

**TOWN OF PAYSON, ARIZONA  
EMERGENCY OPERATIONS PLAN  
EMERGENCY SUPPORT FUNCTION ANNEXES**



(February, 2010)



TOWN OF PAYSON, ARIZONA  
EMERGENCY OPERATIONS PLAN  
EMERGENCY SUPPORT FUNCTION ANNEXES

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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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### **EMERGENCY SUPPORT FUNCTIONS (ESFs)**

The National Response Plan (NRP), the State of Arizona Emergency Response and Recovery Plan and the Gila County Emergency Operations Plan apply a functional approach to provide planning, support, resources, program implementation and emergency services that are most likely to be needed during incidents of major significance through activation of emergency support functions (ESFs).

Emergency Support Functions (ESFs) serve as an interagency coordination mechanism to provide assistance to State, local and tribal governments conducting emergency operations.

ESFs are composed of primary and support agencies. Primary agencies have the ultimate responsibility for accomplishment of the tasks provided in the ESF based on authority, resources and capabilities. Support agencies are assigned based on resources and capabilities in a given functional area. ESFs are expected to support one another in carrying out their respective roles and responsibilities.

Primary and support agencies for each ESF will prepare internal operating procedures designed to accomplish the tasks designated by the ESF and each organization will be prepared to provide qualified representation in the Emergency Operations Center (EOC) on an as needed basis.

Not all incidents of major significance result in activation of ESFs. It is assumed that ESFs would not be activated if the emergency can be addressed by the responsible primary agency.

There are a total of 17 ESFs designated within the Town of Payson Emergency Operations Plan.

The following annexes identify the ESF and the primary and support agencies pertinent to the each. Several ESFs incorporate multiple components, with primary agencies designated for each component to ensure seamless integration of and transition between preparedness, prevention, response, recovery, and mitigation activities.



## Emergency Support Function #1 – Transportation

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### Introduction

This emergency support function of transportation services involves the direction and coordination, operations, and follow-through of transportation services during an emergency or disaster.

### Purpose

The purpose is to provide local agency transportation service support including evacuation routing, and road and highway repair or clearance and to coordinate the Town of Payson's transportation resources to respond to an emergency.

- Identify the need for resources.
- The Town of Payson should coordinate with other localities and private organizations to ensure that potential resources are available in the time of an emergency (MOUs, mutual aid agreements)

### Scope

The full scope of the Town of Payson's ESF #1 should be based on Payson's resources and capabilities.

Examples:

- Evacuation
- Maintain ingress/egress
- Traffic control
- Roadway Repair

### Primary Agencies

Public Works Department

### Secondary/Support Agencies

Police Department  
Payson Unified School District  
Tonto Apache Tribe Casino  
Payson Senior Center  
Arizona Department of Transportation  
Gila County Roads Department  
Local Private Transportation Entities



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## Concept of Operations

### General

The Emergency Operations Plan provides guidance for managing the use of transportation services and request for relief and recovery resources.

Access routes should remain clear to permit a sustained flow of emergency relief.

All requests for transportation support will be submitted to the Town of Payson Emergency Operations Center for coordination, validation, and/or action in accordance with this Emergency Support Function.

Standard Operating Procedures (SOPs) will be developed and maintained by the Public Works Department. This function will be coordinated with and involve other support agencies and organizations.

### Organization

The Town of Payson is responsible for transportation infrastructure within the Payson corporate limits.

Additionally, the Town of Payson may assist and provide resources needed to ADOT and Gila County to restore and maintain transportation routes in and/or out Payson if necessary to protect lives and property during an emergency or disaster.

### Responsibilities

- Develop, maintain, and update plans and procedures for use during an emergency;
- Personnel will stay up to date with education and training that is required for a safe and efficient response to an incident;
- Alert the Town of Payson, and local primary agency representative of possible incident, and begin preparations for mobilization of resources;
- Keep record of all expenses through the duration of the emergency;
- Follow emergency policies and procedures for evacuation
- Include procedures for traffic control
- Identify pre-designated Pick-Up Sites
- Identify viable transportation routes to, from and within the emergency or disaster area.

### Examples

- Planning will use available transportation resources to respond to an incident
- Provide traffic control
- Facilitates the prompt deployment of resources, priorities for various incidents are developed and maintained through an interagency process led by the Town





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- Should request additional resources if it is unable to provide services of ESF 1

### Mitigation/Preparedness

- Plan and coordinate with support agencies and organizations;
- Maintain a current inventory of transportation resources.
- Establish policies, procedures, plans, and programs to effectively address transportation needs;
- Recruit, designate, and maintain a list of emergency personnel; and
- Participate in drills and exercises to evaluate transportation capabilities.

### Response/Recovery

- Staff the EOC when notified by the Emergency Services Coordinator;
- Establish and maintain a working relationship with support agencies, transportation industries, and private transportation providers;
- Provide transportation resources, equipment, and vehicles, on request;
- Channel transportation information for public release through the EOC and continue providing information and support upon re-entry; and
- Maintain records of expenditures and document resources utilized during recovery.



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**Tab 1 to Emergency Support Function #1  
Transportation Resources**

Resource	Organization	Address	Contact	Phone Number(s)
Barricades and Traffic Cones	Town of Payson Streets	1002 W. Airport Rd. Payson, AZ 85541	LaRon Garrett	
Barricades and Traffic Cones	Town of Payson Water	500 N. McLane Road Payson, AZ 85541	Buzz Walker	
Water Department Van	Town of Payson Water	303 N. Beeline Hwy Payson, AZ 85541	Buzz Walker	
Police Department Van	Town of Payson Police	303 N. Beeline Hwy Payson, AZ 85541	Don Engler	
Town Administration Vans	Town of Payson Administration	303 N. Beeline Hwy Payson, AZ 85541	Debra Galbraith	
Vans	Mazatzal Casino	TAR	Marylyn Boyes	
Vans	Senior Center	514 W. Main St. Payson, AZ 85541	Joanne Conlin	
Buses	Payson Unified School District	514 W. Wade Ln. Payson, AZ 85541	Casey O'Brien Bobette Tomerlin	
49 Passenger Bus	Payson PD	303 N. Beeline Why Payson, AZ 85541	Don Engler	



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## Emergency Support Function #2 - Communications

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### Purpose

To use available communication resources to respond to an incident;

- Alert and warn the community of a threatened or actual emergency.
- Continue to communicate with the community through a variety of media to inform of protective actions.

### Scope

ESF #2 is in place to inform the community of a threatened or actual emergency.

Ensure that the Town has the ability to notify the community of a disaster or emergency situation and that the emergency notification and warning system is operational.

Support the Town with the restoration and reconstruction of telecommunications equipment, computers, and other technical resources.

Communication includes transmission, emission, or reception of signs, signals writing, images, and sounds or intelligence of any nature by wire, radio, optical, or other electromagnetic systems.

### Primary Agency

Payson Police Communications Department

### Secondary/Support Agencies

Amateur radio groups  
Town of Payson Information Technology Department  
Gila County Emergency Management  
Gila County Sheriff's Office

### Policies

- The Town's EOC/Communications Center (ECC) operates 24 hours a day, 7 days a week and serves as the 911 center and the locality warning point.
- The ECC is accessible to authorized personnel only.
- The EOC staff is designated in ESF#5 Emergency Management.
- Support personnel to assist with communications, designated logistics, and administration will also be designated. The Police and Fire Chiefs or their designees are available for decision-making as required.
- The ECC will initiate notification and warning of appropriate personnel.



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## Concept of Operations

### General

ESF#2 Provides:

- Guidance for managing emergency communications resources.
- The Town's Communications Center is the point of contact for receipt of all warnings and notification of actual or impending emergencies or disasters.
- The dispatcher on duty will notify other key personnel, chiefs and department heads as required by the type of report and standard operating procedures (SOP).
- The ECC is most often the first point of contact for the general public.
- Use common terminology to communicate during an emergency.

### Organization

The Payson Police Department will ensure that there is a current notification roster, provided by the department, with a role in emergency response.

The role of the Public Information Officer is to function as the media liaison with Incident Command.

### Actions/ Responsibilities

- The ECC will initiate notification and warning of appropriate personnel.
- The Coordinator of Emergency Management or his/her designee must authorize the use of the Emergency Alert System.
- Develop and maintain an emergency communications program and plan.
- Develop and maintain a list of bilingual personnel.
- Ensure that the community is alerted of any emergency warnings it receives from federal, state or local level that may impact the Town.
- Determine the Town's policies for handling emergency/disaster expenses and maintain records of cost and expenditures and forward them to Finance Section Chief.



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**Tab 1 to Emergency Support Function #2**

**EMERGENCY NOTIFICATION LIST**

Until the EOC is activated, the Communications Center will notify the following officials upon receipt of a severe weather warning, imminent disaster potential or when directed by an on-scene incident commander:

Official	Home Phone	Cell Phone
Town Manager Debra Galbraith		
Police Chief Donald B. Engler		
Fire Chief Martin deMasi		
Public Works Director LaRon Garrett		
Asst Public Works Director Buzz Walker		
Communications Supervisor Irma Bramlet		
Chief Financial Officer Cindy Smith		
Town Attorney Sam Streichman		
Parks, Rec & Tourism Dir. Cameron Davis		



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**Tab 2 to Emergency Support Function #2**

**EMERGENCY PUBLIC INFORMATION CONTACTS**

<b>Newspaper</b>	<b>Contact</b>	<b>Fax Number(s)</b>	<b>Phone Number(s)</b>	<b>e-mail or web site</b>
Payson Roundup	Naughton	474-5252	474-5251	<a href="mailto:editor@payson.com">editor@payson.com</a>
<b>Radio Stations</b>	<b>Contact</b>	<b>Fax Number(s)</b>	<b>Phone Number(s)</b>	<b>e-mail or web site</b>
KMOG		474-0236	474-5214	news@1420kmog.com
KRIM		472-7061	468-5746	krimfm@gmail.com
KCMA		468-7243	468-5262	psa@coolmountainradio.com
<b>Television Stations</b>	<b>Contact</b>	<b>Fax Number(s)</b>	<b>Phone Number(s)</b>	<b>e-mail or web site</b>
Channel 4	Steve DeHaan Tonia Erin		517-1091 978-0610	<a href="mailto:sdehaan@ci.payson.az.us">sdehaan@ci.payson.az.us</a> <a href="mailto:terin@ci.payson.az.us">terin@ci.payson.az.us</a>
<b>Other</b>	<b>Contact</b>	<b>Fax Number(s)</b>	<b>Phone Number(s)</b>	
AZ Emergency Information Network				
Gila County Emergency Hotline				
Emergency Alert System				



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**Tab 3 to Emergency Support Function #2**

**TELEPHONE LISTING**

Equipment	Organization	Contact	Phone Number(s)
Land Lines FD	PFD		
Satellite Phone			
Cell Phone FD	PFD		
Land Lines PD	PPD		
Cell Phone PD	PPD		
Amateur Radio	RACES	Chuck Heron	





## Emergency Support Function #3 – Public Works & Engineering

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### Introduction

The emergency support function for Public Works and Engineering involves direction, coordination, operations, and follow-through during an emergency or disaster for functions such as maintenance, inspections, buildings and grounds, debris removal, and facilities management.

### Purpose

The purpose is to provide public works, including engineering services and technical assistance; inspection, evaluation, repair, and maintenance of infrastructure; debris removal; solid waste disposal; and restoration of roads and bridges through coordination with appropriate agencies and/or the private sector.

### Primary Agencies

Public Works Department - Parks Operations, Streets, & Water  
Emergency Management

### Secondary/Support Agencies

Building Department  
Parks Operations  
Streets  
Water  
Town Management  
Arizona Public Service  
Qwest  
SemStream  
Northern Gila County Sanitary District

### Scope

The scope of work may include the following, but is not limited to:

- Assess extent of damage
- Repair and maintenance
- Debris removal
- Provide maintenance of the buildings and grounds and engineering-related support
- Clear and/or repair roadways

### Policies

- Personnel will stay up to date with procedures through training and education;
- The Department of Public Works will develop work priorities in conjunction with other agencies when necessary; and
- Local authorities may obtain required waivers and clearances related to ESF #3 support.



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- Acquiring outside assistance with repairs to the facility that are beyond the capability of the community.

## Concept of Operations

### General

- Determine if buildings are safe or need to be closed
- Determine if roadways and bridges are safe and usable or need to be closed.
- Coordinate with other ESFs if there is damage to utilities or water or plumbing system
- Clear debris
- Coordinate with law enforcement to secure damaged buildings adjacent areas that may be unsafe.
- Coordinate with insurance companies

### Organization

Examples:

- Assessing damaged facilities
- Inspect for structural, electrical, gas, plumbing and mechanical damages
- Determine what type of assistance will be needed
- Facilitation of the building permit process
- Debris removal
- Manage contracts with private firms
- Coordinate with the Department of Transportation for road clearance

### Actions/Responsibilities

- Alert personnel to report to the EOC or staging area
- Review plans
- Begin keeping record of expenses and continue for the duration of the emergency
- Prepare to make an initial damage assessment (IDA)
- Activate the necessary equipment and resources to address the emergency
- Assist in assessing the degree of damage of the community
- Assist in coordinating response and recovery
- Identify private contractors and procurement procedures
- Prioritize debris removal
- Inspect buildings for structural damage
- Post appropriate signage to close buildings

### Mitigation/Preparedness

- Establish liaison with support agencies, organizations, and the private sector to ensure responsiveness.
- Develop and maintain an inventory of equipment, supplies, and suppliers to sustain emergency operations.
- Recruit, train, and designate public works and engineering personnel to serve in the EOC.



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- Participate in drills and exercises to evaluate public works and engineering response capability.
- Standard Operating Procedures (SOPs) will be developed and maintained by the Public Works Department in coordination with other support agencies and organizations.

