

**TOWN OF PAYSON, ARIZONA  
EMERGENCY OPERATIONS PLAN  
BASIC PLAN**



(February, 2010)



TOWN OF PAYSON, ARIZONA  
EMERGENCY OPERATIONS PLAN

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TO ALL TOWN OF PAYSON DEPARTMENTS:

This plan is published in support of the Arizona Emergency Response Plan. It is a directive to Payson Town Departments to plan for and upon order, execute emergency tasks to ensure the safety and survival of the population and protection of property in the event of a disaster.

Its purpose is to provide and coordinate response efforts by the Town of Payson personnel and resources to minimize the impact of any disaster. It is effective for planning upon receipt and for execution when an emergency is made by the Mayor, Town Council or when placed in effect by the Town Manager or other authorized designee.

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Mayor, Town of Payson

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Manager, Town of Payson



TOWN OF PAYSON, ARIZONA  
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Promulgation Document

**Promulgation of the Town of Payson Emergency Operations Plan**

By virtue of the authority vested in me by the Town of Payson Town Code, Chapter 30, Section 30.22, as Town Manager of Payson and as the administrator ultimately responsible for emergency management of Town of Payson. I hereby promulgate and issue the Town of Payson Emergency Operations Plan ("the Plan") dated **Date**. The Plan provides for the Town of Payson's response to emergencies and disasters in order to save lives; to protect public health, safety, and property; to restore essential services; and to enable and assist with economic recovery.

The Plan complies with the State of Arizona Title 26, Arizona Revised Statutes, Chapter 1, Title 35, Arizona Revised Statutes, as amended, the Town of Payson Town Code, Chapter 30, Section 30.22, and is consistent with the National Incident Management System as implemented in the National Response Framework adopted January 2008.

The Town Manager is hereby authorized to activate the Town of Payson Emergency Operations Center ("EOC") in order to direct and control Town of Payson emergency operations. Augmentation of the EOC shall constitute implementation of the Plan.

The Town of Payson Coordinator of Emergency Management is hereby authorized, in coordination with the Town of Payson Town Manager, to amend the Plan as necessary to ensure the continued health and safety of the residents and property of the Town of Payson.

Assigned in the Plan, the head of each designated Town of Payson department or agency shall appoint a lead and at least one alternate for the department or agency. The department head shall make all efforts to identify, prepare and maintain standard operating procedures in order to execute their assigned duties and responsibilities in the implementation of this Plan.

Associated organizations, not part of the Town of Payson, as assigned in the plan, shall make all efforts to identify, prepare and maintain standard operating procedures in order to execute their assigned duties and responsibilities in the implementation of this Plan.

This Promulgation shall be effective upon its signing and shall remain in full force and effect until amended or rescinded by further promulgation.

Given under my hand and under the Seal of the Town of Payson, this **date** day of **Month** **Year**.

**Town Manager:** \_\_\_\_\_

**Attest:** \_\_\_\_\_

**Witness:** \_\_\_\_\_



TOWN OF PAYSON, ARIZONA  
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Approval and Implementation

**Resolution**  
**Town of Payson Emergency Operations Plan**

WHEREAS the Council of the Town of Payson, Arizona recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

WHEREAS the Town of Payson has a responsibility to provide for the safety and well being of its citizens and visitors; and

WHEREAS the Town of Payson, through its Town Manager, has appointed a Coordinator of Emergency Management; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Payson, Arizona, this Emergency Operations Plan as revised is officially adopted; and

IT IS FUTHER RESOLVED AND ORDERED that the Coordinator of Emergency Management, or his/her designee(s), are tasked and authorized to maintain and revise as necessary this document over the next five (5) year period or until such time be ordered to come before this Council.

\_\_\_\_\_  
Mayor, Town of Payson

ATTEST:

\_\_\_\_\_  
Town Clerk, Town of Payson

APPROVED AS TO FORM

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

REVIEWED BY

\_\_\_\_\_ Town Manager

Adopted this \_\_\_\_ day of \_\_\_\_\_ 20##



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Record of Changes

Change Number	Date of Change	Page or Section Changed	Summary of Change	Name of Person Authorizing Change
1				
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Record of Distribution

Group	Agency/Department	Title of Recipient	How Distributed (electronic or hard-copy)





## I. Introduction

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A crisis or emergency can happen at anytime and could impact one individual, a single building or the entire community. This document is the Town of Payson Emergency Operation Plan (EOP). Emergencies cause confusion and stress for all involved. In order to minimize these effects, initial activation and implementation of the emergency plan should always be handled in a calm, consistent manner. Efficient implementation of the plan will provide a clear direction, responsibility and continuity of control for key officials and administrators. The basic idea to any well constructed emergency plan is to minimize the possible threat to individuals and properties during an actual emergency. In order to minimize the threat of an emergency, an annual evaluation will be done to the emergency plan.

### Purpose

The purpose of this plan is to direct actions intended to preserve life and protect property from further destruction in the event of an emergency. The overall plan establishes an emergency organization to direct and control operations during the emergency situation by assigning responsibilities to specific entities. All essential entities are to utilize any and all available resources when taking actions to preventing, preparing for, responding to, and recovering from a natural or man-made emergency.

The government of the Town of Payson is responsible for maintaining an emergency operations plan and response capability to protect the lives and property of its citizens from the effects of both man-made and natural disasters.

In accordance with Arizona Revised Statutes Title 26 Chapter 1 and Title 35, as amended, the Town of Payson Emergency Operations Plan has been developed. This plan will be reviewed, revised, readopted, and reissued once every five years.

### Plan Elements

This plan consists of the basic plan, the appendices, and the emergency support functions and incident annexes. The basic plan provides an overview of the Town of Payson approach to emergency response and operations. It explains the policies, organization and tasks that would be involved in response to an emergency. The appendices give definition to the terms and acronyms used throughout the basic plan, and are the location for any supporting figures, maps, and forms. The emergency support function annexes focus on detailing the specific responsibilities, tasks and operational actions to complete a specific emergency operations function; while the incident annexes focus on any additional special planning or response needs beyond the basic response plan for particular event scenarios.

### Scope

This plan and all its contents apply to all of the Town of Payson.



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Personnel or partnering organizations who have a role in the execution of this plan will have access to and be knowledgeable of the EOP.

### Situation

The Town of Payson is located in the central highlands of Arizona approximately 75 miles northeast of the Phoenix metro area. It covers approximately 19.5 square miles. Terrain ranges from foothills and ridges with occasional sharp escarpments to meadows with an elevation of just below to just above 5000 feet. Payson borders the Town of Star Valley to the east, the Tonto Apache Reservation to the south and the Tonto National Forest on the southwest to northeast boundaries. The community is primarily residential but there are two industrial parks, numerous commercial establishments and an event center.

The population of the Town of Payson is approximately 16,742 people with the following demographics:

- Average size of household: 2.33
- Median age of resident: 49
- Percentage of population >45 years old: 55%
- Percentage of population <18 years old: 18.1%
- Percentage of population with pets: 27%

Population trends that could affect plan implementation or the emergency response include:

- The community is aging and over 40% of population is over 65 years old.
- Well over a quarter of the residences are non-owner occupied with the owners living out of town.
- Many of the workers in Payson live outside of the Town.
- County residents depend primarily on Payson mercantile establishments and other businesses for necessary commodities and services.
- The central area of the town is nearly 80% built out with an average density of 700 people per square mile.

Terrain features that could affect the plan implementation include:

- Payson is an isolated community accessible from three directions on two main highways, State Routes 87 and 260. Any of these access routes could be easily compromised for a number of days.
- The primary drainage feature for the Town of Payson is American Gulch which is a shallow and wide drainage area that runs northeast to southwest and exits on the west edge of the town.
- The Mogollon Rim is a prominent landscape feature approximately 15 miles north of Payson which influences weather patterns, particularly summer monsoon storms.



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Based on a hazard analysis of the area, the primary hazards (in rating priority) in Payson are listed below.

Hazard	Significance Ranking
Wildfire	Significant
Severe Weather	Significant
Resource Shortage	Significant
Hazardous Material Incident	Significant
Power/Utility Failure	Significant
Communication Failure	Moderate
Flood/Dam Failure	Moderate
Mass Casualty	Moderate
Infrastructure Failure	Moderate
Pandemic	Limited
Terrorism	Limited
Radiological Incident	Limited
Tornado	Limited
Earthquake	Limited

Hazard indices and vulnerability assessments for significant and moderate risk events were developed for the Town of Payson as part of the Multiple Hazard Mitigation Plan (2005). The hazard indices evaluated the extent to which the population and structures were at risk from a particular hazard. The vulnerability assessments estimated the potential impacts if a particular area was affected by a specific hazard.

### Target Capability Assessment

A Target Capability Assessment (TCA) indicates the strength and knowledge of personnel in emergency procedures, the existence of those procedures, the importance of various emergency systems and facilities throughout the community, and reinforces the need to continue efforts to integrate response with the Town's response plans.

This process is used to determine community capabilities and limits in order to prepare for and respond to the defined hazards. The TCA is updated on a periodic basis. It provides a snapshot of the jurisdictions preparedness capabilities. The TCA can be an essential tool and be used to identify resources and also used to identify areas where resource sharing agreements such as mutual-aid and memorandum of understanding can be developed.

