

Animal Care & Control Annex

Coordinating Agency

Town of Payson Animal Control

Cooperating Agencies

Gila County Animal Control
Central Arizona Humane Society

Introduction

Purpose:

The Animal Care and Control Annex provides basic guidance for all participants in animal related emergency management activities. This includes guidance for all departments and agencies providing assistance in response to a local disaster declaration. The animal care and control function is a component of Emergency Support Function (ESF) #11.

The emergency mission of animal care and control is to provide rapid response to emergencies affecting the health, safety and welfare of animals. Animal care and control activities in emergency preparedness, response, and recovery include, but are not limited to, companion animals, livestock and wildlife care, facility usage, displaced pet/livestock assistance, animal owner reunification, and carcass disposal.

Scope:

This annex is applicable to departments and agencies that are participating and responding with assistance or relief to an animal emergency as coordinated by the Town Coordinator of Emergency Services.

Definitions:

Household Pet: A domesticated animal, such as a dog, cat, rodent, or fish, that is traditionally recognized as a companion animal and is kept in the home for pleasure rather than commercial purposes. This does not include reptiles.

Feral/Stray Domesticated Animals: An animal that is typically known as a household pet that is either not with its owners by accident or otherwise or has reverted back to a wild state.

Livestock: Domesticated animals that may be kept or raised in pens, houses, pastures, or on farms as part of an agricultural or farming operation, whether for commerce or private use. Such animals may include goats, sheep, beef or dairy cattle, horses, hogs or pigs, donkeys or mules, bees, rabbits or 'exotic' animals (those raised outside their indigenous environs) such as camels, llamas, emus, ostriches, or any animal, including reptiles, kept in an inventory that may be used for food, fiber or pleasure.

Poultry: The class of domesticated fowl (birds) used for food or for their eggs. These most typically are members of the orders Galliformes (such as chickens and turkeys), and Anseriformes (waterfowl such as ducks and geese).

Wildlife: All animals, including invertebrates, fish, amphibians, reptiles, birds and mammals, which are indigenous to the area and are *ferae naturae* or wild by nature.

Exotic Animals: Any animal that is not normally domesticated in the United States and wild by nature, but not considered wildlife, livestock or poultry due to status. This includes, but is not limited to, any of the following orders and families, whether bred in the wild or captivity, and also any of their hybrids with domestic species. Listed examples are not to be construed as an exhaustive list or limit the generality of each group of animals, unless otherwise specified.

1. Non-human primates and prosimians – examples: monkeys, baboons, chimpanzees
2. Felidae (excluding domesticated cats) – examples: lions, tigers, bobcats, lynx, cougars, jaguars
3. Canidae (excluding domesticated dogs) – examples: wolves, coyotes, foxes, jackals
4. Ursidae – examples: all bears
5. Reptilia – examples: snakes, lizards, turtles
6. Crocodilia – examples: alligators, crocodiles, caiman
7. Proboscidae – examples: elephants
8. Hyenidae – examples: hyenas
9. Artiodactyla (excluding livestock) – examples: hippopotamuses, giraffes, camels
10. Procyonidae – examples: raccoons, coatis
11. Marsupialia – examples: kangaroos, opossums
12. Perissodactyla (excluding livestock) – examples: rhinoceroses, tapirs
13. Edentata – examples: anteaters, sloths, armadillos
14. Viverridae – examples: mongooses, civets, genets

Assumptions:

1. The care and control of non-wildlife and non-feral animals (including household pets, livestock and poultry) is primarily the responsibility of the owner of the animal(s). In times of emergency or disaster, owners may need assistance in the care and control of their animals.
2. Hazard analysis and vulnerability assessments are completed periodically, which identify the types of threats, the areas that they threaten, and types and numbers of animals most vulnerable in these areas.
3. Any disaster may potentially have adverse effects on the jurisdiction's animal population or the public health and welfare.
4. State or Federal Assistance to deal with animal emergencies may not be available. Local resources must be utilized before requesting outside assistance.

Policies:

Based on Congressional action, the Pets Evacuation and Transportation Standards (PETS) Act, S. 2548 and H.R. 3858, requires state and local agencies to include animals in their disaster plans.

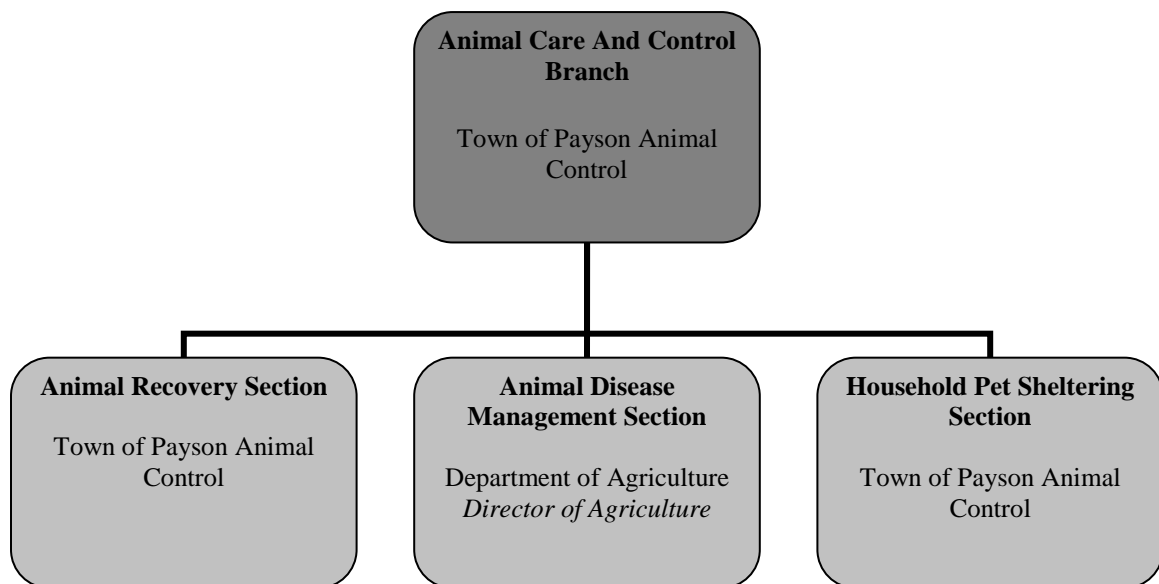
Concept of Operations

Organization:

Under ESF #11, the Town of Payson Animal Control is designated as the lead agency for animal care and control. The Town of Payson Animal Control Officer is designated as the Coordinator for the management of operations, planning, and training for the animal care and control function.

The Town of Payson Animal Control Officer is responsible for developing and implementing the necessary management policies and procedures that will facilitate and ensure a safe, sanitary and effective animal care and control effort. These procedures will be designed to support and expedite emergency response operations, as well as maximize state and federal assistance. Plans and procedures for the Town of Payson Animal Control Officer and supporting agencies define the roles of agencies and support organizations in preparedness, response and recovery of an animal emergency. These plans and procedures establish the concepts and policies under which all elements of their agency will operate during an animal emergency. They will provide the basis for more detailed appendices and procedures that may be used in a response.

The Town of Payson Animal Control Officer will coordinate with all departments, government entities, and representatives from the private sector who support animal emergency operations. This may involve working with other local jurisdictions that provide mutual aid, state and federal governments, private contractors, local retailers, volunteer organizations, etc. and assuring that all involved have current Memorandums of Agreement with the Town in respect to their agreed support.