### Response/Recovery

- Alert emergency personnel of the situation and obtain necessary resources such as debris clearing and road closure operations.
- Establish response operations and support personnel working in the EOC.
- Maintain coordination and support among applicable agencies and organizations and the private sector.
- Prioritize service restoration for emergencies.
- Channel all pertinent emergency information through the EOC.
- Assist in evaluating losses, assess damage to buildings and infrastructure, recommend measures for conservation of resources, and respond to needs on a priority basis.
- Conduct restoration and maintenance operations until completion of repair services.
- Maintain records of expenditures and document resources utilized during recovery



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**Tab 1 to Emergency Support Function #3**  
**Local Utility Providers**

Provider	Address	Phone Number(s)	Contact Person
Town of Payson Water Dept	303 N. Beeline Hwy Payson, AZ 85541		
Northern Gila County Sanitary District	2200 W. Doll Baby Rd Payson, AZ 85541		
Arizona Public Service	400 W. Longhorn Rd Payson, AZ 85541		
Sem-Stream Propane	200 W. Longhorn Rd Payson, AZ 85541		
Qwest	500 S. Calvary Way Cottonwood, AZ 85326		
Northern Energy Bottled Propane	1311 W. Red Baron Payson, AZ 85541		
Matlock Gas Bottled Propane	15792 N Hwy 87 Rye		



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**Tab 2 to Emergency Support Function #3**  
**Public Works Resources**

Resource	Provider	Address	Phone Number(s)	Contact Person
Street Sweeper – Pickup Broom	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
Street Sweeper – Intl Side Broom	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
Street Sweeper – Broce Side Broom	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
Kubota Tractor w/ Front Loader	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
Portable Welder	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
Caterpillar 920 Loader	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
Caterpillar 112F Road Grader	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
John Deer 310SE Backhoe	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
Lorain Crane LRT 100	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
Vermeer 1250 Brush Chipper	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
AZ480 Asphalt Milling Machine	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
Case MC1085C Excavator	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
Caterpillar Roller CP433C	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
Man Lift Upright XL19	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
Hyster Fork Lift H60XM	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
Portable Lincoln Welder	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett



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Smith Air Compressor	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
Caterpillar 924G Loader	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
Concrete-Asphalt Saw	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
Caterpillar 120G Road Grader	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
Case 580K Backhoe	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
Ingersol Rand DD23 Roller	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
10KW generator	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
6 Wheel Dump Truck	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
10 Wheel Dump Truck	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
Water Truck	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
Kalyn Lowboy RLP-3-100	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
Semi Tractor	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
Aerial Lift Truck	Town of Payson Streets	1002 W. Airport Rd Payson, AZ 85541		LaRon Garrett
John Deere 710 Backhoe	Town of Payson Water	500 N. McLane Rd Payson, AZ 85541		Buzz Walker
Case Wheel Loader	Town of Payson Water	500 N. McLane Rd Payson, AZ 85541		Buzz Walker
John Deere 1070 Tractor	Town of Payson Water	500 N. McLane Rd Payson, AZ 85541		Buzz Walker
Ditch Witch Trencher	Town of Payson Water	500 N. McLane Rd Payson, AZ 85541		Buzz Walker
Case Trencher	Town of Payson Water	500 N. McLane Rd Payson, AZ 85541		Buzz Walker
John Deere 310 Backhoe	Town of Payson Water	500 N. McLane Rd Payson, AZ 85541		Buzz Walker
Bobcat Skidsteer	Town of Payson Water	500 N. McLane Rd Payson, AZ 85541		Buzz Walker
3 Trailers 14'-16' long	Town of Payson Water	500 N. McLane Rd Payson, AZ 85541		Buzz Walker



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Utility Boat	Town of Payson Water	500 N. McLane Rd Payson, AZ 85541		Buzz Walker
6 Wheel Dump Truck	Town of Payson Water	500 N. McLane Rd Payson, AZ 85541		Buzz Walker
Water Truck	Town of Payson Parks	1000 Country Club Payson, AZ 85541		Nelson Beck
Backhoe	Town of Payson Parks	1000 Country Club Payson, AZ 85541		Nelson Beck
Skidsteer	Town of Payson Parks	1000 Country Club Payson, AZ 85541		Nelson Beck
6 Wheel Dump Truck	Town of Payson Parks	1000 Country Club Payson, AZ 85541		Nelson Beck
Water Truck	Town of Payson Parks	1000 Country Club Payson, AZ 85541		Nelson Beck



## Emergency Support Function #4 - Firefighting

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### Purpose

Directs and controls operations regarding fire prevention, fire detection, fire suppression, rescue, and hazardous materials incidents; as well as to assist with warning and alerting, communications, evacuation, and other operations as required during an emergency.

### Primary Agencies

Payson Fire Department

### Secondary/Support Agencies

Northern Gila County Fire Districts  
US Forest Service  
Payson Police Department  
Payson Public Works Department  
Community Development Department

### Scope

ESF #4 manages and coordinates firefighting activities including the detection and suppression of fires, and provides personnel, equipment, and supplies to support to the agencies involved in the firefighting operations.

### Policies

- Priority is given to, the public, community, firefighter safety and protecting property (in that order).
- For efficient and effective fire suppression mutual and automatic aid may be required from various local firefighting agencies to aid in the community's emergency response team.
- Personnel will stay up to date with procedures through education and training.

### Concept of Operations

#### General

The Fire Department responds to emergency and non-emergency incidents every day as part of their routine operations. Infrequently, situations may develop into larger, more complex operations requiring a robust response from resources outside of the Town and its usual and customary sources.

For situations that are not primarily in the Fire Department's area of responsibility, the coordinator of emergency management will contact the Fire Department when resources are needed to handle the situation, and be prepared to have the Fire Department assume primary operational control in fire prevention strategies, fire suppression, and hazardous material incidents. Fire department personnel who are not otherwise engaged in emergency response operations may assist in warning and alerting the public, evacuation, and communications as is necessary and appropriate during an emergency situation.





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When this Emergency Support Function is activated all requests for fire fighting support will, in most cases, be submitted to the EOC for coordination, validation, and/or other actions.

### Organization

A fire representative will be assigned to the EOC in order to coordinate the fire service response. The fire representative will be a part of the EOC staff and will assist with the overall direction and control of emergency operations.

The Fire Department will determine if evacuations are necessary and the Police Department will implement and provide security for the evacuated area.

### Actions

- Develop and maintain plans and procedures to provide fire and rescue services;
- Document expenses and continue for the duration of the emergency;
- Check fire fighting and communications equipment;
- Fire Service representatives should report to the Emergency Operations Center to assist with operations;
- Fire department personnel may be asked to assist with warning and alerting, evacuating, communications, and emergency medical transport;
- Follow established procedures in responding to fires, emergency medical hazardous materials incidents and in providing rescue services;
- Requests mutual aid from neighboring jurisdictions.

### Responsibilities

- Fire prevention and suppression;
- Emergency medical treatment;
- Hazardous materials incident response;
- Radiological monitoring and decontamination;
- Determine the need for evacuation;
- Assist with evacuation;
- Search and rescue;
- Temporary shelter for evacuees at each fire station;
- Assist in initial warning and alerting;
- Provide qualified representative to assist in the EOC;
- Requests assistance from supporting agencies when needed;
- Arranges direct liaison with fire chiefs in the area;
- Implements Mutual Aid.



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**Tab 1 to Emergency Support Function #4**

**Fire Department Resources**

Fire Agency	1st Station	2nd Station	3rd Station/Miscellaneous
Beaver Valley Fire District	<b>Station 91 (Beaver Valley)</b> Engine 911 (T1)      Engine 916 (T4) Water Tender 911 (T2)    Rescue 911 (T6) MCI Trailer		
Blue Ridge Fire District	<b>Station 1</b> Engine 14 (T1)      Engine 11 (T1) Engine 12 (T2 Water Tender)    Engine 13 (T2 Water Tender) Rescue 8 (T2)      Brush 14 (T6) Utility 1      Command 1 (T3)		
Christopher-Kohls Fire District	<b>Station 51 (Christopher Creek)</b> Engine 511 (T1) Engine 516 (T6) Engine 526 (T6) Water Tender 511 (T2)    Rescue 511 (T2) Battalion 5 (T3)	<b>Station 52 (Kohls Ranch)</b> Engine 521 (T2) Water Tender 521 (T3)	<b>Station 53 (Ponderosa Springs)</b> Engine 531 (T1) Engine 536 (T6) Water Tender 531 (T3)
Forest Lakes Fire District	<b>Station 1 (Merzville Road)</b> Engine 1211 (T1)      Engine 1212 (T1) Water Tender 1211 (T2)    Battalion 12 Rescue 1211      Rescue 1212 Brush 1211(T6)		
Gisela Valley Fire District	<b>Station 81 (269 Stetson Dr.)</b> Engine 821 (T1)      Water Tender 811 (T3) Water Tender 812 (T1)    Rescue 811 (T2) Brush 821 (T6)		
Heber-Overgaard Fire District	<b>Station 1 (Overgaard)</b> Engine 1103 (T1)      Engine 1104 (T1/3) Engine 1106 (T1)      Water Tender 1105 (T2) Brush 1110 (T5)      Brush 1112 (T6) Ambulance 1864 (T2)    Ambulance 1865 (T2) Ambulance 1866 (T2)    Chief 1101 (T3) DC 1102 (T3)		
Hell's Gate Fire District	<b>Station 21 (80 Walters Lane, Star Valley)</b> Engine 211 (T1) Engine 212 (T1) Engine 213 (T3) Engine 216 (T6) Engine 217 (T6) Water Tender 211 (T2) Battalion 2 (T3) Car 212 Car 213 Bobcat & Trailer	<b>Station 22 (118 Mathew Ln., Tonto Village)</b> Engine 221 (T1) Engine 223 (T3) Water Tender 221 (T2) Wildland Support Trailer	<b>Station 23 (177 Mountain View, Meads Ranch)</b> Engine 231 (T1) Engine 232 (T4)



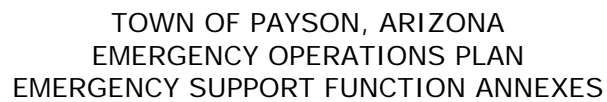
TOWN OF PAYSON, ARIZONA  
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Houston Mesa Fire District	<b>Station 31 (8139 W. Mescalero Rd.)</b> Engine 311 (T1)                      Engine 316 (T6) Water Tender 311 (T3)              Car 311(T3)		
Lifestar EMS	<b>Station 1 ( W. Estate Lane)</b> Ambulance 691 (T2)                      Ambulance 692 (T2) Ambulance 693 (T2)                      Ambulance 694 (T2) Ambulance 695 (T2)		
Payson Fire Dept	<b>Station 11 (400 W. Main St.)</b> Engine 111 (T1) Engine 112 (T1) Ladder 111 (T1) Water Tender 111 (T2) Engine 116 (T6) Rehab 111 Battalion 1 (T3) Rescue 111 (T2) TRT-Special Ops Trailer (T3)	<b>Station 12 (108 E. Rancho Rd.)</b> Engine 121 (T1) Utility 121 (T2) Engine 126 (T6)	<b>Miscellaneous</b> Portable Repeater/Translator (T3) Dozer & Transport (T2) Super Water Tender (T1)
Payson Ranger District	<b>04 (1009 E. Hwy 260)</b> Engine 46 (T6)                      Engine 47 (T6) Engine 48 (T3)		
Pine-Strawberry Fire District	<b>Station 41 (Pine)</b> Engine 411 (T1) Water Tender 411 (T2) Brush 411 (T3) Ambulance 411 (T1) Utility 411 (T2) Battalion 4 (T3) Car 411	<b>Station 42 (Strawberry)</b> Engine 421 (T1) Water Tender 421 (T2) Brush 421 (T6) Ambulance 421 (T1) Ambulance 422 (T2) Car 421	<b>Miscellaneous</b> TRT-Special Ops Trailer (T3) Training tower
Tonto Basin Fire Dist	<b>Station 1 (373 S. Old Hwy 188, TB)</b> Engine 111 (T1) Engine 141 (T6) Water Tender 141 (T2) Ambulance 131 (T2) Battalion 351 (T3) Battalion 353 (T3)	<b>Station 2 (153 W. Elm, TB)</b> Engine 361 (T6) Light & Air Water Tender 221 (T3) Engine 211 (T1) Ambulance 231 (T2)	<b>Station 5 (MP272 SR188, Jakes Corner)</b> Engine 511 (T1) Water Tender 521 (T2) <b>Station 6 (75 Capel Dr., Roosevelt)</b> Engine 611 (T1) Water Tender 621 (T2) Engine 641 (T6) Ambulance 631 (T2) Ambulance 632 (T2)
Tonto Basin Ranger District	<b>Roosevelt Work Center</b> (Hwy 188 MP241) Engine 68 (T3) Engine 66 (T6)	<b>Tonto Basin Work Center</b> (Old 188, Punkin Center) Engine 67 (T3)	



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Whispering Pines Fire District	<b>Station 71</b> (2603 Houston Mesa Rd, Whispering Pines) Engine 711(T1) Water Tender 711 (T2) Rescue 711 (T2) Battalion 7 (T3)	<b>Station 72</b> (Rim Trail) Engine 726 (T6)	<b>Station 73</b> (Geronimo Estates) Engine 736 (T6) Water Tender 731 (T2) <b>Station 74</b> (Bonita Creek) Engine 741 (T3)
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## Fire Department Organizational Chart





TOWN OF PAYSON, ARIZONA  
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**Tab 3 to Emergency Support Function #4**

**Fire Services Contact List**

Fire Agencies	Mailing Address	Primary Contact	Secondary Contact
AZ State Forestry Division (Payson)			
Beaver Valley Fire District			
Blue Ridge Fire District			
Christopher-Kohls Fire District			
Clear Creek Pines Fire District			
Forest Lakes Fire District			
Gisela Valley Fire District			
Heber-Overgaard Fire District			
Hellsgate Fire District			



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Houston Mesa Fire District			
Payson Fire Dept			
Payson Ranger District			
Pine-Strawberry Fire District			
Pleasant Valley Vol Fire District			
Tonto Basin Fire District			
Tonto Basin Ranger District			
Whispering Pines Fire District			
<b>Associated Agencies</b>	<b>Mailing Address</b>	<b>Primary Contact</b>	<b>Secondary Contact</b>
AZ Department of Public Safety			
Gila County Division of Emergency Management			



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Gila County Sheriffs  
Department

Gila County Sheriffs  
Department  
Communications

Payson Police  
Department

AZ State Forestry  
Division (Phoenix)

AZ State Fire Marshal's  
Office





## Emergency Support Function #5 – Emergency Management

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### Purpose

The purpose of this Emergency Support Function is to coordinate the Town's overall Emergency Operations Center (EOC) response of local resources by collection, analysis, and dissemination of information and development of plans.

