

NOTICE OF REGULAR MEETING
OF THE
CHICKASHA CITY COUNCIL

In compliance with Title 25, Oklahoma Statutes, Section 301-314, the Oklahoma Open Meeting Act, including the posting of notice and agenda, be advised that the Chickasha City Council, Chickasha Municipal Authority, and Chickasha Municipal Airport Authority of the City of Chickasha, Oklahoma, will conduct a **REGULAR MEETING ON MONDAY, FEBRUARY 17, 2025, AT 6:30 PM.** Said meeting will be held in the Council Chambers, City Hall, 117 North 4th Street, Chickasha, Oklahoma.

The City of Chickasha encourages participation from all its citizens. If participation is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if signing is not the necessary accommodation.

All items on this agenda, including but not limited to any agenda item concerning the adoption of any ordinance, resolution, contract, agreement, or any other item of business, are subject to amendment, including additions and/or deletions. This rule will apply to every individual agenda item without exception, and without providing this same amendment language with respect to each individual agenda item. Such amendments should be rationally related to the topic of the agenda item, or the governing body will be advised to continue the item.

The governing body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the governing body may refer the matter to its City/Trust Manager, staff, attorney or to the recommending board, commission or committee.

Agenda items are attached.

I, Susan M. McDaniel, City Clerk, posted this Agenda on the official City of Chickasha bulletin board in the Municipal Building, 117 North 4th Street Chickasha, OK, 73018, which is accessible to the public twenty-four hours each day at 4:30 p.m. on Wednesday, March 12, 2025.



Susan M. McDaniel, CMC - City Clerk

Sworn to and subscribed before me on this 12th day of February 2025.

My Commission Expires: __10-1-2026__





Notary Public, State of Oklahoma

CHICKASHA CITY COUNCIL

AGENDA

LOCATION OF MEETING

CITY HALL COUNCIL CHAMBERS

117 NORTH FOURTH STREET

CHICKASHA, OKLAHOMA 73018

TIME OF MEETING

6:30 PM

DATE OF MEETING

FEBRUARY 17, 2025

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- 1. Call to Order / Roll Call / Opening Prayer / Pledge of Allegiance.**
- 2. Citizen Comments.**
- 3. Council Communications.**
 - a. Freese and Nichols will present an update on the Water Treatment Plant project.
- 4. Consent Docket:**
 - a. Acceptance of the Minutes of the February 3, 2025, regular meeting.
 - b. Acceptance of the Claims List.

- c. Accept a grant from the Oklahoma Department of Libraries
- d. Authorize the adoption of the proposed updated Employee Policy and Procedure Manual by approving Resolution 2025-03R.
- e. Acknowledge receipt of the Economic Development Council of Chickasha, Inc. Check Detail for January 2025.
- f. Approve Open Streets event scheduled for May 3, 2025, and waive any associated fees.
- g. Acceptance of the Financials for January 2025.
- h. Approve the request from the Chickasha Rock Island Ride Committee to conduct their annual Rock Island Ride fund-raising event on Saturday, September 27, 2025, and waive any associated fees.
- i. Approve a city-wide yard sale for the City of Chickasha for May 8, 9, and 10, 2025 and waive the permit requirement for this event.
- j. Approve the temporary street closure for the "St. Patrick's Day Party" to be held March 15, 2025, from 10:00 a.m. to 10:30 p.m. and waive any associated fees.
- k. Authorize Mayor to execute a Subscribers Service Agreement with Cherokee Temps for temporary workers.

5. Discussion/Approval of Items Removed from Consent Docket:

6. Discussion and Consideration

- a. Discussion, consideration, and possible action to approve the contract for Bid RFP COC-2407 Shannon Springs Park Design/Build Splash Pad Rehabilitation Phase One to RJE Enterprises Inc. in the amount of \$53,900.00.
- b. Discussion, consideration, and possible action to adopt the City of Chickasha Emergency Operations Plan 2025.
- c. Discussion, consideration and possible to approve Ordinance 2025-03 AMENDING THE CITY OF CHICKASHA CODE OF ORDINANCES CHAPTER 54, ZONING, ARTICLE VIII, SIGNS, TO CREATE A NEW SECTION 54-249 EXEMPTING THE CITY OF CHICKASHA SPORTS COMPLEX FROM THE REQUIREMENTS OF ARTICLE VIII, PROVIDING FOR REPEALER AND PROVIDING FOR SEVERABILITY

7. Motion to Adjourn.

CHICKASHA

Meeting Type: Council Agenda 2-17-2025

Meeting Date: 2/17/2025

Department: Administration

Agenda Item No. 3.a.

AGENDA ITEM: Freese and Nichols will present an update on the Water Treatment Plant project.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: February 17, 2025	(From)		

V. ATTACHMENTS:

CHICKASHA

Meeting Type: Council Agenda 2-17-2025

Meeting Date: 2/17/2025

Department: City Clerk

Agenda Item No. 4.a.

AGENDA ITEM: Acceptance of the Minutes of the February 3, 2025, regular meeting.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: February 17, 2025	(From)		

V. ATTACHMENTS:

1. City 2-3-2025

February 3, 2025

The **REGULAR** meeting of the **CHICKASHA CITY COUNCIL** was held in the council chambers in city hall on the 3rd day of February 2025 as specified by advance public notice with a properly prepared agenda stating the subject matter or matters to be discussed at said meeting. Mayor Grayson called the meeting to order at 6:30 p.m.

ITEM 1. **Call to Order / Roll Call / Opening Prayer / Pledge of Allegiance**

MAYOR AND COUNCIL

PRESENT: Zachary Grayson, Mayor
 Georgianne Hebblethwaite, Vice-Mayor
 Oscar Nelson
 Kea Ginn
 John Smith
 Erica Alexander
 Charlie Burruss
 Brian Gerdes

ABSENT: Kelly Boyd

STAFF

PRESENT: Jim Crosby, City Manager
 Rachel Berish, Asst. City Manager
 Amanda Mullins, City Attorney
 Susan McDaniel, City Clerk
 Tony Samaniego, Fire Chief
 Chief Music, Police Dept.
 Darren Martin, Chief Building Inspector & Airport Manager
 Omar Fierro, Public Works Director
 Robert Brooks, Comptroller
 Lillie Huckaby, Library Director
 Spencer Winzenried, Parks & Rec Director
 Tracey Austin, HR Director
 Shae Mortimer, Marketing and Civic Engagement Manager

ITEM 1. **Call to Order/Roll Call/Opening Prayer/Pledge of Allegiance:**

Roll call:

Nelson – Present
Ginn - Present

City Council Meeting 2-3-2025
6:30 p.m.

Hebblethwaite – Present
Smith – Present
Alexander - Present
Burruss - Present
Gerdes – Present
Grayson - Present

Council Member Burruss gave the invocation and Council Member Gerdes lead the Pledge of Allegiance.

ITEM 2. **Citizen Comments:**

(City Council Rules and Regulations limit visitor comments to a maximum of three minutes.)

Paula Wilson, S. 30th St., Chickasha, OK – spoke regarding community gardens

Sherry Payne, County Street 2847, Chickasha – spoke regarding “Onward Chickasha Plan”.

ITEM 3. **Council Communications.**

Council Member Hebblethwaite asked Emergency Management Director Perez if the City has a plan, in case of a disaster, to obtain permits timely.

Council Member Smith noted that a former Chickasha Police Officer, Heister McKenzie, had recently passed.

ITEM 4. **Consent Docket: ITEM 4a thru ITEM 4g.**

- ITEM 4a.** **Acceptance of the Minutes of January 21, 2025, regular meeting.**
- ITEM 4b.** **Acceptance of the Claims List.**
- ITEM 4c.** **Acceptance of Application for Retirement Pension and Tax Withholding Election Forms from Oklahoma Municipal Retirement Fund (OkMRF) for Charlette Wells.**
- ITEM 4d.** **Declare as surplus and authorize the 2020 Ra, 5500 VIN 3C7WRNCL8LG164425 to be used for trade-in to Emergency Vehicle scheduled for delivery later this year.**
- ITEM 4e.** **Authorize the surplus of withdrawn library books and received donations and donate to the Friends of the Library.**
- ITEM 4f.** **Approve the request from the Senior Class Sponsor to conduct the 2025 Seniors Car Parade on Monday, May 19, 2025 @ 4:30 p.m.**
- ITEM 4g.** **Acceptance of Resolution 2025-02R amending the FY 24/25 Budget.**

*Motion by Council Member Alexander, second by Council Member Hebblethwaite to approve the Consent Docket Item 4a thru Item 4g.

City Council Meeting 2-3-2025

6:30 p.m.

Roll call vote:

Ayes:" Nelson, Ginn, Hebblethwaite, Smith, Alexander, Burruss, Gerdes, and Grayson.

"Nays:" None

"Abstain:" None

Motion carried. 8-0

ITEM 5. **Discussion/Approval of Items Removed from Consent Docket:**

No Action Taken.

ITEM 6. **Discussion and Consideration Items:**

ITEM 6a. **Discussion, consideration, and possible action to approve Ord. 2025-02 Amending the Code of Ordinances Chapter 34 Nuisances Article IV Property Maintenance Section 34-88 Cleaning and Mowing of Property (b) To Amend the Definition of Trash and keep all remaining definitions the same; Providing for repealer; providing for severability and declaring an emergency.**

*Motion by Council Member Hebblethwaite second by Council Member Gerdes to approve Ord. 2025-02 as presented.

Roll call vote:

"Ayes:" Ginn, Hebblethwaite, Smith, Alexaner, Burruss, Gerdes, Nelson, and Grayson.

"Nays:" None.

"Abstain:" None.

Motion passed. 8-0

ITEM 6b. **Discussion, consideration, and possible action to approve the Emergency Clause of Ord. 2025-02 Amending the Code of Ordinances Chapter 34 Nuisances Article IV Property Maintenance Section 34-88 Cleaning and Mowing of Property (b) To Amend the Definition of Trash and keep all remaining definitions the same.**

*Motion by Council Member Smith and second by Council Member Alexander to approve the Emergency Clause of Ord. 2025-02.

Roll call vote:

"Ayes:" Hebblethwaite, Smith, Alexander, Burruss, Gerdes, Nelson, Ginn, and Grayson.

"Nays:" None.

"Abstain:" None.

Motion passed. 8-0

City Council Meeting 2-3-2025
6:30 p.m.

ITEM 6c. Discussion, consideration, and possible action to award RFP-COC-2409 Design/Build Parking Canopy to WW Builders of Duncan, Oklahoma in the amount of \$210,498.00.

*Motion by Council Member Nelson and second by Council Member Burruss to award RFP COC-2409 Design/Build Parking Canopy to WW Builder of Duncan, Oklahoma in the amount of \$210,498.00.

Roll call vote:

“Ayes:” Hebblethwaite, Alexander, Burruss, Gerdes, Nelson, Ginn, and Grayson.
“Nays:” Smith.
“Abstain:” None.
Motion passed. 7-1

ITEM 6d. Discussion, consideration, and possible action to approve Change Order No. 1 for COC-2409, Design/Build parking canopy.

*Motion by Council Member Ginn and second by Council Member Hebblethwaite to approve Change Order No. 1 for COC-2409, Design/Build parking canopy.

Roll call vote:

“Ayes:” Ginn, Hebblethwaite, Smith, Alexander, Burruss, Gerdes, Nelson, and Grayson.
“Nays:” None.
“Abstain:” None.
Motion passed. 8-0

ITEM 6e. Discussion, consideration, and possible action to approve Pay Request No. 2 in the amount of \$75,655.00 – COC-2408 – Shannon Springs Park Pool Rehabilitation to Sunbelt Pools, Inc.

*Motion by Council Member Hebblethwaite and second by Council Member Alexander to approve Pay Request No. 2 in the amount of \$75,655.00 – COC-2408 – Shannon Springs Park Pool Rehabilitation to Sunbelt Pools, Inc.

Roll call vote:

“Ayes:” Ginn, Hebblethwaite, Smith, Alexander, Burruss, Gerdes, Nelson, and Grayson.
“Nays:” None.
“Abstain:” None.
Motion passed. 8-0

City Council Meeting 2-3-2025
6:30 p.m.

ITEM6f. Discussion, consideration, and possible action to approve the Onward Chickasha 2050 Comprehensive Plan.

*Motion by Council Member Smith and second by Council Member Gerdes to suspend the Comprehensive Plan.

*Amended Motion by Council Member Smith and second by Council Member Gerdes to indefinitely postpone the Comprehensive Plan.

Roll call vote:

“Ayes:”	Ginn, Hebblethwaite, Smith, Alexander, Burruss, Gerdes, Nelson, and Grayson.
“Nays:”	None.
“Abstain:”	None.
Motion passed.	8-0

ITEM6g. Discussion, consideration, and possible action to reconsider the vote taken on September 16, 2024, in an open session approving financing for the 100’ Aerial Fire Truck and Engine/Pumper Truck with Liberty Bank.

*Motion by Council Member Hebblethwaite and second by Council Member Smith to reconsider the vote taken on September 16, 2024, in an open session approving financing for the 100’ Aerial Fire Truck and Engine/Pumper Truck with Liberty Bank. .

Roll call vote:

“Ayes:”	Ginn, Hebblethwaite, Smith, Alexander, Burruss, Gerdes, Nelson, and Grayson.
“Nays:”	None.
“Abstain:”	None.
Motion passed.	8-0

ITEM6h. Discussion, consideration, and possible action to approve financing for the 100’ Aerial Fire Truck and Engine/Pumper Truck.

*Motion by Council Member Alexander and second by Council Member Hebblethwaite to approve financing for the 100’ Aerial Fire Truck and Engine/Pumper Truck with First National Bank & Trust Co.

Roll call vote:

“Ayes:”	Ginn, Hebblethwaite, Smith, Alexander, Burruss, Gerdes, Nelson, and Grayson.
“Nays:”	None.

City Council Meeting 2-3-2025
6:30 p.m.

“Abstain:” None.
Motion passed. 8-0

ITEM6i. Discussion, consideration, and possible action to approve a Municipal Lease and Option Agreement with First National Bank & Trust Company of Chickasha to finance the 100’ Aerial Fire Truck and Engine/Pumper Truck.

*Motion by Council Member Smith and second by Council Member Hebblethwaite to approve a Municipal Lease and Option Agreement with First National Bank & Trust Company of Chickasha to finance the 100’ Aerial Fire Truck and Engine/Pumper Truck.

Roll call vote:

“Ayes:” Ginn, Hebblethwaite, Smith, Alexander, Burruss, Gerdes, Nelson, and Grayson.

“Nays:” None.

“Abstain:” None.

Motion passed. 8-0

ITEM 7.

ITEM 7 Adjournment:

Motion by Council Member Hebblethwaite and second by Council Member Alexander to adjourn the meeting.

Meeting adjourned.

TIME: 6:59 p.m.

Zachary Grayson, Mayor

ATTEST:

Susan M. McDaniel, City Clerk

Approved this 17th day of February 2025.

CHICKASHA



Meeting Type: Council Agenda 2-17-2025

Meeting Date: 2/17/2025

Department: Finance

Agenda Item No. 4.b.