Responsibilities:

1. Town of Payson Animal Control Officer
 - a. Acts as advisor to all involved on emergency management issues.
 - b. Determines which Town agencies/departments/organizations have responsibilities in all animal emergencies for animal care and control.
 - c. Maintains current listings of emergency contacts and resources necessary for response to an animal emergency.
 - d. Produces and maintains plans, policies and procedures for overseeing animal care and control activities, animal recovery, and household pet sheltering.
 - e. Oversees all activities (mitigation, planning, response and recovery) in regards to emergency animal care and control.
 - f. Produces and maintains maps/listings with locations of large livestock operations and other special animal facilities identified to include volume, contact information, etc.
 - g. Produce and maintain plans, policies and procedures regarding Animal Disease Control.

Action Checklist

Mitigation/Prevention:

1. Any zoological or wildlife parks, marine animal aquariums, laboratory animal research facilities, university veterinary medical and animal science centers, livestock markets and large livestock operations, will be encouraged to develop emergency procedures and evacuation plans for animals in the care and custody of such facilities and provide them to the Town of Payson for comment and review.
2. Citizens will be encouraged to develop household emergency plans that would include their pets in all aspects of response including evacuation and sheltering.

Preparedness:

1. Develop, maintain, and disseminate animal care and control plans, policies and procedures to ensure the safe, sanitary and efficient response to and recovery from an animal emergency, as well as support and maximize claims of financial assistance from local, state and federal governments, and facilitate audits following the disaster.
2. Provide training to agencies and staff on task-appropriate plans, policies and procedures.
3. Provide adequate support for animal preparedness and planning.
4. Develop the necessary logistical support to carry out emergency tasking. Instruct all departments to maintain an inventory of supplies on hand.
5. Develop the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for emergency operations.
6. Develop and maintain the necessary measures to protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster.

Response:

1. Implement animal care and control plans, policies and procedures to ensure the safe, sanitary and efficient response to an animal emergency, as well as support and

maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster.

2. Provide on-the-spot training as necessary on task-appropriate plans, policies and procedures.
3. Provide adequate support for animal response. Report any shortfalls and request needed assistance or supplies.
4. Implement mutual aid agreements, contracts, and the listing of potential resource providers to fill resource needs for emergency operations.
5. Provide animal care and control support in a timely manner.
6. Protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster.
7. Insure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures.

Recovery:

1. Complete an event review with all responding parties.
2. Review animal care and control plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate.
3. Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies.
4. Review mutual aid agreements, sample contracts, and listing of potential resource providers in respect to recent emergency response. Update as necessary and disseminate.
5. Review measures to protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster. Update as necessary and disseminate.
6. Assist Financial Services in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.

Administration and Logistics

Administration:

Basic administrative and accountability procedures for any animal emergency will be followed as required by Town of Payson, state and federal regulations. As with any disaster or incident response, the ICS/NIMS will be used to organize and coordinate response activity. (Reference: Financial Management Support Annex)

Logistics:

If supplies, materials, and equipment are required, records will be maintained in accordance to Town of Payson, state and federal reporting requirements. All procurement processes will also follow appropriate Town of Payson procurement policies and regulations, and state and federal policies and regulations as necessary. (Reference: Logistics Management Support Annex)

Public Information:

The Emergency Public Information Officer will follow procedures established in ESF#15 Public Information to:

1. Ensure prior coordination with appropriate agricultural, veterinary, and public health officials to provide periodic spot announcements to the public on pertinent aspects of the emergency.
2. Ensure availability of the media in the event an animal emergency arises.

Direction and Control

1. All animal emergencies will be coordinated through the EOC and employ the ICS/NIMS.
2. The EOC is responsible for providing support and resources to the incident commander.
3. The Coordinator of Emergency Services will assist the Emergency Operations Center Chief in the EOC and coordinate with the EPIO.
4. In the event an incident is suspected or determined to be a terrorist event, a Joint Operations Center will be established to coordinate Federal and State support. A separate Joint Information Center will provide media interface.

Plan Development and Maintenance

This plan should be reviewed annually in its entirety for any needed updates, revisions, or additions. It is the responsibility of the Town of Payson, as the lead agency for this plan, to insure that this is completed. This plan should also be reviewed after every incident in which it is activated to reflect any needed updates, revisions or additions that were found within that response effort.

Appendix 1, Tab 1

Pet-Friendly Shelter Pet Registration/Discharge Form

Owner Information			
Full Name:		Driver's License Number:	
Street Address:			
City, State, Zip			
Phone Numbers:	Home:	Cell or Alternate:	
Pet Information			
Description of Animal: <input type="checkbox"/> Dog <input type="checkbox"/> Cat <input type="checkbox"/> Other _____		Pet's Name:	Crate Assigned:
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Intact MALE <input type="checkbox"/> Neutered </div>		<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Intact <input type="checkbox"/> Spayed <input type="checkbox"/> In Heat </div>	
Breed:	Color:	Age:	
Distinctive Markings:			
Microchip: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, number:	
Veterinarian Name:			
Pet Medications - List any medications below that you pet is currently taking			
Name of Medication	Dosage	Purpose	
TO BE COMPLETED BY SHELTER			
Arrival Date:		Departure Date:	
Did the owner provide proof of the following:			Yes
• Written proof of vaccinations during the past 12 months			No
• Proper ID collar and up to date rabies tag. If yes, record Tag # _____			
• Proper ID on all belongings			
• Leash			
• Ample food supply			
• Water/food bowls			
• Necessary medication(s) (ensure medications are listed above)			
• Owner provided cage has owner's name, address, pet name and other pertinent information labeled clearly and securely on the cage			
Registration Agreement			
<p>I understand that I must pick up my pet(s) when leaving the designated shelter or at the closing of the shelter, whichever comes first, or my pet(s) will become property of the local animal control facility and treated as stray(s).</p> <p>I, the animal owner signed below, certify that I am the legal owner and request the emergency housing of the pet(s) listed on this form. I hereby release the person or entity receiving the pet(s) from any and all liability regarding the care and housing of the animal during and following this emergency. I acknowledge if emergency conditions pose a threat to the safety of these animals, additional relocation may be necessary, and this release is intended to extend to such relocation.</p> <p>I acknowledge that the risk of injury or death to my pet(s) during an emergency cannot be eliminated and agree to be responsible for any additional veterinary expenses which may be incurred in the treatment of my pet(s) outside of the shelter triage. <u>I also understand that it is the owner or his/her agent's responsibility for the care, feeding, and maintenance of my pet(s). Check-out is required when departing from the shelter.</u></p> <p>I have read and understand this agreement and certify that I am the owner/agent of the above listed animal(s).</p>			
SIGNATURE			
Owner's Signature		Shelter Intake personnel	

Appendix 1, Tab 2
Pet-Friendly Shelter Sites

Name	Address	Type	Pet Capacity
Central Arizona Humane Society	812 S. McLane	General Population, Household Pets (interior and exterior)	50
Town of Payson Dog Park	330 N. McLane 400 W. Rumsey Dr.	Dogs	150

Damage Assessment Support Annex

Coordinating Agency

Payson Community Development Department

Cooperating Agencies

Payson Public Works Department
Payson Parks, Recreation and Tourism
Payson Financial Services
Payson Fire Department
Payson Police Department
Gila County Department of Emergency Management
Gila County Assessor's Office
Gila County Sheriff's Office
Payson Unified School District
Northern Gila County Sanitary District

Private Industry:

Arizona Public Service
SemStream of Arizona
Matlock Gas
Northern Energy
Qwest
NPG Cable

Introduction

Purpose:

The Damage Assessment Support Annex describes the coordinating processes used to ensure the timely and accurate assessment and reporting of damages in Town after an emergency or disaster. It provides procedures to estimate the nature and extent of the damage and outlines details of the damage assessment process as required by the community for determination of the need to request a Presidential Disaster Declaration as outlined in the Stafford Act.

Scope:

Damage assessment activities are an evaluation of the estimated cost for damages or loss to agriculture, infrastructure, real property and equipment. This annex covers a broad scope of responsibilities, assignments and standard forms to be used in the overall process; it is applicable to departments and agencies that are assisting with the post-event damage assessment as coordinated by Town Emergency Management. This document will address general situations with no consideration given for special incident scenarios.