### Scope

ESF #5 coordinates the response of all the Town's departments and the use of community resources to provide an emergency response.

#### Preparedness Actions

- Develop plans for coordinating with agencies, organizations, and outside organizations when capabilities are exceeded
- Provide for mutual aid agreements
- Prepare resource lists and agreements for supplies and services
- Prepare emergency contact information

#### Response and Recovery Actions

- Alert and notification
- Deployment and staffing of emergency response teams
- Incident action planning
- Coordination of operations with local government for logistics and material
- Direction and control
- Information management
- Facilitation of requests for assistance,
- Resource acquisition and management (to include allocation and tracking)
- Worker safety and health
- Facilities management
- Financial management
- Other support as required

### Primary Agencies

All Town Departments  
Elected officials

### Secondary/Support Agencies

Gila County Emergency Management  
Community Emergency Response Teams

### Policies

- This ESF provides a multi-departmental command system;
- Manages operations at the Town level;
- The National Incident Management System (NIMS) and its subset of principles (ICS) can be used in any size or type of disaster to control response personnel, facilities, and equipment.



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- NIMS principles include use of common terminology, modular organization, integrated communications, unified command structure, coordinated action planning, and manageable span of control, pre-designated facilities, and comprehensive resource management.
- ESF #5 staff supports the implementation of mutual aid agreements to ensure seamless resource response.
- Each department provides representatives to staff key positions in the Emergency Operations Center.
- Departments and agencies participate in the incident action planning process which is coordinated by ESF #5.

## Concept of Operations

### General

The mission of this ESF is to promote coordination within the Town emergency organization and outside agencies while providing direction, control, and coordination of Town forces and resources during and following periods of emergency.

The Town of Payson Coordinator of Emergency Services maintains the Emergency Operations Plan that serves as a guide for the initial response to most emergencies. When the Town EOC is activated, this function will be coordinated with and involve other support agencies and organizations.

### Situation

- See Basic Plan
- The primary Emergency Operations Center (EOC) is located in the Payson Police Department conference room located 303 N. Beeline. The secondary EOC is located at Fire Station 11 located at 400 W. Main St.
- The EOC will be activated upon notification of a possible or actual emergency. During emergency situations, certain agencies may be required to relocate to the EOC. During large-scale emergencies, the EOC will become the seat of government for the duration of the crisis.
- Hazards that exist in the Town have the potential for causing a disaster of such magnitude as to make centralized direction and control of the Town's response essential.

### Assumptions

- Most emergency situations are handled routinely by the emergency services organizations.
- Most major emergencies can be managed at the field level under established procedures, with an on-scene incident commander (IC) directing operations from an on-scene command post.
- During large-scale local emergencies, many management activities can be handled at the EOC, thereby allowing field forces to concentrate on essential scene tasks.
- In most major emergency situations, centralized direction and control is the most effective approach to management of emergency operations.



TOWN OF PAYSON, ARIZONA  
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## Execution

- The Town Staff is responsible for coordination of the Town's emergency response, and will be activated and report to the EOC to provide direction and control under the guidelines listed below.
- Emergency situations vary markedly in speed of onset and in their potential for escalation to disaster proportions. The extent to which the EOC is activated and when it assumes command of emergency operations depends upon the type of emergency situation, its potential for escalation, its geographic extent, and other factors. The objective is to activate the Emergency Operations Plan (and EOC) at an appropriate time and level of implementation to allow emergency staff ample time for response, briefing, and action plan development. This may be immediate and at a fully activated level under certain circumstances.
- It is incumbent upon the on-duty field emergency services personnel and dispatch telecommunicators at a supervisory level to be prepared to immediately contact the Town Manager or one of the following designees to report any emergency situation which may require EOC activation.
- Individuals authorized to activate the EOC (in order of priority):
  - Town Manager
  - Police Chief (after notification of the Town Manager)
  - Fire Chief (after notification of the Town Manager)
  - Public Works Director (after notification of the Town Manager)
- The EOC will ordinarily be fully activated and the Emergency Services Staff will assume control of emergency operations in any emergency situation of such magnitude as to require significant mobilization of elements of local government other than those principally involved in emergency services on a day-to-day basis.
- The EOC may be partially activated during emergencies of lower magnitude, when doing so will assist field incident commanders in controlling the emergency, providing a controlled release of information to the public, or facilitating the liaison and coordination with outside agencies or jurisdictions.
- The EOC may be activated and staffed incrementally in response to a slow developing emergency.
- The services, resources and facilities of existing Town departments will be utilized. When necessary, the private sector will be requested to perform emergency tasks and functions unavailable to the Town of Payson.
- Departments with field forces will establish a unified command at a joint on-site command post from which to control their operations and coordinate with other field forces.
- When a local emergency is proclaimed, the Mayor is authorized, by ARS 26-311, to govern by proclamation, and shall impose all necessary regulations to preserve peace and order within the Town. (See page 20 and Appendix 10 of the Basic Plan for information on the emergency declaration process and sample proclamations).
- The Mayor's authority includes but is not limited to:
  - Imposition of curfews.
  - Ordering the closing of any business.
  - Closing to public access any public building, street or other public area.
  - Calling upon regular and auxiliary law enforcement agencies within or outside the Town for assistance.
  - Requesting mutual aid from other political subdivisions.



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- Committing local resources in accordance with local emergency plans.
- Critical Incident Stress Debriefing (CISD) will be an integral part of all disaster operations. The Arizona Critical Incident Stress Management Network can be contacted to perform peer support and psychological debriefing services to lessen the effects of excessive stress on disaster workers.

### Organization and Assignment of Responsibilities Within the EOC

- Organization of the EOC will be accomplished utilizing the Federal National Incident Management Systems (NIMS) guidelines and principles.
- The EOC is organized into an Executive Group, a Command Group and an Emergency Services Group. See Basic Plan for definitions and responsibilities of the Executive Group including the emergency functions of the Mayor, Council and the Town Manager.
- Within the context of NIMS the EOC is organized into five functional areas: Command, Operations, Planning, Logistics, Administration/Finance and Safety.
- The Operations, Planning, Logistics, Administration/Finance and Safety Section Chiefs are members of the Emergency Services Group and are also charged with activating and supervising the branches and units within their respective sections. These areas will be implemented, staffed and organized by the EOC Chief as dictated by the scope of the emergency.

#### Executive Group Responsibilities

- Maintain an awareness of emergency operations procedures.
- Provide high level policy guidance to the Command and Emergency Services Groups.
- Participate in the various proclamation processes.

#### Command Group Responsibilities

The EOC Chief (Town Manager or designee) serves as the overall manager of the Command Group and is responsible for all incident activities. These responsibilities include:

- Activating elements of the Emergency Operations Plan.
- Assessing the incident situation.
- Overall management of the incident, to include the development and implementation of strategic decisions and approving and ordering the release of resources.
- Conducting initial Operations Section briefings.
- Managing incident operations.
- Authorizing evacuation orders.
- Determining information needs and informing Operations Section personnel of these needs.
- Approving and authorizing implementation of the incident action plan.
- Coordinating staff activity.
- Authorizing release of information to the news media.
- Approving plan for demobilization.



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The Command Group is supported by a Command Staff who assume key functions that are not part of the line organization. These individuals include the Coordinator of Emergency Services, Public Information Officer and Town Attorney, when not required by the Executive Group.

#### Command Staff Advisory Functions

Two Command Staff positions are established to assume key activities and report directly to the EOC Chief. These positions are the Coordinator of Emergency Services and Public Information Officer. A Legal Advisor may be assigned to support the Command Group when not required as part of the Executive Group. Additional positions may be required depending upon the nature of the incident or requirements of the EOC Chief.

The Coordinator of Emergency Services will:

- Activate the Emergency Services Staff and the Emergency Operations Center (EOC) when directed by the Town Manager.
- Assist the EOC Chief in supervising the activities of the Emergency Services Staff.
- Aid the EOC Chief in the mobilization and employment of field forces.
- Effect liaison and coordination with adjoining communities and the Gila County EOC.
- Keep the Executive Group apprised of the situation if the EOC Chief is not present.

The Public Information Officer will:

- Develop accurate and complete information regarding the incident cause, size, current situation, resources committed, and other matters of general interest.
- Be the point of contact for media and other governmental agencies that desire information about the incident.
- Establish staff as required.
- Establish media collection point.
- Participate in a Joint Information Center (JIC) during events of national significance.

#### Emergency Services Group Responsibilities

The Emergency Services Group includes the Chiefs of the Operations, Planning, Logistics, Administration/Finance and Safety Sections. Their functions and responsibilities are as follows:

Planning Section:

The Planning Section is responsible for the collection, evaluation, dissemination and use of information concerning the development of the incident. Information is needed to: 1) understand the current situation, 2) predict the probable course of incident events, 3) prepare alternative strategies and control operations for the incident. Responsibilities include:

- Obtaining briefings from the EOC Chief.
- Activating Planning Section.



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- Produce situation reports, which will be distributed to the EOC staff, on-scene incident command staff, and other EOCs as necessary.
- Support short term and long term planning activities.
- Supervising preparation of the Incident Action Plan.
- Develop short/concise plans.
- Record the planned activities
- Track their progress. The response priorities for the next operational period will be addressed in the Incident Action Plan (IAP).
- Establishing information requirements and reporting schedules for each incident.
- Assembling information on alternative strategies.
- Establishing a Weather Data collection system when necessary.
- Identifying needs for use of specialized resources.
- Providing periodic predictions on the incident.
- Compiling and displaying incident status summary information.
- Advising the Command Group of any significant changes in the incident status.
- Ensuring the general welfare and safety of the Planning Section personnel.
- Prepare demobilization plan.

#### Finance/Administration Section

The Administration/Finance Section is responsible for all documentation of the incident, including financial and cost analysis aspects of the incident, and for coordinating legal information and recommendations. Responsibilities include:

- Obtaining briefing from the EOC Chief.
- Informing the EOC Chief when the Section is operational.
- Attending briefings with responsible agencies to gather information.
- Developing an operating plan for finance function for the incident.
- Track and process claims for property damage caused by emergency activities.
- Develop procedures for the provision of emergency supplies and services.
- Meeting with representatives of assisting and cooperating agencies, as required.
- Providing input in all planning sessions on financial and cost analysis matters.
- Maintaining contact with agency administrative headquarters on financial matters.
- Documenting all financial costs of the incident, including documenting for possible cost recovery for service and supplies.
- Advising the Command Group on possible liabilities arising from disaster operations.
- Evaluating the effects of damage on the Town economic index, tax base, bond ratings and insurance ratings for use in long-range recovery planning.

#### Operations Section

The Operations Section is responsible for the management of operations directly applicable to the incident and the collection, evaluation, dissemination, and use of information and intelligence concerning the development of the incident. This information is needed to: 1) understand the current situation; 2) predict the probable course of incident events; and 3) prepare alternative strategies and control operations for the incident. Responsibilities include:





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- Obtaining briefings from the EOC Chief.
- Developing the operations portion of the Incident Action Plan.
- Briefing and assigning Operations personnel.
- Supervising operations in conjunction with the Incident Command Post.
- Determining needs and requests for additional resources.
- Reporting information about specific activities, events and occurrences to the EOC Chief.
- Reviewing suggested list of resources to be released and initiating recommendations for release of resources.
- Ensuring general welfare and safety of Operations Section personnel.
- Providing any additional services, as indicated in respective departmental annexes.
- Establishing information requirements and reporting schedules for each incident.
- Identifying needs for use of specialized resources.
- Performing operational planning for the Planning Section.
- Compiling and displaying incident status summary information.
- Advising the Command Group of any significant changes in the incident status.
- Establishing shelters and providing shelter management when necessary.
- Preparing and distributing EOC Chief's orders.

#### Logistics Section

The Logistics Section is responsible for providing equipment, facilities, materials, supplies, and services in support of the incident. The Logistics Section participates in the development and implementation of the Incident Action Plan. Responsibilities include:

- Obtaining briefings from the EOC Chief.
- Planning of the organization of the Logistics Section.
- Assigning work locations and preliminary work tasks to section personnel.
- Maintaining resource status information.
- Notifying the Planning Section of resources units activated, including names and locations of assigned personnel.
- Participating in the preparation of the Incident Action Plan.
- Identifying service and support requirements for planned and anticipated operations.
- Providing input and review to the communications plan, medical plan and traffic plan.
- Coordinating and processing requests for additional resources.
- Receiving requests for future service and support requirements.
- Receiving demobilization plan from the Planning Section.
- Recommending release of unit resources.
- Ensuring general welfare and safety of Logistics Section personnel.
- Identifying and procuring supply and support needs for the Logistics Section and EOC as well as supporting logistical needs through procuring of supplies.
- Determining need for providing meals for extended EOC operations.
- Making a list of volunteers according to functional capabilities and informing the Planning and Operations Section of availability.

