

City of Safford, Arizona

# Emergency Operations Plan



**Adopted November 22, 2004**

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# CITY OF SAFFORD EMERGENCY OPERATIONS PLAN

## PURPOSE

This plan is designed to provide a comprehensive, multi-use, emergency management program for the City of Safford, in an effort to: lessen the effects of hazards, enhance response during emergencies, provide necessary assistance to citizens, prepare for measures to be taken which will preserve life and minimize damage, and establish a recovery system in order to return the City to normal operations as soon as feasible.

This plan is designed to identify who does what, when, where, and how, in an effort to prepare for, respond to, mitigate, and recover from, the effects of city wide disasters such as, flood, wind, fire, technological accidents, and other major incidents/hazards that affect the City proper.

The information and procedures included in this Plan have been prepared utilizing the best information and planning assumptions available at the time of preparation. There is no guarantee implied by this Emergency Operations Plan that in a major emergency a perfect response will be possible, or practical, due to factors beyond the control of the City of Safford or its personnel. Such factors include: unavailable or depleted resources and/or dysfunctional essential systems required for appropriate measures to be taken. The City of Safford will make every reasonable effort to respond based on the situation, information, and resources available at the time the situation occurs.

## SITUATION AND ASSUMPTIONS

### Situation

1. The City of Safford is located northeast of Tucson and east of the Phoenix Metropolitan area. Safford is located on US 70 and US 191. The 2003 estimated census of population for the City of Safford is [9,410](#).
2. The City is exposed to numerous hazards, which have a potentially disrupting effect on the community in the form of damage and casualties. Potential hazards include:

<i>Natural Hazards</i>	<i>Technological/Manmade Hazards</i>
<i>Floods</i>	<i>Hazardous materials incident - fixed facility</i>
<i>Severe thunderstorms</i>	<i>Hazardous materials incident - transportation</i>
<i>Fires</i>	<i>Transportation accidents - auto, rail, air, pipeline</i>
<i>Winter storms</i>	<i>Civil disorder and terrorism</i>
<i>Earthquake</i>	<i>Radiological incident - transportation</i>
<i>Disease</i>	<i>Influx from other areas affected by such hazards</i>
	<i>Weapons of Mass Destruction</i>

## Assumptions

1. The City of Safford may be exposed to the hazards identified above as well as others which may develop in the future.
2. Government officials will continue to recognize their responsibilities with regard to the public safety and exercise their authority to implement this emergency operations plan in a timely manner when confronted with real or threatened disasters.
3. Properly implemented, this plan will reduce or prevent disaster related losses and enhance recovery from disasters.

## **MODEL OF OPERATIONS**

### General

1. Government is responsible for undertaking the management of emergencies to facilitate the protection of life and property from the effects of hazardous events. Emergency functions performed by City personnel responding to an emergency will generally parallel the common functions of the personnel. Personnel and material resources will be employed in both day-to-day activities and emergency activities to the maximum extent possible.
2. The City of Safford has primary responsibility for emergency management activities when the emergency is contained within the City's corporate boundaries. Other levels of government will provide resources not available at the local level when the emergency exceeds local government's capability to respond. If the emergency situation affects more than the City of Safford's population, the City of Safford will operate under the direction of the emergency response organization of Graham County.
3. Regular functions which do not contribute directly to the City's response in an emergency may be suspended for the duration of the emergency. Efforts and resources normally required for those functions may be diverted to accomplish emergency tasks by the agency managing the use of those resources.

4. A major widespread catastrophe may isolate the Gila Valley from any significant outside assistance for three days or longer. Owing to this situation citizens should be prepared with necessary life sustaining supplies for at least three days.
5. The City has limited capabilities to cope with complex emergencies within or without its boundaries. Disasters could create significant property damage, injury, loss of life, and disruption of essential services. It is assumed that some incidents will occur with enough sufficient warning to take appropriate action. Other situations will occur with no advanced warning.
6. This plan is concerned with managing various types of hazards which may develop in the community. As shown below, it accounts for activities before, during, and after the disaster.