Definitions:

Initial Damage Assessment (IDA): Independent Town review and documentation of the impact and magnitude of a disaster on individuals, families, businesses, and public property. This report is due into the Gila County Emergency Operations Center in the required format (see Tab 1) within 72 hours of disaster impact. The Governor will use this information to determine if a Preliminary Damage Assessment needs to be requested from FEMA in response to outstanding needs.

Preliminary Damage Assessment (PDA): A joint venture between FEMA, State and local government to document the impact and magnitude of the disaster on individuals, families, businesses, and public property. The Governor will use the information gathered during the PDA process to determine whether Federal assistance should be requested.

Situation:

Following any significant disaster/emergency, a multitude of independent damage assessment activities will be conducted by a variety of organizations including the American Red Cross, insurance companies, utility companies, and others. Outside of these assessments, a series of local, state and federal damage assessment activities will be conducted.

During the recovery phase of a disaster, the Town will conduct a systematic analysis of the nature of the damage to public and private property, which estimates the extent of damage based upon actual observation and inspection. Damage assessment will be performed on an urgent basis to provide an initial estimate of damage. A damage estimate of public and private property is required for the Town to determine actions needed, the establishment of properties, and the allocation of local government resources, and what, if any, outside assistance will be required.

Based upon the local damage assessment reports, the Governor may request a Presidential declaration of a "major disaster", "major emergency", or a specific federal agency disaster declaration (Small Business Administration, Department of Agriculture, Corps of Engineers, etc.) to augment state/local/private disaster relief efforts. The President, under a "major emergency" declaration may authorize the utilization of federal equipment, personnel and other resources. The President under a "major disaster" declaration may authorize two basic types of disaster relief assistance:

1. Individual Assistance (IA)
 - a. Temporary housing;
 - b. Individual and family grants (IFG);
 - c. Disaster unemployment assistance;
 - d. Disaster loans to individuals, businesses and farmers;
 - e. Agricultural assistance;
 - f. Legal services to low-income families and individuals;
 - g. Consumer counseling and assistance in obtaining insurance benefits;
 - h. Social security assistance;
 - i. Veteran's assistance; and
 - j. Casualty loss tax assistance.

2. Public Assistance (PA)
 - a. Debris removal;
 - b. Emergency protective measures; and
 - c. Permanent work to repair, restore or replace road systems, water control facilities, public buildings and equipment, public utilities public recreational facilities, etc.

Assumptions:

1. Fast and accurate damage assessment is vital to effective disaster responses;
2. Damage will be assessed by teams of local resource personnel;
3. If promptly implemented, this plan can expedite relief and assistance for those adversely affected;
4. A catastrophic emergency will require the expenditure of large sums of local funds. Financial operations will be carried out under compressed schedules and intense political pressures, which will require expeditious responses that meet sound financial management and accountability requirements;
5. Damage to utility systems and to the communications systems will hamper the recovery process;
6. A major disaster affecting the Town could result in the severance of a main transportation artery resulting in a significant alteration of lifestyle in the community.

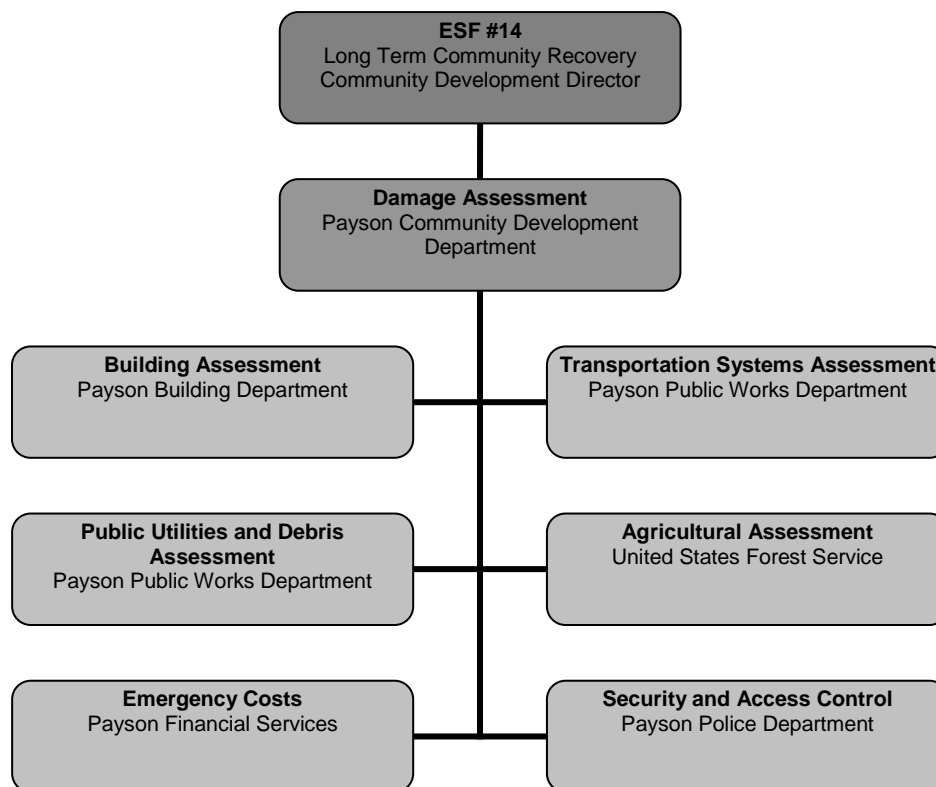
Policies:

1. The Initial Damage Assessment (IDA) results will be reported to the Town of Payson EOC within 72 hours of the incident (WebEOC, e-mail, Fax or Call – secondary);
2. At the Incident Commander or EOC Chief's request, the first priority for damage assessment may be to assess Town structural/infrastructure damage;
3. A Federal/State supported Preliminary Damage Assessment will be conducted in coordination with the Town to verify IDA results and determine long-term needs. This data will be used to determine the need for a Presidential Disaster Declaration;
4. An estimate of expenditures and obligated expenditures will be submitted to the and the Payson EOC before a Presidential Disaster declaration is requested;
5. Additional reports may be required when requested by the Coordinator of Emergency Services depending on the type and magnitude of the incident;
6. Supplies, equipment and transportation available to each organization will be utilized by that organization in the accomplishment of its assigned responsibility or mission;
7. Additional supplies, equipment and transportation essential to the continued operation of each organization will be requested through ESF #7 (Resource Support) in the EOC;
8. The approval to expend funds for response and recovery operations will be given by the department head, in coordination with Financial Services, from each agency or department involved in recovery operations. Each agency or department should designate a responsible person to ensure that actions taken and costs incurred are consistent with identified missions.

Concept of Operations

Organization:

The ultimate responsibility of damage assessment lies with the local governing authority. The Payson Coordinator of Emergency Services or designee will be responsible for damage assessments, collection of the data and preparation of necessary reports through the functions of ESF 14, Long Term Recovery. Damage assessments will be conducted by qualified, trained local teams under the supervision of the Payson Community Development Department. The damage assessment teams may be supported by agencies from other communities within the State of Arizona as designated by the Payson Community Development Department.



Additional Emergency Support Functions (ESFs) may need to be utilized to enhance the results of the evacuation such as ESF 7 (Resource Support), ESF 5 (Emergency Management) and ESF 11 (Agriculture and Natural Services). If the incident involves chemicals or radiation that may cause contamination of damage area, ESF 8 (Health and Medical) and ESF 10 (Hazardous Materials) may also be needed. The primary ESFs as listed will utilize their full ESF specific annex and any supporting agencies and ESFs to implement their portion of the damage assessment.