#### Miscellaneous



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The EOC will be staffed to support 24-hour operations and depending upon the severity and magnitude of the incident, the EOC may have to operate for an extended period of time. Therefore, each department or agency assigning personnel to the EOC should allow for additional relief personnel on a shift basis.

Other members of the emergency services staff includes those department heads and designated representatives assigned to assist the Command and Emergency Services Groups in carrying out the tactical functions of the Operations, Planning, Logistics, and Administration/Finance Sections. These functions may be directed from normal locations or the EOC, as the situation demands, to coordinate one or more of these areas.

- Coordinating the activities of field forces.
- Collecting, evaluating, responding to, and disseminating essential information.
- Maintaining logs, displays, and records of essential information.
- Collecting and consolidating data from field forces and preparing situation reports and summaries for periodic briefings, after-action reports and forwarding as required.
- Receiving and processing requests for resources from field forces.





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**Tab 1 to Emergency Support Function #5**  
**EMERGENCY MANAGEMENT ORGANIZATION AND TELEPHONE LISTING**

Position Name	Assigned Person	Work Phone	Home Phone	Cell Phone
EOC Chief	Town Manager			
Public Information Officer	Parks, Rec & Tourism Director			
Operations	Police Chief			
Operations	Fire Chief			
Operations	Public Works Director			
Planning	Community Dev Director			
Planning	Zoning Administrator			
Logistics	Public Works Director			
Logistics	Asst Pub Wks Director			
Finance Administration	Chief Financial Officer			
Legal Advisor	Town Attorney			
Legal Advisor	Deputy Town Attorney			
Coordinator of Emergency Services	Fire Chief			
Coordinator of Emergency Services	Police Chief			

## TELEPHONE SYSTEMS

1. Command Group telephone numbers in the EOC:
2. Operations Section telephone numbers in the EOC:
3. Planning Section telephone number in the EOC:
4. Logistics Section telephone number in the EOC:
5. Administration/Finance Section telephone number in the EOC:
6. Public Information telephone number in the EOC:
9. Supporting agencies:

- American Red Cross: Grand Canyon Chapter: 602-336-6660 or 602-303-1184 (after hours)

### Communications

1. Telephone Systems and Radio Systems, are listed in this tab.
2. Existing communications regulations and system control procedures apply.
3. The telephone will be the primary method of communication. Police and Fire Department radio networks will provide backup communications in the event of a telephone system failure.



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## RADIO SYSTEMS

The Town government will utilize the law enforcement and fire communication nets that are in use on a daily basis. The Police Department is responsible for the coordination and use of these communication nets during emergency situations when the EOC is activated.

### Law Enforcement Net

### Fire Department Net

#### Standardized Radio Frequency List for Northern Gila County Fire Chiefs

Chan Name	W/N	Rx	RxPL	Tx	TXPL
1 Agency's Choice Below					
2 Agency's Choice Below					
3 Agency's Choice Below					
4 Mutual Aid	Narrow	154.2800		154.2800	136.5
5 Tac 5 (NGCFC)	Wide	154.2050		154.2050	151.4
6 Tac 6 (NGCFC)	Wide	154.3850		154.3850	136.5
7 Pine-Straw Fire 5-Mile Rpt	Wide	154.2650	151.4	150.7750	151.4
8 USFS BIFC Tac 2	Narrow	168.2000		168.2000	
9 USFS Tonto Fire Net 1(Local)	Narrow	164.8250		164.1250	Below
10 USFS Tonto Fire Net 1 C-C	Narrow	164.8250		164.8250	
11 USFS Tonto Fire Net 2 C-C	Narrow	170.5000		170.5000	
12 Gila County SO (Local Rpt.)	Wide	Below			
13 Gila County Charlie 1 Ord	Narrow	155.1375	100.0	151.2575	100.0
14 Gila County Charlie 2 North	Narrow	155.6475	100.0	158.9775	100.0
15 Agency's Choice Below					
16 Agency's Choice Below					
GCSO Repeater Frequencies					
Diamond Point	Wide	155.1000	118.8	153.9950	118.8
5-Mile	Wide	155.3100	186.2	154.7700	110.9
Ord	Wide	155.3100	67.0	154.7700	67.0
Signal	Wide	155.3100	DPL 445	154.7700	DPL 445
Car - Car	Wide	155.3100		155.3100	
Payson Fire Frequencies					
Payson Fire Airport Repeater	Wide	154.4300	136.5	154.1750	136.5
Payson Fire DP Repeater	Wide	154.4300	136.5	155.9250	136.5
Payson Fire C-C	Wide	154.4300	136.5	154.4300	136.5
USFS Tonto Repeaters					
Diamond Point		131.8			
Ord		123.0			
Signal		110.9			



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Public Works Net

Warning

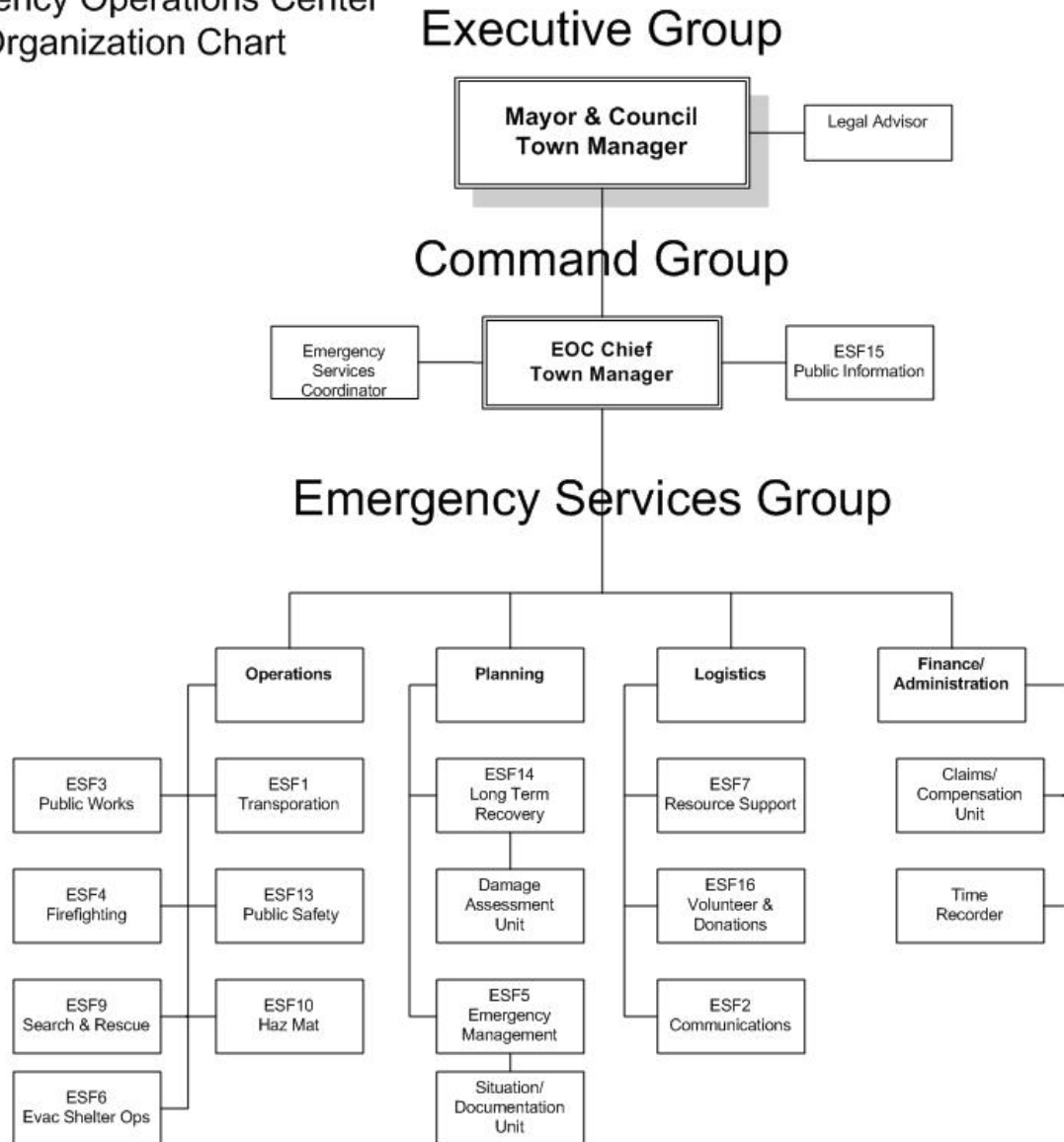
1. The Gila County Sheriff's Office is responsible for disseminating all weather watches, weather warnings, alert and attack warnings to the local Public Safety Access Point (PSAP) center.
2. The Police Department and/or the Fire Department Alarm Room will:
  - a. Notify the Communications and Public Affairs Department who will notify the Town Manager and the Coordinator of Emergency Services.
  - b. Activate the Community Emergency Notification System (CENS) to disseminate emergency warning information.
  - c. Utilize mobile sirens and PA systems to further disseminate warnings to the public.
  - d. Advise the public to listen to commercial radio and TV broadcasting stations that should disseminate emergency warning and information. Additional warning procedures can be found at ESF #15.



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**Tab 2 to Emergency Support Function #5**  
**EMERGENCY OPERATIONS CENTER (EOC)**  
**ORGANIZATIONAL CHART**

Emergency Operations Center  
Organization Chart





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**Tab 3 to Emergency Support Function #5**  
**PRIMARY EOC STAFFING**

**Skeletal Staffing**

Emergency Operations Center Chief  
Coordinator of Emergency Services  
Police Chief or Designated Person

**Full Staffing**

Town Manager  
Coordinator of Emergency Services  
Law Enforcement  
Fire Chief  
Public Works Director  
Public Information Officer  
Attorney Representative  
IS Technician  
Security

**LINE OF SUCCESSION**

Line of succession of the elected officials is:

Mayor  
Vice-Mayor  
Remaining Council Members in order of seniority

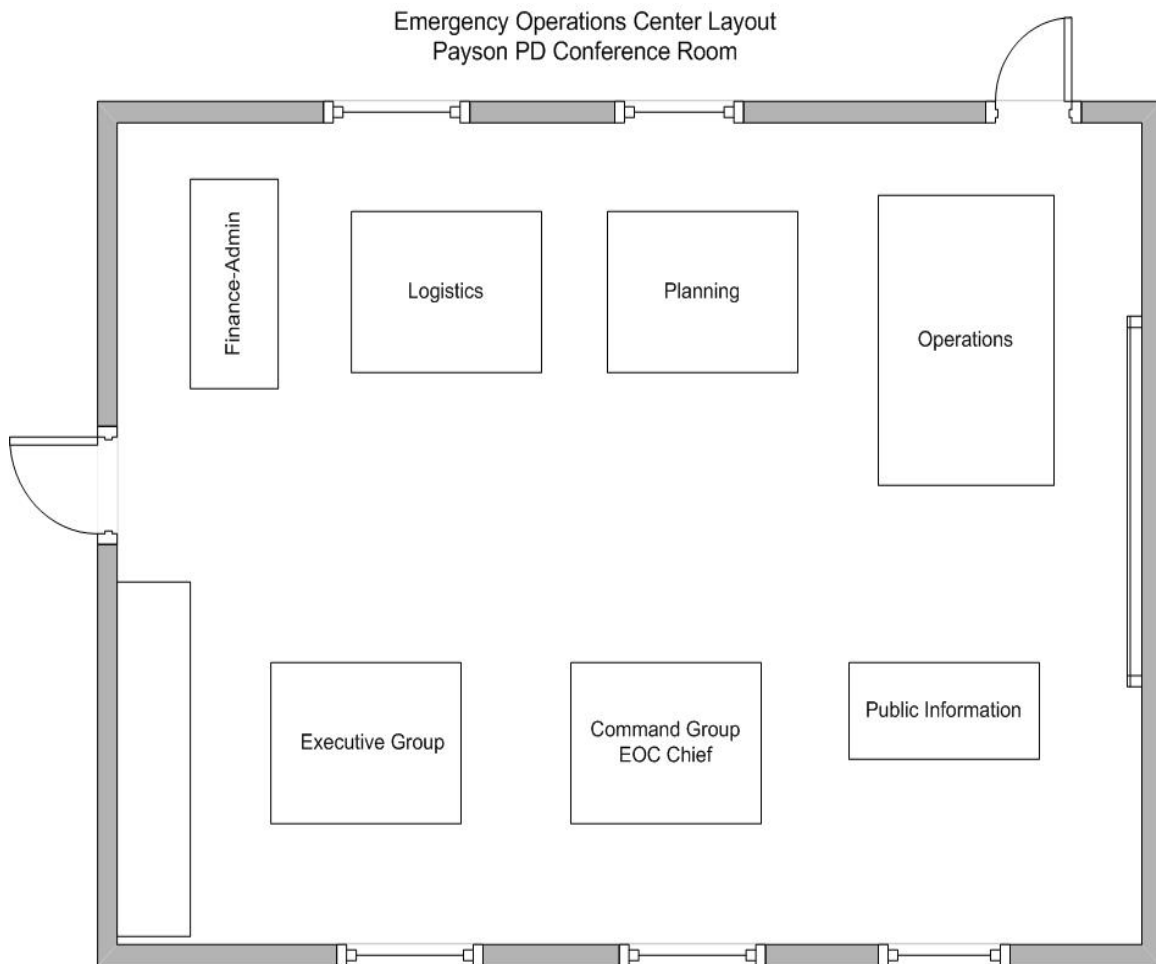
Line of succession of the appointed staff is:

Town Manager  
Fire Chief/Police Chief (The Chief not engaged as the EOC Chief will assume the succession of government.)  
Public Works Director  
Assistant Public Works Director  
Community Development Director  
Financial Services Director  
Parks, Recreation & Tourism Director



TOWN OF PAYSON, ARIZONA  
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**Tab 4 to Emergency Support Function #5**  
**EOC FLOOR PLAN**



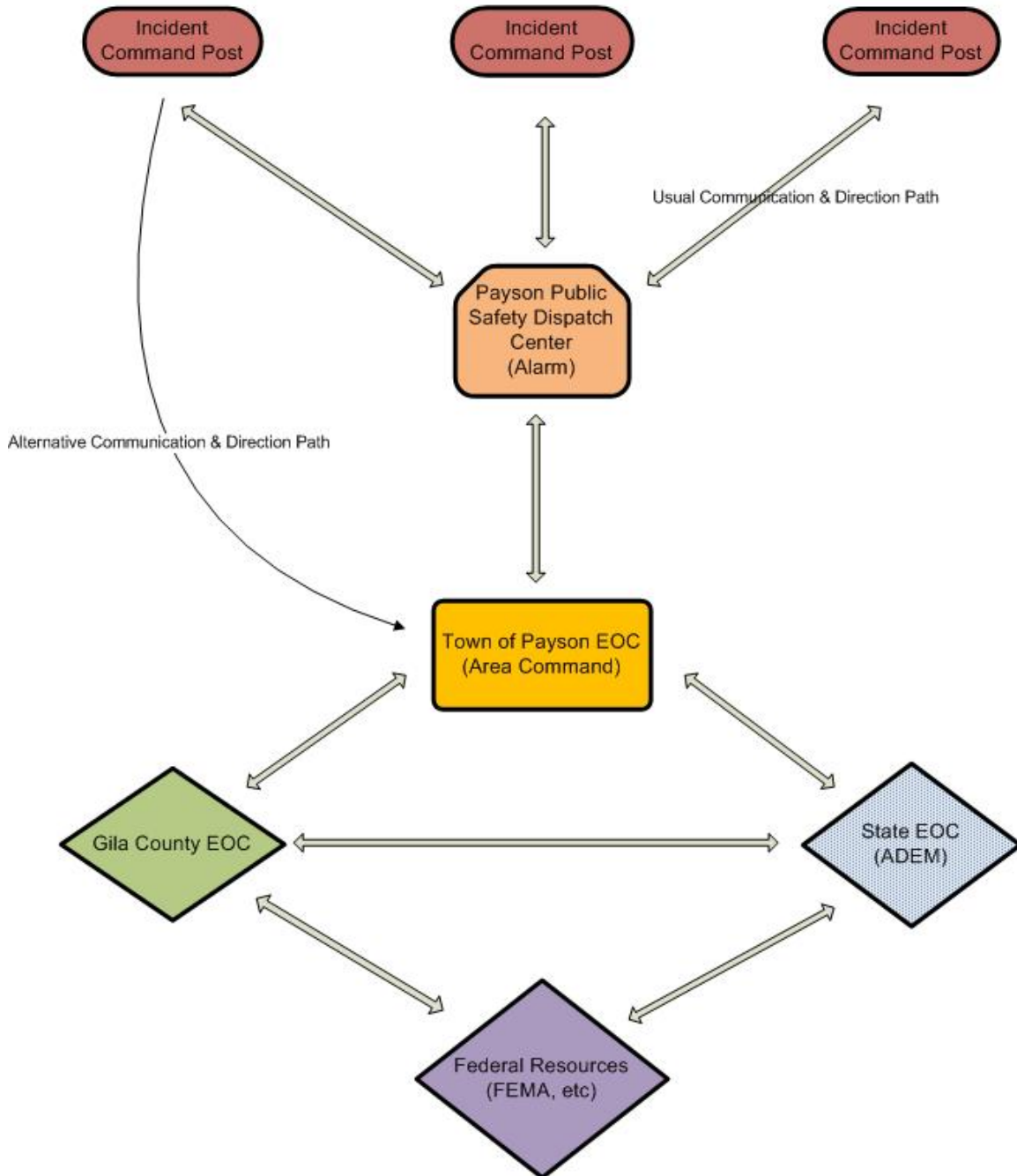


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**Tab 5 to Emergency Support Function #5**

## Flow of Communications and Direction

(EOC to Incident Command Posts, EOC to EOC)









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**Tab 7 to Emergency Support Function #5**  
**SUGGESTED EOC MESSAGE FLOW**

Dispatcher/Phone Operator

Receive incoming messages. Record them on standard 3-color form. Enter in personal log and make a photocopy if desired. Deliver messages to the Coordinator.

Coordinator

Direct and control all emergency operations. Delegate action to service chiefs as needed by giving them the yellow action copy of the message. Assure the routing of all official messages through the Coordinator to the Message Clerk for filing.

Message Clerk

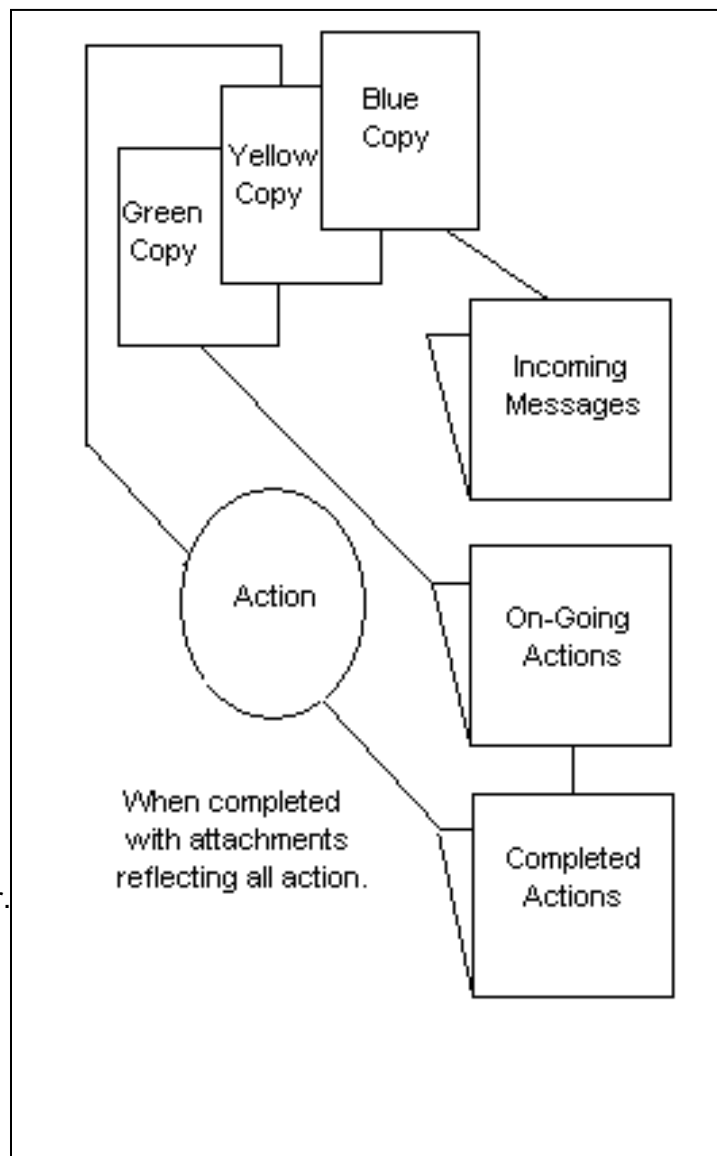
Maintain the official files for the Coordinator—"Incoming Messages," "On-going Actions," and "Completed Actions." Maintain a log of all messages. Assist the Coordinator in keeping abreast of the status of all actions.

Service Chiefs

Receive task with yellow copy from Coordinator. Complete action. Make a record of all action and attach to yellow "action copy" of message. Return to Coordinator. Retain a photocopy of yellow message plus attachments.

Messengers

Make photocopies of messages and supporting documentation and return them with the original to the individual making the request. Deliver messages and perform other support duties as required.





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**Tab 8 to Emergency Support Function #5**  
**EOC MESSAGE FORM**

<b>EOC MESSAGE</b>		
		<div style="display: flex; justify-content: flex-end;"><div>URGENT <input type="checkbox"/></div><div>ROUTINE <input type="checkbox"/></div><div>INFO ONLY <input type="checkbox"/></div></div>
MESSAGE NO: _____ DATE: _____ TIME: _____		
TO: NAME: _____ FROM: _____		
ORGANIZATION: _____ ORGANIZATION: _____		
TELEPHONE: _____ TELEPHONE: _____		
SITUATION/INCIDENT DESCRIPTION:		
ACTION TAKEN/RESPONSE/REPLY:		
EOC ACTION OFFICER: _____		

**Tab 9 to Emergency Support Function #5**  
**EOC MESSAGE LOG**

[illegible]



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**Tab 10 to Emergency Support Function #5**  
**EOC LOGS & REPORTS**

**Event Log:**

An event log, compiled by members of the Emergency Services Staff, will be used to record significant events, status reports, event descriptions, and actions taken by the staff.

**Situation Report:**

A Situation Report will be prepared by the shift supervisor at the end of each work shift. Copies will be sent to the EOC Chief, Mayor, and the County EOC. The report to the County EOC may be submitted by telephone.

Initial reports may be fragmentary and by telephone if the EOC Chief or the Mayor are not at the EOC. When conditions stabilize, complete reports will be provided.

**Security Log:**

A record of all persons entering and leaving the EOC will be maintained by the security personnel at the entrance. All personnel entering the EOC will be required to check in at the Security Desk and be issued a pass.

**Disaster Summary Report:**

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

**After-Action Report**

Within five days after emergency operations are concluded, each involved department will submit an After-Action Report to the Town Manager.

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



## Emergency Support Function #6 – Mass Care, Housing, Human Resources

---

### Scope

ESF# 6 is intended to address non-medical mass care, housing and human service needs for individuals and family members of the community affected by a disaster.

The services and programs include the following:

- Sheltering
- Food service
- Emergency Fire Aid
- Counseling
- Family Assistance Center (FAC)
- Reunification Services

### Primary Agencies

American Red Cross  
Gila County Emergency Management

### Secondary/Support Agencies

Police Department or designated law enforcement agency.

### Policies

- ESF-6 support may vary depending on an assessment of incident impact(s), the magnitude and type of event, and the stage of the response and recovery efforts.
- To support mass care activities and provide services without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- To coordinate with ESFs #1, #3, #5, #11, #14 and others regarding recovery and mitigation assistance, as appropriate.
- To support mass care activities and provide services without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- To assign personnel to support ESF-6 functions in accordance with the rules and regulations of their respective parent agencies.
- To reduce duplication of effort and benefits, to the extent possible. This includes streamlining assistance as appropriate and identifying recovery and mitigation measures to support local planning efforts.

### Concept of Operations

#### General

The Town of Payson will provide sheltering if the need is short term and within its capabilities in partnership with the American Red Cross and the Payson Unified School District.



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The pre-determined primary sites for sheltering will be coordinated with the Payson Unified School District utilizing their facilities. Alternative sites will be determined and the necessary arrangements will be made to secure those sites.

#### Sheltering

- Public emergency shelters will provide accommodations for all population groups. Appropriate provisions must be made within the shelter facilities to accommodate people with special medical needs that do not require hospital admission, people without their own transportation, and registered sex offenders.
- Additionally, sheltering for pets and service animals will be included in planning and coordinated with ESF-11. Refer to ESF #11 for details regarding pet and animal sheltering.
- For mass evacuations directed by state or local officials. The Police Department will coordinate the designation of shelter facilities and the operation of shelters for people who evacuate out of their home jurisdiction.

#### Feeding

- Feeding is provided to disaster victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk distribution of food. Feeding is based on sound nutritional standards and to the extent possible in conjunction with the American Red Cross and Payson Unified School District.

#### Emergency First Aid

- Emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, is provided at mass care facilities and at designated sites. Provision for services is coordinated with ESF-8. Refer to ESF-8 for details regarding medical care services.

#### Counseling

- Rim Guidance has the responsibility to coordinate counseling services for the shelters.

#### Security

- The Police Department will have the responsibility of coordinating security during a disaster.
- Secure evacuated areas.
- Provide security to shelter(s)

#### Transportation:

- The Police Department, in conjunction with the Payson Unified School District, will coordinate transportation during an emergency event.
- Ensure that residents are transported and sheltered safely. Refer to ESF #1 for details regarding transportation



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**Tab 1 to Emergency Support Function #6**  
**Designated Shelter**

Facility Information	Contact Person(s) and Information	Capacity	Pet Friendly (Y/N)	Back Up Power (Y/N)
Payson Unified School District		1000	Limited	Yes
Payson Unified School District				
Tonto Apache Tribe		300	Limited	Yes



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**Tab 2 to Emergency Support Function #6**  
**Shelter Registration Form**

<b>American Red Cross</b>	<b>DISASTER SHELTER REGISTRATION</b>
Family Last Name: _____	Shelter Location: _____
Family Member(s): _____	Shelter Telephone No: _____ Date of Arrival: _____
_____	Pre-Disaster Address & Telephone No: _____
_____	_____
_____	_____
Please note any special medical conditions and age _____	
_____	
Post-Disaster Address & Telephone No: _____	Date/Time Left Shelter: _____
_____	
Number of Children in Family: _____	
Pet(s) (Include Name, Breed, Type, & Location): _____	
_____	_____
_____	Signature
Family Member not in Shelter (Location if Known) _____	I do, do not , authorize release of the above information concerning my whereabouts or general condition.
_____	
_____	
SHELTERMASTERFILE	AMERICANREDCROSSFORM5972(5-79)

This "Disaster Shelter Registration" form (#5972) is the standard form used in all American Red Cross Shelter Centers. It is a four-part carbon form with the back copy made of card stock. Copies are distributed within the Shelter Center for various functions such as family assistance and outside inquiry. This form should be kept on hand locally in ready-to-go Shelter Manager Kits. It is available from the American Red Cross National Office through local chapters. They recommend keeping 150 forms for every 100 expected shelterees.