AGENDA ITEM: Acceptance of the Claims List.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: February 17, 2025	(From)		

V. ATTACHMENTS:

1. AP Council Report 2.17.25_Redacted

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
ADMINISTRATION	GENERAL FUND	STANDLEY SYSTEMS AT&T MOBILITY	PRINTER CONTRACT 02.01-02.	306.43
			ACCT:287309221664 DEC26-JA	140.43
			ACCT:287309221664 DEC26-JA	46.81
			ACCT:287309221664 DEC26-JA	61.81
			ACCT:287309221664 DEC26-JA	46.81
		ELECTRICAL TECHNOLOGIES INC OKLAHOMA MUNICIPAL RETIRE TRANSFER ACCOUNT	ADDED RECEPTACLE TO FOYER	200.00
			OMRF3	446.15
			FICA	640.93
			MEDICARE	149.90
			TOTAL:	2,039.27
FIRE ADMINISTRATION	GENERAL FUND	FUELMAN STANDLEY SYSTEMS AT&T MOBILITY	JANUARY 2025 FUEL USEAGE	749.73
			PRINTER CONTRACT 02.01-02.	612.86
			ACCT:287309221664 DEC26-JA	69.82
			ACCT:287290294564 DEC26-JA	813.06
			MISC ACCOUNTS SEE DETAIL S	852.95
		PUBLIC SERVICE COMPANY OF OKLAHOMA OKLAHOMA FIREFIGHTERS TRANSFER ACCOUNT	FIRE PENSION	1,056.95
			FICA	69.60
			MEDICARE	114.29
			BLDG & GROUNDS	370.00
			TOTAL:	4,709.26
POLICE ADMINISTRATION	GENERAL FUND	FUELMAN GRADY COUNTY LAW ENFORCEMENT CENTER STANDLEY SYSTEMS PUBLIC SERVICE COMPANY OF OKLAHOMA CITY OF CHICKASHA-(ACH) OKLAHOMA POLIC TRANSFER ACCOUNT	JANUARY 2025 FUEL USEAGE	718.67
			MONTHLY INVOICE	70.00
			PRINTER CONTRACT 02.01-02.	612.86
			MISC ACCOUNTS SEE DETAIL S	1,066.95
			POLICE PENSION	567.69
		UNIFIRST HOLDINGS, L.P.	FICA	738.42
			MEDICARE	172.70
			MISC ACCOUNTS SEE DETAIL S	18.79
			TOTAL:	3,966.08
EMERGENCY MANAGEMENT	GENERAL FUND	FUELMAN TRANSFER ACCOUNT	JANUARY 2025 FUEL USEAGE	282.05
			FICA	162.90
			MEDICARE	38.10
		AMERICAN SIGNAL CORP	BASE STATION	2,908.20
			NEW BASE	4,000.00
			TOTAL:	7,391.25
CEMETERY SERVICES	GENERAL FUND	EXPRESS SERVICES INC	CONTRACT LABOR	726.78
			CONTRACT LABOR	865.44
		AT&T MOBILITY	ACCT:287309221664 DEC26-JA	46.81
			CONTRACT LABOR	1,744.60
		ONIN HOLDINGS INC	CONTRACT LABOR	1,733.12
			FICA	291.87
		TRANSFER ACCOUNT	MEDICARE	68.27
			GRAVE OPENING & CLOSING	6,775.00
			TOTAL:	12,251.89
WYNN, JEFFREY	GENERAL FUND	STANDLEY SYSTEMS ALABASTER ADVISORS LLC TRANSFER ACCOUNT	CONTRACT LABOR	726.78
			CONTRACT LABOR	865.44
			ACCT:287309221664 DEC26-JA	46.81
			CONTRACT LABOR	1,744.60
			CONTRACT LABOR	1,733.12
HUMAN RESOURCES	GENERAL FUND	STANDLEY SYSTEMS ALABASTER ADVISORS LLC TRANSFER ACCOUNT	FICA	291.87
			MEDICARE	68.27
			GRAVE OPENING & CLOSING	6,775.00
			TOTAL:	12,251.89
			TOTAL:	12,251.89
LIBRARY	GENERAL FUND	OVERDRIVE	FUNDS FOR EBOOKS	1,000.00
			FUNDS FOR EBOOKS	1,000.00
			FUNDS FOR EBOOKS	1,000.00
			FUNDS FOR EBOOKS	1,000.00
			FUNDS FOR EBOOKS	1,000.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			OVERDRIVE ANNUAL FEES	2,000.00
			OVERDRIVE ANNUAL FEES	1,000.00
		STANDLEY SYSTEMS	PRINTER CONTRACT 02.01-02.	612.86
		AT&T MOBILITY	ACCT:287309221664 DEC26-JA	46.81
		ZOOBEAN INC	ZOOBEAN RENEWAL	1,210.00
		GREEN, SERENA	MILEAGE REIMBURSEMENT	36.38
		TRANSFER ACCOUNT	FICA	716.51
			MEDICARE	<u>167.58</u>
			TOTAL:	6,790.14
STREET & STORM DRAINAG	GENERAL FUND	HERC RENTALS CHICKASHA	CONCRETE CUT OFF SAW	226.13
		FUELMAN	JANUARY 2025 FUEL USEAGE	5,808.97
		CHICKASHA INDUSTRIAL & WE	SMALL TOOLS	16.75
			WELDING SUPPLIES	7.50
			WELDING SUPPLIES	62.50
			SMALL TOOLS	206.56
			WELDING SUPPLIES	649.34
		EXPRESS SERVICES INC	CONTRACT LABOR	856.92
			CONTRACT LABOR	819.67
		MARSHALL AUTO PARTS	ENGINE OIL	397.73
		PUBLIC SERVICE COMPANY OF OKLAHOMA	MISC ACCOUNTS SEE DETAIL S	723.75
		SIGN SOLUTIONS USA LLC	FLASHING STOP SIGN	1,997.60
		ONIN HOLDINGS INC	CONTRACT LABOR	2,334.67
			CONTRACT LABOR	2,423.95
		SMALL ENGINE SERVICE	CUT OFF SAW	1,223.10
		ACTION SAFETY	BARRICADES & CONES	4,025.62
		TRANSFER ACCOUNT	FICA	667.69
			MEDICARE	156.15
		UNIFIRST HOLDINGS, L.P.	MISC ACCOUNTS SEE DETAIL S	<u>2,091.73</u>
			TOTAL:	24,696.33
FLEET MAINTENANCE	GENERAL FUND	TRANSFER ACCOUNT	FICA	167.21
			MEDICARE	<u>39.10</u>
			TOTAL:	206.31
ACCOUNTING SERVICES	GENERAL FUND	STANDLEY SYSTEMS	PRINTER CONTRACT 02.01-02.	612.86
		AT&T MOBILITY	ACCT:287309221664 DEC26-JA	93.62
		HSPG & ASSOCIATES, PC	PROFESSIONAL SERVICES	8,250.00
		TRANSFER ACCOUNT	FICA	590.59
			MEDICARE	138.11
		TYLER TECHNOLOGIES	TRAINING FOR AP	275.00
			TCM TRAINING	<u>145.00</u>
			TOTAL:	10,105.18
COMM DEVEL/PLANNING SE	GENERAL FUND	ROTARY CLUB OF CHICKASHA	ROTARY DUES OCTOBER TO DE	32.00
		STANDLEY SYSTEMS	PRINTER CONTRACT 02.01-02.	102.14
		AT&T MOBILITY	ACCT:287309221664 DEC26-JA	225.56
		THE NORMAN TRANSCRIPT	PUBLIC NOTICE PC SIGN ORD	32.95
		TRANSFER ACCOUNT	FICA	528.16
			MEDICARE	<u>123.53</u>
			TOTAL:	1,044.34
GENERAL GOVERNMENT	GENERAL FUND	IRON MOUNTAIN INC.	25V4J 12.25-01.28 2025	411.67
		CHAFFIN, MICHAEL R.	FEB 25 JUDGE PAYMENTS	1,800.00
		FUELMAN	JANUARY 2025 FUEL USEAGE	1,467.97
		AMANDA MULLINS, PLLC	LEGAL MATTERS JAN 2024	12,060.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		ASCENTIS CORPORATION	TIMECLOCK SERVICES	1,462.20
			TOTAL:	17,201.84
BUILDING SERVICES	GENERAL FUND	FUELMAN	JANUARY 2025 FUEL USEAGE	422.74
		TRANSFER ACCOUNT	FICA	376.01
			MEDICARE	87.94
			TOTAL:	886.69
FIRE OPERATIONS	GENERAL FUND	FUELMAN	JANUARY 2025 FUEL USEAGE	2,039.81
		OKLAHOMA FIREFIGHTERS	FIRE PENSION	7,293.57
		TRANSFER ACCOUNT	MEDICARE	933.68
			MEDICARE	70.73
			TOTAL:	10,337.79
PATROL SERVICES	GENERAL FUND	AT&T	ACCT:125548331 JAN26-FEB25	239.51
		FUELMAN	JANUARY 2025 FUEL USEAGE	3,559.04
		AT&T MOBILITY	ACCT:287299321017 DEC26-JA	1,818.54
			ACCT:287309221664 DEC26-JA	136.66
			ACCT:287309221664 DEC26-JA	140.43
		MOORE, ELIP L	CONTRACT BILLING	1,500.00
		CITY OF CHICKASHA-(ACH) OKLAHOMA POLIC	POLICE PENSION	6,419.56
		TRANSFER ACCOUNT	FICA	3,571.61
			MEDICARE	835.30
			TOTAL:	18,220.65
INVESTIGATIONS	GENERAL FUND	CITY OF CHICKASHA-(ACH) OKLAHOMA POLIC	POLICE PENSION	882.87
		TRANSFER ACCOUNT	FICA	459.30
			MEDICARE	107.42
		PRO AUTO CARE	REPAIRS UNIT #9567	1,552.35
			TOTAL:	3,001.94
ANIMAL CONTROL	GENERAL FUND	FUELMAN	JANUARY 2025 FUEL USEAGE	124.72
		VERDEN VET	CONTRACTVET SERVICES FOR J	1,100.00
		STANDLEY SYSTEMS	PRINTER CONTRACT 02.01-02.	102.14
		AT&T MOBILITY	ACCT:287309221664 DEC26-JA	46.81
		TRANSFER ACCOUNT	FICA	318.38
			MEDICARE	74.46
			TOTAL:	1,766.51
MUNICIPAL COURT	GENERAL FUND	TRANSFER ACCOUNT	FICA	107.87
			MEDICARE	25.23
			TOTAL:	133.10
DISPATCH SERVICES	GENERAL FUND	TRANSFER ACCOUNT	FICA	721.58
			MEDICARE	168.76
			TOTAL:	890.34
CODE COMPLIANCE	GENERAL FUND	FUELMAN	JANUARY 2025 FUEL USEAGE	613.85
		THE NORMAN TRANSCRIPT	PUBLIC NOTICE 1528 SHEPHE	48.75
		SWINGING RING TRACTOR SERVICE & CONSTR	828 EL RENO DEMO	4,200.00
		GREEN, JESSICA	TUITION REIMBURSEMENT	520.83
		WEBB OIL ROLLOFFS INC	DUMPSTER 222 TENN	4,151.85
			DUMP FEES 222 TENNE	768.50
		TRANSFER ACCOUNT	FICA	216.96
			MEDICARE	50.74
		WASHITA CONSTRUCTION & RENOVATION	DEMO FOR 827 eL rENO	4,700.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
TOTAL:				15,271.48
PARK MAINTENANCE	GENERAL FUND	FUELMAN	JANUARY 2025 FUEL USEAGE	343.90
		EXPRESS SERVICES INC	CONTRACT LABOR 1/29 EXP	3,586.95
		MARSHALL AUTO PARTS	ENGINE OIL	39.77
		AT&T MOBILITY	ACCT:287309221664 DEC26-JA	172.30
		PUBLIC SERVICE COMPANY OF OKLAHOMA	MISC ACCOUNTS SEE DETAIL S	748.59
		ONIN HOLDINGS INC	CONTRACT LABOR 1/24 ONIN	858.55
		LOPEZ AND SONS ROOFING	REPAIR ROOF	3,490.00
		TRANSFER ACCOUNT	FICA	517.44
			MEDICARE	121.02
		ALERT 360	REPAIR ALARM AT DEPOT	385.34
		UNIFIRST HOLDINGS, L.P.	MISC ACCOUNTS SEE DETAIL S	168.04
		TOTAL:		10,431.90
SPORTS COMPLEX	GENERAL FUND	OK TAX COMMISSION	SALES TAX RENEWAL	40.00
		FUELMAN	JANUARY 2025 FUEL USEAGE	140.86
		EXPRESS SERVICES INC	CONTRACT LABOR 1/29 EXP	1,276.80
		AT&T MOBILITY	ACCT:287309221664 DEC26-JA	86.85
		HILLARY COMMUNICATIONS LLC	SPORTS COMPLEX WEB 2.1-2.2	124.33
		ELECTRIAL SURPLUS INC	REPLACE TRANSFORMER	3,100.00
		EDWARDS CANVAS INC	DUGOUT COVERS	1,212.00
		TRANSFER ACCOUNT	FICA	91.85
			MEDICARE	21.48
		TOTAL:		6,094.17
SHANNON SPRINGS (FOL)	GENERAL FUND	PUBLIC SERVICE COMPANY OF OKLAHOMA	MISC ACCOUNTS SEE DETAIL S	466.30
		ONIN HOLDINGS INC	CONTRACT LABOR 1/17 ONIN	72.76
		TOTAL:		539.06
EMERGENCY MEDICAL SERV	EMERGENCY MED SERV	FUELMAN	JANUARY 2025 FUEL USEAGE	3,572.09
		MISC ONE-TIME V LENORA LEUS	EMS OVERPAY	90.79
		OKLAHOMA FIREFIGHTERS	FIRE PENSION	7,215.47
		TRANSFER ACCOUNT	MEDICARE	1,106.73
		IAFF LOCAL 2041 (HEALTH INS)	FIR/EEC OPTION D	622.40
		TOTAL:		12,607.48
CHICKASHA INDUSTRIAL A	CHICKASHA INDUST A	ECONOMIC DEVELOPMENT COUN	EDC MONTHLY CONTRACT	33,750.00
		PUBLIC SERVICE COMPANY OF OKLAHOMA	MISC ACCOUNTS SEE DETAIL S	140.09
		BREAKS OFF MEDIA LLC	PHOTOS FOR AIRPORT	300.00
		TRANSFER ACCOUNT	FICA	164.74
			MEDICARE	38.53
		TOTAL:		34,393.36
EMERGENCY 911	E-911 FUND	OPTIMUM	POLICE DEPT INTERNET & TV	639.82
		AT&T	ACCT:4100728394589 JAN25-F	200.00
		AT&T MOBILITY	ACCT:287343002989 DEC26-JA	93.62
		PUBLIC SERVICE COMPANY OF OKLAHOMA	MISC ACCOUNTS SEE DETAIL S	14.97
		ESRI INC.	RENEWAL	1,710.00
		AT&T	ACCT:40510300170628JAN25-F	83.04
		TOTAL:		2,741.45
UTILITY BILLING	CHICKASHA MUNICIPA	US PAYMENTS LLC	PAYSITEFEE #1145 JAN25 SER	195.00
		DATAPROSE	UB PRINTING 01.01-01.31 20	2,365.80
		TRANSFER ACCOUNT	FICA	288.71
			MEDICARE	67.52

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			TOTAL:	2,917.03
CMA - CAPITAL PROJECTS	CHICKASHA MUNICIPAL	AMERICAN WATERWORKS SUPPLY, INC	WATER LINE PARTS	5,152.00
		LUCKINBILL CONSTRUCTION CO. LLC	324 W COLORADO	2,887.50
		LEE TECH SERVICES LLC	SEWER REPAIR	13,037.00
		POWERSEAL PIPELINE PRODUC	WATER LINE COUPLINGS	5,520.00
		ICM	12" SEWER PLUG	333.00
			TOTAL:	26,929.50
CMA GENERAL	CHICKASHA MUNICIPAL	CITY OF CHICKASHA	OPERATION TRANSFER	416,666.67
		STANDLEY SYSTEMS	PRINTER CONTRACT 02.01-02.	306.43
			TOTAL:	416,973.10
PUBLIC WORKS ADMIN	CHICKASHA MUNICIPAL	FUELMAN	JANUARY 2025 FUEL USEAGE	3.00
		TRANSFER ACCOUNT	FICA	185.61
			MEDICARE	43.41
		FASTENAL COMPANY	JANITORIAL SUPPLIES	293.51
			JANITORIAL SERVICES ETC	130.35
			TOTAL:	655.88
SANITATION DEPARTMENT	CHICKASHA MUNICIPAL	MARSHALL AUTO PARTS	ENGINE OIL	39.77
		CENTRAL SALT	SALT	2,465.86
		TRANSFER ACCOUNT	FICA	83.53
			MEDICARE	19.54
		SOUTHERN PLAINS LANDFILL	ROLL OFF DUMP FEE	148.54
		UNIFIRST HOLDINGS, L.P.	MISC ACCOUNTS SEE DETAIL S	30.14
		WASTE CONNECTIONS OF OKLAHOMA INC	ROLL OFF DUMP FEE	187.45
			CITY WASTE SERVICES FOR JAN	206,622.03
			TOTAL:	209,596.86
WATER PLANT	CHICKASHA MUNICIPAL	PUBLIC SERVICE COMPANY OF OKLAHOMA	MISC ACCOUNTS SEE DETAIL S	350.82
			TOTAL:	350.82
WASTEWATER PLANT	CHICKASHA MUNICIPAL	PUBLIC SERVICE COMPANY OF OKLAHOMA	MISC ACCOUNTS SEE DETAIL S	1,068.98
			TOTAL:	1,068.98
LINE MAINTENANCE DEPT	CHICKASHA MUNICIPAL	STERLING SECURITY SYSTEMS	PAD LOCKS	630.77
		UNITED RENTALS	6" DIESEL PMUMP	1,705.72
		FUELMAN	JANUARY 2025 FUEL USEAGE	1,139.79
		CHICKASHA INDUSTRIAL & WE	GLOVES SAFETY VESTS ETC	196.16
		EXPRESS SERVICES INC	CONTRACT LABOR	352.25
		MARSHALL AUTO PARTS	ENGINE OIL	397.73
			JANUARY PARTS & SUPPLIES	197.52
			JANUARY PARTS & SUPPLIES	58.83
		PERFECTION EQUIPMENT COMP	SERVICE BED	16,461.50
		AT&T MOBILITY	ACCT:287309221664 DEC26-JA	112.49
			ACCT:287309221664 DEC26-JA	567.91
		HOLT TRUCK CENTERS OF OKLAHOMA LLC	ENGINE PARTS	93.82
			ENGINE PARTS	3,104.03
		ONIN HOLDINGS INC	CONTRACT LABOR	1,254.36
			CONTRACT LABOR	747.66
		TRANSFER ACCOUNT	FICA	917.58
			MEDICARE	214.59
		UNIFIRST HOLDINGS, L.P.	MISC ACCOUNTS SEE DETAIL S	345.74
		H.O.W. RUBBER, INC.	HOSE	1,172.00
			TOTAL:	29,670.45