### Phases of Management

1. *Mitigation.* Mitigation activities are those which eliminate or reduce the probability of a disaster occurring. It also includes those long-term actions which lessen the undesirable effects of unavoidable hazards. These may include, but are not limited to, the following:
  - a. Land use planning and zoning
  - b. Code development and enforcement
  - c. Warning systems
  - d. Structural (levees, elevating structures, etc.) and non-structural (anchoring equipment, etc.) measures
  - e. Doing hazard and risk analysis
  - f. Hazard consideration in growth policy development
2. *Preparedness.* Preparedness activities serve to develop the response capabilities needed in the event of an emergency. Planning, training and simulation exercises are among the activities conducted under this phase. These may include, but are not limited to, the following:
  - a. Educating the public about emergency situations
  - b. Emergency planning
  - c. Training of first responders
  - d. Developing volunteer resources
  - e. Developing warning plans and systems
  - f. Stockpiling supplies and equipment
  - g. Developing mutual aid agreements
  - h. Conducting drills and exercises

3. *Response.* Response is the providing emergency services during a crisis. These activities help to reduce casualties and damage, and speed recovery. Response activities include warning, evacuation, rescue, and similar operations. These may include, but are not limited to, the following:
  - a. Providing warning
  - b. Recommending evacuation
  - c. Activating the Emergency Operations Center
  - d. Maintaining order
  - e. Conducting damage assessment and situation analysis
  - f. Proclaiming a “State of Emergency”
  - g. Initiating actions to protect life and property
  - h. Providing emergency public information
  - i. Requesting outside assistance
  
4. *Recovery.* Recovery is both a short-term and long-term process. Short-term operations seek to restore order and vital services, such as water, gas, sewer, electric services and basic needs of the public. Long-term recovery focuses on restoring the community to its normal or improved state. The recovery period also offers an opportune time to institute mitigation measures, in particular those measures related to the recent disaster. These may include, but are not limited to, the following:
  - a. Establishing recovery and business resumption goals and priorities
  - b. Providing information to citizens concerning recovery programs
  - c. Preparing applications for Federal relief programs if appropriate

## **TASK ORGANIZATION AND RESPONSIBILITIES**

### General

Most departments within city government have emergency functions in addition to normal duties. Consequently, each department is responsible for developing and maintaining its own emergency operating procedures known as Department Emergency Procedures, or DEP. To aid in the fulfilling of these responsibilities, specific responsibilities are outlined under [Task Assignments](#).

## Organization

1. **Emergency service coordinators** are directors of departments within the city government and volunteers with functional expertise required to adequately respond to most emergencies. They will efficiently apply all available resources to the emergency confronting the city through the use of their respective departments, and will coordinate their actions with other departments and volunteer agencies. These coordinators make up the **Emergency Management Team**:

- **Chief of Operations**: City Manager
- **Emergency Management Coordinator**: Police chief
- **Law Enforcement Service**: Police Captain
- **Fire and Rescue Service**: Fire Chief
- **Shelter and Mass Care Service**: Planning and Community Services Director
- **City Maintenance and Resources Management Services**: Public Works Director
- **Utility Services**: CEO of Gila Resources
- **General Administrative Services**: Administrative Services Director
- **Legal Information Services**: City Attorney
- **Emergency Communications**: Information Technology Supervisor
- **Document Preservation**: City Clerk

**Note:** In the event one or more of the above listed officials is incapacitated or otherwise unable to function, their designee will replace them. See individual DEP.

2. **Emergency service support and staff members** are individuals who have skills and training in areas needed to provide a total response to an emergency. They may assist the emergency service coordinators in the accomplishment of their duties, perform functions to enhance efficiency, or perform critical tasks.