## Emergency Support Function #7 - Resource Management

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### Purpose

The emergency support function for resource management involves direction, coordination, operations, and follow-through during an emergency in order to identify, procure, inventory, and distribute critical resources.

### Scope

The Town will determine what resources are available and identify potential sites for receiving, storing, and distributing resources if outside assistance is needed. Resource management may continue until the disposition of excess and surplus property is completed.

During an incident if demand for resources exceeds the locality's capabilities, then outside requests will be made based on MOUs, mutual aid agreements and other arrangements that are compliant with accepted policies and procedures.

### Primary Agencies

Financial Services  
ESF#5 - Emergency Management

### Secondary/Support Agencies

Public Works Department  
Parks, Recreation & Tourism

### Policies

- The Town will use its own resources and equipment during incidents and will have control over the management of the resources as needed to respond to the situation;
- Each department with an emergency management role will be responsible for identifying its resources that could be used in an emergency;

### Concept of Operations

#### General

Standard operating procedures will be developed and maintained by Financial Services for procurement of supplies and services during an emergency. This function will be coordinated and involve other support agencies and organizations.

### Actions/Responsibilities

- Designate local department(s) within the community responsible for resource management;
- Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources;



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- Prepare mutual aid agreements with local, and surrounding jurisdictions to aid the locality
- Develop SOPs to manage the processing, use, inspection, and return of resources coming to the locality
- Identify actual or potential facilities and ensure they are ready and available to receive, store, and distribute resources (government, private, donated);
- Develop training/exercises to test plan, and to ensure maximum use of available resources and understanding of policies to obtain resources from outside the locality.
- Develop and maintain a detailed list of available community resources
- Ensure the community is aware of available resources.



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**Tab 1 to Emergency Support Function #7**  
**Staging Areas/Points of Distribution**

Facility Information	Contact Person(s)	Phone Number(s)	Square Footage (sq ft)



## **Emergency Support Function #8 – Public Health and Medical Services**

---

### **Introduction**

The basic the functions of this ESF are provided by the Gila County Health Department. The Payson Fire Department will assist in providing and coordinating emergency and other medical services.

### **Purpose**

The purpose of ESF #8 is to guide and coordinate the Town's response to a health and medical emergency with the county, state and federal agencies.

### **Primary Agency**

Fire Department

### **Secondary/Support Agencies**

Gila County Health Department  
Lifestar EMS  
Northern Gila County Fire Districts  
Payson Regional Medical Center

### **Scope**

The scope is an all hazards approach based on the community's ability to provide medical resources.

When an incident exceeds the community's capabilities, outside assistance should be requested through MOUs, mutual aid agreements and the processes outlined in the Town of Payson EOP.

### **Concept of Operations**

#### **General**

Standard Operating Guidelines (SOGs) will be developed and maintained. This function will be coordinated with and involve other support agencies and organizations.

The Town of Payson will respond with available resources as designated in the EOP.

Support and assistance from will be requested based on mutual aid agreements and coordination with the Gila County and State of Arizona plans.

If the Town of Payson's EOC is activated during the response, The Payson Fire Department representative will serve as the coordinator for this ESF.



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### Responsibilities/Actions

- Provide personnel, equipment, supplies and other resources necessary to coordinate plans and programs for a medical response during an incident;
- Designate an individual to coordinate medical, health, and rescue services;
- Coordinate and develop SOGs for personnel in this ESF;
- Develop and maintain procedures for providing a coordinated response with community's resources and with local government and private organizations;
- Maintain a roster of key officials in each medical support area;
- Review emergency plans with other governments;
- Implement mutual aid agreements as necessary.



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**Tab 1 for Emergency Support Function #8**  
**Hospitals, Clinics, and Medical Facilities**

Facility	Address	Phone Number	Contact Person
Payson Regional Medical Center	807 S. Ponderosa Payson, AZ 85541		
Messinger Mortuary	302 W. Aero Payson, AZ 85541		
STAT Urgent Care	101 E Hwy 260 Suite G Payson, AZ 85541		
Lifestar EMS	1014 S. Westerly Payson, AZ 85541		
Payson Care Center	107 E. Lone Pine Payson, AZ 85541		
Rim Country Health & Retirement Comm.	807 W. Longhorn Payson, AZ		
Powell House	806 W. Longhorn Payson, AZ 85541		
Gila County Health Dept.	107 W. Frontier Payson, AZ		



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**Tab 2 to Emergency Support Function #8**

**Medical Resources and Personnel**

Resource/Personal	Address	Phone Number(s)	Contact Person



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**Tab 3 to Emergency Support Function #8**  
**EMS Transportation Resources**





## Emergency Support Function #9 - Search and Rescue

---

### Purpose

Provide for coordination and effective use of search and rescue activities to assist people in potential or actual distress.

### Scope

Communities are susceptible to many different natural and technical hazards that may result in the damage or collapse of structures within the Town. Search and Rescue must be prepared to respond to emergencies and provide specialized assistance. Operational activities can include locating, extricating, and providing on site medical treatment to victims trapped in collapsed structures. Additional, people may be lost, missing, disoriented, traumatized, or injured in which case the agency must be prepared to respond to these incidents and implement appropriate tactics to assist those, in distress or imminent danger.

### Primary Agency

Payson Fire Department

### Secondary/Support Agencies

Tonto Rim Search and Rescue  
Payson Public Works  
Payson Police  
Gila County Sheriff's Office

### Policies

- The Fire Department's Standard Operating Guidelines provides the guidance for managing the acquisition of search and rescue resources;
- If the EOC has been established all requests for search and rescue resources will be submitted to the EOC for coordination, validation, and/or action;
- Communications will be established and maintained with ESF #5 – Emergency Management and EOC to report and receive assessments and status information;
- The Fire Department will coordinate with local, state, and federal agencies when necessary;
- Personnel will stay up to date with procedures through training and education;
- Mutual aid and other MOUs will be maintained for search rescue resources;
- Search and rescue task forces are considered federal assets under the Robert T. Stafford Act only when requested for a search and rescue for a collapsed structure.



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## Concept of Operations

### General

During a search and rescue operation of an emergency, local fire and law enforcement departments will assist in the operation. Emergency Medical Services (EMS) providers, public works and private sector resources may also assist with this function. Additional resources may be requested through mutual aid and other assistance agreement processes.

### Organization

The Fire Department will, typically, be the primary agency in any SAR operation. EMS, law enforcement, public works and private sector services will assist when required for structural evaluation of buildings and structures. Local Law Enforcement will be the primary agency in any ground searches. The Public Works Department and Community Development will assist with any equipment, maps, staff, and vehicles. In a secondary role local law enforcement will assist with perimeter security, communications, and assistance as required. The Fire Department and EMS as a secondary role will provide medical resources, equipment and expertise.

### Actions

- Develops and maintains plans and procedures to implement search and rescue operations in time of emergency;
- Provide emergency medical treatment and pre-hospital care to the injured;
- Assist with the warning, evacuation and relocation of citizens during a disaster;
- The designated representatives should report to the Emergency Operations Center (EOC). When necessary assign duties to all personnel;
- Follow established procedures in responding to urban search and rescue incidents; and
- Record disaster related expenses.

### Responsibilities

- Manages search and rescue task force deployment to, employment in, and redeployment from the affected area;
- Coordinates logistical support for search and rescue during field operations;
- Develops policies and procedures for effective use and coordination of search and rescue;
- Provides status reports on search and rescue operations throughout the affected area; and
- Request further assistance from nearby jurisdictions and Gila County Emergency Management for additional resources.



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**Tab 1 to Emergency Support Function #9**  
**Search and Rescue Resources and Personal**

Resource Provider	Phone Number	Contact Person
Gila County Sheriff's Office Tonto Rim Rescue		
Gila County Division of Emergency Management		
Phoenix Fire Regional Dispatch Center		
Payson Public Works		
AZ DPS Air Rescue		
Community Emergency Response Team		
<b>Heavy Equipment</b>		
Sunstate Equipment Rental		
CRW Rentals		
Action Excavating		
Roy Haught Excavating		
Intermountain West		
Black Mountain Excavating		
Stodgehill Excavating		
Parker Excavating		
Empire Excavating		
Milam Crane		
Hilltop Crane		
Hunter's Crane Service		
Payson Concrete		
Gila Concrete		
<b>Shoring &amp; Stabilization Materials</b>		
Home Depot		



## Emergency Support Function #10 - Hazardous Materials

---

### Introduction

The emergency support function involves the direction and coordination, operations, and follow-through during a hazardous materials emergency or incident.

### Purpose

To establish responsibilities, policies and procedures for a coordinated response by public and private agencies to minimize the adverse effects of hazardous materials on man and the environment resulting from an uncontrolled release of, or exposure to, such chemicals. Hazardous materials pose a potential threat to the Town at both fixed facilities and during transport.

### Scope

The Fire Department will likely be the first responder to an incident involving hazardous materials. Other Town, County, State and private sector agencies may be called upon depending on the nature and scale of the incident.

The Fire Department provides a First Responder Operations level of hazardous materials incident response capability. There is also limited capability to provide decontamination and containment for certain categories of hazardous materials. For long-term or complex hazardous materials operations outside assistance will be necessary.

### Primary Agencies

Fire Department

### Secondary/Support Agencies

Police Department  
Public Works  
AZ Department of Public Safety  
AZ Department of Environmental Quality  
Private Sector

### Policies

The community resources as well as its policies and procedures regarding hazardous material incidents should be reviewed and possibly revised.

- Fixed Facilities will report annually under SARA Title III;
- Notify the community of the need to evacuate or shelter in place;
- Mutual aid agreements will be implemented; and
- Establish communications with ESF # 5 and ESF #15.



## Concept of Operations

### General

Standard Operating Guidelines will be developed and maintained by the Fire Department, which has primary functional responsibility for this ESF. This function will be coordinated with and involve other support agencies and organizations. The legal duty for reporting, containing, and clean up of a hazardous materials incident rests with the party responsible for the material prior to the incident.

### Organization

The ranking Fire Department officer on the scene will assume command of all hazardous materials incidents until a unified command structure and ICP can be established. The ICP will coordinate actions and requests with the Emergency Operations Center and ESFs 5, 6, 13 and 15 as required.

### Actions/Responsibilities

- Review procedures for hazard material incident.
- Record expenses
- Prepare a facility profile and inventory of potential hazardous materials.
- Identify potential contacts and resources in order to conduct a community vulnerability analysis to determine potential hazardous material threats and on-site inspections;
- Plan for response to hazardous material incidents and coordinate with other first responders;
- Develop procedures for identification, communications, warning, public information, evacuation, control, and clean-up of hazardous materials;
- Obtain training for response personnel available through Arizona Division of Emergency Management, manufacturers, and shippers of hazardous materials;
- Participate in drills and exercises to evaluate mass care and shelter response capability.
- Verify incident information and notify Gila County Local Emergency Planning Committee and other applicable agencies;
- Establish a command post at a safe distance near the scene or staff the EOC, if the situation becomes excessive;
- Provide further information on the situation to Gila County Department of Emergency Management and convey warnings for dissemination to the public;
- Request assistance for emergency health and medical, as well as mass care, if the situation warrants;
- Ensure availability of expertise and equipment to manage the incident; utilize proper procedures for containment and cleanup to prevent additional dangers;
- Support response teams, owner, shipper, state, and/or federal environmental personnel during cleanup;
- Establish area security and prohibit all unauthorized personnel from entering the containment area;
- Terminate cleanup operations after dangerous situation subsides; and
- Maintain records of expenditures and document resources utilized during recovery.



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**Tab 1 for Emergency Support Function #10**  
**Hazardous Materials Resources**

Resource	Phone Number	Contact Name
AZ DPS Duty Office		
ADOT Haz Mat Office		
ADOT Traffic Ops Center		
ADEQ Duty Phone		
ADEM		
AZ Dept Health Services		
ARRA (Radiation)		
CHEMTRECK		
CHEM-TEL		
INFO-TRAC		
3E Company		
Military Shipments		
Military other than ammo & explosives		
Envirosolve		
Kary Environmental		
Environmental Response Company		
Arizona Poison Control Center		
Nationwide Poison Control Center		
National Response Center		
Gila County Division of Emergency Management		



## **Emergency Support Function #11 - Agriculture and Natural Resources**

---

### **Purpose**

This Emergency Support Function (ESF) is the responsibility of the county and state governments and works to address the provision of nutrition assistance; control and eradication of an outbreak of a highly contagious or economically devastating animal disease, highly infective plant disease, or economically devastating plant pest infestation; assurance of food safety and security; and protection of cultural resources and historic property resources during an incident.

The Town of Payson will assist and coordinate its efforts and resources with the appropriate response agencies that have primary responsibilities for this ESF.

### **Primary Agencies**

Gila County Health Department  
Arizona Division of Forestry  
US Forest Service

### **Secondary/Support Agencies**

Emergency Support Function #5  
American Red Cross  
Salvation Army

### **Scope**

Determined based on the communities capabilities and may include:

- Assist in identifying food assistance needs;
- Assist with transportation of food supplies to the designated area;
- Participate in an integrated response to an outbreak of highly contagious or economically devastating animal disease, infective exotic plant disease or an economically devastating plant pest infestation;
- Cooperate to ensure that animal/veterinary/and wildlife issues are supported;
- Coordinate appropriate response actions to conserve, rehabilitate, recover, and restore natural, cultural, and historic properties resources.