A TCA for Gila County was completed in 2009 and can be accessed through the Gila County Emergency Management Department or the Arizona Department of Homeland Security.



## II. Assumptions

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### Preparation and Response Assumptions

The following are assumptions that drive the preparation and response process:

- Emergencies can occur at any time with little or no warning in the context of a general or specific threat or hazard.
- The Coordinator or Emergency Management will mobilize resources and personnel as required by the situation.
- The Town of Payson will have mutual aid agreements with neighboring jurisdictions.
- The Town of Payson will use the National Incident Management System (NIMS) and the Incident Command Structure (ICS).
- The combined expertise and capabilities of government at all levels, the private-sector, and non governmental organizations (NGO) may be requested to assist an overwhelmed town in preventing, preparing for, responding to, and recovering from disastrous incidents.
- Any special facilities (hospital, nursing homes, schools, and child care facilities) will have met their requirement to develop emergency plans in accordance with their licensing regulations.
- Extra resources and assistance will be available from outside the local jurisdiction. (e.g. fire and law enforcement services, medical and nursing facilities, specialized rescue squads, care and relief organizations).
- An administrator within the decision-making chain will be able to implement the necessary requirements needed within the emergency plan.
- Full cooperation between all personnel will occur.
- Regulated facilities, power plants, etc. posing a specific hazard will develop, coordinate, and furnish emergency plans and procedures to local, county and state departments and agencies as applicable and required by codes, laws, regulations or requirements.
- An effective emergency response will require significant information-sharing at the unclassified and classified levels across multiple jurisdictions and between the public and private sectors.
- Most of the population will not be completely prepared for a 72 hour self-survival period.



### III. Organization and Assignment of Responsibilities

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A successful local emergency management program involves local government officials, local government agencies, private sector and non-profit organizations. Their roles are summarized in the following discussions.

#### Elected Officials

The Mayor, as Chief Executive Officer of the Town, has the overall responsibility for actions taken to control an emergency within the Town.

- Protect the lives and property of citizens;
- Establish the local emergency management program;
- Adopt the Emergency Operations Plan (EOP); and
- Act as the Executive Group advising on matters of policy and declarations.

#### Town Manager

The Town Manager, as Chief Administrative Officer of the Town, controls the activities that are essential for Payson's emergency preparedness program. In fulfilling these functions, the Town Manager acts as the Emergency Operations Center Chief.

- Promulgates the Emergency Operations Plan (EOP); and
- Determines the need to evacuate and identify endangered areas; and
- Exercise direction and control from the EOC during disaster operations; and
- Holds overall responsibility for maintaining and updating the plan.

#### Coordinator of Emergency Management

Appointed by the Town Manager:

- Ensures the local EOC is in a constant state of readiness; and
- Develops and maintains the EOP; and
- Assumes certain duties in the absence of the Town Manager; and
- Ensures that the EOP is reviewed, revised and adopted every five years.

#### Town Departments

Existing agencies of government, including departments of the Town, will perform emergency activities closely related to those they perform routinely. All Town departments not designated are considered available for emergency service and will respond when directed by the Town Manager or designee.

- Develop and maintain detailed plans and standard operating procedures (SOPs);
- Identify sources of emergency supplies, equipment and transportation;



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- Negotiate and maintain mutual aid agreements which are identified in the plan;
- Maintain records of disaster related expenditures and appropriate documentation;
- Protect and preserve records essential for the continuity of government; and
- Establish and maintain list of succession of key emergency personnel.

### Emergency Support Functions (ESFs)

An ESF is a grouping of Town Department, non-government organizations (NGO) and certain private-sector capabilities into an organizational structure to provide support, resources, program implementation, and emergency services that are most likely to be needed during emergencies. Operating agencies and local departments participate in the Emergency Support Functions (ESF) structure as coordinators, primary response agencies, and/or support agencies and/or as required to support incident management activities. The ESFs:

- Develop and maintain detailed plans and Standard Operating Procedures (SOPs) to support their functional requirements;
- Identify sources of emergency supplies, equipment and transportation;
- Maintain accurate records of disaster-related expenditure and documentation;
- Continue to be responsible for protection and preservation of records essential for continuity of government; and
- Establish a line of successions for key emergency personnel.

See the ESF Matrix (Appendix 4) for information on how the departments, other government agencies, private sector and non-government organizations relate. See the ESF Annex (a separate document) for details for each of the ESFs.

### Citizen Involvement

Citizens of the Town can best assist in disaster and emergency operations by being prepared and practicing risk management.

The Citizen Corps Council, which is organized and overseen by the Gila County Department Emergency Management, implements volunteer organizations:

- Citizens Emergency Response Teams (CERT)
- Medical Reserve Corps (MRC),
- Neighborhood Watch,
- Volunteers in Police Service,
- Fire Corps

The Town of Payson has several CERT teams, with approximately 50 volunteers available to assist with emergency preparedness, response and recovery activities.



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In the Town of Payson, CERT teams have the responsibility to:

- Develop and maintain a listing of trained CERT volunteers;
- Provide initial first-responder response to events as requested by the Coordinator of Emergency Management; and
- Assist in additional emergency response activities as requested by the Coordinator of Emergency Management.

Citizens may also be involved with a number of other associated and auxiliary organizations that may be able to provide emergent and/or valuable services. Typically these organizations will operate under the control and direction of this EOP

### Private Sector

The private sector may take on many different roles, which could include:

- Private owners of critical infrastructure (either a facility that could be impacted by a disaster or used as a resource);
- A response organization (e.g. private ambulance services, environmental clean-up services);
- A regulated or responsible party: owner operators of certain regulated facilities may have responsibility under law to prepare for and prevent incidents from occurring; or
- A local emergency organization member.

The private sector has the responsibility to:

- Plan for personal and business disaster preparedness, mitigation, response and recovery;
- Have knowledge of local emergency response plans and procedures; and
- Implement protective actions as requested or required by the Coordinator of Emergency Management.

### Non-Government Organizations

Non-government Organizations (NGO) play an important role in the emergency organization. The Red Cross, Salvation Army and Central Arizona Humane Society are examples. NGOs:

- Integrate their activities and plans with the Town of Payson EOP;
- Develop and maintain detailed plans and standard operating procedures (SOPs);
- Identify sources of emergency supplies, equipment and transportation;
- Maintain records of disaster related expenditures and appropriate documentation;
- Have knowledge of local emergency response plans and procedures; and
- Establish and maintain list of succession of key emergency personnel.



### Mutual Aid Agreements

The Town of Payson will enter into and maintain mutual aid agreements with entities to share resources. Examples of these agreements are:

- Fire service agreements;
- Law enforcement agreements;
- State mutual aid compacts;
- Agreements with neighboring jurisdictions;
- Utility and resource agreements;
- Evacuation and sheltering agreements