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
BUILDING MAINTENANCE	CHICKASHA MUNICIPAL	PUBLIC SERVICE COMPANY OF OKLAHOMA	MISC ACCOUNTS SEE DETAIL S	3,128.24
		DEHART AIR CONDITIONING AND ELECTRONIC	HEATERS THERMOSTATS	6,200.00
		TRANSFER ACCOUNT	FICA	100.99
			MEDICARE	23.62
		UNIFIRST HOLDINGS, L.P.	MISC ACCOUNTS SEE DETAIL S	<u>31.16</u>
			TOTAL:	9,484.01
WATER PLANT PROJECT 20	CHICKASHA MUNICIPAL	RANDALL SCOTT VAUGHN dba CHISOLM TRAIL	WTP Improvements	787.50
		BANK OF OKLAHOMA	OWRB - INTEREST	255,187.71
			OWRB - DEBT SERVICE	<u>90,000.00</u>
			TOTAL:	345,975.21
AIRPORT	AIRPORT	FUELMAN	JANUARY 2025 FUEL USEAGE	177.27
		STANDLEY SYSTEMS	PRINTER CONTRACT 02.01-02.	102.14
		AT&T MOBILITY	ACCT:287309221664 DEC26-JA	93.62
		PUBLIC SERVICE COMPANY OF OKLAHOMA	MISC ACCOUNTS SEE DETAIL S	1,199.21
		STEPHEN COVINGTON dba SRC AIRSHOWS	DEPOSIT	1,000.00
		LELAND KRACHER ENTERPRISES	PERFORMANCE FEE	1,000.00
		INSTANT DECIBELS INC	DEPOSIT	500.00
		ELECTRICAL TECHNOLOGIES INC	WALL PACK LIGHTS	1,693.61
			DOOR INVERTER	1,445.09
			REPAIR FUEL HOSE RETRACTO	283.50
		TRANSFER ACCOUNT	FICA	141.75
			MEDICARE	33.15
		UNIFIRST HOLDINGS, L.P.	MISC ACCOUNTS SEE DETAIL S	<u>83.17</u>
			TOTAL:	7,752.51
STREET & ALLEY	STREET AND ALLEY F	SIGNAL SYSTEM MANAGEMENT INC	FEB 2025 MNGMT OF CENTRAL	<u>2,500.00</u>
			TOTAL:	2,500.00
NON-DEPARTMENTAL	POLICE BOND FUND	MISC ONE-TIME V DOUGLAS, HAYLIE MARI	Bond Refund:124313 -01	<u>200.00</u>
			TOTAL:	200.00
POLICE BOND	POLICE BOND FUND	CITY OF CHICKASHA	POLICE TRAINING FUND FOR J	377.02
		CITY OF CHICKASHA	FINES/FEES JANUARY 2025	8,794.32
		CLEET	JAN25 EDU&TRAINING	472.49
		OSBI	JAN25 AFIS FEES	472.49
			JAN 25 FORENSIC FEES	452.49
		CITY OF CHICKASHA	FIRE EMS TRAINING JAN25	<u>0.02</u>
			TOTAL:	10,568.83
NON-DEPARTMENTAL	AP/PAYROLL CASH FU	CITY OF CHICKASHA	CITY OF CHICKASHA	233.98
			PURCHASE REIMBURSEMENTS	233.98-
		TRANSWORLD SYSTEMS INC obh AIR FORCE E		141.66
		SUN LOAN COMPANY		116.90
		NAVY FED CREDIT UNION C/O SAYER LAW GR		368.95
		DEPARTMENT OF HUMAN SERVICES		87.02
				87.01
				167.97
				103.76
				151.99
				266.57
				180.00
				151.75
				100.00
				175.78

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
				77.51
		OKLAHOMA FIREFIGHTERS	FIRE PENSION BUY BACK	174.01
			FIRE PENSION	10,006.71
		CITY OF CHICKASHA-(ACH) OKLAHOMA POLIC	POLICE PENSION	4,843.15
		OKLAHOMA MUNICIPAL RETIRE	OMRF3	446.15
		TRANSFER ACCOUNT	ENTITY 0037102001	6,411.00
			FEDERAL WITHHOLDING	31,688.19
			STATE INCOME TAX	12,227.00
			FICA	13,128.12
			MEDICARE	5,208.75
			MEDICARE	70.73
		TEXAS CHILD SUPPORT SDU		221.08
		IAFF LOCAL 2041 (HEALTH INS)	FIR/EEC OPTION D	155.60
		CITY OF CHICKASHA FLEX SPENDING ACCOUN	UNREIMBURSED MEDICAL 23-19	2,131.66
			TOTAL:	88,889.02

===== FUND TOTALS =====

11	GENERAL FUND	161,488.04
23	EMERGENCY MED SERV FUND	12,607.48
25	CHICKASHA INDUST AUTH	34,393.36
27	E-911 FUND	2,741.45
31	CHICKASHA MUNICIPAL AUTH	1,043,621.84
39	AIRPORT	7,752.51
54	STREET AND ALLEY FUND	2,500.00
64	POLICE BOND FUND	10,768.83
99	AP/PAYROLL CASH FUND	88,889.02

GRAND TOTAL:		1,364,762.53

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 99-AP VENDOR LIST
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 2/05/2025 THRU 99/99/9999
CHECK DATE: 2/05/2025 THRU 2/18/2025

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: None
SEQUENCE: By Department
DESCRIPTION: Distribution
GL ACCTS: NO
REPORT TITLE: COUNCIL REPORT FOR 2.17.25
SIGNATURE LINES: 0

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

CHICKASHA

Meeting Type: Council Agenda 2-17-2025

Meeting Date: 2/17/2025

Department: Library

Agenda Item No. 4.c.

AGENDA ITEM: Accept a grant from the Oklahoma Department of Libraries

I. BACKGROUND/DESCRIPTION:

The Oklahoma Department of Libraries offers grants to assist library employees to attend the annual Oklahoma Library Association annual Conference. This year the Conference is being held in Norman, Oklahoma. This grant covers registration and meals for two days for one employee. Three employees will be attending the two-day event.

II. RECOMMENDED ACTION:

To accept the \$411 grant from the Oklahoma Department of Libraries and authorize the Mayor and staff to sign all appropriate documents.

III. FISCAL INFORMATION - The library will receive \$411.

IV. FUND INFORMATION:

Dept. Director: Lillie Huckaby Library Director	Fund	Account	Amount
	(To) 11-508-5305-022		\$411
	FUND	ACCOUNT	AMOUNT
Meeting Date: City Council Meeting February 17, 2025 2025-62	(From)		

V. ATTACHMENTS:

1. Chickasha_OLA_FFY24_Contract_encrypted_
2. Chickasha FFY24 LSTA Terms and Conditions

CONTRACT
BETWEEN OKLAHOMA DEPARTMENT OF LIBRARIES
AND CITY OF CHICKASHA

I. CONTRACTING PARTIES

The contracting parties are the Oklahoma Department of Libraries, a state agency (Department), and City of Chickasha, a municipal government (Contractor), collectively referred to as the Parties.

II. TERM OF THE CONTRACT

This Contract shall begin on the date of execution and shall terminate on April 30, 2025.

- a. In the event the Contractor fails to comply with the terms and conditions of this Contract, the Department may, upon written notice of such non-compliance to the Contractor, cancel the Contract effective upon receipt of notice. Such cancellation shall be in addition to any other rights and remedies provided for by law. This Contract may be terminated without cause by either party upon thirty (30) days written notice to the other party, or in accordance with the provisions set forth herein.
- b. The Parties to this Contract understand and acknowledge any future contracts or renewals are not automatic nor implied by this Contract.

III. OBLIGATIONS OF THE CONTRACTOR

The Contractor shall be solely responsible for the following duties:

- a. Agree to the *LSTA Terms and Conditions*. A signed copy must be on file at the Department.
- b. Permit a Chickasha Public Library employee as named herein to attend the Oklahoma Library Association Annual Conference 2025 in Norman, Oklahoma, March 13-14, 2025. The following employee shall attend: Drew Cooper.
- c. Reimburse the conference attendee for lodging and travel expenses and per diem, per City of Chickasha travel policies.
- d. Ensure their employee attends all conference sessions on March 13-14, 2025.
- e. Ensure their employee submits a post-conference Narrative Report to the Department no later than April 15, 2025. The report will list the sessions attended, total minutes of instruction received, and at least three new ideas and/or resources that will be adopted to enhance the library services provided by the Contractor. Work diligently with the Department until the report is approved.
- f. Submit a signed and notarized claim form to the Department within 30 days of receipt of claim.

IV. OBLIGATIONS OF THE DEPARTMENT

The Department shall carry out the subsequent administrative responsibilities for the event:

- a. Pay the Contractor a maximum of **Four Hundred Eleven Dollars (\$411.00)** for an employee to attend the conference and to reimburse registration at the early bird rate, lodging and travel expenses, and per diem. Funding for this award is provided by the Institute of Museum and Library Services.
- b. Provide the Contractor with a claim for payment.
- c. Review the Narrative Report to verify full participation in the conference. Notify Contractor and conference attendee when the report is approved.

V. GENERAL PROVISIONS

a. Notices

Any notices to be given herein shall be sent by depositing such notice with the United States Postal Service, certified or registered mail, return receipt requested, with sufficient postage prepaid, addressed as specified below. Notice shall be deemed effective upon receipt or refusal of delivery. Either party may at any time designate any other address by giving written notice to the other party.

As to the Department:

Attn: Paige Harkins
200 NE 18th Street
Oklahoma City, OK 73105-3205

As to the Contractor:

Chickasha Public Library
Attn: Lillie Huckaby
527 Iowa Ave
Chickasha, OK 73018

b. No Grant of Authority

Nothing herein shall be construed as conferring upon Contractor the authority to assume or incur any liability or obligation of any kind, expressed or implied, in the name of or on behalf of the Department. The Contractor agrees not to assume or incur any such liability without the prior written consent of the Department.

c. Performance Suspension

Performance may be suspended by either party for any act of God, war, riots, fire, explosion, strike, injunction, inability to obtain fuel, power, labor, or transportation, accident, national defense requirements, or any cause beyond the control of such party, which prevents the performance of such party. An alleged breach of this Contract by either party shall be grounds for immediate suspension of performance.

d. Liability

The Department shall not be liable for any injuries or damages to persons or property resulting from acts or omissions of the Contractor, its officers, employees, agents, or trustees, in carrying out the activities of this Contract.

e. Accident or Illness

The Contractor agrees that any accident or illness during the performance of this Contract will not be the responsibility of the Department and in no way holds the Department liable for such accident or illness.

f. Understanding Terms

The Parties hereto have read and fully understand the terms of this Contract and the *LSTA Terms and Conditions Agreement* and agree to be bound by the same.

VI. RECORDS MAINTENANCE AND ACCESS REQUIREMENTS

The Contractor agrees to keep and maintain appropriate books and records reflecting the services performed and costs and expenses incurred in connection with its performance of the services, including accounting procedures, practices or any other items relevant to this Contract, for a period of seven (7) years from the ending date of this Contract. Upon reasonable notice, the Department, the State Auditor's Office, the State Purchasing Director, or their representatives, shall be entitled to any books, records, and other documents and items directly pertaining to charges to the Department thereunder for purpose of audit and examination at Contractor's premises during normal business hours. The Contractor further agrees to provide appropriate access by the aforementioned parties to any subcontractor's associated records. In the event any audit, litigation, or other action involving these pertinent records is started before the end of the seven (7) year period, the Contractor agrees to retain these records until all issues arising out of the action are resolved or until the end of the seven (7) year period, whichever is later.

VII. VENUES AND APPLICABLE LAW

If any legal action is taken to enforce the terms of this contract, the Parties agree that the venue for all legal action is Oklahoma County, Oklahoma. This contract shall be governed by and construed in accordance with the laws of the State of Oklahoma.

VIII. ADDITIONAL REQUIREMENTS

- a. It is expressly agreed that the Contractor under this contract is an independent Contractor and under no circumstances shall any owners, officers, employees or volunteers of the Contractor be considered employees of the Department or the State of Oklahoma. To the extent permitted by Oklahoma law, the Contractor will indemnify and hold harmless the Department and the State of Oklahoma from and against any and all claims arising out of the Contractor's, or any of the Contractor's employees' or volunteers' performance, including but not limited to the use of automobiles or other transportation.
- b. Include the following acknowledgment on any publication or presentation resulting from Contractor's participation in this grant: "This activity is supported by the Institute of Museum and Library Services (IMLS) and the Oklahoma Department of Libraries (ODL). The opinions expressed by a grant contractor do not necessarily reflect the position or policy of the ODL or IMLS, and no official endorsement should be inferred."
- c. It is expressly agreed that any solicitation for, or receipt of, funds of any type by the Contractor is for the sole benefit of the Contractor and is not a solicitation for, or receipt of, funds for the Department.
- d. The Contractor may not subcontract or assign any duties herein without the express written consent of the Department.

IX. AMENDMENTS

Any alterations, additions, or deletions to the terms of this Contract shall be in writing and executed by all Parties.

X. ENTIRE CONTRACT

This instrument, consisting of five pages, and including the *LSTA Terms and Conditions* as incorporated herein, constitutes the entire contract between the Parties. All oral or written agreements between the Parties relating to the subject matter of this Contract have been reduced to writing and are contained herein.

XI. EXECUTION OF CONTRACT

The Contractor affirms that all information, documentation, and representations submitted in securing this Contract are true and correct to the best of their knowledge.

The Contractor certifies that neither the Contractor, nor anyone subject to the Contractor's direction or control, has paid, given, or donated, or agreed to pay, give, or donate to any

officer or employee of the Department or the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract.

Each signatory to this contract declares that he/she has legal authority for obligating the entity he/she represents for the benefits and/or liabilities resulting under said Contract and accepts liability for any misrepresentation of such authority.

IN WITNESS WHEREOF, the Contractor and the Department have each caused this Contract to be executed in their behalf.

SIGNATURES

On behalf of the Contractor:

On behalf of the Department:

Lillie Huckaby

Typed name and title of signor

Natalie Currie, Executive Director

Typed name and title of signor

Signature

Signature

Date

Date

Zachary Grayson

Typed name of Authorizing Official

Title

Signature

Date

FOR USE BY THE OKLAHOMA DEPARTMENT OF LIBRARIES
Assurances: PRODEV 400-24 is encumbered for this Contract

Lead Officer: Paige Harkins

Date: Feb 4, 2025

Financial Manager: JMcCloud

Date: Feb 4, 2025

LSTA Terms and Conditions Agreement

It is understood that participation in this grant involves an agreement to accept and adhere to the following regulations and conditions:

The sub-recipient will fulfill the grant described in the contract. In fulfilling this grant, the sub-recipient shall follow all state and local laws, rules, regulations, standards, and procedures required subject to Federal statutes, and regulations including, but not limited to, those enumerated in these Terms and Conditions.

