPERVISORS / CHAIRMAN OF THE BOARD
DEPARTMENT CHECKLISTS FOR HAZARDS

I. Severe Weather

☐ 1. Activate the EOC if the storm condition is of such magnitude that a collective, concentrated, and continuous effort must be expended to mitigate its effects.
☐ 2. Appoint an Emergency Public Information Officer to act as the focal point between county government and the media.

J. Safe Haven

☐ 1. Declare an Emergency Declaration if the disaster goes beyond county resources. Relay any Protective Action Recommendations to the military.
☐ 2. Confer with Military officials on ALL Press Releases before approval and release, or transfer inquiries to a military Point of Contact through the PIO.

K. Terrorist

Chemical

☐ 5. Request disaster declaration from the governor for any major terrorist act to utilized State and Federal aid.

Biological

☐ 1. Direct any protective actions to the communities affected.
☐ 2. Assist with long-term restrictions and county needs for employees.
PUBLIC INFORMATION OFFICER
DEPARTMENT CHECKLISTS FOR HAZARDS

A. All Hazards
   - 1. Keeping the public informed, through the news media if needed, of emergency conditions. Information will include:
     - 1. General conditions and hazards.
     - 2. Safe areas and shelters.
     - 3. Evacuation routes.
   - 2. Request activation of the State’s Joint Information Center for large incidents.
   - 3. Establish measures for rumor control.

B. Gas Pipeline Release
   - 1. Maintain a specific media center plan with a local representative available at all times.
   - 2. Arrange for pipeline spokesperson to have access to media.
   - 3. Broadcast precise emergency instructions.
   - 4. Utilize news media to inform people of the event and to request that the general public stay out of the incident area (pipeline fires are spectacular events which draw curious observers for miles).
   - 5. Periodically brief evacuees at temporary shelters.

C. Power Failure
   Fuel Shortage
   - 1. Keep the public informed of fuel availability and updates.

   Electrical Outage
   - 1. Disseminate information to the public regarding anticipated durations of outages, methods of voluntarily reducing demand, and mandatory demand reduction measures if required.

   Natural Gas Shortage
   - 1. Disseminate information to the public regarding anticipated durations of distribution, methods of voluntarily reducing demand, and mandatory demand reduction measures if required.

   Water Shortage
   - 1. Disseminate information to the public regarding anticipated duration of the water shortage, methods of voluntarily reducing demand, and mandatory demand reduction measures if required.
L. Terrorist

Biological

☐ 1. Request activation of the State’s Joint Information Center for bio-terrorist incidents.
☐ 2. Notify appropriate locals with any protective action recommendations, any contagious disease information, and action that should not be taken.
☐ 3. Provide subject matter experts to media for news shows.
☐ 4. Assist in JIC set-up operations, publishing information on the Internet, through EAS and NOAA systems, the State 211 system and any public inquiry lines.

M. Transportation Incident


Under no circumstances should the town PIO speak to matters involving passengers on the aircraft.
The PIO will not address the following matters:
• cause of accident
• release of names of victims on the aircraft
• number of casualties

**These and other matters of a similar nature will be addressed by the airline, or Airport Officials.

☐ 2. Authenticate all information being received and verify for accuracy with the executive group, IC and airline officials.
☐ 3. Address rumor control.
☐ 4. Include in all press releases points of contact for the incident, inform the public of non-passenger casualties, shelters, emergency services and restricted areas.
MEDICAL EXAMINER/CORONER
DEPARTMENT CHECKLISTS FOR HAZARDS

A. All Hazards
   1. Implement emergency fatality plans.
   2. Establish morgue facilities or temporary morgue locations.
   3. Supply or obtain appropriate number of body bags/tags.
   4. Secure refrigerated trucks or morgue facilities outside county if needed.
   5. Provide for victim identification, public inquiries and counseling for victim’s families.

B. Terrorist
   Chemical and Biological
   1. Establish fatality management with emphasis on contaminated bodies due to agent or chemical.
   2. Establish temporary morgue for massive casualty event if needed.
   3. Secure local resources with body bags and tags for identification.

C. Transportation Incident
   1. Assist the federal authorities with fatality management. (air crash)
   2. Establish temporary morgue for massive casualty event if needed.
   3. Secure local resources with body bags and tags for identification.
VOUNTEER ORGANIZATIONS DISASTER
DEPARTMENT CHECKLISTS FOR HAZARDS

A. All Hazards

☐ 1. Activate shelters, food banks etc. according to normal procedures, when requested. (ARC/TSA)
☐ 2. Assist law enforcement agencies with security access, traffic control, triage assistance, public information distribution and operation support. (Sheriff’s Asst. Team, CERT)
☐ 3. American Red Cross assist with blood bank resources for local hospitals and survivor information.
☐ 4. Salvation Army assisted by other VOADs in establishing rehab support and critical incident stress debriefing (CISD) support. (Soc. Of St. Vincent de Paul)
☐ 5. Establish information centers for communities near the incident at local religious organizations, service clubs, and public facilities.
☐ 6. Establish Emergency Communications as an alternative method for transmitting information from the IC, EOC or Shelter areas. (RACES/CARA/SEARS)
☐ 7. Prepare to coordinate cleanup, repair and rebuilding of communities. (MDS)
☐ 8. Manage after disaster assistance to communities - clothing, medical assistance, donated goods, volunteers etc. (all VOADS and Volunteer Groups)
COOPERATIVE EXTENSION  
DEPARTMENT CHECKLISTS FOR HAZARDS

A. All Hazards
   1. Provides inspection and decontamination of crops, land, and livestock.
   2. Provides monitoring personnel to assist EOC.
   2. Assists in monitoring water and food levels in the County.

HOSPITALS  
DEPARTMENT CHECKLISTS FOR HAZARDS

A. All Hazards
   1. Determine number of patients.
   2. Handle Acute Care, symptomatic but not acute and worried well.
   3. Ascertain available staff, beds and pharmaceuticals, equipment.
   4. Distribute and track patients among hospitals and work with Public Health on compiling data.
   5. Halt non-critical. Elective admissions if incident has massive casualty status.
   6. Divert patients when hospital is at capacity.
   7. Institute Modular Emergency Medical System (MEMS) if appropriate.
   8. Establish surveillance at Acute Care Centers (ACC) and develop neighborhood emergency help centers if needed.
   10. Activate NDMS if appropriate.
   11. Initiate mass fatality management.

MILITARY SQUADRON  
DEPARTMENT CHECKLISTS FOR HAZARDS

A. Safe Haven
   1. Provide fire fighting support when required.
   2. Confer with county officials on ALL Press Releases before approval and release, or transfer inquiries to their military Point of Contact.
   3. Provide explosive ordnance disposal support of munitions.
   4. Provide safety guidance, training and technical advise concerning explosive safety.
   5. Support or resume IC from the Local Fire Department depending on circumstances and resources and off-site or on-site authorities.
   6. Support local responders with evacuation, traffic control and site security.

ARRA  
DEPARTMENT CHECKLISTS FOR HAZARDS

A. Radiological
   1. Provides additional technical support and expertise as required.