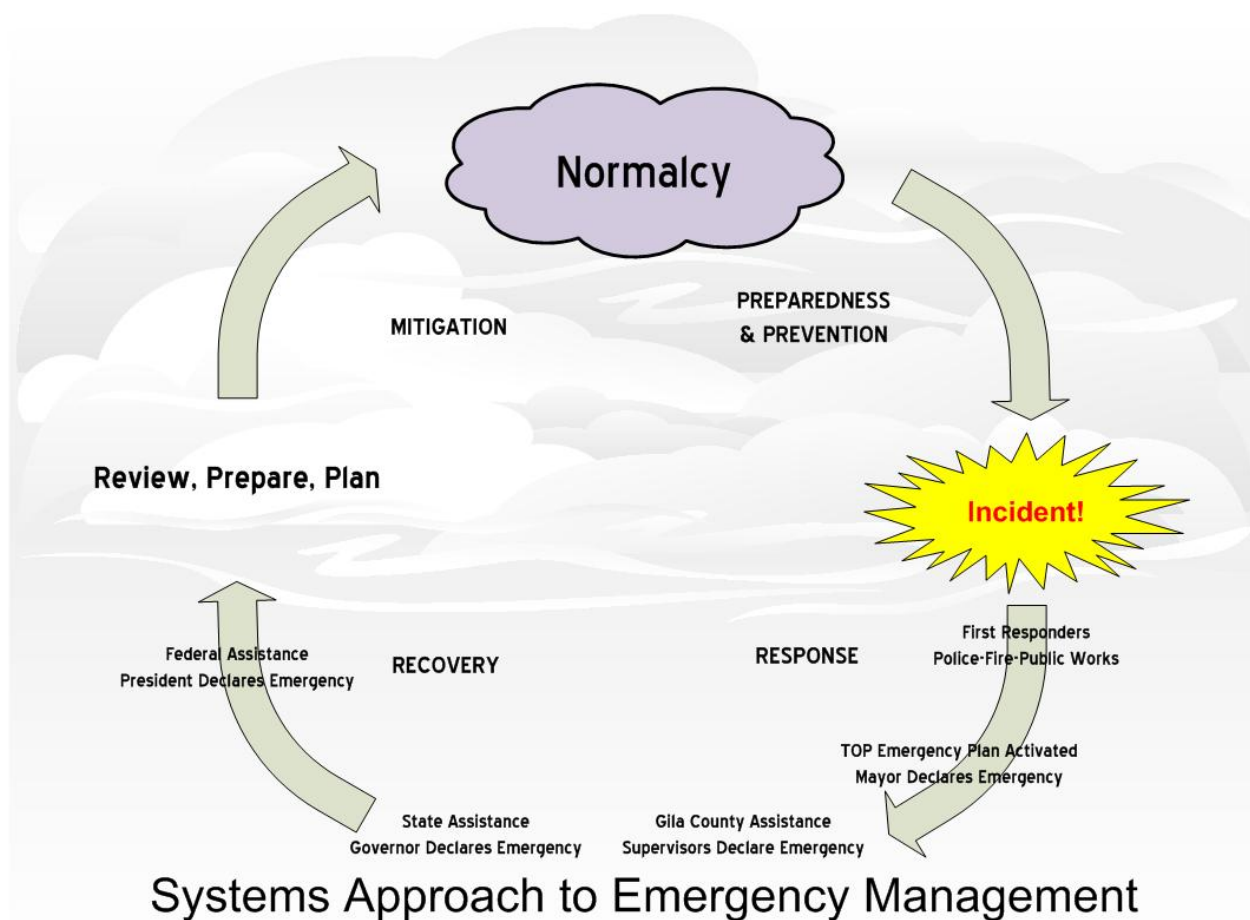
## IV. Concept of Operations

### General

In the event an incident exceeds local emergency response capabilities, outside assistance is available, either through mutual support agreements with nearby jurisdictions and volunteer emergency organizations or, through the Gila County Emergency Operations Center. A local emergency must be declared and local resources must be fully committed, or the definite expectation of these conditions existing, before state and federal assistance is requested.

The typical process follows this sequence:

1. Incident occurs
2. Town of Payson resources are overwhelmed
3. Mayor declares an emergency
4. Declaration is sent to the Gila County Board of Supervisors
5. Gila County issues declaration of emergency
6. Governor of Arizona declares emergency
7. President issues disaster declaration





## Organization

The Town Manager has the direct control of the Emergency Services Organization during an emergency. The Emergency Operations Staff, will function as the Town Manager's agency for coordination of Town Emergency Services.

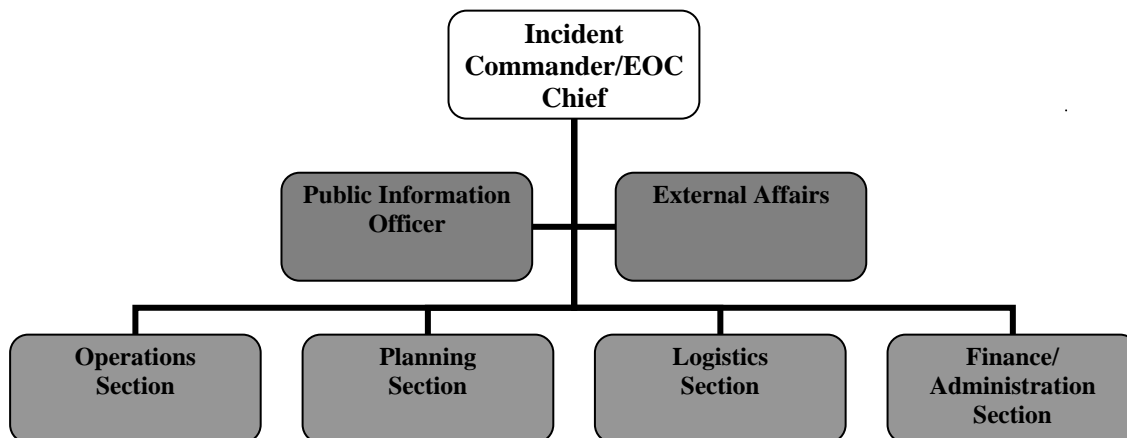
This EOP identifies the local agencies that will participate in the emergency response. Detailed descriptions of their roles are provided in the ESF annexes. The Town of Payson government will use the Incident Command Structure (ICS) and National Incident Management System (NIMS).

This EOP reflects the NIMS and the ICS and includes the following structures:

- Incident Commander, or Emergency Operations Center Chief;
- Incident Command Posts, on-scene using the Incident Command System;
- Area Command (if needed);
- Emergency Operations Centers;
- Coordinator of Emergency Management.

Incident Command System should ensure:

- Manageable span of control (3 to 7 staff; optimum is 5);
- Personnel accountability (each person reports to only one person in the chain of command); and
- Functional positions staffed only when needed (responsibilities for any positions that are not staffed remain with the next higher filled position)



When the emergency operations center (EOC) is activated, there will be coordination between the Emergency Operations Center Chief and the incident commander(s) to ensure a consistent response:

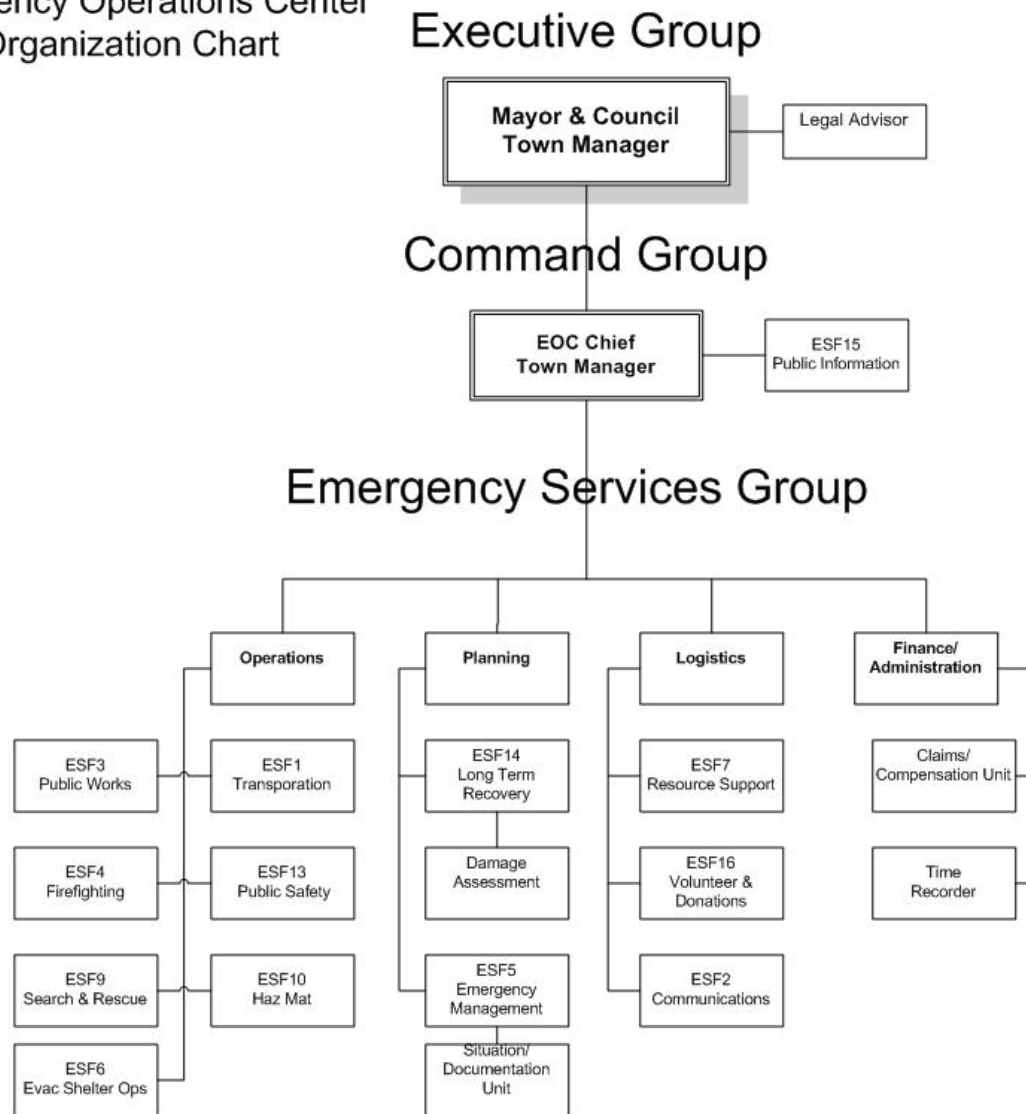
- EOC follows the ICS structure and
- The ESFs should be aligned with ICS staff.



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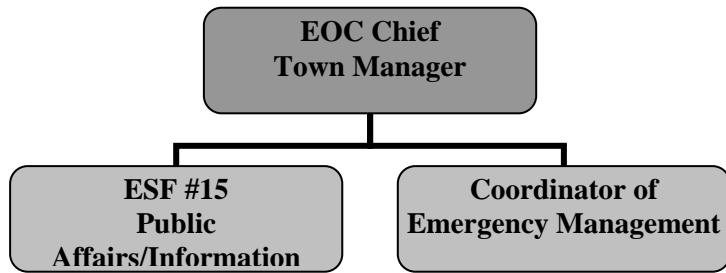
The diagram below is an example of an EOC staff. More detail is provided in the ESF annexes.