## Task Assignments and Responsibilities

1. The [Mayor of the City of Safford](#) is responsible for:
  - Declaring a local emergency
  - Imposing necessary regulations to preserve the peace
  - Acting as City spokesperson / liaison to media
2. The **Emergency Management Team** is responsible for:

- Coordination of all phases of emergency management
  - Emergency communication capability
  - Public information and education
  - Protection planning & monitoring
  - Command Post operation
  - Comprehensive emergency management planning
  - Emergency Operations staff training
  - Warning system planning
  - Damage assessment planning
3. The [Police Department](#) is responsible for:
- Maintaining law and order
  - Traffic control
  - Access control of restricted areas
  - Security of vital facilities
  - Operation of the warning system
  - Communication system support
  - Hazardous materials operations support
  - Liaison with other law enforcement agencies
  - Search and rescue operation support
4. The [Fire Department](#) is responsible for:
- Fire suppression
  - Fire prevention and education
  - Supporting the operation of the warning system
  - Search and rescue operations
  - Hazardous material operations
  - Assisting in damage assessment
  - Communication system support
  - Liaison with EMS
5. The [Public Works Department](#) is responsible for:
- Administering the City's floodplain management program
  - Debris clearance
  - Providing engineering advice
  - Maintaining roads and bridges
  - Assisting with damage assessment of public property
  - Assisting in hazardous material operations
6. [Gila Resources](#) is responsible for the restoration of utility services

7. The [Planning and Community Services Department](#) is responsible for:
  - Building damage assessment
  - Coordinating public shelters
  - Supervision of transportation during disaster relief operations
  - Coordinating emergency food, water and clothing
  - Airport operations
  
8. The head of [Administrative Services](#) is responsible for:
  - Maintenance of all records needed for State and Federal reporting
  - Materials acquisitions
  - Fleet acquisitions and maintenance
  - Emergency communications system planning and operation
  - Warning system implementation and maintenance
  - Assisting in emergency operations communications
  
9. The [City Attorney](#) is responsible for all legal services.
  
10. The [City Clerk](#) is responsible for:
  - Preservation of records
  - Coordination of information for release to the media
  - Preparing reports and press releases
  - Liaison with elected officials
  
11. All other City Agencies, officers and employees of the City of Safford shall support and implement this plan as directed by the City Manager.

## **DIRECTION AND RESPONSIBILITY**

Final responsibility for all emergency management is vested in the Mayor of the City of Safford. During emergency response operations, elected officials will also be available to constituents to address non-routine matters.

Executive responsibility for emergency management is vested in the City Manager. As chief administrative officer, he/she is responsible for the proper functioning of the Emergency Operations Center (EOC) and its staff. The Chief of Operations acts as liaison with other local, county, state and federal emergency management agencies.

The City's Emergency Management Coordinator is responsible for coordinating the emergency management program. He/She makes routine decisions and

advises the Emergency Management Team on alternatives when major decisions are required of that body.

During any large scale emergency, the EOC is the seat of city government for the duration of the crisis. Specific persons in departments are responsible for fulfilling the responsibilities stated in this Emergency Operations Plan. Department Emergency Procedures are required of each department having responsibilities in this plan. These DEP's will include:

1. Recall of personnel during non-duty hours
2. Prioritization of tasks to guide recovery work
3. Procedures to be followed which deviate from normal operating procedures
4. Specific emergency authorities that may be assumed by the designated successor during emergency situations

## **CONTINUITY OF GOVERNMENT**

### Succession of Leadership

The line of succession for continuity of government for the City of Safford is as follows:

1. Elected Officials
  - Mayor of the City of Safford
  - Vice Mayor of the City of Safford
  - Acting Mayor
2. Chief Administrative Officer - City Manager
3. Emergency Management Coordinator - Police Chief
4. Line of succession for each department head is according to the department rules and/or DEP established by each department

### Preservation of Records

In order to provide normal government operations following a disaster, vital records must be protected. The principal cause of damage to records is fire and water. Essential records will be protected in City Hall or in local safety deposit vaults.

## **ADMINISTRATION AND LOGISTICS**

### Agreements and Understandings

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

### Location of Emergency Operations Center

The primary location of the EOC will be City Hall located at 717 West Main Street. The secondary location of the EOC in the case that the primary location is rendered unusable is the Mesa Yard Office Complex (MYOC) located at 405 West Discovery Park Boulevard.