Responsibilities:

1. Payson Community Development Department
 - a. Assemble the appropriate team and develop damage assessment plans, policies and procedures;
 - b. Maintain a list of critical facilities that will require immediate repair if damaged;
 - c. Appoint a representative to be located within the EOC to direct damage assessment operations to include operation of the teams, collecting data, and developing accurate and appropriate reports for the Emergency Operations Center Chief;
 - d. Solicit cooperation from companies and local representatives of support agencies to serve as member of damage assessment teams;
 - e. Conduct damage assessment training programs for the teams;
 - f. Coordinate disaster teams conducting field surveys;
 - g. Collect and compile incoming damage reports from teams in the field, from other operations directors, and outside agencies, systems and companies;
 - h. Using existing policies and procedures, determine the state of damaged buildings and place notification/placards as needed;
 - i. Using existing policies and procedures, facilitate the issuance of building permits and for the review and inspection of the site-related and construction plans submitted for the rebuilding/restoration of buildings;
 - j. Assist in the establishment of the sequence of repairs and priorities for the restoration of affected areas;
 - k. Correlate and consolidate all expenditures for damage assessment to Financial Services;
 - l. Ensure that there will be an escort available for any State or Federal damage assessment teams and prepare an area map with the damage sites prior to their arrival;
2. Payson Department of Public Works
 - a. Designate representatives to serve as members of damage assessment teams for transportation infrastructure;
 - b. Participate in damage assessment training;
 - c. Collect and compile damage data regarding public and private utilities, and provide to Payson Community Development representative within the EOC;
 - d. Participate as requested in Initial Damage Assessment field reviews and have personnel available to escort State and Federal assessment personnel as needed.
3. Payson Police Department
 - a. Provide security for ingress and egress of the damaged area(s) post-event;
 - b. Provide access and security for damage assessment activities within the area.
4. Payson Financial Services
 - a. Collect, report and maintain estimates of expenditures and obligations required for response and recovery activities;
 - b. Maintain accurate records of funds, materials and man-hours expended as a direct result of the incident;

- c. Report these estimates and obligations to the Chief Financial Officer for inclusion into the appropriate Public Assistance IDA categories.
5. Payson Community Development Director
 - a. Overall direction and control of damage assessment for the Town of Payson;
 - b. Reporting of damages to the Payson EOC within 72 hours of the incident in the appropriate Initial Damage Assessment format;
 - c. Ensuring appropriate and adequate public information and education regarding the damage assessment process.

Action Checklist

Mitigation/Prevention:

1. Develop public awareness programs using building codes, ordinances and the National Flood Insurance Program;
2. Develop a damage assessment training program;
3. Develop damage assessment plans, procedures and guidance;
4. Designate representatives to lead damage assessment activities within the EOC;
5. Designate damage assessment team members.

Preparedness:

1. Identify resources to support and assist with damage assessment activities;
2. Train personnel in damage assessment techniques;
3. Review plans, procedures and guidance for damage assessments, damage reporting and accounting;
4. List all critical facilities and all local buildings requiring priority restoration.

Response:

1. Activate the damage assessment staff in the EOC;
2. Organize and deploy damage assessment teams or team escorts as necessary;
3. Organize collection of data and record keeping at the onset of the event;
4. Document all emergency work performed by local resources to include appropriate photographs;
5. Compile and disseminate all damage reports for appropriate agencies;
6. Determine the state of damaged buildings and place notification/placards as needed;
7. Inform officials of hazardous facilities, bridges, road, etc.

Recovery:

1. Continue damage assessment surveys as needed;
2. Advise on priority repairs and unsafe structures;
3. Facilitate the issuance of building permits and for the review and inspection of the site-related and construction plans submitted for the rebuilding/restoration of buildings;
4. Monitor restoration activities;
5. Complete an event review with all responding parties;

6. Review damage assessment plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate;
7. Review building codes and land use regulations for possible improvements;
8. Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies;
9. Assist the Payson Financial Services Department in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.

Administration and Logistics

Administration:

Basic administrative and accountability procedures for any damage assessment activities will be followed as required by local, state and federal regulations. As with any disaster or incident response, the ICS/NIMS will be used to organize and coordinate response activity. (Reference: Financial Management Support Annex)

Logistics:

If supplies, materials, and equipment are required, records will be maintained in accordance to local, state and federal reporting requirements. All procurement processes will also follow appropriate procurement policies and regulations, and state and federal policies and regulations as necessary. (Reference: Logistics Management Support Annex)

Public Information:

The Payson Town Manager will act as, or designate an Emergency Public Information Officer (EPIO) to follow procedures established in the ESF#15 Public Information to:

1. Ensure prior coordination with appropriate damage assessment coordination ESFs to provide periodic spot announcements to the public on pertinent aspects of the assessments; and
2. Ensure availability of the media in the event an emergency requiring evacuation arises.

Direction and Control

1. All damage assessment activities will be coordinated through the EOC and employ the ICS/NIMS. Small scale or immediate need evacuations may be coordinated on-site as necessary. These on-site coordinated evacuations will also employ the ICS/NIMS.
2. The EOC is responsible for providing support and resources to the incident commander.
3. The Emergency Operations Center Chief will assist the senior elected official in the EOC and coordinate with the EPIO. The Emergency Operations Center Chief and EPIO will have at least one assistant to support 24-hour operations and act in the absence of the primary.

4. In the event an incident is suspected or determined to be a terrorist event, a Joint Operations Center will be established to coordinate Federal and State support. A separate Joint Information Center will provide media interface.

Plan Development and Maintenance

This plan should be reviewed annually in its entirety for any needed updates, revisions, or additions. It is the responsibility for the Payson Community Development Department as the lead agency for the Damage Assessment element within this plan, to insure that this is completed. This plan should also be reviewed after every incident in which it is activated to reflect any needed updates, revisions or additions that were found within that response effort.

Tab 1 to Damage Assessment Annex

Damage Assessment Team Assignments

The appointed representative from the Town of Payson Community Development Department will report to the EOC when activated by the Emergency Operations Center Chief. Damage assessment teams will be assembled and instructions provided relative to the emergency. Team leaders will be designated to compile information for situation and damage assessment reports.

TEAM ASSIGNMENTS (based on categories in Damage Assessment Form)

I. PRIVATE PROPERTY

Category A – Residential/Personal Property

Houses, manufactured homes, apartments, duplexes (identify number of families and units affected) – Include estimate for structures, private bridges, fencing and vehicles/boats.

Team: Member 1 Building Inspector
Member 2 Planner
Member 3
Member 4

Category B – Business and Industry

Industrial plants and businesses (facilities, equipment, materials, commercial vehicles).

Team: Member 1 Building Inspector
Member 2 Planner
Member 3
Member 4

Category C – Agriculture

An agricultural parcel is at least 5 acres. Include estimate of all damage to houses, manufactured homes, crops (type and acres), farm buildings, livestock (number and type), fencing (in miles) and equipment (pieces and type).

Team: Member 1 Parks Maintenance
Member 2 Parks Maintenance
Member 3
Member 4

II. **PUBLIC PROPERTY**

Category A – Debris Clearance

Debris on roads and streets, on public property, on private property and structure demolition.

Team: Member 1 Streets Supervisor
Member 2 Streets
Member 3
Member 4

Category B – Protective Measures

1. Life and safety (all public safety report costs)

Team: Member 1 Streets
Member 2 Streets
Member 3
Member 4

2. Barricading, sandbagging, stream drainage channels, health (rodents/insect control)

Team: Member 1 Streets
Member 2 Streets
Member 3
Member 4

Category C – Road Systems

Damage to roads and streets, bridges, culverts, sidewalks, traffic control systems.

Team: Member 1 Streets Supervisor
Member 2 Streets
Member 3
Member 4

Category D – Water Control Facilities

Damage to dams and drainage systems.