Emergency Operations Center  
Organization Chart



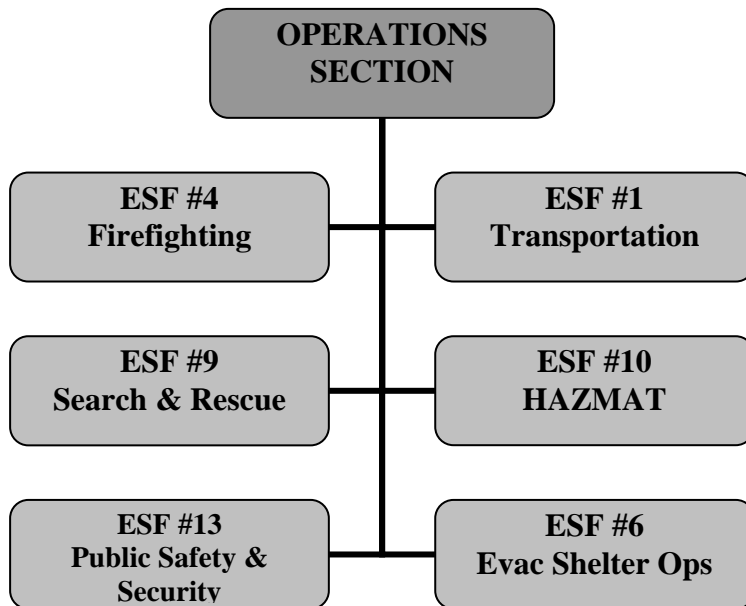


## Command Group



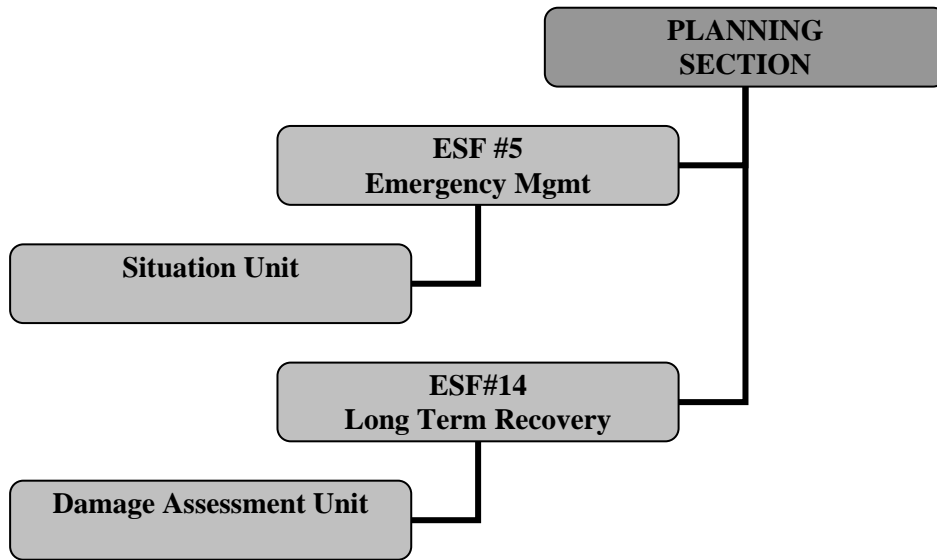
## Emergency Services Group Emergency Support Functions

### Operations Section ESFs

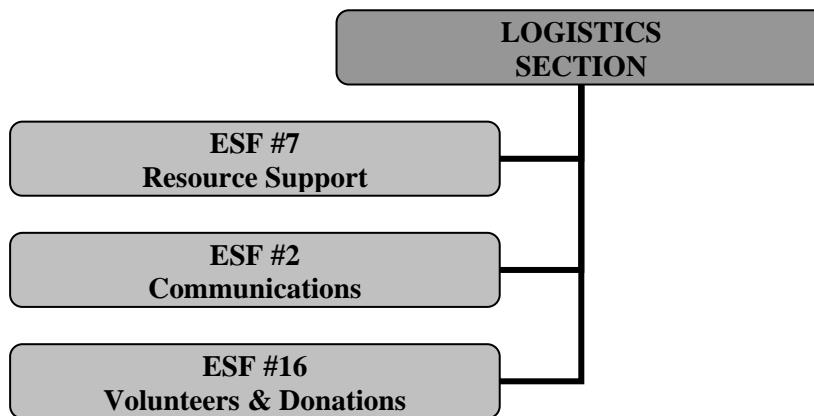




## Planning Section ESFs

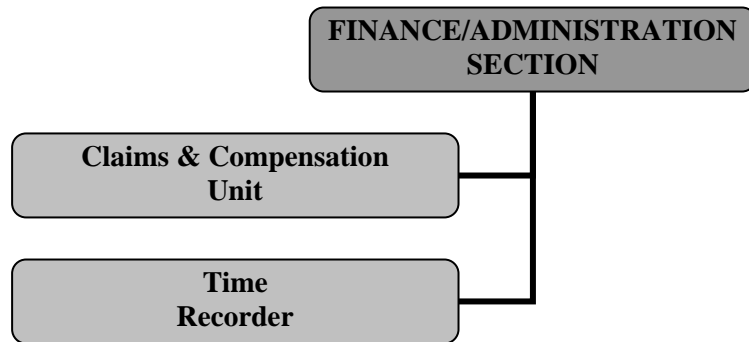


## Logistics Section ESFs





## Finance/Administration Section ESFs





## Sequence of Action

This section describes incident management actions ranging from initial threat notification, to early coordination efforts to assess and disrupt the threat, to preparatory activation of the ESF structure, to deployment of resources in support of incident response and recovery operations. These actions do not necessarily occur in sequential order; many may be undertaken concurrently in response to single or multiple threats or incidents.

## Non-Emergency/Normal Operations

1. Public information and educational materials will be provided to the public via municipal newsletters, brochures, publications in telephone directories, municipal web-sites and other media.
2. Monitor intelligence sources for pertinent information and trends;
3. Develop, review and exercise emergency operations plans and standard operating procedures.
4. Assure the viability and accuracy of emergency contact lists, resource lists and emergency contracts.
5. Update, review, and maintain the Emergency Operations Plan (EOP)

## Pre-Incident Actions

These are the actions that may be implemented if the Coordinator of Emergency Management, in consultation with the Town Manager, receives notice of a potential emergency from the federal Homeland Security Advisory System, National Weather Service watches and warnings or other reliable sources.

- Brief the Town Council, Town Manager and appropriate department managers of the impending situation;
- Alert emergency response personnel and develop a staffing pattern;
- Determine any protective action measures that need to be implemented in preparation for the situation
- Communicate the alert and/or warning using the Emergency Alert System or other available media;
- Disseminate information for public health and safety;
- Disseminate information for responder health and safety;
- Property protection measures; and
- Possible partial activation of the EOC.

## Response Actions

These are examples of response actions taken to preserve life, property, the environment, and the social, economic, and political structure of the community.

- Assessment of situation;
- Determine if additional resources are required;
- Law enforcement and crime prevention measures;
- Protection of responders' health and safety;
- Fire control and prevention measures;
- Emergency medical services;



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- Evacuations;
- Shelter operations;
- Dissemination of public information;
- Actions to minimize additional damage;
- Search and rescue;
- Assist with public health and medical services;
- Assist with distribution of emergency supplies;
- Debris clearance; and
- Protection and restoration of critical infrastructure.

Some issues to consider at this point in the incident are:

- Daily functions of the government that do not contribute directly to the emergency operation may be suspended for the duration of the emergency response;
- Efforts and resources may be redirected to accomplish emergency tasks;
- Implement evacuation orders as needed;
- Open and staff emergency shelters as needed; and
- Activation of the EOC.

### Declaration of a Local Emergency

Chapter 2, Title 26, Arizona Revised Statutes as amended, empowers County, and municipal governments to enact emergency legislation. Among the powers authorized for inclusion in such legislation is the power to declare states of emergency. A declared state of emergency permits town government to set aside normal procedures of government in deference to the emergency (e.g. govern by proclamation, set aside normal purchasing procedures).

The Mayor, with the concurrence of the Town Council, shall declare by resolution an emergency to exist whenever the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to require significant expenditure and a coordinated response in order to prevent or alleviate damage, loss, hardship or suffering. If the governing body cannot convene due to the disaster or other exigent circumstances, the Town Manager shall declare the existence of an emergency, subject to the confirmation by the Town Council within 14 days of the declaration.

When an emergency has been proclaimed, the Mayor or the Town Council shall govern by proclamation and shall impose all necessary regulations to preserve the peace and order including, but not limited to:

- Imposition of curfews in all or portions of the Town;
- Ordering the closing of any business;
- Closing to public access any public building, street or other public area;
- Calling upon regular or auxiliary law enforcement agencies and organizations within or without the Town for assistance;
- Requesting mutual aid from other government entities;
- Other commitments of local resources in accordance with local emergency plans

See Appendix 10 for a sample Declaration of Emergency and Appendix 13 for a sample Rescinding Declaration of Emergency.