### Communications

Emergency communications will exist through FCC licensed frequencies maintained by the City. Handheld two way mobile radios complying with FCC General Mobile Service (GMRS) or Private Land Mobile (PLM) frequencies will be used as backup.

### Reports and Records

Required reports will be submitted to the appropriate authorities. All records of emergency management activities will be maintained at the EOC.

### Relief Assistance

Assistance from state government will be requested through Graham County. The federal government will provide assistance and resources to state government where needed. Federal assistance is normally extended to aid in recovery from major disasters.

### Consumer Protection

Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the [Arizona Attorney General's Consumer Protection Division](#).

## Nondiscrimination

In the execution of emergency management functions, there will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status. This policy applies to contractors, labor unions, and every level of City of Safford government.

## Administration and Insurance Claims

Adjustors of private insurance companies are usually dispatched to a disaster area to assist with claim problems. Insurance claims are normally handled on a routine basis by private insurance companies and adjustment agencies. Complaints should be referred to the [Arizona Department of Insurance](#).

## Management of Emergency Workforce (Paid and Volunteer)

All emergency workforces, both paid and volunteer, will be managed by the Emergency Management Coordinator.

## Acquisition and Materials

Normal bidding and acquisitions procedures are suspended for the duration of the emergency situation. Purchasing will be carried out according to the availability and convenience of obtaining necessary materials and supplies.

## **PLAN DEVELOPMENT AND MAINTENANCE**

Those responsible for implementation of this plan are required to know and understand it. The Emergency Management Coordinator is responsible for briefing staff members and city officials concerning their role in emergency management.

Department directors and supervisors are responsible for development and maintenance of their respective portions of this plan and their appropriate supporting DEP's as stated.

The Emergency Management Coordinator will assure that an annual review of this plan is conducted by all officials involved in its execution. He/She will also coordinate any necessary plan revision and distribution.

To provide practical, controlled experience to emergency service coordinators, this plan will be tested in the form of simulated emergency exercises not less than once a year.

## LEGAL AUTHORITIES

### 1. Federal

- 42 United States Code §§5121 et seq. Disaster Relief.
- 50 United States Code §§1601-1651; 2301-2317. National Emergencies.

### 2. State of Arizona

- Arizona Revised Statutes §26-172. Emergency mobilization; requests by municipalities for aid of National Guard.
- Arizona Revised Statutes §26-307. Power of counties, cities, towns and state agencies designated by the governor to make orders, rules and regulations; procedure.
- Arizona Revised Statutes §26-308. Powers of local government; local emergency management establishment; organization.
- Arizona Revised Statutes §26-311. Local emergency; power of political subdivisions; state agency request.
- Arizona Revised Statutes §26-314. Immunity of state, political subdivisions and officers, agents and employees; limitation.
- Arizona Revised Statutes §26-345. Comprehensive emergency plans.
- Arizona Revised Statutes §38-431.02(D). Notice of meetings; emergencies.