Nondiscrimination Statutes

The sub-recipient must have a nondiscrimination policy in place that prohibits discrimination on the basis of disability, sex, age, race, color, or national origin. Sub-recipient's policies must comply with federal statutes and regulations for programs or activities funded in whole or in part by the Institute of Museum and Library Services.

Drug-free Workplace

Maintenance of a drug free workplace is the responsibility of the sub-recipient. All sub-recipients are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using a controlled substance in or on workplace facilities or property. Additionally, this applies to all individuals or entities under contract using grant funds.

Debarment and Suspension

The sub-recipient's Director certifies to the best of his/her knowledge that neither the applicant nor any of its principals or contractors are presently excluded or disqualified or have been convicted within the preceding three years of any offenses listed in 2 C.F.R. or have been criminally or civilly charged by a government entity.

Limited English Proficiency

Federal regulations require that sub-recipients take reasonable steps to ensure meaningful access to the information, program, and services they provide to people with limited English proficiency (LEP). Any future possible sub grants and programs should consider language assistance services, if appropriate, when designing projects and requesting funds.

Conflict of Interest

The sub-recipient must maintain written standards of conduct covering conflicts of interest and governing the performance of their employees engaged in the selection, award, and administration of sub-awards and contracts. Employees may not participate in the selection, award, or administration of a sub-award or contract paid with Federal award funds if they have a real or apparent conflict of interest. A conflict of interest would arise when the employee, any member of their immediate family, a partner, or an organization has a financial or other interest or a tangible personal benefit from an organization considered for a sub-award or contract.

Grant Funds Expenditures

Federal funds for the purchase of materials as part of a grant must be used specifically for instituting new services or to supplement present services as required by the project.

Lobbying

The cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans is unallowable. Costs of membership in organizations engaged in lobbying are unallowable. [2 CFR 200.450](#)

Trafficking in Persons

The sub-recipient must comply with Federal law pertaining to trafficking in persons. The Federal agency (IMLS) may terminate the grant or take other authorized actions if the recipient or sub-recipient engages in or uses labor recruiters, brokers or other agents who engage in trafficking in persons, the procurement of a commercial sex act, the use of forced labor, or acts that directly support or advance the trafficking in persons during the time the award is in effect.

Indirect Costs

When acting as a pass-through entity, the State Library Administration Agency (SLAA) is required to honor a sub-recipient's federally negotiated indirect cost rate if one already exists. If no such rate exists, the SLAA must honor either a rate negotiated between the SLAA and the sub-recipient (in compliance with federal guidelines) or the minimum rate of 10 percent of the sub-recipient's modified total direct costs (MTDC). Sub-recipients may elect not to claim any indirect costs. See 2 CFR 200.331

Certification of Indirect Costs must be provided if sub-recipient claims a negotiated indirect cost rate. If an indirect cost rate of up to 10 percent is claimed, charges must directly relate to the project and an itemized budget must be provided.

Grant Amount Payment

The Federal share of expenditures under this grant may not exceed the amount granted unless such expenditures have been approved by the Lead Officer.

Accounting and Record Keeping

The sub-recipient will account separately for all funds expended for the project. All records and final expenditures and grant information must be kept readily available for seven years. Accounting records shall be supported by source documentation such as canceled checks, paid bills, contracts, etc. A copy of all invoices paid shall be kept in the file. The invoices must be marked with the check number for identification.

Federal or State Monitoring

The Federal grantor agency, the Comptroller General of the U.S. or other duly authorized representative, the Governor and the State Auditor or their designees shall have the right at reasonable notice to examine the books, records, and other compilations of data of the sub-recipient which pertain to the performance of the provisions and requirements of this Agreement per 45 CFR 1183.36 and Executive Order 195 of April 27, 1981.

Oklahoma Department of Libraries Monitoring

The Oklahoma Department of Libraries (ODL) may conduct on-site or off-site monitoring reviews of the project during the term of this agreement and up to ninety (90) days after it expires or is otherwise terminated. The sub-recipient shall extend its full cooperation and give full access to the project site and

to relevant documentation to the State or its authorized designees for the purpose of determining, among other things:

- a. whether project activities are consistent with those set forth in the grant contract and the grant application;
- b. that actual expenditure of state, local and/or private funds expended to date on the project is in conformity with the amounts for each budget line item and that unpaid costs have been properly accrued;
- c. that sub-recipient is making timely progress with the project, and that its project management, financial management, control systems, and procurement requirements are fully and accurately reflected in project reports submitted to ODL; and/or
- d. that sub-recipient is retaining copies of all informational materials, surveys, videos, and advertising in an organized fashion for a period of seven years.

Acknowledgments

Any publication or presentation resulting from this grant must contain the following acknowledgment:

“This project was supported in whole or in part by the Institute of Museum and Library Services. Opinions expressed in this publication or presentation do not necessarily reflect the position or policy of the Oklahoma Department of Libraries or IMLS and no official endorsement by those entities should be inferred.”

The Federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for Federal government purposes, the copyright of any work developed as a part of this grant.

Advertisements

The sub-recipient will acknowledge, according to regulations, Federal funding in all printed materials, newspaper coverage and interviews, program notes, catalogs, annual reports, and other publicity pertaining to the project. In all cases, the following phrase must be used:

“This project is funded through the Oklahoma Department of Libraries with a federal grant from the Institute of Museum and Library Services through the Library Services and Technology Act.”

Note: You may add “in part” if there are multiple funding partners.

Record Retention

The sub-recipient will retain for seven years a minimum of one copy of all publications, informational materials, surveys, videotapes, films, union list, or other such materials produced as a result of this LSTA project.

Future Eligibility

To maintain eligibility for future grants, the sub-recipient must submit a final narrative and financial report as required by the Oklahoma Department of Libraries. The sub-recipient will retain copies of all reports for a period of seven years.

Grant Close-out

Close-out of the grant does not affect regulations concerning retention of all programmatic and financial records (45 CFR 1183.42), recovery of disallowed expenditures resulting from an audit, and equipment responsibilities.

Internet Safety

Children's Internet Protection Act (CIPA) compliance is required when using federal funds to pay for internet access or to purchase any device that provides access to the internet, which includes laptops, tablets, and hotspots. Your library must have:

1. An Internet safety policy
2. A technology protection measure, such as a filter
3. A hearing or meeting about the Internet safety policy and technology protection measure, as advertised through a public notice (prior to enacting the policy)

Suspension or Termination

This agreement may be suspended or terminated upon the recommendation of the Federal Programs Officer and the approval of the Director of the Oklahoma Department of Libraries if there is failure to comply with the terms of the contract or Terms and Conditions Agreement. Should the project be suspended or terminated, no additional ODL grants will be awarded unless specifically authorized by the ODL Director.

Authority

Each signatory to this document declares that he/she has legal authority for obligating the entity he/she represents for the benefits and/or liabilities resulting under said agreement and accepts liability for any misrepresentation of such authority.

Name of Organization

Signature of Authorized Official

Print Name

Title

Date

CHICKASHA

Meeting Type: Council Agenda 2-17-2025

Meeting Date: 2/17/2025

Department: Human Resources

Agenda Item No. 4.d.

AGENDA ITEM: Authorize the adoption of the proposed updated Employee Policy and Procedure Manual by approving Resolution 2025-03R.

I. BACKGROUND/DESCRIPTION:

An updated employee policy and procedure manual was presented at a work session for council review. The previous employee policy and procedure manual was adopted in 2017 and needed to be updated to a more user-friendly and practical version. Recent updates for federal and state laws have been incorporated into the proposed manual. The core content of the manual remains unchanged. The adoption of the manual requires a resolution.

II. RECOMMENDED ACTION:

Approve Resolution 2025-03R as presented.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: February 17, 2025	(From)		

V. ATTACHMENTS:

1. Res. 2025-03R City Resolution Employee Manual
2. Adopted Employee Manual 2172025

RESOLUTION NO. 2025-03R

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF CHICKASHA, OKLAHOMA, ADOPTING A NEW EMPLOYEE MANUAL AND REPEALING ANY PRIOR EMPLOYEE POLICIES OR MANUALS IN CONFLICT HERewith.

WHEREAS, the City of Chickasha recognizes the need to establish clear and consistent policies and procedures governing the rights, responsibilities, and expectations of City employees; and

WHEREAS, the City has undertaken a comprehensive review and revision of its Employee Manual to reflect current laws, best practices, and the operational needs of the City; and

WHEREAS, the previous Employee Manual was adopted in 2017, and changes in laws and regulations necessitate the adoption of an updated manual; and

WHEREAS, the City Council of the City of Chickasha finds that adoption of the new Employee Manual is in the best interest of the City and its employees to promote efficiency, consistency, and compliance with applicable employment laws and regulations; and

WHEREAS, it is necessary to repeal and replace any prior employee manuals, handbooks, or policies that are inconsistent with the new Employee Manual.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Chickasha, Oklahoma, as follows:

SECTION 1. The City of Chickasha hereby adopts the new Employee Manual, attached hereto as Exhibit A and incorporated herein by reference.

SECTION 2. All prior employee manuals, handbooks, policies, or procedures previously adopted by the City Council that are in conflict with the new Employee Manual are hereby repealed and replaced in their entirety by the new Employee Manual.

SECTION 3. The City Manager, or designee, is hereby authorized and directed to distribute the new Employee Manual to all City employees and to take necessary steps to implement and enforce its provisions.

SECTION 4. This Resolution shall become effective immediately upon its passage and approval.

PASSED AND APPROVED this 17th day of February 2025.

CITY OF CHICKASHA, OKLAHOMA

Zachary Grayson, Mayor

ATTEST:

Susan M. McDaniel, CMC - City Clerk



Employee Policy and Procedure Manual

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INTRODUCTION

This handbook is intended to be an informative guide to employees of the City of Chickasha ("City") regarding its policies, procedures, and benefits. The City is proud of the procedures and policies that we have developed. We think you will find that they reflect our commitment to treating our employees fairly.

It is the City's hope that you will find this handbook useful and informative. However, if you have any questions about any of these procedures and policies, do not hesitate to ask your supervisor. Whether you are just joining the City or are a current employee, the City looks forward to working with you.

We welcome employees' comments and suggestions for improving all aspects of our operation. One of the contributing factors to our success is the maintenance of an open, responsive, and on-going two-way system of communications. We encourage all employees to exchange ideas and information to help themselves and, in turn, the City.

This Employee Personnel Policy replaces all previous versions.

Disclaimer: This handbook is provided as a guide and is not to be considered a contract. The City reserves the right to make changes to its policies, procedures, and other statements made in the handbook. Economic conditions, federal and state law and organizational needs may require the handbook to be re-written. This is necessary to successfully provide the appropriate employment relationship and to obtain the goals of the organization.

Any violations of these Personnel Policies shall be grounds for discipline up to and including termination of employment.

Authority (11 O.S. § 10-113)

The City Manager serves as the Chief Executive Officer and Head of the administrative branch of the City and supervises and supervises and controls all departments, officers, and agencies of the City, except those otherwise provided for in the City Charter.

The City Manager shall appoint, appoint and remove at pleasure, subject to civil service ordinance if any be enacted, and except where otherwise by this Charter provided, all heads, subordinates and employees of all departments, such appointments and removals to be made on the basis of merit and fitness alone except as otherwise provided by law.

Scope

These policies apply to all employees. It is the expressed intent of the City Council that the City Manager shall administer and enforce all provisions of these policies with respect to all City employees. The City Manager may delegate rights and powers granted under these policies and procedures to the Director of Human Resources or to others as deemed appropriate at the City Manager's sole discretion.

These policies are not a contract of employment, nor are they intended to be and shall not be interpreted by an employee as a contract of employment. The provisions of this Handbook will not apply to members of the City Council, to volunteers, persons appointed to Boards and Commissions, the City Manager, the City Attorney, the Municipal Judge and independent contractors.

Interpretation of Personnel Policies

The City Manager shall provide administrative interpretation of the Personnel Policies to the various Department Directors.

Conflict

Should the interpretation, application, administration, or enforcement of any rule or regulation contained in the Personnel Policies conflict with any Charter provision, City ordinance or other law, such Charter provision, ordinance, or other law shall prevail.

A Department Director may make department rules and regulations consistent with the Personnel Policies, governing the conduct and performance of employees. The City Manager may review department rules for consistency with Personnel Policies. Department rules and regulations may be published, and a copy furnished to each employee to whom they apply. Disciplinary action may be based upon breach of any such rules and regulations.

For Bargaining Unit Employees, the most recent Collective Bargaining Agreement supersedes these Personnel Policies in the event of a conflict. If the Collective Bargaining Agreement does not address an issue, then these policies apply.

2.0 WORKPLACE POLICIES

EQUAL EMPLOYMENT OPPORTUNITY/NON-DISCRIMINATION POLICY

The City is committed to providing equal employment opportunities to all employees and applicants for employment. There shall be no discrimination against any employee or applicant on the basis of race, ancestry, religion, gender, age, marital or civil union status, national origin, sexual orientation, place of birth, citizenship, veteran status, or disability, as defined and required by state and federal laws. This commitment extends to every aspect of employment, including recruitment, selection, placement, training, compensation, promotion, transfer, layoff, recall and disciplinary action. The responsibility for administering this policy is delegated to Department Directors and Supervisors.

PROFESSIONAL CONDUCT AND ANTI-HARASSMENT POLICY

The City is committed to establishing a professional and congenial work environment and will take reasonable steps to ensure that the work environment is pleasant for all who work here. All employees are expected to treat others with courtesy, consideration, and professionalism. The City will not tolerate the harassment of any employee or any member of the public by any other employee, supervisor, or customer. Employees may not use epithets, slurs or other terms or language designed to threaten, insult, intimidate or show hostility to another. Employees are prohibited from posting or circulating in the workplace any written or graphic materials or other objects that attack, defame, belittle, degrade, or show hostility or aversion to any person or group of people. In addition, harassment for any discriminatory reason, such as race, gender, national origin, disability, age, religion, or veteran status is prohibited not only by State and Federal laws but also by the policies of the City. The City prohibits not only unlawful harassment but other types of unprofessional and discourteous conduct. Accordingly, derogatory, racial, ethnic, religious, age, gender, sexual orientation, sexual or other inappropriate remarks, slurs, "jokes," written material or actions will not be tolerated in the workplace.

Included in this prohibition is a prohibition against sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal, or physical conduct of a sexual nature when:

1. Submission to the conduct is made either implicitly or explicitly as a condition of the individual's employment;
2. Submission to or rejection of the conduct is used as a basis for an employment decision affecting the harassed employee; or
3. The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or of creating an environment which is intimidating, hostile or offensive to the employee.

Each employee must exercise his own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of harassment include, but are not limited to, the following:

1. Verbal: Repeated sexual innuendos, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;
2. Visual/Non-Verbal: Derogatory posters, cartoons, telefaxes, drawings, suggestive objects or pictures, graphic commentaries, leering or obscene gestures;
3. Physical: Unwanted physical contact including touching, interference with the individual's normal work movements or threatening gestures; and
4. Other: Making or threatening reprisals as a result of a negative response to a harassing action.

Any employee or applicant who feels that he or she has been subjected to harassment or otherwise has been discriminated against due to his or her race, color, religion, national origin, gender, sexual orientation, age, disability, or veteran status or who witnesses such harassment of or discrimination against another employee, should promptly report the incident. A complaint form is available in the HR Office. Although employees are encouraged to discuss issues of alleged harassment or discrimination with their immediate supervisor, they may bypass their immediate supervisor and report the incident directly to the Human Resource Director. In the event the employee believes the Personnel Director is involved in the harassment or discrimination, the employee may bring the complaint to the attention of the City Manager. Further, any supervisor who gains information concerning allegations of harassment or discrimination is to immediately report the same to the Personnel Department.

All complaints of harassment or discrimination will be investigated. In determining whether alleged conduct constitutes harassment or discrimination, the totality of the circumstances, the nature of the harassment and the context in which the alleged incidents occurred will be considered. Except as deemed necessary to investigate and remedy violations, management will keep any complaint, and the information revealed in the investigation as confidential as possible.

All employees are strongly encouraged to use the complaint procedures set forth herein if they believe they have been subjected to discrimination or harassment. Before it becomes a serious problem and the conduct interferes with an individual's work performance or creates a hostile environment, employees are encouraged to notify management of conduct that may violate this policy. That will allow management time to address the situation.