## Activation of the Emergency Operations Center (EOC)

The Town Manager may activate the EOC if the following conditions exist:

- There is an imminent threat to public safety or health on a large scale;
- An extensive multi-agency/jurisdiction response and coordination will be required to resolve or recover from the emergency or disaster event;
- The disaster affects multiple political subdivisions within the counties or cities/towns that rely on the same resources to resolve major emergency events; and/or
- Local emergency ordinances are implemented to control the major emergency or disaster event.

Availability of staff and operational needs may allow or require positions to be combined, or positions to not be filled (responsibilities held by the next higher position).

Communication, Alert and Warning will be provided to the public via the Emergency Alert System (EAS). Other systems will be used as available.

## Resource Requests

Resources should be identified and requested according to NIMS resource typing as much as is possible. If the EOC has been activated resources shall be ordered through the EOC using standard operating procedures. The Town of Payson EOC will typically order resources through the Gila County EOC although there may be other sources, such as local suppliers, that will be used in conjunction and coordination with the EOC.

Each ESF Primary Agency as well as the tasked support agency will provide resources using its authorities and capabilities. ESF agencies will allocate available resources based on identified priorities as requested and as available.

If resources are not available within the local provider, the ESF Primary Agency will seek to provide them from another primary or support agency.

If the resource is unavailable from an ESF Primary Agency or tasked support agency, the requirement will be forwarded to the EOC Logistics Section for further action.

If a conflict of priorities develops as a result of more than one agency needing the same resource, the affected agencies will work directly with the Logistics Section Chief or EOC Chief toward achieving resolution.

## Recovery Actions

Once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations, and if applicable, hazard mitigation.

These actions occur after the initial response has been implemented. These actions should assist individuals and communities return to a normal state as much as feasible. During the recovery period, some of the actions that may need to be implemented are:

- Complete a preliminary damage assessment;



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- Within 72 hours of impact, complete an Initial Damage Assessment and submit to the Gila County Department of Emergency Management;
- Assess local infrastructure and determine viability for re-entry of residents;
- Begin or facilitate immediate repairs to electric, water and sewer lines and stations;
- Long-term recovery efforts;
- Cleanup and restoration of public facilities, businesses, and residences;
- Re-establishment of habitats and prevention of subsequent damage to natural resources; and
- Protection of cultural or archeological sites during other recovery operations.

The Payson EOC should assist with the opening of a FEMA Joint Field Office (JFO) to assist those impacted by the disaster if the event is declared a Federal Disaster. The JFO is the central coordination point among Federal, State and Local agencies and voluntary organizations for delivering recovery assistance programs.

### Mitigation Actions

These actions are completed to reduce or eliminate long-term risk to people and property from hazards and their side effects. During the mitigation process, these issues will need to be addressed:

- Review the Multi-Hazard Mitigation Plan and update as necessary any mitigation actions that could prevent similar impacts for a future disaster;
- Review the Arizona Division of Emergency Management Mitigation Program to develop mitigation grant projects to assist in areas most at risk.
- Implement mitigation measures in the rebuilding of infrastructure damaged in the event;
- Delivery of loss reduction building-science expertise;
- Coordination of Federal Flood Insurance operations and integration of mitigation with other program efforts;
- Conducting flood recovery mapping to permit expedited and accurate implementation of both recovery and mitigation programs;
- Predictive modeling to protect critical assets;
- Early documentation of losses avoided due to previous hazard mitigation measures; and
- Community education and outreach necessary to foster loss reduction.



## V. Administration, Finance and Logistics

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### Administration

The Town Manager, as Chief Administrative Officer of the Town, controls the activities that are essential for Payson's emergency preparedness program. In fulfilling these functions, the Town Manager acts as the Emergency Operations Center Chief.

All assets (human resources and facility and equipment resources) of the community will become the purview of the Payson Town Manager to direct in any way to respond to an emergency.

The Town Manager may also appoint this authority to a designee or an Incident Management Team as written in a formal Delegation of Authority statement on file.

The Town of Payson will enter into and maintain mutual and automatic emergency aid agreements with other governmental, nongovernmental and private sectors organizations to increase the emergency response and recovery capacity of the Town.

All Town of Payson personnel may be required to operate as part of the emergency organization as directed by the Town Manager or their department directors.

Documentation is discussed in the Reports segment of this EOP section.

### Logistics

The logistics section will provide for equipment, facilities, materials, supplies, and services in support of the incident. This section participates in the development and implementation of the Incident Action Plan in performing the following activities:

- Coordinate activities with the EOC Staff;
- Provide and manage needed supplies and equipment;
- Forecast and obtain future resource needs (with Planning Section);
- Provide for communications plan and any needed communications equipment;
- Provide fuel and needed repairs for equipment;
- Provide food and associated supplies;
- Obtain any needed fixed or portable equipment; and
- Provide other logistical needs as requested by command

### Financial

All Town departments, cooperating private sector and NGOs shall establish procedures to track and account for all expenses incurred as a result of the emergency operation.

Resources involved in damage assessment will maintain detailed records of all public and private damage sustained during the disaster, to include the estimated cost of repairing the damage. The damage must be visually verified by a qualified inspector following the disaster, as estimates made during the disaster are frequently inflated by the stress of the moment. Accurate damage estimates and precise knowledge of damage locations will be invaluable



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when FEMA teams inspect the Town following a disaster to determine whether a presidential disaster declaration is warranted.

The Finance/Administration Section provides for all financial and legal considerations including cost analysis aspects of the incident, supervising members of the Finance/Administration Section, and coordinating legal information and recommendations.

- Coordinate activities with the EOC staff;
- Procure services and/or supplies as requested by command (with Logistics Section;
- Document all financial expenditures of the incident;
- Document for possible cost recovery for services or supplies;
- Analyze and manage legal risk for the incident;
- Document for compensation and claims for injuries;
- Consolidate after-action reports issued by the EOC and Town departments and forward them to the Town Manager for review

See Appendix 11 Authorizing Emergency Expenditures and ESF#5 Emergency Management for more information.

### Reports

Documentation of various activities, observations and facts of the response and recovery actions is extremely important. The use of documentation in developing the historical record, assisting in cost recovery efforts and in developing future mitigation strategies is vital and many times can only be captured at the time it occurs.

Unit Log ICS Form 214 (Appendix 16):

ICS Form 214 is the standard form that each unit or resource assigned to the emergency operation uses to document their activities.

Situation Report (Appendix 16):

As soon as it has been determined that an area of the town has been affected by a disaster, or an emergency has been declared, the Emergency Operations Center Chief will forward a situation report to the Gila County Department of Emergency Management. If the circumstances of the disaster are such that an immediate detailed assessment is impossible, the initial assessment report should not be delayed. A follow up report after further assessment is accomplished may be made.

When the Town of Payson EOC is operational situation reports will be made at the end of each operational period. One copy will be retained by the Planning Section Chief, one copy by the EOC Chief and a third copy will be sent to the Gila County EOC.

Disaster Summary Report (Appendix 16):

If a determination is made that state and federal assistance will be needed, a Disaster Summary report should be forwarded through the Gila County Emergency Management Department to the Arizona Department of Emergency Management. This report will be compiled from the individual damage assessment surveys conducted by Damage Assessment Teams.



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After-Action Report (Appendix 16):

The Emergency Operations Center and all town departments will be responsible for filing After-Action Reports. Within five days after emergency operations are concluded, each involved department will submit an After-Action Report to the EOC Chief.

The report will include estimates of operational costs if actual cost data is not yet available. Subsequent reports will be made as requested and as refined data becomes available.



## VI. Plan Development and Maintenance

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State of Arizona Title 26, Arizona Revised Statutes, Chapter 1, Title 35, Arizona Revised Statutes, as amended, the Town of Payson Town Code, Chapter 30, Section 30.22, as amended, requires jurisdictions to develop, adopt, and keep current a written crisis and emergency management plan.

Every five years, the Town of Payson shall conduct a comprehensive review and revision of its crisis and emergency management plan to ensure the plan remains current, and the revised plan shall be adopted formally by the Town Council. An annual evaluation of the plan will be completed.

Drafting an emergency plan is a community effort and relies heavily on the Town administrators and experts to provide comprehensive guidance on hazard analysis, exercise design, evacuation planning, emergency management, mitigation, recovery, emergency preparedness, and educational awareness.

The Coordinator of Emergency Management will update the Emergency Operations Plan periodically. The Coordinator will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability.

It is the responsibility of the Coordinator of Emergency Management to assure that the plan is tested and exercised on a scheduled basis.

The Coordinator will maintain the schedule and assure that the appropriate resources are available to complete these activities.

### After Action Review

After each drill, exercise or actual event, an after action review will take place. It is expected that all major participants will take part in the after-action review. A "lessons learned" report will be completed and any productive findings from these post-event reviews will be incorporated into a updates of the plan.



## VII. Exercise and Training

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Trained and knowledgeable personnel are essential for the prompt and proper execution of the Town of Payson Emergency Operations Plan and sub-plans. The Coordinator of Emergency Services will ensure that all response personnel have a thorough understanding of their assigned responsibilities in a disaster or emergency situation, as well as how their role and responsibilities interface with the other response components of the Town of Payson Emergency Operations Plan. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner.