### **Concept of Operations**

#### **General**

Provides for an integrated response to an outbreak of highly contagious or economically devastating animal/zoonotic disease, exotic plant disease, or economically devastating plant or pest infestation.

#### **Organization**

The Emergency Manager will determine what tasks are to be completed and designate the appropriate agency and individuals by title that may be responsible for them.



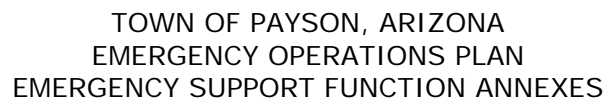
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These items should be based on the community's capabilities, the type and magnitude of the emergency event and in coordination with county and state authorities.

### Responsibilities/Actions

- Assist with guidance to unaffected areas as to precautions that may be taken to ensure animal and plant health;
- Participate in subsequent investigations jointly with other law enforcement agencies;
- Assist with establishing logistical links with organizations involved in long-term congregate meal service;
- Assist in determining the critical needs of the affected population;
- Catalog available resources and locate these resources;
- Assist and coordinate shipment of food to staging areas;
- Work to obtain critical food supplies that are unavailable from existing inventories;
- Assist with containment and disposal of contaminated food, animals, and/or plants.





### Tab 1 to Emergency Support Function #11

<b>Veterinarians</b>	<b>Phone</b>	<b>Comments</b>
<b>Food Sources</b>	<b>Phone</b>	<b>Comments</b>
<b>Other</b>	<b>Phone</b>	<b>Comments</b>



## Emergency Support Function #12 - Energy

---

### Purpose

Estimate the impact of energy system outages in the community

Make decisions about closings based on:

- Duration of the outage
- If portions of the community are affected or if it the entire community
- Ability to be operational
- Current weather conditions

Help to prioritize facilities and infrastructure so that power may be restored or other energy supplies may be provided in such a way to enable life to be restored to full capacity as soon as possible.

### Scope

ESF #12 will collect, evaluate, and share information on energy system damage.

Estimate the impact of energy system outages in the community.

Provide information concerning the energy restoration process such as:

- Projected schedules,
- Percent completion of restoration,
- Determine schedule for reopening facilities

The incident may impact the community only or it may be part of a larger incident that impacts the locality or the region.

### Primary Agencies

Arizona Public Service Company  
Semstream Propane  
Northern Energy  
Matlock Gas  
Northern Gila County Sanitary District

### Secondary/Support Agencies

Public Works Department  
Water Department

### Policies

- The Town of Payson will work with providers of fuel, power, and other essential resources to ensure the delivery of these products and services.
- The Town will work with utility providers to set priorities for allocating commodities;
- Personnel will stay up to date with procedures through education and training;
- Restoration of normal operations at critical facilities will be a priority;



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- Maintain a list of critical facilities and continuously monitor those to identify vulnerabilities
- Make decisions concerning closures.
- Community will manage independently, until it needs additional resources.

## Concept of Operations

### General

The supply of electric power to customers may be cut off due to either generation capacity shortages and/or transmission/distribution limitations.

Generation capacity shortfalls are a result of:

- Extreme weather conditions;
- Disruptions to generation facilities.

Other Impacts:

- Sever key energy lifelines,
- Constrain supply in impacted areas, or in areas with supply links to impacted areas,
- Affect transportation, communications, and other lifelines needed for public health and safety.

There may be widespread and prolonged electric power failures beyond the community. Without electric power, communications could become interrupted.

Other energy shortages (such as LPG or other petroleum products) may result from:

- Extreme weather
- Fires
- Strikes
- International embargoes
- Disruption of pipeline system
- Terrorism

### Organization

In the event of a major or long term outage the Town of Payson may activate its EOC to:

- Provide for the health and safety of individuals affected by the event;
- Comply with local and state actions to conserve fuel, if needed;
- Coordinate with utility providers to provide energy emergency information, education, and conservation guidance to the community;
- Coordinate information with local, state, and federal officials and energy suppliers about available energy supply recovery assistance;
- Send requests to the local or State EOC for fuel and power assistance, based on current policy
- Coordinate with other local governments if the power outage affects an area beyond the Town.

The Arizona Corporation Commission (ACC) is the designated commodity manager for natural gas and electric power.



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Following a catastrophic disaster, the Emergency Operations Center (EOC), will coordinate the provision of emergency power and fuel to affected jurisdictions to support immediate response operations. They will work closely with federal energy officials (ESF 12), other support agencies, and energy suppliers and distributors.

### **Actions**

- Identify, quantify, and prioritize the minimum essential supply of fuel and resources required to ensure continued operation of critical facilities;
- Monitor the status of all essential resources to anticipate shortages;
- Maintain liaison with fuel distributors and local utility representatives;
- Implement local conservation measures;
- Keep the public informed;
- Implement procedures for determining need and for the distribution of aid;
- Allocate available resources to assure maintenance of essential services;
- Consider declaring a local emergency; and
- Document expenses.

### **Responsibilities**

- Review plans and procedures. Review procedures for providing lodging and care for displaced persons (see ESF #6);
- In the event of a fuel shortage, establish procedures for local fuel suppliers/distributors to serve customers referred to them by local government;
- Keep the public informed and aware of the extent of the shortage, the need to conserve the resource in short supply, and the location and availability of emergency assistance;
- Provide emergency assistance to individuals as required;
- Enforce state and local government conservation programs; and
- Identifies resources needed to restore energy systems.



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**Tab 1 to Emergency Support Function #12**  
**Utility Providers**

Utility Provide	Address	Phone Number(s) & 24-Hour Contact	Contact Person
Arizona Public Service Co.	400 W. Longhorn Rd.		
Semstream LPG	200 W. Longhorn Rd.		
Northern Energy	1311 W. Red Baron Payson, AZ 85541		
Matlock Gas	15792 N Hwy 87 Rye		
Brooks Utilities			
Northern Gila County Sanitary District	2200 W. Doll Baby Rd.		
Payson Water Department	303 N. Beeline Hwy		
Bradco	107 11 <sup>th</sup> Ave Holbrook		



## Emergency Support Function #13 - Public Safety and Security

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### Propose

ESF# 13 annex identifies the particular functions and capabilities for the community.

Several factors may require outside assistance to respond to the event:

- Law or regulations may require involvement of state or federal agencies due to circumstances of the event (e.g. a terrorist event)
- If the community is impacted by a larger event that affects the local or regional area.

### Primary Agencies

Payson Police Department

### Secondary/Support Agencies

Emergency medical care  
Gila county Sheriff's Office  
Arizona Department of Public Safety

### Scope

ESF #13 describes the responsibilities of public safety during an emergency in the community using existing procedures to:

- Maintain law and order
- Coordinate public warning
- Provide security of community facilities
- Control traffic under normal conditions
- Control traffic for special events or disruptive incidents
- Provide security of unsafe areas or potential crime scenes
- Assist with evacuation of buildings or the entire community
- Provide security if the community opens a shelter

### Policies

- The community's plan will be coordinated with the local government's plan pursuant to State Law.
- Law enforcement will coordinate the response with other ESFs on community based on the details of the events.
- The community will have appropriate MOUs and Mutual Aid agreements with all partners.
- The plan and the incident command staff may become subordinate if other organizations are called upon.



## Concept of Operations

### Responding to an event

Existing procedures in the form of department directives may provide the basis for a law enforcement response in times of emergency.

The Communications Center is the point of contact for the receipt of all warnings and notification of actual or impending emergencies or disasters.

### Organization

- Local Law Enforcement will utilize their normal communications networks during disasters.
- Local Law Enforcement will designate areas that need to be evacuated.
- Local Law Enforcement will provide traffic control and security
- Local Law Enforcement will coordinate with local law enforcement if the event exceeds the local capability.

### Actions/Responsibilities

- Maintain police intelligence capability to alert government agencies and the public to potential threats;
- Develop strategies to effectively address special emergency situations that may require distinct law enforcement procedures, such as civil disorders, hostage taking, weapons of mass destruction, terrorist situations, and bomb threats/detonations.
- Test primary communications systems and arrange for alternate systems, if necessary.
- Assist with the implementation of the evacuation procedures for the threatened areas, if necessary;
- Provide traffic and crowd control as required;
- Provide security and law enforcement to critical facilities;
- Implement existing mutual aid agreements with other jurisdictions, if necessary.
- Document expenses.
- Coordinate backup support from other areas.
- Initial warning and alerting.
- Security of emergency sites, evacuated areas, shelter areas, vital facilities and supplies.
- Traffic control
- Evacuation and access control of threatened areas.
- Assist the Health Department with identification of the dead.



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**Tab 1 to Emergency Support Function #13**  
**ENTRY PERMIT TO ENTER RESTRICTED AREAS**

1. Reason for entry (if scientific research, specify objectives, location, length of time needed for study, methodology, qualifications, sponsoring party, NSF grant number and date on separate page). If contractor/agent--include name of contractual resident party, attach evidence of right of interest in destination. Resident: Purpose.

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2. Name, address, and telephone of applicant, organization, university, sponsor, or media group. Also contact person if questions should arise.

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3. Travel (fill out applicable sections; if variable call information to dispatcher for each entry)

Method of Travel (vehicle, aircraft) \_\_\_\_\_

Description of Vehicle/Aircraft Registration \_\_\_\_\_

Route of Travel if by Vehicle \_\_\_\_\_

Destination by legal location or landmark/E911 address \_\_\_\_\_

Alternate escape route if different from above \_\_\_\_\_

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4. Type of 2-way radio system to be used and your base station telephone number we can contact in emergency (a CB radio or radio telephone will not be accepted). Resident: cellular or home number. \_\_\_\_\_

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Entry granted into hazard area.

Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_

The conditions for entry are attached to and made a part of this permit. Any violation of the attached conditions for entry can result in revocation of this permit.

The Waiver of Liability is made a part of and attached to this permit. All persons entering the closed area under this permit must sign the Waiver of Liability before entry.





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**Tab 2 to Emergency Support Function #13**

**WAIVER OF LIABILITY**

(TO BE SIGNED AND RETURNED WITH APPLICATION FORM)

I, the undersigned, hereby understand and agree to the requirements stated in the application form and in the safety regulations and do further understand that I am entering a (high) hazard area with full knowledge that I do so at my own risk and I do hereby release and discharge the federal government, the State of Arizona and the Town of Payson and all its political subdivisions, their officers, agents and employees from all liability for any damages or losses incurred while within the Closed Area.

I understand that the entry permit is conditioned upon this waiver. I understand that no public agency shall have any duty to attempt any search and rescue efforts on my behalf while I am in the Closed or Restricted Area.

Signatures of applicant and members of his field party

Date

Print full name first, then sign.

\_\_\_\_\_ I have read and understand the above waiver of liability.

\_\_\_\_\_ I have read and understand the above waiver of liability.

\_\_\_\_\_ I have read and understand the above waiver of liability.

\_\_\_\_\_ I have read and understand the above waiver of liability.

\_\_\_\_\_ I have read and understand the above waiver of liability.

\_\_\_\_\_ I have read and understand the above waiver of liability.

\_\_\_\_\_ I have read and understand the above waiver of liability.

\_\_\_\_\_ I have read and understand the above waiver of liability.

\_\_\_\_\_ I have read and understand the above waiver of liability.



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**Tab 3 to Emergency Support Function #13**

**Law Enforcement Resources**

*(Maintain a list of available law enforcement resources and personnel)*

Payson Police Department	33 Certified Officers
Gila County Sheriff's Office	58 Certified Officers
Arizona Department of Public Safety	1200 Certified Officers



## Emergency Support Function #14 – Long Term Recovery

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### Purpose

To facilitate both short term and long term recovery activities following a disaster. The recovery process begins with an impact analysis of the incident and support for available programs and resources and to coordinate programs to assist in the comprehensive economic, social, and physical recovery and reconstruction of the community impacted by the emergency.

### Scope

The full scope of ESF# 14 should be based on the community's resources, capabilities, and community master plans.

### Primary Agencies

Town Council  
Town Manager  
Public Works  
Community Development Department  
Emergency Management Coordinator

### Secondary/Support Agencies

Gila County Emergency Management  
Arizona Division of Emergency Management

### Policies

- ESF #14 will begin the recovery process for any disaster with the implementation of short term disaster relief programs by non-governmental organizations and federal and state programs authorized by state and federal declaration of a major disaster.
- The initiatives of the local, state and federal governments will be tailored for the needs of the impacted communities and will utilize new and existing programs.
- Long-term recovery and mitigation efforts are forward-looking and market-based, focusing on permanent restoration of infrastructure, housing, and the local economy, with attention to mitigation of future impacts of a similar nature, when feasible.
- Federal agencies may be requested to continue to provide recovery assistance under independent authorities to the state and local governments; the private sector; and individuals, while coordinating activities and assessments of need for additional assistance.

### Concept of Operations

#### General

Existing procedures or directives may provide the basis for short or long – term planning operations.



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## Organization

- The Town Council and Town Manager will determine the need for high-level oversight of the process of reconstruction and redevelopment of the impacted area.
- The State may provide assistance to organize and direct redevelopment activities.
- The Town Council and Town Manager will determine the mission and scope of the effort based on the sectors of the community that need redevelopment or reconstruction – such as infrastructure, economic structure, human services or special accountability issues.
- The strategy for long-term recovery should encompass, but *not* be limited to, land use, public safety, housing, public services, transportation services, education,.
- The Town, in concert and cooperation with other governmental and private sector entities, will establish the organization, plan the strategies, and oversee the efforts to accomplish the mission.