Team: Member 1 Streets Supervisor
Member 2 Streets
Member 3
Member 4

Category E – Public Buildings and Equipment

Damage to buildings, inventory, vehicles and equipment.

Team: Member 1 Building Inspector
Member 2 Planner
Member 3
Member 4

Category F – Public Utility Systems

Damage to water plants, dams, sanitary/sewage systems and storm drainage systems.

Team: Member 1 Water Systems Operator
Member 2 Water Systems Operator
Member 3 Northern Gila Sanitary District
Member 4 Northern Gila Sanitary District

Category G – Recreational Facilities

Damage to parks, shelters, lighting and equipment.

Team: Member 1 Parks Maintenance
Member 2 Parks Maintenance
Member 3
Member 4

Tab 2 to Damage Assessment Annex

LOCAL GOVERNMENT DAMAGE ASSESSMENT – TELEPHONE REPORT					
1. CALLER NAME			2. PROPERTY ADDRESS (include apt. no; zip code)		
3. TELEPHONE NUMBER			4. TYPE OF PROPERTY	5. OWNERSHIP	
Home	Work	Cell	<input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family (usually Apts.) <input type="checkbox"/> Business <input type="checkbox"/> Check here if residence is a vacation home—not a primary residence	<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Lease (business only)	
Best time to call	Best number to use				
6. CONSTRUCTION TYPE					
<input type="checkbox"/> Masonry <input type="checkbox"/> Wood Frame <input type="checkbox"/> Mobile Home <input type="checkbox"/> Manufactured <input type="checkbox"/> Other					
7. TYPE OF INSURANCE					
<input type="checkbox"/> Property <input type="checkbox"/> Sewer Back-up <input type="checkbox"/> Flood (Structure) <input type="checkbox"/> Flood (Contents) <input type="checkbox"/> Wind/Hurricane <input type="checkbox"/> None					
8. DAMAGES (Check all that apply)					
HVAC <input type="checkbox"/> Yes <input type="checkbox"/> No Water Heater <input type="checkbox"/> Yes <input type="checkbox"/> No Electricity <input type="checkbox"/> On <input type="checkbox"/> Off Natural Gas <input type="checkbox"/> On <input type="checkbox"/> Off Roof Intact <input type="checkbox"/> Yes <input type="checkbox"/> No Foundation <input type="checkbox"/> Yes <input type="checkbox"/> No Windows <input type="checkbox"/> Yes <input type="checkbox"/> No Sewer <input type="checkbox"/> OK <input type="checkbox"/> Not OK Major Appliances <input type="checkbox"/> Yes <input type="checkbox"/> No Basement Flooding <input type="checkbox"/> Yes - Depth ____ Feet Furnace <input type="checkbox"/> Yes <input type="checkbox"/> No					
9. SOURCE OF DAMAGES					
<input type="checkbox"/> Sewer back-up <input type="checkbox"/> Primarily Flood <input type="checkbox"/> Wind/Wind driven rain <input type="checkbox"/> Tornado Other <input type="checkbox"/> _____					
10. Based on the damages reported, the property is currently <input type="checkbox"/> Habitable <input type="checkbox"/> Uninhabitable					
11. CALLER'S ESTIMATE OF DAMAGES					
REPAIRS		CONTENTS		TOTAL	
\$		\$		\$	
12. COMMENTS					
12. CALL TAKER			13. DATE & TIME REPORT TAKEN		

Tab 3 to Damage Assessment Annex
Cumulative Initial Damage Assessment Report

PRIMARY: TOP EOC

SECONDARY: ADEM EOC Phone Number (XXX) XXX-XXXX Fax Number (XXX) XXX-XXXX

Jurisdiction:									
Date/Time IDA Report Prepared:									
Prepared By:									
Call back number:									
Fax Number:									
Email Address:									
Part I: Private Property CUMULATIVE DAMAGES									
Type Property	# Destroyed	# Major Damage	# Minor Damage	# Affected	Dollar Loss	% Flood Insured	% Property Insured	% Owned	% Secondary
Single Dwelling Houses (inc. condo units)									
Multi-Family Residences (count each unit)									
Manufactured Residences (Mobile)									
Business/Industry									
Non-Profit Organization Buildings									
Agricultural Facilities									
Part II: Public Property (Includes eligible non-profit Facilities) CUMULATIVE DAMAGES									
Type of Property							Estimated Dollar Loss	% Insured	
Category A (Debris Removal)									
Category B (Emergency Protective Measures)									
Category C (Roads and Bridges)									
Category D (Water Control Facilities)									
Category E (Public Buildings and Equipment)									
Category F (Public Utilities)									
Category G (Parks and Recreation Facilities)									
TOTAL								\$0.00	
Additional Comments:									

Tab 4 to Damage Assessment Annex

Public Assistance Damage Assessment Guidelines

Category	Purpose	Eligible Activities
A: Debris Removal	Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property	<ul style="list-style-type: none"> Debris removal from a street or highway to allow the safe passage of emergency vehicles Debris removal from public property to eliminate health and safety hazards
B: Emergency Protective Measures	Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property	<ul style="list-style-type: none"> Emergency Operations Center activation Warning devices (barricades, signs, and announcements) Search and rescue Security forces (police and guards) Construction of temporary levees Provision of shelters or emergency care Sandbagging • Bracing/shoring damaged structures Provision of food, water, ice and other essential needs Emergency repairs • Emergency demolition Removal of health and safety hazards
C: Roads and Bridges	Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting and signs	<ul style="list-style-type: none"> Eligible work includes: repair to surfaces, bases, shoulders, ditches, culverts, low water crossings, and other features, such as guardrails.
D: Water Control Facilities	Repair of irrigation systems, drainage channels, and pumping facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted	<ul style="list-style-type: none"> Channel alignment • Recreation Navigation • Land reclamation Fish and wildlife habitat Interior drainage • Irrigation Erosion prevention • Flood control
E: Buildings and Equipment	Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles	<ul style="list-style-type: none"> Buildings, including contents such as furnishings and interior systems such as electrical work. Replacement of pre-disaster quantities of consumable supplies and inventory. Replacement of library books and publications. Removal of mud, silt, or other accumulated debris is eligible, along with any cleaning and painting necessary to restore the building. All types of equipment, including vehicles, may be eligible for repair or replacement when damaged as a result of the declared event.
F: Utilities	Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities	<ul style="list-style-type: none"> Restoration of damaged utilities. Temporary as well as permanent repair costs can be reimbursed.
G: Parks, Recreational Facilities, and Other Items	Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F	<ul style="list-style-type: none"> Roads, buildings, and utilities within those areas and other features, such as playground equipment, ball fields, swimming pools, tennis courts, boat docks and ramps, piers, and golf courses. Grass and sod are eligible only when necessary to stabilize slopes and minimize sediment runoff. Repairs to maintained public beaches may be eligible in limited circumstances.

Only states, local government agencies and authorities, public utilities, and certain non-profit organizations may be eligible for Public Assistance grants.

Eligibility Criteria: Arizona Population per latest US Census x annual multiplier for state eligibility; Locality population per latest US Census x annual local multiplier for local eligibility.