The initiation of a complaint, in good faith, will not be grounds for discipline. It is a violation of the City's policy for an individual to be disciplined or otherwise disadvantaged as a result of a good faith resort to this complaint procedure. However, deliberately reporting false allegations may be considered as a form of harassment and may subject an employee to appropriate discipline.

If a person is determined to have violated this policy, the City will take appropriate action

designed to prevent any further incidents of inappropriate behavior. If necessary, this could include disciplinary action up to and including termination. In addition, management and supervisory employees may face disciplinary action if they fail to take corrective action after becoming aware of the existence of harassment or discrimination, regardless of whether the victim has filed a formal complaint.

The Americans With Disabilities Act (ADA)

The City will take reasonable steps to ensure that interview, hiring and employment practices do not conflict with the provisions of the Americans with Disabilities Act (ADA), as amended. The City will provide reasonable accommodation for a person with a self-disclosed disability in terms of application, hiring and job retention so long as such accommodation does not result in an undue hardship to the City.

Pregnant Workers Fairness Act (PWFA)

The Pregnancy Workers Fairness Act (PWFA) is a federal law that requires employers with 15 or more employees to provide reasonable accommodations for the known limitations of a qualified individual related to pregnancy, childbirth or related conditions unless it would cause undue hardship. See Appendix B for more information on the PWFA.

Workplace Violence

The City is committed to maintaining a safe work environment for its employees. The City will not tolerate any form of violence, including threats, intimidation, harassment, physical attacks, or other acts of violence that are considered inappropriate and unacceptable behavior in the workplace. Any employee who is found to perpetrate or participate in such action will be subject to corrective action, up to and including termination of employment. Some examples, but not inclusive acts, would be:

- physical grabbing, inappropriate touching, pushing, or shoving, or hitting of another individual
- threatening violence verbally
- threatening violence by brandishing a weapon or any object that could be used as a weapon
- writing and conveying messages that indicate violent tendencies.

Any employee who has knowledge of actions they believe could lead to an episode of workplace violence should immediately report the situation to their supervisor.

Smoke-Free Workplace

The City is committed to providing a safe and healthy workplace that promotes the well-being of its employees. Consistent with this commitment, it is our policy to prohibit smoking and use of vapes during working hours in all locations. This applies to tobacco products including chewing tobacco. Smoking, vaping or use of tobacco products is prohibited in city facilities, vehicles and while using city equipment.

It is the responsibility of all employees to observe and enforce the non-smoking policy. Courtesy and consideration toward others should always be exercised in this regard.

Drug-Free & Alcohol-Free Workplace

The City recognizes the importance of a drug and alcohol-free workplace. The abuse of drugs, alcohol or other chemical substances by an employee endangers the safety of the public, the employee, and other City employees. The City recognizes that it is in its best interest, as well as the best interest of its employees and the public, to prevent and eliminate drug, alcohol and/or substance abuse in the workplace. Any employee found using, possessing, selling, distributing or being under the influence of an illegal chemical substance and/or alcohol during working hours or while on City property or while using City equipment will be subject to discipline up to and including termination of employment.

Effective Date: This policy will be effective ten (10) days after posting in a prominent place at all City facilities where employees routinely report for duty and following distribution of the policy to all employees. In addition, a copy will be given to each applicant for employment upon receipt of a conditional offer of employment.

Application: This policy applies to all employees as well as all applicants for employment once they have received a conditional offer of employment. Employee is defined as any person who supplies labor for remuneration to his or her employer in this state and shall not include an independent contractor, subcontractor, or employees of an independent contractor; provided, however, an independent contractor, subcontractor, or employees of an independent contractor, unless otherwise provided for by contract. This policy will comply with the Oklahoma Standards for Workplace Drug and Alcohol Testing Act, 40 O.S. §551, *et seq.* (Act) as amended.

Applicant Pre-Employment Testing: All applicants will undergo drug and/or alcohol testing following a conditional offer of employment, but prior to final hiring and assignment. Refusal to undergo a test, or a positive test, will result in the City withdrawing its conditional offer of employment. In addition, adulteration of a specimen for a drug or alcohol test will be considered as a refusal to undergo a test.

For Cause Testing: Drug and/or alcohol testing may be conducted on any employee at any time the City has reasonable suspicion there is cause to believe an employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:

- 1 Observation of drugs or alcohol on or about the employee's person or in the employee's vicinity;
- 2 Observation of conduct on the part of the employee that suggests that the employee is impaired or is under the influence of drugs or alcohol;
- 3 Receipt of a report of drug or alcohol use by an employee while at work;
- 4 Information that an employee has tampered with drug or alcohol testing at any time;
- 5 Negative job performance patterns by the employee; or

6 Excessive or unexplained absenteeism or tardiness.

The supervisor will verbally inform the employee of the reason for the test. Additionally, the Reasonable Suspicion Checklist will be completed and signed by the supervisor(s)/witnesses within 24 hours of the event. A copy of the Report will be forwarded to the Human Resources Department.

The employee involved must stop working immediately and will be transported as soon as possible to the designated testing facility by a management/supervisory employee. The employee will not be allowed back to work until the results of the test are known.

Post Accident Testing: Post-Accident drug and/or alcohol testing shall be conducted on an employee where there has been damage to City property or equipment while the employee was at work or the employee or another person has sustained an injury while at work. The post-accident test will be administered while the employee is still on duty or as close to as possible. No employee required to take a post-accident alcohol or drug test may use any alcohol or drugs, of any kind, following the accident until the employee undergoes the post-accident testing.

Random Testing: The City may, at various times, randomly select members of the following employment groups, at its discretion, for unannounced random testing for drugs or alcohol: persons engaged in activities which directly affect the safety of the public; Police officers; Fire Fighters/EMS; employees whose work involves direct contact with inmates in the custody of the Department Correction; or employees whose work requires possession of a CDL.

Periodic Scheduled Testing: The City may require an employee in any of the employment groups identified in Random Testing section above to undergo drug or alcohol testing as part of a routinely scheduled employee fitness for duty examination or in connection with the employee's return to duty from a leave of absence.

Post Rehabilitation Testing: The City may require an employee to undergo drug and/or alcohol testing, without prior notice, for a period of up to two (2) years after the employee's return to work following a confirmed positive test result or following participation in a drug or alcohol dependency program. Post-rehabilitation testing will be conducted in addition to any other testing the employee is subject to under this policy.

Substance for Which Tests May Be Given: The City reserves the right to test for all drugs and for the presence of alcohol. Threshold reporting levels will be those established and maintained by State and Federal Regulations relevant to the position held by employee. Any positive levels below those established reporting levels will not be reported to the City's Review Officer by the testing laboratory.

Methods and Documentation: Collection, storage, transportation, testing facilities and testing procedures will be conducted in accordance with rules established by the State Board of Health. Samples may be collected on the premises of the City at its election. Body component samples will be collected with due regard to the privacy of the individual being tested. In no case may any City employee directly observe collection of a urine sample. A written record of the chain of custody of the sample will be maintained until the sample is no longer required.

All sample testing will conform to scientifically accepted analytical methods and procedures. Testing will include confirmation testing of any positive test results by gas chromatography, gas chromatography-mass spectroscopy, or an equivalent scientifically accepted method of equal or greater accuracy as approved by the State Board of Health at the cut off levels as determined by the State Board of Health. In the case of the use of Breathalyzer testing method, no discipline may be imposed unless there is a confirmation test performed on a second sample that confirms the prior results.

An applicant or employee will be given the opportunity to provide notification of any information which he/she considers relevant to the test, including currently or recently used drugs or other relevant information. In the event that an applicant or employee wishes to challenge the results of the City's test, he/she may do so as provided in this policy. The applicant or employee must have had the sample collected within one hour of the City's sample and such retest must be in accordance with the standards set forth by the State Board of Health and in this policy.

Costs: The City is responsible for all costs associated with drug or alcohol testing. However, if an applicant or employee requests a confirmation test of a sample within twenty-four (24) hours of receiving notice of a positive test result in order to challenge the results of the positive test, the applicant or employee is responsible for the cost of the confirmation test unless the confirmation test reverses the findings of the challenged positive test. In such case, the City will reimburse the person for the cost of the confirmation test.

Refusal to Undergo Testing or Tampering with Sample: Employees who refuse to undergo testing according to the terms of this policy will be subject to disciplinary action up to and including termination. Adulteration of a specimen or of a drug or alcohol test will be considered as a refusal to undergo a test and will result in disciplinary action up through and including termination of employment.

Review Officer: The City will contract with a Review Officer who will receive confirmed positive test results from the testing facility and evaluate those results in conjunction with the subject employee and/or applicant. The Review Officer will be qualified by the Board of Health to receive, interpret, and evaluate the test results. Upon receiving a confirmed positive test result, the Review Officer will contact the applicant or employee prior to notification of City officials. The applicant or employee will be given the opportunity to explain the test results.

Confidentiality: The City will treat all tests, and all information related to such tests, as confidential materials. All records relating to drug testing will be kept separate from personnel records. The records are the property of the City but will be made available to the affected applicant or employee for inspection and copying upon request and will also be available for review by the City's Review Officer. Except as set forth below, the records will not be released to any person other than the applicant or the employee without that person's express written permission. However, the City may release the records:

- 1 To comply with a valid judicial or administrative order;

- 2 As admissible evidence in a case or proceeding before a court of record or administrative agency if the employee or the City is named as a party in the case or proceeding; or
- 3 To employees or agents of the City who need access to the records in connection with the administration of this Policy and the Act.

Disciplinary Action: The City may elect to take disciplinary action, up to and including termination of employment, against an employee who: 1) tests positive for drugs and/or alcohol; 2) refused to test under this policy; or 3) adulterates a specimen for a drug or alcohol test.

- 1 The City will evaluate the employment history of any employee who tests positive for drugs and/or alcohol. The appropriate course of action will be determined based on the employee's total work record. Where deemed appropriate by management, an employee may be offered the opportunity to enter into a rehabilitation program. Continued employment will be contingent upon the successful completion of a rehabilitation program and an agreement to undergo periodic drug and/or alcohol post-rehabilitation testing for up to two (2) years. However, the City reserves the right to initiate disciplinary action, up to and including termination of employment, for the first positive test result. A decision regarding disciplinary action under this policy by management will be final and binding.
- 2 Employees who have tested positive, and who have been offered the opportunity to participate in a rehabilitation program in lieu of termination of employment, will not be allowed to return to work until they can provide a verified negative "return to work" test from a City approved facility. An employee may be allowed a maximum of 12 weeks to provide a verified negative "return to work" drug or alcohol test. If a negative test is not provided within 12 weeks, the employee will be terminated from employment. Until a negative "return to work" test is supplied, the employee will be on leave without pay. However, an employee may request permission to use accrued sick leave and vacation leave. An employee may request a "return to work" test no sooner than two weeks from a positive test result, and subsequently every other week thereafter, until a negative "return to work" test is obtained. Employees refusing to seek help or submit to testing in accordance with this policy will be subject to disciplinary action.
- 3 In the event the City does not terminate the employment of an employee who has a positive test result, the employee who enters a rehabilitation program after the positive test results will be permitted to do so only once. Any future recurrence of abuse with the same or any other substance will result in termination of employment.
- 4 An employee who is discharged from employment on the basis of refusal to undergo drug or alcohol testing or based on a positive drug or alcohol test will be considered as having been discharged for misconduct for the purpose of unemployment compensation and the City will protest any application for unemployment benefits.

Prohibitions: No employee will be on duty or operate a City vehicle/equipment or perform job duties while in possession of alcohol nor use alcohol during duty time. Further, no employee may report for duty, drive a City-owned vehicle, operate City equipment, or remain on duty when the employee has used any controlled substance, except when the use is pursuant to the instructions of a physician and where the physician has advised an employee the substance will not adversely affect an employee's ability to drive a vehicle or operate equipment. No supervisor having knowledge that an employee has used a controlled substance may permit an employee to be on duty or drive/operate any City vehicle or equipment.

Responsibilities of Individuals: In order to comply with the provisions of this policy, each employee assumes the following responsibilities:

- 1 *Working under the Influence of Performance Impairing Medication:* Employees who have been prescribed legal medications that might affect the safe performance of their duties are required to notify their supervisors prior to performing any hazardous or dangerous tasks.
- 2 *Reporting to Work or Working While Impaired:* Employees may not report to work and may not continue to work while impaired by any restricted substance identified in this policy.
- 3 *Reporting Violations:* The services provided by certain employees are performed, at times, under hazardous and dangerous conditions. Thus, employees are encouraged to come forward and report any violation of this policy to management. This information may be instrumental in the prevention of serious accidents and injuries on the job.

Medical Marijuana: *Effective August 28, 2019*, employees possessing a valid State issued Medical Marijuana license shall not be discriminated against for possessing a license or testing positive for marijuana that is at or above the cutoff concentration level established by the United States Department of Transportation or Oklahoma law regarding being under the influence, whichever is lower, **except in the following circumstances:**

- 1 Use or possession of marijuana at work or during work hours;
- 2 The City would fail to obtain or lose federal funding;
- 3 The employee is required as part of the job duties to possess a federal license under the Federal Motor Carrier Safety Administration, the Federal Aviation Administration, Federal Railroad Administration, Federal Transit Administration, National Highway Traffic Safety Administration or Pipeline and Hazardous Materials Safety Administration.
- 4 ***Safety Sensitive Positions.*** The employee's position involves safety sensitive job duties, including but not limited to:
 - a. the handling, packaging, processing, storage, disposal, or transport of

hazardous materials;

- b. the operation of a motor vehicle, other vehicle, equipment, machinery, or power tools;
 - c. repairing, maintaining, or monitoring the performance or operation of any equipment, machinery or manufacturing process, the malfunction or disruption of which could result in injury or property damage;
 - d. performing firefighting duties;
 - e. the operation, maintenance or oversight of critical services and infrastructure including, but not limited to, electric, gas, and water utilities, power generation or distribution;
 - f. the extraction, compression, processing, manufacturing, handling, packaging, storage, disposal, treatment, or transport of potentially volatile, flammable, combustible materials, elements, chemicals, or any other highly regulated component;
 - g. dispensing pharmaceuticals;
 - h. carrying a firearm; or
 - i. direct patient care or direct childcare
- 5 *Health and Workers Compensation Benefits.* Employers are not required to reimburse the costs associated with the use of medical marijuana.

Confidential Information

General

Employees may be provided with access to confidential information, including protected, sensitive, and privileged information, during the course of their employment. Such confidential information shall only be used for the express purpose of addressing work assignments and will not be discussed or disclosed with others unrelated to those work assignments. Employees shall hold confidential all confidential information accessible as an employee of the City and shall not use their position to access information unrelated to their work assignments. Confidential information includes, among other categories:

- personal information, including medical information, about any individual
- payroll or personnel information
- any confidential information of a prospective location of a business or industry we obtain through the City's economic development relationships prior to public disclosure of such information
- Certain law enforcement records as required by state and federal laws

Any inadvertent disclosure of confidential information through technological means shall be reported immediately to a supervisor and shall be managed as set forth by State law. 24 O.S. §§ 161, *et seq.*

Employees will be subject to corrective action up to and including termination of employment, for knowingly or unknowingly revealing information of a confidential nature.

Conflict of Interest

Employees should avoid any situation that involves, or may involve, a conflict between their personal interest and the interest of the City. As in all areas of their duties, employees dealing with suppliers and vendors or any person doing or seeking to do business with the City are to act in the best interests of the City.

The City recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts to their supervisor so that the City may assess and prevent potential conflicts of interest from occurring.

If an employee has any question whether an action would create a conflict of interest, he or she should immediately contact their supervisor. Failure to appropriately disclose a conflict-of-interest situation may result in corrective and/or disciplinary action, up to and including termination.

Gifts

Any employee may not receive funds or item(s) of value from any outside source in consideration of services provided in the performance of official duties. This restriction includes the acceptance of money, gratuities, tickets, favors, free food or drinks, or other things of value. This restriction does not prohibit the employee from accepting items of nominal value such as promotional pens, caps, t-shirts and the like, an occasional business meal or meal as part of a seminar or conference or an award publicly presented in recognition of the employee's public service.