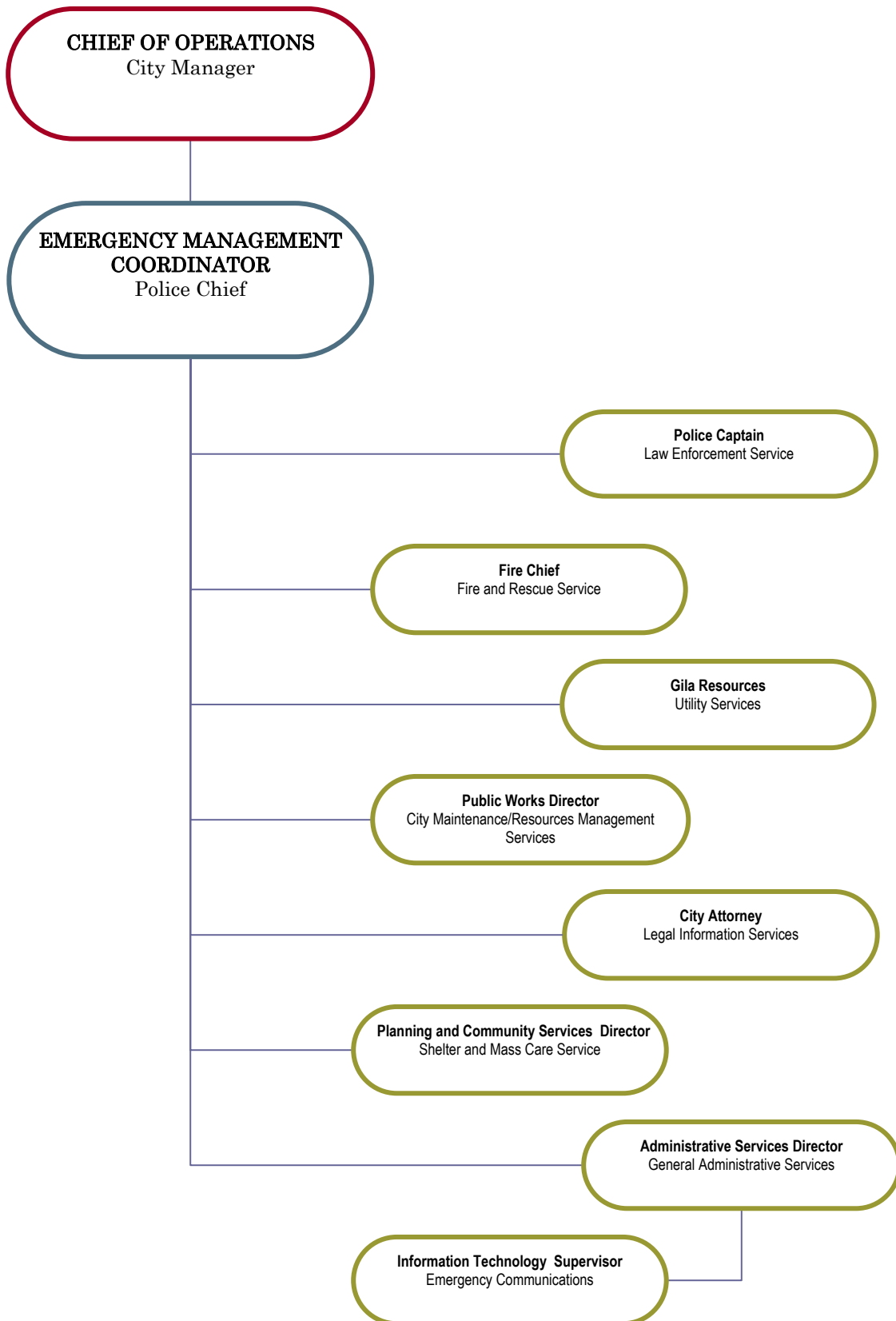
### 2. Local

- City of Safford Municipal Code Section 2.08.060. Effective date of ordinances; emergencies.
- City of Safford Municipal Code Section 2.16.040(F). Powers and duties of mayor; emergencies.
- City of Safford Municipal Code Section 19.56.020. Airport emergency abatement.

## REFERENCES

- FEMA 20, Publications Catalog
- FEMA L-136, Radio Amateur Civil Emergency Service (RACES)