Adapted from the *Public Assistance Guide, FEMA 322* ; Additional policy information is available at <http://www.fema.gov/government/grant/pa/policy.shtml>

Tab 5 to Damage Assessment Annex
Public Assistance Damage Assessment Field Form

JURISDICTION: _____ **INSPECTOR:** _____ **DATE:** _____ **PAGE** _____ **of** _____

Key for Damage Categories (Use appropriate letters in the 'category' blocks below)		
A. Debris Clearance B. Emergency Protective Measures C. Roads & Bridges	D. Water Control Facilities E. Public Buildings & Equipment F. Public Utility System	G. Parks, Recreation Facilities & Other

SITE #	WORK CATEGORY:	NAME of FACILITY and LOCATION:			
		GPS (in decimal deg.):			
DAMAGE DESCRIPTION:					
EMERGENCY FOLLOW-UP NEEDED?	Y	N	TOTAL ESTIMATED DAMAGES: \$		
FLOOD INSURANCE	Y	N	PROPERTY INSURANCE	Y	N
			NO DATA AVAILABLE (check box)		

SITE #	WORK CATEGORY:	NAME of FACILITY and LOCATION:			
		GPS (in decimal deg.):			
DAMAGE DESCRIPTION:					
EMERGENCY FOLLOW-UP NEEDED?	Y	N	TOTAL ESTIMATED DAMAGES: \$		
FLOOD INSURANCE	Y	N	PROPERTY INSURANCE	Y	N
			NO DATA AVAILABLE (check box)		

SITE #	WORK CATEGORY:	NAME of FACILITY and LOCATION:			
		GPS (in decimal deg.):			
DAMAGE DESCRIPTION:					
EMERGENCY FOLLOW-UP NEEDED?	Y	N	TOTAL ESTIMATED DAMAGES: \$		
FLOOD INSURANCE	Y	N	PROPERTY INSURANCE	Y	N
			NO DATA AVAILABLE (check box)		

Tab 6 to Damage Assessment Annex
Individual Assistance Damage Assessment Level Guidelines

Damage Definitions	General Description	Things to Look For	Water Levels
DESTROYED	DESTROYED	DESTROYED	DESTROYED
Structure is a total loss. <u>Not economically feasible to rebuild.</u>	Structure leveled above the foundation, or second floor is gone. Foundation or basement is significantly damaged.	Structure leveled or has major shifting off its foundation or only the foundation remains. Roof is gone, with noticeable distortion to walls.	More than 4 feet in first floor. More than 2 feet in mobile home .
MAJOR	MAJOR	MAJOR	MAJOR
Structure is currently uninhabitable. Extensive repairs are necessary to make habitable. <u>Will take more than 30 days to repair.</u>	Walls collapsed. Exterior frame damaged. Roof off or collapsed. Major damage to utilities: furnace, water heater, well, septic system.	Portions of the roof and decking are missing. Twisted, bowed, cracked, or collapsed walls. Structure penetrated by large foreign object, such as a tree. Damaged foundation.	2 to 4 feet in first floor without basement. 1 foot or more in first floor with basement. 6 inches to 2 feet in mobile home with plywood floors. 1 inch in mobile home with particle board floors.
MINOR	MINOR	MINOR	MINOR
Structure is damaged and uninhabitable. Minor repairs are necessary to make habitable. <u>Will take less than 30 days to repair.</u>	Interior flooring / exterior walls with minor damage. Tree(s) fallen on structure. Smoke damage. Shingles / roof tiles moved or missing.	Many missing shingles, broken windows and doors. Loose or missing siding. Minor shifting or settling of foundation. Minor damage to septic system.	2 inches to 2 feet in first floor without basement. 1 foot or more in basement. <u>Crawlspace</u> – reached insulation. <u>Sewage</u> - in basement. Mobile home , "Belly Board" to 6 inches.
AFFECTED HABITABLE	AFFECTED HABITABLE	AFFECTED HABITABLE	AFFECTED HABITABLE
Structure has received minimal damage and is <u>habitable without repairs.</u>	Chimney or porch damaged. Carpet on first floor soaked. Broken windows.	Few missing shingles, some broken windows. Damage to air conditioning units / etc. Some minor basement flooding.	Less than 2 inches in first floor Minor basement flooding. Mobile home , no water in "Belly Board".

IDA Tips: Estimating Water Depths

Brick - 2 1/2 inches per course

Lap or aluminum siding - 4 inches or 8 inches per course

Stair risers - 7 inches

Concrete or cinder block - 8 inches per course

Door knobs - 36 inches above floor

Standard doors - 6 feet 8 inches

Additional information: www.dem.azdem.gov

Adapted from FEMA 9327.1-PR April 2005

Revised 03/13/07

Tab 7 to Damage Assessment Annex

LOCALITY INDIVIDUAL DAMAGE ASSESSMENT FIELD FORM										
Incident Type	Sector		Place Name		IDA Date					
Geographic Area Description					Page #		Of Total Pages			
IDA Team										
		SINGLE FAMILY	MULTI - FAMILY	MOBILE HOME	Total Surveyed	% Owner	% FL Ins.	% HO Ins.	% Low Income	Number Inaccessible
AFFECTED	OWNER									
	RENTER									
	Secondary									
MINOR	OWNER									
	RENTER									
	Secondary									
MAJOR	OWNER									
	RENTER									
	Secondary									
DESTROYED	OWNER									
	RENTER									
	Secondary									
TOTAL PRIMARY										
TOTAL SECONDARY										
TOTAL (incl. Secondary)										
ROADS / BRIDGES		Number of Roads / Bridges Damaged		Number of Households Impacted						
UTILITIES		Number of Households Without Utilities		Estimated Date for Utilities Restoration						
Comments										

DISASTER ASSISTANCE ANNEX

Assistance is available from the State and Federal governments when specific conditions are met:

- a. The Governor must proclaim a State of Emergency in order for the Town of Payson to receive assistance from the State.
- b. The President must proclaim a disaster in order for the Town to receive Federal assistance.

Types of Disaster Assistance

- a. Public Assistance - financial aid to governmental entities.
- b. Individual assistance - financial aid to private citizens and businesses.

If the Governor declares a State of Emergency, but the President does not declare a major disaster, the Town will be eligible for public assistance under Arizona Revised Statute (ARS) 35-192 and its associated rules. Individual assistance to residents affected by the disaster will not be available although, in some cases, Federal agencies such as the Small Business Administration, Farmers Home Administration, Farm Service Agency, and U. S. Army Corps of Engineers may be petitioned to provide loans and/or technical assistance.

If the Governor declares a State of Emergency and the President declares a major disaster, the Town and its citizens will generally be eligible for both public assistance and individual assistance from the Federal government and for public assistance from the State. In some cases, however, one form of assistance may be denied by the Federal government, even though the other assistance is provided. The Federal agencies listed in the previous paragraph may again be able to provide loans and/or technical assistance if assistance is denied in the Federal disaster declaration.

Types of public assistance that may be available following a State declaration of emergency or a Federal declaration of a major disaster:

- a. During the response phase
 - (1) Emergency debris clearance.
 - (2) Emergency protective measures such as search and rescue, demolition of unsafe structures, warning of further risks and hazards, and public information on health and safety measures.
 - (3) Emergency restoration work, including emergency repairs to essential utilities and facilities.
 - (4) Emergency communications equipment to supplement, but not replace, normal communications equipment that remains operable.

b. During the Recovery Phase

- (1) Costs of emergency recovery work.
 - (a) Clearance of wreckage and debris.
 - (b) Emergency protective measures.
 - (c) Emergency repair or replacement of roads, streets, highway facilities, dikes, levees, irrigation works, drainage facilities, public buildings and related equipment and furnishings, and public-owned utilities.
 - (d) Salaries and wages.
 - (e) Equipment, supplies, and materials.
 - (f) Work performed by the National Guard, under contract, and work performed by arrangement with other political subdivisions.
- (2) Costs of permanent restoration. Items listed in paragraph (1) above and public facilities under construction.

Types of individual assistance that may be available following a Federal declaration of a major disaster:

- a. During the response phase. Emergency mass care if not provided by welfare organizations.
- b. During the recovery phase
 - (1) Temporary housing.
 - (2) Disaster loans
 - (3) Federal income tax assistance.
 - (4) Legal and consumer aid.
 - (5) Unemployment benefits.
 - (6) Food stamps.
 - (7) Psychological counseling.
 - (8) Grants to individuals and families.