Ethics

The City of Chickasha is committed to conducting its business with integrity underlying all relationships, including those with citizens, customers, suppliers, and communities, and among employees. The highest standards of ethical business conduct are required of The City of Chickasha employees in performance of their responsibilities. Employees will not engage in conduct or activity that may raise questions as to the City's honesty, impartiality or reputation or otherwise cause embarrassment to the City. Solicitation or acceptance of bribery and other corrupt, illegal actions are prohibited. Employees will avoid any action, whether or not specifically prohibited in the personnel policies, which might result in or reasonably be expected to create an appearance of:

- Using public office or public position for private gain.
- Giving preferential treatment to any person or entity.
- Losing impartiality.
- Adversely affecting the confidence of the public in the integrity of the City.

The HR department is responsible for providing policy guidance and issuing procedures to assist employees in complying with The City of Chickasha expectations of ethical business conduct and uncompromising values. This policy constitutes the standards of ethical business conduct required of all employees. Managers are responsible for supporting their implementation and monitoring compliance.

Nepotism (11 O.S. § 8-101)

No elected or appointed official or authority of the municipal government shall appoint or elect any immediate family member. For purposes of this section, immediate family members include spouse, child, parents, grandparents, grandchildren, brother/sister, step and/or in-law relations (father/mother/brother/sister/son/daughter) uncle/aunt, nephew/niece, of the employee or the employee's spouse.

Additionally, pursuant to Article 14, Section 14 of the City of Chickasha City Charter, No person may be employed by the City if related to the City Manager, any member of the City Council, or the Mayor within the third degree by affinity or consanguinity. Under no circumstances will an applicant be employed in a department in which they may directly or indirectly supervise or be supervised by a member of his/her family within the third degree of affinity or consanguinity. This policy applies in the event of an engagement, cohabitation, or marriage between two City employees.

At application, an employee shall notify the City of any immediate family member employed with the City. Any employee in a position prior to the date of adoption of this nepotism policy shall be grandfathered from application of this section but must disclose any immediate family member working for the City to the Department Director to assist in accommodating work assignments.

Outside Employment

An employee is prohibited from engaging in any secondary employment that interferes with scheduled City work or occurs when the employee is off work from City employment on administrative leave, sick leave, injury leave, FMLA leave, or is receiving temporary total disability benefits from the City under workers' compensation laws.

You must obtain written consent from your Department Director and the Human Resources Director if you plan to engage in any type of employment outside of us. It is important that outside employment does not present a potential conflict of interest, causes your job performance to deteriorate, or reflect negatively on the City.

Employment Classifications

A Full-Time employee is an employee that is not in a temporary status and who is regularly scheduled to work the City's full-time schedule. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions, and limitations of each benefit program.

A Part-Time employee is an employee that is not in a temporary status and who is regularly scheduled to work no more than 29 hours each week. Regular, part time employees may be eligible for some of the benefits offered by the City subject to terms, conditions, and limitation of each benefit program. A part-time employee may be reclassified as full-time or temporary if these requirements are not met.

A Temporary employee is anyone who works for a specified period of time, usually less than 90 days, regardless of the number of hours worked. Temporary employees are not eligible to receive any paid benefits.

An Exempt employee is not eligible for overtime according to the Fair Labor Standards Act (FLSA).

A Non-exempt employee is eligible for overtime according to the Fair Labor Standards Act (FLSA).

A Probationary employee is a full-time or part-time employee during the performance probation period of initial employment, promotion, or transfer. All newly hired employees, current employees who are promoted, or reclassified to a supervisory position, as well as former City employees who are rehired, must satisfactorily complete a performance probationary period of (6) six months.

Use of the term “temporary” in this handbook is not intended nor should it be construed as intending, that non-temporary employees are considered permanent.

Pay Administration

Upon hire, all employees must fill out all appropriate payroll, personal data and tax forms. Paychecks cannot be processed unless all the necessary forms have been completed and received by the Human Resources Director.

Payroll will be based on Bi-Weekly periods. Employees are paid for a given pay period every other Thursday. The hours worked by non-exempt employees must be reported on time and accurately.

Employees are responsible for notifying their supervisor upon receipt of an incorrect paycheck. Failure of an employee to call the incorrect paycheck to the attention of the Department Director, and failure to return the incorrect check the same day will delay the correction process.

The Director of Human Resources may implement procedures to issue a corrected paycheck upon notification if the error affected base pay. Other errors will be corrected on the next paycheck.

Paycheck Distribution: Paychecks may be obtained by electronic bank deposit (direct deposit). Employees should arrange to have their pay electronically deposited to their checking or savings account through the Human Resources Department. This is done by completing an authorization form and submitting it, along with a voided/blank check or your bank’s direct deposit form to the Human Resources Department.

Payroll Deductions: Check stubs indicate gross earnings, net earnings, and all deductions. Required payroll deductions include federal income tax, state income tax, Social Security (OASDI) and Medicare taxes. Federal and state income taxes are deducted from your gross pay and sent to the federal and state treasuries to be credited to your annual tax bill. By the 31st of January of the following year, you will receive a W-2 statement from the City which will indicate total dollars earned and taxes withheld for the previous year. This W-2 statement is for your use in filing your return with the Internal Revenue service and the state Department of Revenue.

By law, a certain percentage of your earnings may be paid as a Social Security Tax. This too, is automatically deducted from your bi-weekly paycheck. The City matches this contribution equally, which serves as a fund for your total contributions deducted from your paychecks for the previous year.

Overtime Pay

Non-exempt employees, other than employees covered by a collective bargaining agreement, are paid one and one-half times the regular rate of pay for all hours worked in excess of 40 hours each work week. Overtime means over 40 hours *worked*, not 40 hours paid in a work week. The work week begins on Saturday and ends the following Friday. Paid and unpaid absences, including vacation, sick leave, leaves of absence without pay, holidays, compensatory time off and other absences will not count as time worked for the purpose of calculating any overtime.

All overtime must have advance authorization by your Department Director. If prior approval cannot be obtained due to an emergency, the Department Director shall be informed as soon as possible after the emergency.

Compensatory Time

Non-Exempt employees may accrue compensatory time in lieu of being paid overtime compensation. Approval by the City Manager and Department Director is required prior to accrual of Compensatory Time. Compensatory time (comp time) accrues at a rate of one and one-half hours for every hour of overtime worked by non-exempt employees. Non-exempt employees may accrue a maximum of 80 hours of comp time and the time must be used within 12 months of when the comp time was accrued. An employee who has accrued comp time and requests use of such time must be permitted to use the time off within a “reasonable period” after making the request if it does not “unduly disrupt” the work of the department. If use of requested comp time would be disruptive, the department may elect to pay the employee in lieu of approving the requested time off. The City may, at any time, elect to pay a non-exempt employee for any or all of the employee’s accrued comp time. The City may also require employees to take time off in order to reduce their accrued comp time. Otherwise, comp time off may be used the same as leave time. Upon termination, retirement, resignation, or death, an employee shall be paid for unused comp time at the rate of pay the employee was receiving at the time of separation.

Attendance, Punctuality and Dependability

To maintain a safe and productive work environment, the City expects employees to be reliable and punctual in reporting to work. Absenteeism and tardiness are disruptive and place a burden on the City and on co-workers. Either may lead to disciplinary action, up to and including termination of employment. In rare instances when an employee cannot avoid being late to work

or is unable to work as scheduled, the employee must personally notify his/her supervisor or Department Director as far as possible in advance, but not later than thirty minutes before his/her scheduled starting time if he/she expects to be late or absent. For Department Directors, tardies and absences should be reported to the City Manager. The employee must disclose to his/her supervisor the reason for the absence or tardiness and the date and time of his/her anticipated arrival or return.

If your absence continues for more than one working day, daily reports should be made to your supervisor regarding your status (unless other arrangements have been made). For example, if you are out with the flu, daily calls are expected. If you are out on a medical leave because you have a broken leg, daily calls are not expected.

Any employee absent for two (2) or more consecutive days who fails to notify his supervisor or Department Director (unless on an approved leave of absence) will be considered to have voluntarily resigned.

A careful record of absenteeism and lateness is kept by the employee's supervisor and becomes part of the personnel record. Punctuality and attendance at work are important to job performance.

Recording Your Time

The City is required by law to keep an accurate record of the hours you work. The following regulations apply when using time clocks:

- 1) Employees are required to clock in at their assigned start time and designated workstation and must clock out when they go off duty. Employees are expected to complete their assigned shift.
- 2) Habitually clocking in late and clocking out early may result in disciplinary action up to and including termination. A pattern of clocking in late shall be considered an issue of tardiness that may result in disciplinary action up to and including termination.
- 3) Employees must begin working at their scheduled time once they are clocked in. In the event of a circumstance that the employee is not able to clock in (time clock not working), the employee must notify the supervisor immediately by e-mail, the phone, verbally, etc., and begin their daily task.
- 4) There is no "grace period" on the timeclocks, therefore employees should not assume that it is acceptable to clock in after their scheduled time to begin work.
- 5) Employees may clock in at an earlier start time if approved by their Department Director or the City Manager.
- 6) Employees are required to clock out anytime they leave the work site for any reason other than assigned work duties. This does not include restroom breaks or designated break times.
- 7) Employees must clock in and out for lunch breaks every day.

8) Time recorded in the time and attendance system by non-exempt employees will be the work time paid. Non-exempt employees who have worked in excess of 40 hours per workweek will be paid 1.5 times for any hours worked over 40 hours in a work week.

9) Prior approval from the employee's department director or city manager must be obtained before working more than 40 hours in a work week.

10) Adjustments to the recorded time must be approved and completed by the Department Director or the Human Resources Director.

For Departments not using time clocks, accurate time sheets must be submitted in a timely manner. Employees are responsible for the information submitted and the time sheets must be approved by a supervisor.

Personnel Records

The City maintains a personnel file for each employee. Maintaining these files with up-to-date information is very important as it provides the City with contact information in case of emergency, addresses for mailings, data for payroll purposes, and information required for insurance programs and other benefits. All employees should promptly notify the Human Resources Director of any change in:

1. Address
2. Telephone number
3. Marital status for benefit plan purposes
4. Beneficiary or dependents indicated in your life insurance policy
5. Number of dependents for tax withholding purposes
6. Party to be notified in case of an emergency

Any changes in family status must be reported to the Human Resources Director within 30 days of the event. A delay in filing the proper forms could result in lack of coverage. If you become divorced or widowed, you must check whom you have as designated beneficiaries. Failure to update beneficiary information may result in disciplinary action.

Employees may inspect and receive copies of their own personnel records upon written request.

The City intends to protect the privacy of each employee and is committed to the confidential handling of every employee's personnel information. All individual records, computer generated employee reports, personnel files, and information therein, except those specified by ordinance or statute as public records, shall be restricted as confidential, and shall be available only with the approval of the City Manager. However, information contained in personnel records and files may be revealed to municipal employees:

- (a) for the use of any report or record, when pertinent and necessary to an official function of the municipal service;

- (b) for the purpose of an official audit or investigation, when made under proper authority;
- (c) for any other purpose authorized by the City Manager.

Professional Attire

The City recognizes that standards of appropriate dress may vary based on public contact and the nature of the employee's job responsibilities. Appropriate personal appearance and hygiene are expected by the City. Each employee is responsible for following department requirements, using good judgment and dressing professionally and appropriately for his/her job. The Department Directors will provide dress code requirements for each position in their department. Tattoos and piercings shall be tasteful and not offensive in nature.

Examples of inappropriate attire would include revealing articles of clothing, sheer clothing, slogans imprinted on clothing, sweatpants or jogging suits, very short skirts, and shorts.

While this guideline cannot address all types of inappropriate attire, it is intended to assist employees in exercising positive judgment. If employees are unsure of the suitability of their attire, they should ask their supervisor for guidance.

Disciplinary Actions

It is expected that all City employees will provide the best possible service and maintain high standards of conduct. Supervisors and Department Directors help direct employees in a way to achieve these goals. Whenever work habits, conduct or production fall below a desirable acceptable standard, the Supervisor or Department Director may take disciplinary action to facilitate improvement.

All employees with the responsibility and authority to supervise and direct employees under their control shall administer policies and procedures within their scope of authority; document their subordinates' job performance, conduct, and behavior as appropriate; properly conduct evaluations of subordinates in a timely manner; discipline their subordinates as required under their departmental and/or City policies and procedures as well as address performance appeals submitted to them as provided by policy in a professional manner, in an attempt to resolve such issues at the lowest possible supervisory level. All disciplinary action being administered by a supervisor must have prior Department Director approval. The City Manager will administer any disciplinary actions for Department Directors. Any proposed disciplinary action in excess of an oral warning must be reviewed by the Director of Human Resources prior to being given to the employee. Note that the following list of unacceptable activities does not include all types of conduct that can result in disciplinary action, up to and including termination of employment:

1. Violation of any City policy or rule;
2. Violation of safety rules, practices, or failure to wear safety equipment;
3. Chronic or excessive absenteeism, whether excused or unexcused, or inconsistent attendance;
4. Unexcused absence, absence from work without permission, or failure to report any absence to the designated authority;
5. Leaving the workplace during working hours without permission, including leaving work

- early;
6. Rude or discourteous treatment of other employees or the public;
 7. Careless actions which endanger the life or safety of others;
 8. Being intoxicated or under the influence of a controlled substance while at work except for medications prescribed by a physician;
 9. Using or being in the possession of intoxicants or illegal narcotics on the job or while on Municipal property, except for medications prescribed by a physician;
 10. Possession of firearms, weapons or explosives while on or in City property unless permitted by law;
 11. Engaging in criminal conduct or acts or threats of violence toward any other employee or official;
 12. Insubordination (a willful or intentional failure to obey a lawful and reasonable request of a supervisor or an action which constitutes lack of respect or harassment directed toward a supervisor) or refusing to follow instructions of your supervisor;
 13. Unnecessarily disrupting the work of other employees, or interfering with the work schedules or another employee's ability to work;
 14. Destruction of City property whether intentional or otherwise;
 15. Damaging or defacing City property whether intentional or otherwise;
 16. Theft of City property or the property of another employee;
 17. Direct or Indirect sale of any City Property unless authorized by the City Board of Trustees;
 18. Unauthorized use of City property or the property of another employee;
 19. Dishonesty, falsification or misrepresentation of facts regarding your employment application;
 20. Falsifying City records;
 21. Immoral or indecent conduct while on duty;
 22. Unsatisfactory work performance, inefficiency or incompetence in the performance of duties and/or neglect or carelessness in the performance of duties;
 23. Loss of appropriate licenses or certificates necessary to the function of the job or requirements for original appointment to the job;
 24. Fighting or any act of violence or disorderly conduct, including conduct that violates common decency or other conduct tending to reflect unfavorably on the City;
 25. Failing to deal with others in an ethical or legal manner while acting in your capacity as an employee of the City;
 26. Conviction of or plea of guilty to any felony, or any criminal misconduct on or off duty involving moral turpitude or conduct that shocks the consciousness of the community or brings the City's good name into disrepute because the conduct is public. A plea of "nolo contendere" will be considered tantamount to a conviction;
 27. Disorderly or offensive conduct while on duty; disgraceful or offensive conduct while on or off duty, when such behavior threatens public respect for the City service or the public order, safety, or health;
 28. Improper use of Authority: Use of official position or authority for personal profit or advantage; inducing or attempting to induce any employee to commit an unlawful act or to act in violation of the employee handbook, any lawful departmental regulations or professional ethics; discussing with unauthorized persons any confidential information gained through employment with the City;
 29. Any act of harassment, sexual, racial; or other act of illegal discrimination while on the job; or

30. Violation of the City's email, computer or internet policy.

31. Any behavior that impedes, interrupts, contradicts or jeopardizes the effective functioning of the City.

When it is deemed appropriate to immediately remove an employee from active service because the employee is a danger to the public, fellow employees, the City, or himself, the Department Director may submit a written recommendation to the City Manager. The recommendation will summarize the basis for the recommendation. The City Manager may suspend with pay any employee prior to any investigation into possible misconduct by the employee being completed.

Disciplinary Process:

Efforts should be made to address poor or unacceptable performance by an employee at the lowest level possible. The Department Director and the employee's immediate supervisor should meet with the employee to address areas of concern in an attempt to reach a satisfactory resolution. Any discussion must be reduced to writing in consultation with the Human Resources Director. A copy of the documentation shall be placed in the employee's personnel file.