The Coordinator of Emergency Services is responsible for the development, administration, and maintenance of a comprehensive training and exercise program customized to the needs of the Town of Payson. This program will be comprised of a general, core, functionally specific, as well as on-going refresher training programs designed to attain and sustain an acceptable level of emergency preparedness for Town of Payson.

Training will be based on federal and state guidance. Instructors will be selected from Town government officials and staff, state and federal governments, private industry, the military, and volunteer groups trained in emergency services and response. All training and exercises conducted in the Town will be documented. Training needs will be identified and records maintained for all personnel assigned emergency response duties in a disaster.

The Coordinator of Emergency Services will develop, plan, and conduct table top, functional and/or full-scale exercises as required. These exercises will be designed to not only test the Emergency Operations Plan and sub-plans, but to train all appropriate officials, emergency response personnel, Town employees, and improve the overall emergency response organization and capability of Town of Payson. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. Deficiencies identified by the exercise will be addressed immediately.

See Appendix 14 for specific information on the training plan.



## Appendix 1 – Glossary of Key Terms

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### **Amateur Radio Emergency Services**

A public service organization of licensed amateur radio operators who have voluntarily registered their qualifications and equipment to provide emergency communications for public service events as needed

### **American Red Cross**

A humanitarian organization led by volunteers, that provides relief to victims of disasters and helps prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

### **Command Section**

One of the five functional areas of the Incident Command System. The function of command is to direct, control, or order resources, including people and equipment, to the best possible advantage.

### **Command Post**

That location at which primary Command functions are executed; usually collocated with the Incident Base. Also referred to as the Incident Command Post.

### **Comprehensive Resource Management**

Maximizes the use of available resources, consolidates like resources and reduces the communications load on the Incident Command Operation.

### **Coordination**

The process of systemically analyzing a situation, developing relevant information, and informing appropriate personnel of viable alternatives for selection of the most effective combination of available resources to meet specific objectives.

### **Decontamination**

The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the Hazardous Materials/HAZMAT

### **Delegation of Authority**

A process that allows another person or entity to control, order and organize assets and resources to accomplish tasks and operations related to an emergency situation. Typically used when an IMT has been requested to assume control of an incident.

### **Emergency**

Any occurrence, or threat, whether natural or man-made, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or natural resources and may involve governmental action beyond that authorized or contemplated by existing law because governmental inaction for the period required to amend the law to meet the exigency would work immediate and irrevocable harm upon the citizens or the environment of the Town or clearly defined portion or portions thereof.





### **Emergency/Disaster/Incident**

An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

### **Emergency Alert System**

A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission (FCC) to operate in a controlled manner to warn and inform the public of needed protective actions in the event of a disaster or emergency situation.

### **Emergency Operations Center**

A facility from which government directs and controls its emergency operations; where information about the status of the emergency situation is officially collected, assimilated, and reported on; where coordination among response agencies takes place; and from which outside assistance is officially requested.

The Emergency Operation Center Chief is the individual responsible for the management of the EOC and supporting all incident operations.

### **Emergency Operations Plan**

A document which provides for a preplanned and coordinated response in the event of an emergency or disaster situation.

### **Emergency Management**

The preparation for and the carrying out of functions (other than functions for which military forces are primarily responsible) to prevent, minimize, and repair injury and damage resulting from natural or manmade disasters. These functions include fire-fighting, police, medical and health, rescue, warning, engineering, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.

### **Emergency Support Function**

A functional area of response activity established to facilitate the delivery of assistance required during the immediate response phase of a disaster to save lives, protect property and public health and maintain public safety.

### **Executive Group**

The policy-making group comprised of the Mayor, Town Council, and Town Manager.

### **Exercise**

An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties, and demonstrate operational capability. There are three specific types of exercises: tabletop, functional, and full scale.

### **Evacuation**

Assisting people to move from the path or threat of a disaster to an area of relative safety.

### **Federal Disaster Assistance**

Aid to disaster victims and/or state and local governments by federal agencies under provisions of the Robert T. Stafford Relief and Emergency Assistance Act of (PL 93-288).



### **Geographic Information System**

A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e.-data identified according to their locations.

### **Hazardous Materials**

Substances or materials which may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored or disposed of, which may include materials which are solid, liquid, or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, or corrosive materials, and radioactive materials.

### **Hazardous Materials Emergency Response Plan**

The plan was developed in response to the requirements of Section 303 (a) of the Emergency Planning and Community Right-to-Know Act (Title III) of Superfund Amendments and Reauthorization Act of 1986. It is intended to be a tool for our community's use in recognizing the risks of a hazardous materials release, in evaluating our preparedness for such an event, and in planning our response and recovery actions. This plan is separate from the county's Emergency Operations Plan.

### **Incident Command System**

A model for disaster response that uses common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span or control, pre-designed facilities, and comprehensive resource management. In ICS there are five functional elements: Command, Operations, Logistics, Planning and Finance/Administration.

### **Incident Commander**

The individual responsible for the management of all incident operations at an incident scene.

### **Incident Management Team**

A prearranged team of ICS operators consisting of the command and general staffs as well as subordinate positions as required by the complexity of the incident.

### **Initial Damage Assessment Report**

A report that provides information regarding overall damage to public and private property, thereby providing a basis for emergency declaration and/or disaster assistance.

### **Integrated Communications Plan**

This plan coordinates the use of available communications means and establishes frequency assignments for certain functions.

### **Local Emergency**

The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent, or alleviate loss of life, property damage, or hardship. Only the Governor, upon petition of a county governing body, may declare a local emergency arising wholly or substantially out of a resource shortage when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused thereby.



### **Local Emergency Planning Committee**

Appointed representatives of local government, private industry, business, environmental groups, and emergency response organizations responsible for ensuring that the hazardous materials planning requirements of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) are complied with.

### **Mitigation**

Activities that actually eliminate or reduce the chance occurrence or the effects of a disaster. Examples of mitigation measures include, but are not limited to, the development of zoning laws and land use ordinances, State building code provisions, regulations and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes and regulations.

### **Mobile Crisis Unit**

A field response team staffed and operated by mental health professionals specially trained in crisis intervention. The Mobile Crisis Unit is available to provide on-scene crisis intervention to incident victims and to follow up work with victims and formal Critical Incident Stress Debriefings for service providers after the incident has been brought under control.

### **Mutual Aid Agreement**

A written agreement between agencies and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and/or equipment in an emergency situation.

### **National Response Framework**

Is a guide to how the Nation conducts all-hazard response. It is built upon scalable, flexible and adaptable coordinating structures to align key roles and responsibilities across the nation.

### **National Weather Service**

The federal agency which provides localized weather information to the population, and during a weather-related emergency, to state and local emergency management officials.

### **Preparedness**

The development of plans to ensure the most effective, efficient response to a disaster or emergency. Preparedness activities are designed to help save lives and minimize damage by preparing people to respond appropriately when an emergency is imminent. Preparedness also includes establishing training, exercises and resources necessary to achieve readiness for all hazards, including Weapons of Mass destruction incidents.

### **Presidential Declaration**

A presidential declaration frees up various sources of assistance from the federal government based on the nature of the request from the governor.

### **Primary Agency**

While several Town departments will be performing varied and critical tasks during a disaster, in most cases only one agency (Department) will be considered the 'primary agency.' The primary agency shall be responsible for detailed planning, testing, and evaluation of their respective emergency support function. The Department Director of the primary agency shall serve as the principle advisor to the Town Manager during the response and recovery phase. In addition, the Department Director or the primary agency must assure that essential operations of his/her agency will continue, unless otherwise directed by the Town Manager or his/her designee.



### **Situation Report**

A form which, when completed at the end of each day of local Emergency Operations Center operations, will provide the Gila County EOC with an official daily summary of the status of an emergency and of the local emergency response. A copy should be submitted to the State EOC if requested.

### **Span of Control**

As defined in the Incident Command System, Span of Control is the number of subordinates one supervisor can manage effectively. Guidelines for the desirable span of control recommend three to seven persons. The optimal number of subordinates is five for one supervisor.

### **Staging Area**

Staging Area (SA) is the facility at the local level near the emergency/disaster site where personnel and equipment are assembled for immediate deployment to an operational site. Responsibility for designation and operation of the SA belongs to the incident commander.

### **State of Emergency**

The condition declared by the Governor when, in his/her judgment, a threatened or actual disaster in any part of the State is of sufficient severity and magnitude to warrant disaster assistance by the State to supplement local efforts to prevent or alleviate loss of life and property damage.

### **Superfund Amendments and Reauthorization Act of 1986**

Established Federal regulations for the handling of hazardous materials.

### **Unified Command**

Shared responsibility for overall incident management as a result of a multi-jurisdictional or multi-agency incident. In the event of conflicting priorities or goals, or where resources are scarce, there must be a clear line of authority for decision-making. Agencies contribute to unified command by determining overall goals and objectives, jointly planning for tactical activities, conducting integrated tactical operations and maximizing the use of all assigned resources.

### **Weapons of Mass Destruction**

Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or mine or device similar to the above; poison gas; weapon involving a disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a as referenced in 18 USC 921).