# AUTHORITY CHART



## IMPORTANT NUMBERS

<a href="#">Mt. Graham Regional Medical Center</a>	928-348-4000
<a href="#">Graham County</a>	928-428-3252
	929-428-7382
<a href="#">Scottsdale Flight Standards District Office</a>	480-419-0800
<a href="#">Phoenix TRACON</a>	602-379-4984
<a href="#">National Weather Service</a>	520-670-5156
<a href="#">Arizona Department of Emergency and Military Affairs</a>	602-267-2700
<a href="#">Arizona Corporation Commission</a>	602-542-7772
<a href="#">Arizona Department of Public Safety</a>	602-223-2212
	602-223-2190
<a href="#">Arizona Radiation Regulatory Agency</a>	602-255-4845
<a href="#">CHEMTREC</a>	800-424-9300
<a href="#">Arizona Department of Environmental Quality</a>	602-771-2330
	800-234-5677
<a href="#">National Response Center – EPA</a>	800-424-8802
<a href="#">Good Samaritan Poison Control Center</a>	800-362-0101
<a href="#">Arizona Department of Transportation Health &amp; Safety</a>	602-712-7744
<a href="#">Bureau of Alcohol/Tobacco/Firearms</a>	602-776-5400
<a href="#">FBI</a>	602-279-5511
City of Safford	
City Office Numbers	
City Hall	348-3100
	348-3105
	348-3111 - FAX
City Hall Annex	
Planning/Community Services	348-8514
	348-8515 - FAX
City Attorney	348-2184
	348-2163 - FAX
Mesa Yard Office Complex	
Public Works	348-3192
	348-3150 - FAX
Gila Resources	348-3143
	348-3150 - FAX
Warehouse	348-3162
	348-3164 - FAX
Mechanic Shop	348-3167
	348-3168 - FAX
Police Department	348-3190
Gila Valley Boys/Girls Club	348-7922
	348-7925 - FAX
Water Reclamation Plant	348-3157
	348-3159 - FAX

City Council

Ron Green	Mayor	428-1757 965-1757 428-2791 - Home
J. T. Cotter	Vice Mayor	965-6625 428-6625 - Home
Ed Ragland	Councilmember	428.3713 - Home
Richard Ortega	Councilmember	428-0636 428-5160 - Home
Danny Smith	Councilmember	348-0710 520-909-2621 428-7798 - Home
Danny Hoopes	Councilmember	428-0340 965-1473 428-6456 - Home
Ed Zappia	Councilmember	428-0151 - Home

City Manager

Ronald J. Jacobson	City Manager	965-6947 428-5201 - Home
Huey P. Long	City Manager-Elect	965-1760

Administrative Services Director

Carl Vessels		428-4882 - Home
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Information Technology

Don Knight		965-6915 428-6268 - Home
James McBride		965-1546 348-4814 - Home
Sam Napier		965-6514 485-2063 - Home

Accounting

Ann Waite		965-6497 428-2280 - Home
Marion Gauna		428-5588 - Home

Human Resources

Chris Fisher		428-2078 - Home
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Materials Management

Mickey Faunce		965-6903
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			428-2486 - Home
	On Call		965-6904
	Fleet Management Services		
	Ramon Aranda		428-6652 - Home
	On Call		965-3123
City Attorney			
	Garnet Emery		965-4076
			428-4997 - Home
City Clerk			
	Sherri French		965-5796
			348-0234 - Home
Planning and Community Services			
	Robert Bigando		965-5378
			428-3675 - Home
Public Works			
	Robert Porter		965-8862
			485.9259 - Home
Police Department			
	John Griffin		428-6400 - Home
Gila Resources			
	Kenneth Mecham		965-6147
			348-9274 - Home
Safford Unified School			
	Dr Tregaskes	Superintendent	348-7000 ext 3271
			428-7328 - Home
	Mickey Wilson	Transportation	348-7020 ext 7080
Thatcher Unified Schools			
	Janice Given	Superintendent	348-7201
			428-5767 - Home
	Mike Ajeman	Transportation	348-7229
Pima Unified Schools			
	Stan Smith	Superintendent	485-0529
			485-2941 - Home
	Tharrell Eubanks	Transportation	485-9310
Ft. Thomas Schools			
	Jerry W. Hancock	Superintendent	485-2427

Solomon Schools  
Kevin England

Superintendent

428-5343 - Home

428-0477

428-7619 - Home

## **APPENDICIES**

Police DEP

Fire DEP

Gila Resources DEP

Public Works DEP

City Attorney DEP

Planning and Community Services DEP

Administrative Service DEP

City Clerk DEP