## Actions/Responsibilities

- Partner with disaster recovery agencies to implement recovery programs;
- Coordinate the Town's participation in recovery operations with FEMA, SBA and other federal agencies co-located in the Joint Field Office or other command center;
- Develop a recovery strategy that addresses, but is not limited to, infrastructure (land-use, transportation, housing, public services), economic development, and human services (public health, medical care, behavioral health services)
- Advise on the recovery implications of response activities and coordinate the transition from response to recovery in field operations;
- Identify appropriate Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available;
- Avoid duplication of assistance, coordinate to the extent possible program application processes and planning requirements to streamline assistance, and identify and coordinate resolution of policy and program issues, and;
- Determine and identify responsibilities for recovery activities.



## Emergency Support Function #15 – Public Information

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### Introduction

#### Purpose

Provide for efficient and coordinated continuous flow of timely information and instructions to the public using all available communications media prior to, during, and following an emergency or disaster.

#### Scope

Provide emergency public information actions before, during, and following any emergency. Potential public information response could involve personnel from all jurisdictions, organizations, agencies, and areas within the affected area.

#### Primary Agency

Parks Recreation & Tourism

#### Secondary/Support Agencies

Emergency Management Coordinator  
All Town Departments  
Information Services  
Local Media outlets

### Concept of Operations

#### General

The Public Information Officer is responsible for providing the community with information on impending or existing emergencies, to include immediate protective actions they should take such as sheltering or evacuation.

A Joint Information Center (JIC) may be activated, if the situation warrants. The JIC will likely be at an off-site location. Agencies involved will staff telephones and coordinate media activities under the supervision of the EPIO.

All agencies and organizations are responsible for providing the PIO with appropriate timely information about the incident and actions needed to save lives and protect property.

#### Organization

A Public Information Officer may be appointed to serve as the Town's ESF #15 coordinator. Other community officials may serve within the JIC.

Additionally, the community may establish a Community Relations (CR) plan which will include incident specific guidance and objectives at the beginning of the incident. Conducting the CR function is a joint responsibility between community, local, state, and federal personnel. The composition of field teams should involved a variety of personnel,



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such as facility, staff, administrator, local community members. These teams assist in the rapid dissemination of information, to identify unmet needs, to establish an ongoing dialogue and information exchange, and to facilitate collaborative community, local, state, and federal planning and mutual disaster recovery support.

### **Responsibilities/Actions**

- Develop standard operations procedures (SOPs) to carry out the public information function;
- Develop and conduct public information programs for community/citizen awareness of potential disasters, as well as personal protection measures for each hazards present;
- Develop Rumor Control Procedures;
- Prepare advance copies of emergency information packages for release through the news media during actual emergencies;
- Brief local news media personnel, community officials, local, state, and federal agencies on External Affairs policies, plans, and procedures;
- Maintain current lists of radio stations, televisions stations, cable companies, websites, and newspapers to be utilized for public information releases;
- Maintain support agreements and liaison arrangements with other agencies and the new media, if needed;
- Maintain arrangements to provide a briefing room for the media in the vicinity of the EOC or at the location of the disaster;
- Coordinate with other responders and the Gila County PIO to prepare initial press releases;
- Assist with the preparation/transmission of EAS messages, if needed;
- Disseminate news releases and daily Situation Reports from the EOC via the Town's website;
- Disseminate information to elected officials;
- Monitor the media to insure accuracy of information and correct inaccurate as quickly as possible;
- Plan and organize news conferences if necessary;
- Provide information to the public about available community disaster relief assistance and mitigation programs;
- Coordinate efforts to provide information to public officials, and;
- Facilitate communications between the public and other government officials to ensure that affected people have access and knowledge about benefits for which they may be eligible.



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**Tab 1 to Emergency Support Function #15**  
**Emergency Public Information Resources**

<b>Newspaper</b>	<b>Contact</b>	<b>Fax Number(s)</b>	<b>Phone Number(s)</b>	<b>e-mail or web site</b>
Payson Roundup	John Naughton	474-5252	474-5251	<a href="mailto:editor@payson.com">editor@payson.com</a>
<b>Radio Stations</b>	<b>Contact</b>	<b>Fax Number(s)</b>	<b>Phone Number(s)</b>	<b>e-mail or web site</b>
KMOG		474-0236	474-5214	<a href="mailto:news@1420kmog.com">news@1420kmog.com</a>
KRIM		472-7061	468-5746	<a href="mailto:krimfm@gmail.com">krimfm@gmail.com</a>
KCMA		468-7243	468-5262	<a href="mailto:psa@coolmountainradio.com">psa@coolmountainradio.com</a>
<b>Television Stations</b>	<b>Contact</b>	<b>Fax Number(s)</b>	<b>Phone Number(s)</b>	<b>e-mail or web site</b>
Channel 4	Steve DeHaan Tonia Erin		517-1091 978-0610	<a href="mailto:sdehaan@ci.payson.az.us">sdehaan@ci.payson.az.us</a> <a href="mailto:terin@ci.payson.az.us">terin@ci.payson.az.us</a>
<b>Other</b>	<b>Contact</b>	<b>Fax Number(s)</b>	<b>Phone Number(s)</b>	
AZ Emergency Information Network	ADEM	602-464-6356	602-689-6512	<a href="http://www.azein.gov">www.azein.gov</a> <a href="mailto:azein@azdema.gov">azein@azdema.gov</a>
Gila County Emergency Hotline	GCEM		800-304-4452 x8888 928-402-8764 928-701-1811 928-474-2208	
Emergency Alert System	GCEM		GCSO 928-2208 928-402-8764 928-701-7000	



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**Tab 2 to Emergency Support Function #15**  
**MEDIA ALERT PROCEDURES**

Operational Policy

The Media Alert System shall be used primarily for notification to the public, via the news media, of events of a public safety, health, or welfare concern that have an immediate impact affecting residents of the Town of Payson.

The Media Alert System may be accessed by Town of Payson authorized representatives utilizing Department of Public Safety established procedures.

The above policy would include, but is not limited to, major incidents, disturbing traffic flow, airplane crashes, structure fires, large brush fires, hazardous material spills or leaks, flooding, shooting, escapes of dangerous prisoners, health hazards requiring immediate public notification, natural disasters, or any life-endangering circumstances.

Notification via the system should be limited to activities in progress that, by their nature or potential, pose a threat of such significance that immediate public notification is warranted.

It is permissible to notify the media via the system of the time and place of a news conference or announcement to be made by an agency authorized to use the system.

Under special circumstances the Department of Public Safety's Media Relations Officer or on-duty Watch Commander may authorize use of the system by government agencies or public utilities to disseminate information concerning a specific event or ongoing actual or potential public safety hazard.

The system may also be activated via the Gila County Division of Emergency Management (GCDEM):

- (1) During normal working hours, Town officials will telephone or FAX the required information to the County EOC and request County personnel to activate the Media Alert System and input the information.
- (2) During other than normal working hours, City officials will contact the Gila County Division of Emergency Management Duty Officer and request the Media Alert System be activated.
- (3) Town officials will provide County emergency management personnel with sufficient details of the incident to adequately provide the media with answers to pertinent questions; however, Town personnel may specify there will be no questions, or that media may call Town officials to get questions answered.





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Operations Guidelines

- a. In addition to the general guidelines the following policies are established:
- (1) Only those individuals authorized by the Town and on file with the Department of Public Safety will be allowed to input information into the system.
  - (2) Individuals transmitting information on the system agree that a media agency and/or DPS may tape record any statements made, and the media agency may rebroadcast the entire statement or any part of, and any responses to any questions. Any portion of a statement not for rebroadcast must be identified as such by the originator at the time of the statement.
  - (3) Town officials agree to broadcast on the system only those events, which are appropriate under the guidelines and to do so as soon as is practical under existing conditions.
  - (4) Town officials agree to broadcast on the system appropriate additional information so as to update an event originally broadcast on the system.
  - (5) Town officials agree to broadcast on the system the final results of an event, or to notify via the system where that information may be obtained.
  - (6) Town officials agree to transmit as soon as possible via the system a notice that an event originally broadcast on the system has been terminated.
  - (7) Media agencies agree to retransmit to the public as soon as possible the information sent to them over the system which is meant to warn the community of an actual or potential public safety hazard. It is understood, however, that the media agencies have final decision and authority in determining what is broadcast, printed, or transmitted over their facilities.



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**Tab 3 to Emergency Support Function #15**  
**Emergency Public Information**  
**PIO Prearranged Messages**

(FIRE AND/OR EXPLOSION IMMINENT)

Local - Public Information Notification of an Incident (Fire and/or Explosion Imminent)

At \_\_\_\_\_ (a.m./p.m.) today, an accident occurred on \_\_\_\_\_ (hwy/)  
at \_\_\_\_\_ (location). All traffic on \_\_\_\_\_  
(hwy) is being rerouted via \_\_\_\_\_ (hwy/intersection) until further notice.

Due to the possibility of an explosion and major fire, all residents living within \_\_\_\_ feet of the site are urged to leave immediately and report to \_\_\_\_\_ (school, church, etc.).

Follow directions given by emergency workers or law enforcement officers.

You will be notified when it is safe to return to your homes. Stay tuned to this station for additional information/instructions.

Release or Spill  
(No explosion or fire)

Public Information Notification of an Incident (Fire and/or Explosion Imminent)

At \_\_\_\_\_ (a.m./p.m.) today, an incident/accident occurred on \_\_\_\_\_  
(hwy/street). Certain dangerous materials have been spilled/leaked/released from a tank car/truck. Due to the toxicity of material released to the atmosphere, all traffic on \_\_\_\_\_ (hwy/street) is being rerouted via \_\_\_\_\_

Due to the possibility of an explosion and major fire, all residents living within \_\_\_\_ feet of the site are urged to leave immediately and report to (school, church, etc.).

Follow directions given by emergency workers or law enforcement officers.

You will be notified when it is safe to return to your homes. Stay tuned to this station for additional information/instructions.



## Emergency Support Function #16 – Volunteers & Donations

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### Purpose

The Volunteers and Donations Emergency Support Function (ESF) involves direction and coordination, operations and recovery to ensure that donations and volunteers are effectively managed. Coordinate private volunteer organizational activities to react to the needs of disaster victims in an efficient and timely manner. This support annex will not interfere with any individual or private community volunteer organization's policies concerning gifts or donations.

### Primary Agency

Community Emergency Response Team  
Salvation Army

### Secondary/Support Agencies

Arizona Voluntary Organizations Active in Disaster (AzVOAD)  
ESF#5

### Concept of Operations

#### General

Standard Operating Procedures (SOPs) will be developed and maintained by the primary agencies that have primary functional responsibility for this ESF. This function will be coordinated with and involve other support agencies and organizations

### Organization

The Salvation Army is the primary agency for donations and the Community Emergency Response Team is the primary agency for volunteers.

### Responsibilities/Actions

- Disasters create a need to coordinate donations of goods, money, and volunteer services. When circumstances warrant, a united and cooperative effort by private volunteer organizations and the donor community is necessary for the successful management of donation campaigns and relief supplies.
- Develop a plan to receive and manage donations to the disaster relief effort. Central Supply will maintain donation forms and make allocation for space for donated goods.
- The public will be discouraged from collecting or contributing unsolicited in kind donations.
- Develop a plan to manage volunteers including encouraging organizations to provide volunteers who possess easily recognizable identification.
- Spontaneous unaffiliated volunteers (SUVs) should be discouraged from assisting in lieu sponsored volunteers.
- Receive and manage donations and volunteers to the disaster relief effort.



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- Coordinate the local response for operating reception facilities for volunteers and donations.
- Coordinate the distribution of donated goods and services.
- Guidelines will be established for tracking the receipt and distribution of unsolicited and non-designated goods.

## Policies

### Volunteers

- The Town of Payson participates in a number of federal Citizen Corps programs that can be employed during an emergency or may be used for education in promoting readiness for the residents of Payson. These programs are designed to prepare families, neighborhoods, and communities to be trained to offer assistance to first responders involved in fire, rescue, emergency medical services, and law enforcement. As part of Citizens Corps, the Town of Payson has a well organized Community Emergency Response Team (CERT) program trained in light search and rescue, notification, first aid and other response capabilities. Teams are trained at different levels of capability including local or national deployment.
- Activation protocols are established using phone trees to contact and/or activate these various Citizen Corps programs.

### Donations

- Disasters create a need to coordinate donation of goods, money and volunteer services. When circumstances warrant, a united and cooperative effort by private volunteer organizations and the donor community is necessary for the successful management of donations campaigns and relief supplies. This ESF will not interfere with any individual or private community volunteer organization's policies concerning gifts or donations.
- The Salvation Army and Arizona Voluntary Organizations Active in Disaster (AzVOAD) can assist in organizing and implementing donation procedures in both small and large scale disasters requiring additional personnel above and beyond the capabilities of dedicated paid employees.
- All inquiries concerning donations for a specified organization will be referred to these organizations. Organizations accepting/receiving designated donations will follow their own policies.
- A standardized data will be used for documenting donated resources. Donation information will be made available to participating agencies, volunteer organizations, emergency responders and the public.
- Churches, community-based organizations, volunteer agencies, and local government may operate local distribution centers to provide donated goods directly to disaster victims.
- News releases and flyers can be used to encourage public donations. Information provided to the media will be coordinated in advance by the participating agencies before being distributed to the public.
- Donors will be recognized to emphasize the importance of goods and services received to the overall response, relief, and recovery efforts.
- Additional information will be distributed as it develops.



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**Tab 1 for Emergency Support Function #16**  
**Sample Volunteer Registration Form**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Skills: \_\_\_\_\_

Hours willing to work: \_\_\_\_\_

Vehicle(s): \_\_\_\_\_

Special Equipment: \_\_\_\_\_



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**Tab 2 for Emergency Support Function #16**  
**Donation Sites**

Payson Town Hall	303 N. Beeline Hwy.	928-474-5242 x0
Payson Fire Station 11	400 W. Main St.	928-474-5242 x300
Taylor Pool	500 N. McLane Rd.	928-474-2774



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**Emergency Support Function 17—Reserved for Future Use**

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