## Appendix 2 – List of Acronyms

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CERT	Community Emergency Response Team
CFO	Chief Financial Officer
CR	Community Relations
DSCO	Deputy State Coordinating Officer
DHS	Department of Homeland Security
DRC	Disaster Recovery Center
DPS	Department of Public Safety
DRM	Disaster Recovery Manager
EAS	Emergency Alert System
EOC	Emergency Operations Center
ESF	Emergency Support Function
EPA	Environmental Protection Agency
ERT	Emergency Response Team
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
IMT	Incident Management Team
JIC	Joint Information Center
JFO	Joint Field Office
MACC	Multi-agency Command Center
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRP	National Response Plan
NWS	National Weather Service
PDA	Preliminary Damage Assessment
PIO	Public Information Officer



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POC	Point of Contact
RACES	Radio Amateur Civil Emergency Services
SAR	Search and Rescue
SOP	Standard Operating Procedures
USACE	U.S. Army Corps of Engineers
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
VOAD	Voluntary Organizations Active in Disaster
WMD	Weapons of Mass Destruction



## Appendix 3 – Authorities and References

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### Federal

1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
2. The Homeland Security Act
3. National Response Framework, 2008
4. Local and Tribal NIMS Integration: Integrating the National Incident Management System into Local and Tribal Emergency Operations Plans and Standard Operating Procedures, V. 1, Department of Homeland Security

### State

1. The Arizona State Basic Emergency Operations Plan, October 2008
2. State of Arizona Title 26, Arizona Revised Statutes, Chapter 1, Title 35, Arizona Revised Statutes, as amended

### Local

1. Town of Payson Multi-Hazard Mitigation Plan, January 2006
2. Town of Payson Town Code Chapter 30, Section 30.22



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## Appendix 4 – Matrix of Responsibilities

Agency	ESF # 1 Transportation	ESF # 2 Communications	ESF # 3 Public Works	ESF # 4 Fire Fighting	ESF # 5 Emergency Management	ESF # 6 Mass Care	ESF # 7 Resource Support	ESF # 8 Health & Medical	ESF # 9 Search & Rescue	ESF # 10 Hazardous Materials	ESF # 11 Agriculture & Natural Resources	ESF # 12 Energy	ESF # 13 Public Safety	ESF # 14 Long-Term Recovery	ESF # 15 External Affairs
Coordinator of Emergency Management	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Fire/EMS		X		X	X			X	X	X					
Law Enforcement		X			X	X							X		
Public Works	X		X		X		X					X		X	
Building/Zoning/Planning			X		X		X							X	
Elected Officials					X										X
Information Technology		X			X										X
Finance					X										
Attorney					X										
Administration	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Parks, Recreation & Tourism		X	X		X									X	X
Clerks		X			X										X





## Appendix 5 – Succession of Authority

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Continuity of emergency operations is critical to the successful execution of emergency operations. Therefore, the following lines of succession are specified in anticipation of any contingency, which might result in the unavailability of the ranking member of the administrative hierarchy. The decision-making authority for each organization or service function is listed below by position in decreasing order.

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Executive Group	1. Mayor 2. Vice Mayor
Direction and Control	1. Town Manager 2. Coordinator of Emergency Management 3. Chief of Police/Fire Chief
Emergency Public Information Management	1. Town Manager 2. Public Information Officer 3. Coordinator of Emergency Management
Police Department	1. Chief of Police 2. Lieutenant 3. On-duty Sergeant
Fire Department	1. Fire Chief 2. On-duty Battalion Chief 3. Fire Marshal
Building Department	1. Chief Building Official 2. Building Inspector 3. Planning Technician
Public Works Department	1. Public Works Director 2. Assistant Public Works Director
Water Department	1. Water Superintendent 2. Water Production Supervisor 3. Water System Operations Supervisor
Street Department	1. Street Department Supervisor 2. Crew Leader
Finance Department	1. Chief Financial Officer 2. Finance Manager
Community Development	1. Community Development Director 2. Zoning Administrator 3. Chief Building Official



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Information Technology

1. IT Manager
2. IT Technician

Parks, Recreation & Tourism

1. Parks, Recreation & Tourism Director
2. Recreation Supervisor

Clerks Department

1. Town Clerk
2. Deputy Town Clerk

Library

1. Librarian
2. Assistant Librarian



## Appendix 6 – Emergency Operations Plan Distribution List

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Town Council  
Town Manager  
Coordinator of Emergency Management  
Town Clerk  
Police Department  
Fire Department  
Public Works Department  
Water Department  
Parks, Recreation and Tourism Department  
Community Development Department  
Building Department  
Town Attorney  
Finance Department  
Human Resources  
Payson Public Safety Communications Center  
Information Technology  
Library  
Gila County Department of Emergency Management  
Arizona Division of Emergency Management  
Payson Public Schools



## Appendix 7 – Continuity of Government

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### Town Records

The preservation of essential records for the Town is the responsibility of the Town Clerk. All essential records are to be stored in the records vault located in Town Hall.

The evacuation of records in the event of an emergency will be accomplished only by approval of the Town Clerk.

Microfilm copies of some records may be stored at an off-site location.

### Agencies/Organizations

Each department within the structure of the Town of Payson government should establish its own records protection program. Those records deemed essential for continuing government functions should be identified and procedures should be established for their protection, such as duplicate copies in a separate location and/or the use of safe and secure storage facilities. Provisions should be made for the continued operations of automated data processing systems and records.



## Appendix 8 –NIMS Resolution

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### **Declaration of Adoption National Incident Management System**

BE IT RESOLVED by the Council of the Town of Payson as follows:

WHEREAS, at the request of the President, the Department of Homeland Security has developed the National Incident Management System (NIMS) for the purpose of unifying and coordinating all emergency responders' efforts during disasters; and

WHEREAS, the Department of Homeland Security has directed all Federal, State, Territorial, Tribal, and local entities involved in emergency response to adopt NIMS; and

WHEREAS, the Governor of the State of Arizona has similarly endorsed NIMS by proclaiming it the official basis for management of incident response in Arizona; and

WHEREAS, the NIMS will enable responders at all levels to work together more effectively and efficiently to manage domestic incidents no matter what the cause, size or complexity, including catastrophic acts of terrorism and natural disaster; and

WHEREAS, the Town of Payson currently uses the Incident Command System (ICS) as referred to in NIMS; and

WHEREAS, the Town of Payson recognizes the need for a single Incident Management System to be used by all local agencies and disciplines;

BE IT THEREFORE RESOLVED, that the Town of Payson adopts the National Incident Management System. That this system will be used at all incidents and drills, taught in all local training courses, and reflected in all emergency mitigation, preparedness, response and recovery plans and programs.

\_\_\_\_\_  
Mayor, Town of Payson

ATTEST:

\_\_\_\_\_  
Town Clerk, Town of Payson

APPROVED AS TO FORM

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

REVIEWED BY

\_\_\_\_\_ Town Manager

Adopted this \_\_\_\_ day of \_\_\_\_\_ 20##



## Appendix 9 –Resolution of Adoption of EOP

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### **Resolution Adopting the Town of Payson Emergency Operations Plan**

WHEREAS the Council of the Town of Payson, Arizona recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

WHEREAS the Town of Payson has a responsibility to provide for the safety and well being of its citizens and visitors; and

WHEREAS the Town of Payson, through its Town Manager, has appointed a Coordinator of Emergency Management; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Payson, Arizona, this Emergency Operations Plan as revised is officially adopted; and

IT IS FUTHER RESOLVED AND ORDERED that the Coordinator of Emergency Management, or his/her designee(s), are tasked and authorized to maintain and revise as necessary this document over the next five (5) year period or until such time be ordered to come before this Council.

\_\_\_\_\_  
Mayor, Town of Payson

ATTEST:

\_\_\_\_\_  
Town Clerk, Town of Payson

APPROVED AS TO FORM

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

REVIEWED BY

\_\_\_\_\_  
Town Manager

Adopted this \_\_\_\_ day of \_\_\_\_\_ 20##



## Appendix 10 – Declaration of Local Emergency

---

### EMERGENCY DECLARATION

WHEREAS, said Council and the Town of Payson does hereby find:

1. That due to \_\_\_\_\_ the Town of Payson, County of Gila, State of Arizona, is facing dangerous \_\_\_\_\_ conditions;

2. That due to \_\_\_\_\_ a condition of extreme peril to life and property necessitates the proclamation of the existence of an emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that an emergency exists throughout said town and

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

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

Passed by the Council of the Town of Payson this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Mayor, Town of Payson

ATTEST

\_\_\_\_\_  
Town Clerk, Town of Payson

APPROVED AS TO FORM

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

REVIEWED BY

\_\_\_\_\_ Town Manager

Adopted this \_\_\_\_ day of \_\_\_\_\_ 20##



## Appendix 11 – Authorizing Emergency Expenditures

### RECOGNIZING AN EMERGENCY AND AUTHORIZING ALL NECESSARY EMERGENCY-RELATED EXPENDITURES

#### Emergency Declaration

WHEREAS, on the \_\_\_\_ day of \_\_\_\_\_, Mayor \_\_\_\_\_ and the Town of Payson officially and publicly recognized the emergency created by \_\_\_\_\_, and

WHEREAS, the Town Manager ordered and directed that immediate emergency services for the preservation of the public peace, health, safety, and welfare initiated by all departments of the Town of Payson.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF PAYSON as follows:

SECTION 1. That all expenditures by the Town Manager or his authorized representatives for the preservation of the public peace, health, safety, and welfare during and after said emergency, are hereby ratified and further, that the Town Manager is authorized to make such additional expenditures that may be necessary and directly or indirectly related to the preservation of the public peace, health, safety, and welfare arising out of said emergency.