Individual assistance will usually be administered from Federal Local Assistance Centers (LACs), which will be established near the affected area to provide victims a convenient centralized location to receive guidance and information and to initiate their personal recovery actions. Insofar as practicable, each LAC will include representatives of all agencies having relief and rehabilitation responsibilities, so that victims are afforded the opportunity to complete their business at a single location and in a minimum number of visits.

The Emergency Operations Center Chief will ensure that the following tasks are accomplished:

- a. Keep detailed records of all public and private damage sustained during the disaster, to include the estimated cost of fixing the damage. The damage must be visually verified by a qualified inspector following the disaster as estimates made during the disaster are frequently inflated by the stress of the moment.

Accurate damage estimates and precise knowledge of damage locations will be invaluable when FEMA teams inspect the Town following the disaster to determine whether a Presidential disaster declaration is warranted. See Damage Assessment Annex.

- b. Prepare a report stating the disaster's impact on the Town's budget and its ability to provide essential services to citizens. A clear statement of the disaster's impact is essential for the Town to qualify for a Presidential disaster declaration.
- c. If a Presidential declaration is made, appoint an Applicant Agent to represent the Town in applying for State and Federal disaster assistance. The Applicant Agent handles all documentation and correspondence for public assistance and must be a person authorized to make financial commitments on behalf of the Town. The Applicant Agent will attend a joint Federal/State briefing at which duties and the forms necessary to apply for assistance will be explained.
- d. Ensure that Town employees keep records of all repair work accomplished after the disaster. The following information must be kept for each work site on each day that work is performed:
 - (1) Location of work site.
 - (2) Date work was done.
 - (3) Employees and hours worked.
 - (4) Equipment and hours used.
 - (5) Materials and quantity used.
 - (6) Source of materials (vendor or stock).
 - (7) Copies of delivery tickets.
- e. If individual assistance is made available in conjunction with a Presidential disaster declaration, obtain the LAC location and hours of operation from the Gila County Department of Emergency Management and ensure that Town residents are made aware of that information

Evacuation Support Annex

Coordinating Agency

Payson Police Department

Cooperating Agencies

Public Works
Payson Animal Control
Gila County Animal Control
Gila County Sheriff's Office
Arizona Department of Public Safety

Introduction

Purpose

The Evacuation Support Annex describes the coordinated process of communities and agencies to ensure a smooth evacuation of any portion or all of the Town of Payson attributable to a hazard including a catastrophic event. Additionally, the plan outlines details of an evacuation process for events occurring without warning, and the transportation components necessary to address the operations of assembly areas that may be used during a declaration of emergency.

Scope

This annex is applicable to departments and agencies that are participating and responding with assistance to an evacuation as coordinated by the Town of Payson. This document will address wide-ranging scenarios with no consideration for special incident(s) at this time.

There are four basic scenarios in which a planned evacuation or evacuation without warning may be required:

1. Catastrophic event with warning – An event where citizens may need to evacuate or seek shelter in place and then seek evacuation; citizens will not be able to return home in a reasonable period of time. Examples may include major hurricanes, wildland fires and severe riverine flooding.
2. Disruptive event with warning – An event where citizens may need to evacuate; citizens will be able to return home in a reasonable period of time. Examples may include hurricanes, minor to moderate flooding events, or hazardous materials events.
3. Catastrophic event without warning – An event where citizens need to take immediate action to protect themselves which may or may not involve evacuation efforts after the event. Citizens will not be able to return home in a reasonable period of time. Examples may include terrorism events, severe tornadoes and hazardous material events.

4. Disruptive event without warning – An event where citizens need to take immediate action to protect themselves which may or may not involve evacuation after an event. Citizens will be able to return home within a reasonable period of time. Examples may include severe weather, flash flooding and transportation accidents.

Definitions:

Assembly Area: Site where mass transit resources collect as directed by the EOC to assist in the transporting of populations out of the risk area.

Evacuation Route - Road or highway designated as a primary route for motorists evacuating from the threat.

Evacuee: A person moving out of the risk area of a potential or occurring hazard. Evacuees are designated into those that are transit dependent and those who are “self-evacuating”. Transit dependent evacuees may require public transportation for immediate life safety, and it is assumed that this population will require public sheltering. The self-evacuating population can be categorized into two groups: evacuees with end-point destinations (i.e. hotel, family or friends’ home) and evacuees without end point destinations. It is possible that the self-evacuating population without end-point destinations will require public sheltering.

Pick-up Point: Site that is used to pick up transit dependent evacuees to move them to the assembly area(s) to be transported out of the risk area.

Refuge of Last Resort: A facility that may be identified that can provide temporary relief from the risk. A refuge of last resort is not intended to be designated as a “shelter” and may not be able to provide basic services such as food, accommodations for sleeping or first aid, but security is provided. It should be considered only as a probable safe haven for evacuees who are unable to clear the area until the risk passes. In many cases these sites can be pre-identified.

Shelter – A facility where evacuees with no end destination point can be processed, evaluated and provided disaster services from government agencies and/or pre-established voluntary organizations. This facility is generally designed for stays less than 3 days. Supplies available are meals and water for 3 days, basic first aid, pet sheltering (if applicable,) sleeping quarters, hygienic support and basic disaster services (counseling, financial assistance and referral, etc.)

Assumptions:

1. A decision to implement voluntary or mandatory evacuation may require interaction and coordination between local, state, federal and certain private sector entities.
2. Warning time, in the case of a hurricane or riverine flood, will normally be available to evacuate the threatened population. A local evacuation might be needed because of a hazardous materials incident, major fire, terrorist incident or other incident. Additional regional and/or Town-wide evacuations may be necessary in the event of a larger incident such as an impending hurricane.
3. Given warning of an event, a portion of the population will voluntarily evacuate before an evacuation has been recommended or directed. Most people who leave their homes will seek shelter with relatives, friends or in motels.