If an employee is in violation of the City's practices, rules or standards of conduct the Department Director may discuss the problem with the employee, emphasizing the seriousness of the issue and the need for immediate remedy of the problem. The Department Director, in consultation with the Human Resources Director shall complete a Written Warning form summarizing the discussion and steps to remedy the problem. The Written Warning must be completed on an approved form provided by Human Resources and approved by the City Manager.

A copy of the form shall be placed in the employee's personnel file. The Written Warning may remain in effect for an established period of time to be determined by the Department Director.

Whenever the facts known at the time, if sustained, appear to warrant suspension, demotion, or termination the Department Director, with the assistance of the employee's direct supervisor if appropriate, will prepare a written statement addressed to the City Manager with a copy to the Human Resources Director. The statement will include a summary of the facts of the events or actions giving rise to the concerns; a list of individuals who the Department Director believes have knowledge of the events; and a list of pertinent documents.

The City Manager will determine if the matter warrants an investigation. If the facts are undisputed or if the City Manager deems that the facts as presented would not warrant discipline of suspension, demotion or termination, the City Manager may impose discipline at this step of the process.

If the City Manager determines that an investigation is warranted, the employee will be served with a Notice of Administrative Investigation. The Notice will provide the name of the investigator and a copy of the statement from the Department Director will be attached to the Notice. The City Manager will appoint an investigator who may be a city employee or may be from an outside source.

Under normal circumstances, every attempt to have the investigation completed within thirty (30) days will be made. However, the investigator will be allowed a reasonable extension of time, to be determined by the City Manager, if necessary to complete a thorough investigation. The employee will be interviewed by the investigator and will be provided with written notice of his/her obligation to cooperate fully and truthfully in the investigation and the employee's rights under *Garrity v. New Jersey*. Upon completion of the investigation, the investigator will provide a written report to the Department Director including findings and conclusions.

If the investigator determines that the complaints or charges are not sustained by the evidence, the matter will be deemed closed. The employee will be notified by the Department Director that the investigation is closed. In such an event, nothing will be placed in the employee's personnel file related to the complaint by the Department Director or the report of the investigator.

Process for Implementation of Substantive Disciplinary Action:

If the report of the investigator supports the finding of violations of one or more policies or procedures, the Department Director will make a written recommendation to the City Manager for disciplinary action. If the City Manager believes that substantive discipline is warranted, the employee will be provided with a copy of the report from the investigator along with any supporting documents or statements developed during the investigation. The notice will also inform the employee of the City Manager's preliminary thoughts on the degree of discipline that might be warranted.

If the employee disagrees with the City Manager's proposed discipline, the employee may request an opportunity to present the issue to the Hearing Officer. Any request for a hearing must be submitted in writing to the Office of the City Manager within three (3) working days of receipt of the notice from the City Manager. If a hearing is not requested, the City Manager will make a final decision on discipline that will be final and binding.

If the employee requests a hearing, the Hearing Officer will be appointed by the City Manager from any source. At the hearing, the City will present a Record on Appeal and may, if it deems appropriate, present witnesses. The employee may present witnesses who will be subject to cross examinations and may present any additional exhibits. The Hearing Officer will send a report to the City Manager within five (5) business days of the hearing.

Upon receipt of the report of the Hearing Officer, the City Manager will make a determination of whether to impose discipline and the degree of the same. *The employee will be notified in writing of the City Manager's decision which will be final and binding.*

Felonies and Misdemeanors

Employees must immediately notify their supervisor and/or Department Director if they are arrested, charged, indicted, convicted, receive deferred adjudication, or plead nolo contendere to any misdemeanor or felony. Employees who do not drive as part of their job duties with the City are not required to report minor traffic violations. The City may conduct its own investigation and take appropriate action.

Grievance Procedure

The City encourages employees to make grievances known in an appropriate manner without fear of reprisal. Employees are encouraged to discuss any problems or issues which have the potential to create a negative or adverse atmosphere and/or to impede an employee's performance with their Department Director. If the grievance directly involves the Department Director, the employee may bring the matter directly to the attention of the Human Resources Director. The goal is to fairly and expeditiously resolve problems through open, direct, honest two-way communication and to ensure, to the extent possible, that such problems/issues do not continue.

Internal Investigations

The City Manager may elect to authorize an investigation to be conducted based on any complaint, grievance or allegation received in the Office of the City Manager. The investigation will be conducted by a person appointed by the City Manager from any source. All employees have a responsibility to cooperate fully and truthfully in any investigation.

Hours of Work

While most City employees work a normal scheduled work week, the activities of some departments require alternative schedules to meet their work needs. In those departments the City Manager and/or the Department Director may authorize a deviation of a previous work schedule for the entire department or specific crews. Any change to a normal scheduled work week for an individual employee or for any alternative work options for any individual employee, such as flexing time or working from home, may only be done with prior written approval of the City Manager.

Employees will receive an unpaid lunch break of either thirty (30) or sixty (60) minutes depending on the work schedule of the Department. Full-time employees will be entitled to two fifteen (15) minute paid breaks. **The paid breaks cannot be combined with lunch breaks, or the start or end of the scheduled workday.**

On-Call and Call-Back

Some departments may designate certain nonexempt employees to be on-call for after-hours service needs. Employees designated to be on-call are expected to respond to departmental after-hour service needs as required by procedures established by their department. An employee designated as being on-call must remain physically and mentally fit for duty and must adhere to the City's drug and alcohol use policy. See the Department Director or Human Resources for the established procedures and compensation. Employees who are not scheduled on-call may be called back to work for unforeseen circumstances or emergency situations. Employees will be guaranteed a minimum of two (2) hours of pay. Time worked while on-call or call-back will be calculated at the employee's regular rate of pay; overtime compensation is applicable only when overtime requirements are met.

Residency/Response Time: - Employees are encouraged to establish and maintain a residence within the City limits. Employees in designated public safety positions must be able to respond

to the work location from the residence obeying normal traffic rules as designated in writing by the applicable Department rules and regulations.

Inclement Weather: As a general rule, City offices will remain open during standard business hours in order to serve the public. As such, all employees are expected to make an effort to report to work so long as the effort would not constitute a legitimate danger to life or property. A person who feels that they cannot safely come to work due to weather/road conditions must promptly notify the immediate supervisor. Any leave taken will be charged to accrued vacation or compensatory time. In extraordinary circumstances, the City Manager may declare that certain city offices and operations will be closed. However, those employees classified as essential workers will be expected to report for duty. Essential personnel who fail to report to work may be subject to disciplinary action up to and including termination of employment.

Workplace Injuries

Any employee injured on the job shall report the injury immediately to his supervisor. Failure to report such injury might result in a denial of benefits available to you under the Oklahoma workers' compensation laws.

Political Activities (11 O.S. § 22-101.1)

Employees are encouraged to exercise their right to vote and belong to political parties. An employee may be a candidate for elective or public office but shall not hold any elective or public office under the United States Government, the State of Oklahoma, or any other state or municipality (notaries public excepted).

No employee shall participate in political activities during working hours or while in a City uniform or vehicle or while on City premises. Once off duty and not in a City uniform or vehicle, an employee is free to participate in political activities to the same extent as any citizen.

Separation

Upon separation from employment, the employee will be required to return all City property and pay all outstanding obligations to the City before a final paycheck is issued. The separation date is the employee's last day of work except when an employee becomes disabled in which case the last day paid is the separation date.

Notice of Resignation

Employees with regular full-time status are expected to give at least ten (10) working days' notice prior to their effective date of separation from employment by resignation. Employees who resign in good standing shall be eligible for re-employment, subject to the same requirements and standards as applied to new applicants. If an employee quits their job without prior notification and thereby impairs the effectiveness of the City of Chickasha's service, the employee's separation may be designated as a dismissal and possibly forfeit the employee's eligibility for re-employment.

Employees will not be allowed to rescind a resignation, whether given verbally or in writing. Employees who wish to discuss concerns about their continued employment before making a final decision to resign are encouraged to do so with their Department Director or Human Resources.

3.0 USE OF CITY TOOLS AND RESOURCES

Use of City Equipment and Computer Systems: Employees do not have an expectation of privacy in any City Equipment, Systems, and Resources.

The City provides supplies, equipment, desks, printers, files, computers, and other office equipment necessary for you to perform your job. These items are to be used solely for the City's purposes. Employees are expected to exercise care in the use of City equipment and property and use such property only for authorized purposes. Loss, damage or theft of City property should be reported at once.

City equipment, such as computers, telephones, copiers, etc. is intended to be used for business purposes. An employee may only use this equipment for non-business purposes in an emergency and only with the permission of his/her supervisor. An employee may not remove any City equipment from the premises without approval from their supervisor.

Upon termination of employment, the employee must return all City property, equipment, work products and documents in his or her possession.

Telephone Usage Policy

Personal telephone calls, including the use of city and/or personal cell phones, should be limited to non-work time to the extent possible. If you are issued a cell phone for work use, you will be required to sign a cell phone use agreement and will be bound by the rules of that agreement.

Computer Usage Policy

The use of the computer system and software is limited solely to appropriate business use. Employees are not allowed to use the computer systems for their personal benefit. Employees are strictly forbidden from installing software on the system. Further, this policy reaffirms that the City's employees have no reasonable expectation of privacy with respect to any computer hardware, software, electronic mail or other computer or electronic means of communication or storage, whether or not employees have private access or an entry code into the computer system.

The City reserves the right to monitor the use of its computer system and limit e-mail messaging and/or Internet browsing at any time.

Multifactor Authentication

All users of city technology resources are required to utilize the prescribed industry-standard Multi-Factor Authentication (henceforth, "MFA") system. MFA for the city requires installation of an application from the Apple or Android app store onto the employee's personally owned

Apple or Android based smartphone. This software may access or require setup of certain pieces of information from the user's device, including:

- A "screen-lock" PIN code or password to access the device's home screen.
- The current GPS location of the device
- Biometric data, including facial recognition or fingerprints
- Certain network information about the device, including its public Internet Protocol (IP) address of the device, Wireless networks it is connected to, and other connection information.
- Stored account information, including username and password, of the employee's work accounts only

Users will be presented with additional authentication requests via this smartphone app when the system detects risky logins or requires additional validation, based on the user's geographical location, network address or IP address, risk-level of the user, or other factors as determined by system administrators and automated threat management systems. Users that fail to complete authentication through this app will be denied login. Accounts that are repeatedly denied a login may be locked and user access suspended or terminated. The use of an "MFA authenticator" app on a personally owned device is considered "de minimis" use by the City, and users may expect no additional renumeration or compensation of the use of a personal device for employment. The device will not be subject to any Bring Your Own Device (BYOD) policies or the Oklahoma Open Records Act unless the device is also utilized to store data classified as a record pertaining to the city as per 51 O.S. § 24A.1 - 24A.33.

E-Mail Policy

Every employee is responsible for using the electronic mail (e-mail) system properly and in accordance with this policy. The e-mail system is the property of the City. It has been provided for use in conducting City business. All communications and information transmitted by, received from, or stored in this system are City records and property of the City. The e-mail system is to be used for City purposes only. Emails should be checked on a regular basis.

Employees have no right to personal privacy in any matter stored in, created, received, or sent over the City's e-mail system.

The City, in its discretion as owner of the e-mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the e-mail system, for any reason and without the permission of any employee.

Employees should be aware that deletion of any e-mail messages or files may not truly eliminate the messages from the system. All e-mail messages are stored on a central back-up system in the normal course of data management.

The City's policies against sexual or other harassment apply fully to the e-mail system, and any violation of those policies is grounds for corrective action up to and including termination of employment. Therefore, no e-mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

The e-mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job-related solicitations.

Internet Use Policy

Certain employees may be provided with access to the Internet to assist them in performing their jobs. The Internet can be a valuable source of information and research. Use of the Internet, however, must be tempered with common sense and good judgment.

Any software or other material, including music, downloaded onto a City computer may be used only in ways consistent with the licenses and copyrights of the vendor, author or owner of the material. Prior written authorization from the Department Director and the network administrator is required before introducing any software into the City's computer system. Employees may not download or install entertainment software, games or any other software unrelated to their work.

If you misuse your right to use the Internet, your access will be taken away from you. In addition, you may be subject to corrective action, up to and including termination of employment, and civil and criminal liability.

Your use of the Internet is governed by this policy and the e-mail policy.

No expectation of privacy. The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the City and may only be used for business purposes.

Monitoring computer usage. The City has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.

Prohibited activities. Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristics protected by law), or violating the City's equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in the City's computers. Employees encountering or receiving this kind of material should immediately report the incident to their supervisor. The City's equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for corrective action up to and including termination of employment.

Social Media, Games and entertainment software. Employees may not use the City's Internet connection to download games or other entertainment software, including wallpaper and screen savers, to play games over the Internet, or to browse social media. (Unless social media is part of your job description).

Use of the Internet via the City's computer system constitutes consent by the user to all of the terms and conditions of this policy.

Vehicles

Each employee who is responsible for driving a City vehicle or a personal vehicle while engaged in City business must possess a valid Oklahoma Driver's License and Class designation as required by state law. If at any time the employee becomes ineligible to operate a vehicle because of a suspended or revoked Driver's License, the employee shall notify his supervisor immediately. Employees with assigned City vehicles may use them for breaks and lunch but must stay within City limits. With the written authorization of the City Manager, an employee may be allowed to use a city vehicle to commute to and from work subject to appropriate IRS regulations or department regulations. The employee must execute an Authorization for Take-Home Vehicle form. Employees may not use City vehicles for personal reasons (other than brief stops commuting to or from home to pick up coffee, snacks and the like) or to transport family members, friends, or members of the public on non-city business. In addition, the employee may not be under the influence of alcohol or illegal drugs while driving a city vehicle.

Magnetic Key Cards

The City of Chickasha will issue magnetic key cards to appropriate personnel for access to locations with magnetic door locks. Magnetic key cards are for your personal use only and should not be shared. It is your responsibility to keep your key card secure and to report lost or stolen cards immediately to the department director and HR. Misuse of key cards may lead to disciplinary action, including termination. The key card is property of the City of Chickasha and must be returned upon separation of employment. A fee of \$15.00 may be charged for replacing a lost or stolen key card at the discretion of the City.

Identification Cards

The City of Chickasha recognizes the importance of clearly identifying its employees for security, accountability, and public service purposes. As such, all employees are required to carry City-issued identification cards while performing their duties. In the event of loss, theft, damage, or defacement of the City-issued identification card, the employee is responsible for promptly reporting the incident to their supervisor or the designated authority. A replacement identification card may be obtained through the City's Human Resources department for a fee of \$10.00. Exceptions to the requirement of carrying identification cards may be granted under special circumstances and at the discretion of the Department Director or City Manager. Employees granted exceptions must have alternative means of identification readily available for verification purposes. Non-compliance with this policy may result in disciplinary action, up to and including termination of employment. Supervisors and managers are responsible for ensuring that their subordinates comply with this policy and for reporting any violations to the appropriate authority.

4.0 CITY BENEFITS

Salary

Employees will be paid biweekly. Salary increases may be given based on the availability of appropriate funds during a fiscal year. An increase may be given based on merit, upon promotion, or an across-the-board cost of living adjustment. All starting salaries and increases must be reviewed by the Human Resources Director approved by the City Manager.

Health and Life Insurance

The City provides medical, dental, vision, and life insurance benefits to eligible employees under currently adopted plans and agreements. Coverage is effective on the first day of the month following 30 days of employment for eligible employees. For details of coverage, see the City's Benefits Summary provided by the Human Resources Department. Additional supplemental insurance coverage for employees and members of their families, beyond those amounts provided by the City, may be available at the employee's expense. The City also carries a workers' compensation insurance policy. In cases of job-related injuries, provisions and benefits available under workers' compensation are activated. The City retains the right to modify these benefits at any time. If there is a discrepancy in this policy and the summary plan, the Summary Plan prevails.

COBRA is a federal law that requires most employers who sponsor group health plans to offer employees and their families the opportunity to temporarily extend their group coverage at group rates in certain instances where coverage under the employer's group health plan would otherwise terminate. The employee is responsible for paying for the cost of any such continuation of coverage, plus a small administration fee. Under COBRA, employees may elect COBRA continuation of coverage for up to 18 months after termination of employment (unless the employee is terminated due to gross misconduct), or if an employee's hours are reduced to such an extent that the employee no longer qualifies for participation in the group health plan. Under other circumstances, COBRA coverage is available for up to 36 months following a qualifying event. Employees must notify the City within 60 days of the occurrence of employees' legal separation or divorce and of a covered dependent ceasing to qualify as a dependent under the medical plan. Detailed COBRA notices are given to employees when an employee becomes eligible for participation in the City's group health plan and again when a qualifying event occurs. For more complete information on COBRA and your health plan, you should review your summary plan.