Section 2. That the Town Chief Financial Officer be, and is hereby authorized to receive and disburse all funds related to said emergency.

Section 3. WHEREAS, the immediate operation of the provisions of this ordinance is necessary for the preservation of the public peace, health, and safety, an EMERGENCY is hereby declared to exist, and this ordinance shall be in full force and effect from and after passage by the council as required by Town Code, and is hereby exempted from the referendum clause of said Code.

PASSED by the Council of the Town of Payson this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Mayor, Town of Payson

ATTEST:

\_\_\_\_\_  
Town Clerk, Town of Payson

APPROVED AS TO FORM

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

REVIEWED BY

\_\_\_\_\_  
Town Manager





## Appendix 12 – Declaration of a Curfew

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### DECLARING A STATE OF EMERGENCY AND DECLARING A CURFEW

#### PROCLAMATION

WHEREAS, the Town Code of the Town of Payson provides that the Mayor shall take command of the Police Force and govern the town by Proclamation during times of great danger,

WHEREAS, there have been many acts of violence, rioting, looting, insurrection, arson, unlawful assembly, destruction of property, danger to life, and other civil disturbances, and

WHEREAS, it is necessary that the Mayor now take command of the Police Department and govern the town in order to protect life and property and to preserve the peace of the Town of Payson.

NOW, THEREFORE, I, \_\_\_\_\_, Mayor of the Town of Payson, County of Gila, State of Arizona, in conformity therewith and by virtue of authority vested in me, and in accordance with the law, do hereby

PROCLAIM AND DECLARE TO THE PEOPLE OF THE TOWN OF PAYSON that there now exists in the Town of Payson a state of emergency and great danger, and I DO FURTHER DECLARE that within the area bounded by

\_\_\_\_\_,  
there shall be a curfew which shall be in effect from \_\_\_\_\_ PM to \_\_\_\_\_ AM and further that all business establishments within this area having on their premises any intoxicating beverages, and all service stations, are hereby ordered closed during these hours, and

I DO FURTHER ORDER that all persons living or residing within the aforementioned area under curfew go immediately to their homes and remain there, and all other persons not residing within the aforementioned area under curfew immediately leave this area, and

I DO PROCLAIM that the Police are ordered to remove, disperse, or arrest any person or persons found to be in violation of the PROCLAMATION or committing or attempting to commit any of the following acts: Disturbing the peace by using any threat to use force or violence or other means to disturb the peace, or making an attempt or advance towards the commission of any act which would be a riot if actually committed; taking part in a riot or unlawful assembly or committing any crime against the laws of the State of Arizona, or the ordinances of the Town of Payson, or any person refusing to obey the lawful order of any public officer or person assisting such public officer attempting to restore peace, tranquility, and order to the Town, and

I DO FURTHER PROCLAIM AND ORDER that the Police and the Town of Payson are hereby authorized to use any and all means at their disposal for the enforcement of this PROCLAMATION. The Police are further authorized and empowered to use any other means at their disposal to dispel or disperse a riot, or unlawful assembly or protect life and property, and



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IT IS FURTHER PROCLAIMED that anyone violating any provision of this PROCLAMATION shall be punished as provided by law.

WITNESS MY HAND AND SEAL THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor, Town of Payson

ATTEST:

\_\_\_\_\_  
Town Clerk, Town of Payson

APPROVED AS TO FORM

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

REVIEWED BY

\_\_\_\_\_ Town Manager

Adopted this \_\_\_\_ day of \_\_\_\_\_ 20##



## Appendix 13 – Rescinding Emergency Declaration

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### DECLARING THAT THE EMERGENCY NO LONGER EXISTS

#### PROCLAMATION

WHEREAS, beginning on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, there was an emergency situation created by \_\_\_\_\_ (type of emergency) and

WHEREAS, the Town Code of the Town of Payson provides that the Mayor shall take command of the Town forces and govern the Town by proclamation during these times of great danger, and

WHEREAS, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I \_\_\_\_\_, Mayor of the Town of Payson, proclaimed a state of emergency existed, and

NOW, THEREFORE, I \_\_\_\_\_, Mayor of the Town of Payson, County of Gila, State of Arizona, in conformity therewith and by virtue of the authority vested in accordance with the law, do hereby PROCLAIM AND DECLARE TO THE PEOPLE OF THE TOWN OF PAYSON, that there no longer exists in the Town of Payson a state of emergency and

I DO FURTHER PROCLAIM that the activities and the government of the Town of Payson and all of its departments hereby return to business as usual according to the code and ordinances of the Town of Payson.

WITNESS MY HAND AND SEAL this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor, Town of Payson

ATTEST:

\_\_\_\_\_  
Town Clerk, Town of Payson

APPROVED AS TO FORM

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

REVIEWED BY

\_\_\_\_\_  
Town Manager



## Appendix 14 – Delegation of Authority

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### DELEGATION OF AUTHORITY

#### ASSIGNMENT OF RESPONSIBILITY AND INCIDENT OBJECTIVES

I hereby delegate to you full authority and responsibility for managing the incident within the framework of legal statute, Town policy, and broad direction provided in the Situation Analysis and Executive Group direction to the Incident Commander. If any critical incidents should occur during your management of this incident, you have my delegated authority to manage the critical incident within Town jurisdiction.

Your primary responsibility is to organize and direct your assigned and ordered resources for the effective, efficient, and safe management of the incident. You are directly accountable to me or my representative as indicated below.

On any occasion that I am not immediately available \_\_\_\_\_ has full authority to represent me.

#### My objectives in the management of this incident are:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

This authority is effective and transition will occur on: \_\_\_\_\_ DATE at \_\_\_\_\_ TIME.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Emergency Operation Center Chief

RECEIVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Incident Commander



## Appendix 15 – Training Plan

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### Personnel

All employees of the Town of Payson will complete the basic ICS and NIMS courses designated as IS700.a and ICS100 within six months of their hire date. Proof of previous completion will be acceptable.

Employees that are supervisors will complete additional training in ICS and NIMS courses designated as IS800.a, ICS200, ICS300 or ICS400 (or their equivalents) as appropriate to their involvement in the EOP within two years of their hire date as well the courses designated in section 1 above. Proof of previous completion will be acceptable.

Personnel will engage in such training as necessary to gain and improve on their ICS/NIMS knowledge and develop the skills for their emergency organization assignment.

All employees will have the opportunity to receive training and information concerning emergency and disaster preparedness. All personnel are expected to participate in personal and dependent preparedness activities that support their participation in the emergency organization.

All employees are encouraged to seek and complete emergency operations and management training through the National Emergency Management Institute, National Fire Academy, state and local training sites and other opportunities. Many of the courses or information about them is available on the internet at [www.training.fema.gov](http://www.training.fema.gov), <http://teexweb.tamu.edu>, <http://cdp.dhs.gov> or [www.azgu.gov](http://www.azgu.gov).

### Exercises & Drills

The Town will conduct periodic exercises of the EOP as necessary to develop the skills and knowledge required to provide an efficient and effective emergency organization.

The exercises may be table-top, small scale or large scale. They may involve any part of the emergency organization.

### Use of ICS for Planned Events

All Town departments will strive to use the ICS organizational model for any planned events they may be involved in. This is to institutionalize the core concepts and procedures of ICS/NIMS and the Town of Payson EOP.



TOWN OF PAYSON, ARIZONA  
EMERGENCY OPERATIONS PLAN

## Appendix 16 – Forms

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### ICS Form 214

<b>UNIT LOG</b>	1. Incident Name	2. Date Prepared	3. Time Prepared
	4. Unit Name/Designators		5. Unit Leader (Name and Position)
6. Operational Period			
7. Personnel Roster Assigned			
Name	ICS Position	Home Base	
8. Activity Log			
Time	Major Events		
9. Prepared by			



## SITUATION REPORT

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



## AFTER-ACTION REPORT

### 1. Department Making Report

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### 2. Period of Emergency Operations

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### 3. Nature of Emergency

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### 4. Departments Supported

a. \_\_\_\_\_ b. \_\_\_\_\_

c. \_\_\_\_\_ d. \_\_\_\_\_

### 5. Nature of Your Emergency Support Function

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### 6. Personnel

a. Total Participating \_\_\_\_\_

b. Total Hours: Regular \_\_\_\_\_ Overtime \_\_\_\_\_

c. Number Injured \_\_\_\_\_ Estimated Hours Lost \_\_\_\_\_

d. Estimated Cost to Department \_\_\_\_\_

### 7. Resource Expenditures

a. Estimated Total \$ \_\_\_\_\_

b. Description of Expended Materials \_\_\_\_\_

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### 8. Damage or Loss of Town Property

Estimated Total \$ \_\_\_\_\_

List \_\_\_\_\_

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

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Signed \_\_\_\_\_ Date \_\_\_\_\_

Department Representative