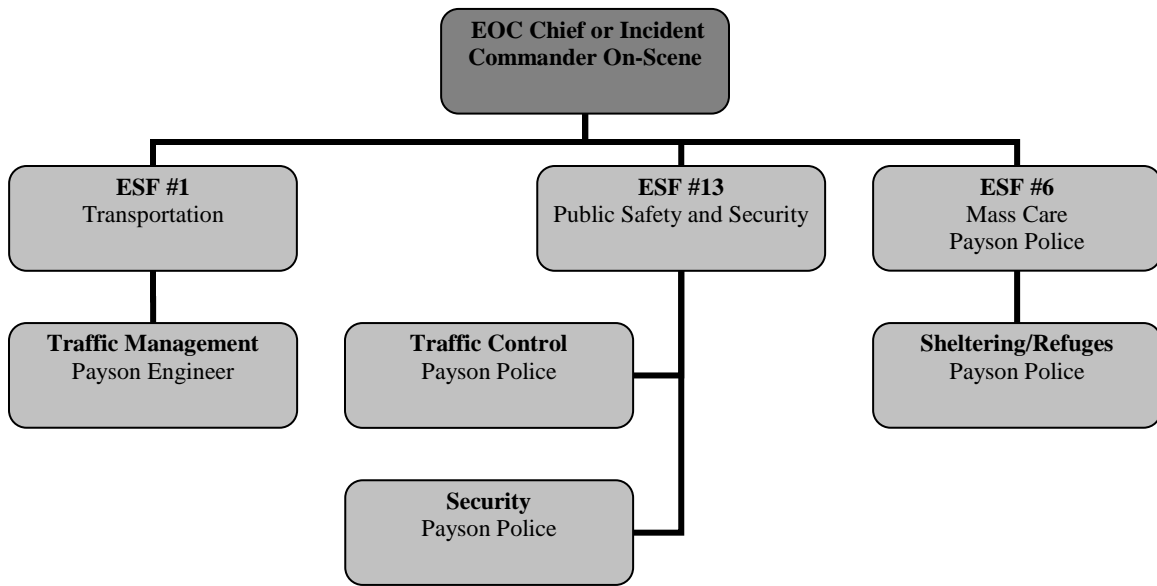
4. Evacuation of people at risk for emergency situations that occur with little or no warning will be implemented as determined necessary to protect life and property. Evacuation instructions should be based on known or assumed health or safety risks associated with the hazard. The individual responsible for implementing it should be the Incident Commander at the scene of the emergency, with support from the EOC as necessary. Notification must be provided to the EOC immediately.
5. The timing of an evacuation directive will be determined by the circumstances of the event.
6. A hazard analysis and vulnerability assessment has been completed which identifies the types of threats, the areas and population along the established evacuation routes most vulnerable to these threats. A hazard analysis has also been completed for routes that will be used primarily for pedestrian traffic.
7. During events without warning, there might be limited to no time prior to the event to implement more formalized evacuation processes.
8. Emergency evacuations might require evacuation of all or part of the Town or a neighborhood. Evacuation from a designated risk area will affect adjacent and outlying areas within and outside of the Town. Traffic control resources must be in place prior to public release of an evacuation order.
9. Evacuation will require a greater lead-time to implement than that of in-place sheltering. A delayed evacuation order could endanger lives and result in civil disorder.
10. There are on-going efforts to proactively reach out and educate citizens of the Town on family preparedness, evacuation procedures, and where to go for additional information on these subjects.
11. Evacuation procedures, to include notification and routing, will be made available to the public by all available means.
12. The primary means of evacuation from any event will be private vehicles.
13. Residents who are ill or disabled may require vehicles with special transportation capabilities.
14. Stranded motorists could present significant problems during an evacuation situation.
15. Evacuation or protective action guidance must be communicated in a clear, concise and timely manner in order to ensure the effective implementation of the strategy recommended. A variety of communication pathways may have to be utilized in order to effectively communicate the hazard, level or risk and the recommended evacuation or protection action to the public.
16. Some owners of companion animals might refuse to evacuate unless arrangements have been made to care for their animals.
17. Despite the comprehensive effort implemented to communicate evacuation or protective action guidance, some segments of the population might not receive or follow the instructions given.
18. Every hospital, long-term care facility and home health agency is to have plans in place to shelter in place, evacuate patients in their care, transport them to safe and secure alternate facilities and support their medical needs.
19. Local emergency managers have been given the authority to review and collaborate with managers of nursing homes, childcare facilities and assisted living facilities in developing emergency plans.

Policies:

Concept of Operations

Organization:

Evacuation of the Town will be directed by the Incident Commander, in cooperation with the EOC Chief, or his/her appointed person within the official line of succession as laid out in the continuity of government plan. In small-scale incidents or incidents needing immediate evacuation, the on-scene incident commander will have the authority to determine and implement evacuation orders, in cooperation with the EOC Chief. The implementation of the evacuation will be managed in a unified command format to best integrate all necessary ESFs for a successful result. This concept will also be utilized to coordinate without warning evacuations.



Additional ESFs may need to be utilized to enhance the results of the evacuation such as ESF 7 (Resource Management) and ESF 5 (Emergency Management). If the incident involves chemicals or radiation that may cause contamination of evacuees, staff or workers, ESF 8 (Health and Medical) and ESF 10 (Hazardous Materials) may also be needed. The primary ESFs as listed will utilize their full ESF specific annex and any supporting agencies and ESFs to implement their portion of the evacuation.

Responsibilities:

1. Payson Streets Department
 - a. Assist with traffic control in the event of an emergency requiring evacuation, in accordance with the policies of the Arizona Department of Transportation and any local laws and ordinances.

- b. Assist in moving motorists to refuges of last resort as an event with warning approaches.
 - c. Assist with the development, review and testing of the Town evacuation plans, policies and procedures.
- 2. Payson Police Department
 - a. Coordinate traffic control in the event of an emergency requiring evacuation in accordance with State of Arizona traffic laws.
 - b. Coordinate resources and information with state and adjacent jurisdiction law enforcement.
 - c. Assist in directing motorists to refuges of last resort as an event with warning approaches.
 - d. Provide security for ingress and egress of the evacuated area(s) and for shelters and refuges of last resort.
 - e. Develop, review and test Town evacuation plans, policies and procedures.

Action Checklist

Mitigation/Prevention:

1. Any special facilities will be encouraged to develop emergency procedures and evacuation plans for those charged to their care and custody and provide them to the Coordinator of Emergency Services for comment and review.
2. Citizens will be encouraged to develop household emergency plans that would include their pets and any other dependents in all aspects of response, including evacuation and sheltering.

Preparedness:

1. Develop, review and test Town evacuation plans, policies and procedures.
2. Provide training to agencies and staff on task-appropriate plans, policies and procedures.
3. Provide adequate support for evacuation preparedness and planning.
4. Develop the necessary logistical support to carry out emergency tasking. Instruct all departments to maintain an inventory of supplies on hand.
5. Selection, prepare plans for and initiate sites to serve as refuges of last resort and/or shelters.
6. Develop the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for emergency operations.
7. Develop and maintain the necessary measures to protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster.

Response:

1. Implement evacuation plans, policies and procedures to ensure the safe, sanitary and efficient response to an emergency, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster.

2. Provide on-the-spot training as necessary on task-appropriate plans, policies and procedures.
3. Provide adequate support for evacuation response. Report any shortfalls and request needed assistance or supplies.
4. Implement mutual aid agreements, contracts, and the listing of potential resource providers to fill resource needs for emergency operations.
5. Provide evacuation support in a timely manner.
6. Coordinate information dissemination internally and externally.
7. Protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster.
8. Insure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures.

Recovery:

1. Complete an event review with all responding parties.
2. Review evacuation plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate.
3. Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies.
4. Review mutual aid agreements, sample contracts, and listing of potential resource providers in respect to recent emergency response. Update as necessary and disseminate.
5. Review measures to protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster. Update as necessary and disseminate.
6. Assist Financial Services in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.

Administration and Logistics

Administration:

Basic administrative and accountability procedures for any evacuation will be followed as required by Town, state and federal regulations. As with any disaster or incident response, the ICS/NIMS will be used to organize and coordinate response activity. (Reference: Financial Management Support Annex)

Logistics:

If supplies, materials, and equipment are required, records will be maintained in accordance to Town, state and federal reporting requirements. All procurement processes will also follow appropriate Town procurement policies and regulations, and state and federal policies and regulations as necessary. (Reference: Logistics Management Support Annex)

Public Information:

The Emergency Public Information Officer will follow procedures established in the ESF#15 Public Information to:

1. Ensure prior coordination with appropriate evacuation coordination ESFs to provide periodic spot announcements to the public on pertinent aspects of the emergency.
2. Ensure availability of the media in the event an emergency requiring evacuation arises.

Plan Development and Maintenance

This plan should be reviewed annually in its entirety for any needed updates, revisions, or additions. It is the responsibility of the Payson Police Department, as the lead agency for this plan, to insure that this is completed. This plan should also be reviewed after every incident in which it is activated to reflect any needed updates, revisions or additions that were found within that response effort.

Tab 1 to Evacuation Annex
ASSEMBLY AREAS

Location	Address	Capabilities		
		General	Special Medical Needs	Pet
Payson High School	409 W. Longhorn Road	1000		
Rumsey Dog Park	400 W. Rumsey Dr.			50 small animals
Event Center	1400 S. Beeline Hwy.			150 large animals

Tab 2 to Evacuation Annex
PICK-UP POINTS

Route	Address	Intersection
Payson High School	409 W. Longhorn	McLane & Longhorn
Payson Elementary School	500 E. Rancho Road	N. Hoover
Julia Randall Elementary School	902 W. Main Street	S. Green Valley Parkway
Frontier Elementary School	1000 E. Frontier Street	S. Mud Springs Rd.