Pension or Retirement Benefits

The City pays monthly premiums into the Oklahoma Municipal Retirement Fund (OKMRF) for your retirement. Please see the Human Resources Director for details.

Leave: Annual, Sick or Bereavement, Holidays, Vacation and Voting

Holidays.

The City of Chickasha provides paid holidays to probationary, regular full-time and regular part-time employees. The Holiday schedule is subject to change by the City Council and is approved and published in December for the following calendar year. A holiday shall be defined as a period equal to the regularly scheduled shift for the day of the observed holiday at straight rates for full-time employees and four (4) hours at straight rates for part-time employees.

Whenever a holiday falls on a Saturday, the Friday preceding shall be considered a holiday; whenever a holiday falls on a Sunday, the Monday following shall be considered a holiday.

Employees on unpaid leave are not eligible for Holiday pay. Likewise, non-exempt employees who are absent without authorized leave on the day immediately preceding or following a scheduled holiday will not be paid for the holiday. Non-exempt employees who are required to work on an observed holiday will be paid holiday pay in addition to the hours worked.

Sick Leave

If available, Sick Leave shall be used for cases of personal illness or injury that prevents an employee from working, doctor's visits, or physical incapacity of an employee, when an employee is required to attend to their minor children, or dependent who is ill or incapacitated. In the case of critical illness or emergency medical situations, sick leave may also be used for immediate family (spouse, father, mother, children, brother, sister, grandchildren, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and grandparents-in-law).

Sick leave notification – an employee who is absent from work because of an illness or injury, that is not job related, shall make provisions to notify his or her director/supervisor at least thirty (30) minutes prior to when the employee is scheduled to start to work.

An employee who is frequently absent for one (1) day occurrences may be required to submit a physician's statement or documentation regarding the need for absences. Employees who are absent for three (3) or more consecutive days may be required to submit a physician's statement. This statement must indicate the employee has recovered sufficiently to return to work. The City reserves the right to have the employee evaluated by a physician selected by the City to confirm that the employee is eligible to return to their normal duties.

No employee will be eligible for Sick Leave until such time that the employee has thirty (30) days of service with the City.

Sick leave must be taken at a minimum of one-hour increments. Employees may use only the amount of sick leave time which has been accrued. Sick leave which has not been earned cannot be "advanced" to an employee.

An employee may accumulate no more than 360 hours of sick leave. Accumulated sick leave is not compensable upon termination of employment.

Unauthorized absences, abuse of sick leave, or two (2) consecutive days of being absent without leave (A.W.O.L.) shall be cause for termination.

Bereavement Leave

It is the policy of the City of Chickasha to grant paid leave to probationary, regular full-time and regular part-time employees in cases of death of family members. Uses of this leave may include making funeral arrangements and attending funeral services including travel time. Proof of need for bereavement leave may be required by the Department Director or Human Resources Director.

Immediate family are those people who are related to the employee or the employee's spouse, as follows: spouse, children/stepchildren, parents, stepparents, brothers, sisters, former guardians, grandparents, grandchildren, parents in-law, brother or sister in-law, and grandparents in-law. Other family covered by this provision include aunts, uncles, nieces, and nephews.

A) For each instance of death in the immediate family all probationary, regular full-time and regular part-time employees *may* be granted leave by the immediate supervisor, not to exceed (3) paid calendar days. *The three-day length is at the option of the supervisor; it is not automatic.* It is assumed that one day is needed to attend funeral service; however, two or three days may be necessary if travel is involved.

B) One day of paid leave may be granted to attend funeral services for relatives or individuals of close relationship other than immediate family (as listed above as "other family").

C) All employees may be granted up to two hours of paid leave to attend the funeral services for fellow employees when the services occur during scheduled work hours. Employee leave for such attendance is conditional upon supervisor approval, workload and need of the City.

D) Employees may request compensatory time, vacation time, or unpaid leave for the funeral of individuals not covered in this policy.

E) Employees on an unpaid leave status will not receive Bereavement leave pay.

F) Bereavement leave benefits will not be paid for the same time an employee receives holiday pay, sick leave pay, vacation time pay, or any other paid leave benefit.

Unpaid Leave

An employee must use all paid vacation, comp time and sick time prior to taking unpaid leave. Any unpaid leave must be approved in writing by the Department Director. Vacation and sick leave benefits are not earned during a leave of absence without pay of more than thirty (30) calendar days. Any employee who shall receive payment for work performed for any employer, other than the City of Chickasha, while on an approved leave without pay, shall be subject to discipline up to and including termination.

FMLA

The FMLA (Family Medical Leave Act) allows eligible employees to take up to 12 weeks of unpaid leave in a 12-month period for medical reasons; the birth or adoption of a child; and the care of a child, spouse, or parent of the employee who has a serious health condition. (§ 825.200(a)). See Appendix “A” for complete information regarding FMLA.

Vacation

Non- exempt employees accrue vacation leave based upon length of service:

- | | | |
|------------------------------------|-----------|-------------------------------|
| • First –Fourth Anniversary | 80 hours | 3.0770 accrual per pay period |
| • Fifth-Fourteenth Anniversary | 120 hours | 4.6154 accrual per pay period |
| • Fifteenth Anniversary and beyond | 160 hours | 6.1539 accrual per pay period |

Maximum accrual amount for eligible full-time employees is 240 hours. Hours will not be accrued once an eligible employee reaches the maximum accrual amount. Directors accrue vacation at 6.1539 hours per pay period. Directors will receive a total balance of 80 hours upon hire or promotion. In instances of promotion and an existing balance, they will be credited with the difference needed to reach 80 hours.

Vacation time must be taken at a minimum of one-hour increments. Your supervisor must approve the specific vacation dates prior to your time off. New hires are not eligible to use vacation leave until completion of their probationary period. Employees may not “borrow” unearned vacation time. Employees shall not receive payment for vacation in lieu of taking time off.

Voting (26 O.S. § 7-101)

An employee who is a registered voter shall be granted up to two (2) hours to vote during the period when the polls are open. If the voting place is at such a distance that more than two (2) hours are required to vote, then sufficient time will be allowed. No employee shall be entitled to voting leave unless the voting time is scheduled with the supervisor before election day. Supervisors shall select the hours which an employee is granted to vote. The department/division may change the work hours to allow voting leave before the beginning of work or after work hours.

Voting leave shall not apply to an employee whose shift begins three (3) hours or more subsequent to poll opening or ends three (3) hours or more prior to poll closing.

Jury Service/Court Leave (38 O.S. § 34 and 28 O.S. § 84.1)

An employee required to render jury service in any court of law or called to be present on behalf of the City in court service or called pursuant to a subpoena to be present as a non-party in interest in court service during normal working hours shall receive their regular pay for such period, and the time spent in such service shall be reported as Jury Service or Court Leave. Time off for such service shall be granted only for the actual period of required service and the supervisor may require proof of the actual hours of service.

An employee compensated for jury duty or other court service cannot receive both compensation and their regular pay from the City. The employee must remit the court service payment or jury fee to the City Treasurer, or at their option, not be entitled to their regular pay for those hours absent from regular duty. The employee is not required to remit to the City Treasurer that portion of the compensation from the court that was properly documented for expenses.

Military Leave

The City of Chickasha will comply with all State and Federal laws. For Bargaining Unit Employees, the most recent Collective Bargaining Agreement supersedes this policy.

Other Benefits

Employee Assistance Program (EAP)

The City of Chickasha's Employee Assistance Program (EAP) is available to provide assistance to employees who may be experiencing personal or family problems with alcohol or drug abuse, financial burden, marital or other family problems. All employees who feel they may have a problem are encouraged to utilize the programs' resources before the problem adversely affects their job performance or employment status. Participation in this program is typically voluntary and confidential. However, a supervisor may make a mandatory or formal referral when some aspect of an employee's personal life negatively affects his/her performance on the job.

Employees may use EAP at their own initiation and without contact with supervisors or the Human Resources Department.

A supervisor may make a mandatory or formal referral when some aspects of an employee's personal life appear to be negatively affecting his/her performance on the job. In such cases, the supervisor will contact the Human Resources Department for the appropriate form to submit to the EAP provider.

Employees and/or dependents seeking assistance through the Employee Assistance Program are assured that reasonable efforts will be made to provide the services within strict principles of confidentiality.

Longevity Pay

Longevity pay is provided to encourage retention of employees by recognizing the value of long-term service with the City of Chickasha. Regular full-time employees not covered by a collective bargaining agreement who receive benefits are eligible for longevity pay. Longevity credit begins to accrue on the first of July following the employee's hire date. Longevity pay will be calculated at the rate of \$0.03 per hour for each year of service. For Bargaining Unit Employees, the most recent Collective Bargaining Agreement supersedes this policy.

Tuition Reimbursement

The City believes that continuing education not only benefits the employee but also contributes to enhancing the quality of services provided to citizens of Chickasha. When

finances allow and subject to City Manager approval and the appropriation of funds in each fiscal year, the City may provide tuition reimbursement to permanent full-time employees who meet the following criteria: The employee takes a course offered by an accredited college, university or trade school/vo-tech; the course is required by a degree plan that is related to a municipal career plan or is required by a trade school/vo-tech in a course of study related to a municipal career path as determined by the Human Resources Director; reimbursement is limited to no more than eight (8) credit hours per semester and is limited to tuition rate charged by a Oklahoma state institution; the employee obtains prior approval to take the course and earns a grade of "C" or above or a "Pass" in a "Pass/Fail" class.

An employee will not be eligible for tuition reimbursement if the cost of the course is provided via other means such as grants, scholarships, V.A. benefits, internships or other subsidies. An employee seeking to utilize this benefit must fill out and submit a Tuition Reimbursement Agreement form with the Human Resources Department which is signed by the employee's Department Director certifying that the course is career related before the course is taken.

One of the fundamental goals of this program is to enhance the quality of services offered to the community. Therefore, an employee who resigns his/her employment within two (2) years after receiving a tuition reimbursement will be required to reimburse the City for all amounts paid.

Employee Personnel Policy Receipt and Acknowledgement

I have received a copy of the City's Employee Personnel Policy and the related benefits document for my state of employment and understand that it contains important information on the personnel policies of the organization.

I am also acknowledging that:

- The handbook is not a binding contract, but a set of guidelines. I understand that all benefits, policies and procedures set forth herein are statements of general City policy and shall, in no manner, be construed to imply a contract or a guarantee of continuing employment with the City or employment for any specified length of time.
- The City reserves the right to eliminate, modify and improve any and all of its wages, conditions, including benefits, policies and rules at any time with or without notice. I understand that failure to follow City policies, procedures, and rules can result in corrective action up to and including termination of employment and civil and criminal liability. I further understand I have the right to ask questions about any part of this Handbook that I do not understand.
- I understand that all representations or oral statements by any public official or other employee of the City cannot contravene or supersede the written terms of this handbook or alter my at-will employment.
- This handbook, and its terms, supersede and nullify all previous personnel policies, manuals, handbooks or practices, whether written or not, of the City.

Print Employee Name

Employee Signature

Date

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APPENDIX A- FMLA

I. PURPOSE OF THE ACT

The FMLA allows eligible employees to take up to 12 weeks of unpaid leave in a 12-month period for medical reasons; the birth or adoption of a child; and the care of a child, spouse, or parent of the employee who has a serious health condition. (§ 825.200(a)).

II. DEFINITIONS

- A. *Son or Daughter:* A biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis* who is either less than 18 years of age or 18 years of age or older and “incapable of self-care” because of a physical or mental disability at the time that FMLA leave is to commence. “Incapable of self-care” means that the individual requires active assistance or supervision to provide daily self-care in three or more activities or instruments of daily living (i.e. hygiene, eating, paying bills, cleaning, etc.). (§ 825.122(c)).
- B. *Parent:* The biological parent, adoptive, step or foster father or mother, of an employee or an individual who stood *in loco parentis* to an employee when the employee was a son or daughter. Persons who are *in loco parentis* include those with day-to-day responsibilities to care for and financially support a child. A biological relationship is not necessary. (§ 825.122(b)).
- C. *Spouse:* A husband or wife as defined or recognized under State law for purposes of marriage in the State of Oklahoma, including common law marriage under the laws of the State of Oklahoma. (§ 825.122(a)).
- D. *Health Care Provider:* A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State in which the doctor practices; or any other person determined by the Secretary of Labor to be capable of providing health care services (i.e., podiatrist, dentists, clinical psychologists, optometrists, chiropractor, nurse practitioner and nurse-midwife, physician assistants, clinical social workers, and certain Christian Science practitioners). (§ 825.125(b)).
- E. *Serious Health Condition:* An illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, continuing treatment by a health care provider or a chronic condition. (§ 825.113).
- F. *Intermittent Leave:* Leave taken in separate blocks of time due to a single qualifying reason. (§ 825.202(a)).
- G. *Reduced Leave:* A leave schedule that reduces an employee’s usual number of working hours per workweek or hours per workday. A change in the employee’s schedule for a period of time, normally from full time to part time. (§ 825.202(a)).

- H. *FMLA 12-Month Period:* The 12-month period is measured forward from the date an employee's first FMLA leave begins. Example: If an employee's FMLA 12-month period begins on June 9 it will run until the following June 8. (§ 825.200(b)(4)).

III. ELIGIBILITY REQUIREMENTS

- A. To be eligible for leave under the FMLA, an employee must have been employed by The City for at least 12 months within the past seven years *and* worked at least 1,250 hours during the previous 12-month period preceding the request for leave. (§ 825.110).
1. The 12 months do not need to be consecutive months. (§ 825.110(b)). For example, if an employee worked for The City five (5) years before the current period of employment, the previous service could be counted toward the employee's 12-month eligibility requirement.
 2. If the break in service is to fulfill National Guard or Reserve military service obligations, there is no limit in the gap between periods of employment. (§ 825.110(b)).
- B. If The City grants non-FMLA leave to an employee before the employee is eligible for FMLA leave and the employee becomes eligible for FMLA leave while on non-FMLA leave, the leave period after the date the employee becomes eligible is FMLA leave and the leave period before such leave is non-FMLA leave. (§ 825.110).
- C. An eligible employee shall be entitled to a total of 12 workweeks of leave during the FMLA 12-month period for one or more of the following *FMLA qualifying events*:

Birth or Adoption:

1. The birth of a son or daughter of the employee or placement of a son or daughter with the employee for adoption or foster care. (§ 825.112).
 - a. Both the mother and father are entitled to FMLA leave to be with the healthy newborn child (i.e., bonding time) during the 12-month period beginning on the date of birth. (§ 825.120).
 - b. The mother is entitled to FMLA leave for incapacity due to pregnancy (i.e., morning sickness), for prenatal care, or for her own serious health condition following the birth of the child. (§ 825.120).
 - c. The husband is entitled to FMLA leave if needed to care for his pregnant spouse who is incapacitated, if needed to care for her during her prenatal care, or if needed to care for the spouse following the birth of a child if the spouse has a serious health condition. (§ 825.120).
 - d. Employees may take FMLA leave *before* the actual placement or adoption of a child if an absence from work is required for placement for adoption or foster care to proceed (i.e., appear in court, counseling, or travel to another

country, etc.). (§ 825.121).

e. If both parents work for The City, the combined leave to which they are entitled is 12 weeks. However, time may be split in any manner chosen by the parents. For example, if each parent took 6 weeks of leave to care for a healthy, newborn child, each could use an additional 6 weeks due to his or her own serious health condition or to care for a child with a serious health condition. If one spouse is ineligible for FMLA leave, the other spouse would be entitled to a full 12 weeks of leave. (§ 825.120(a)).

Employee's Serious Health Condition:

2. A serious health condition that renders the employee “unable to perform the functions of the position” because of an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. (§ 825.112).
 - a. An employee is “unable to perform the functions of the position” where the health care provider finds that the employee is unable to work at all or is unable to perform any one of the essential functions of the employee's position. An employee who must be absent from work to receive medical treatment for a serious health condition is considered to be unable to perform the essential functions of the position during the absence for treatment. (§ 825.123).
 - b. An on-the-job injury that qualifies as a serious health condition under FMLA will be charged to the employee's FMLA entitlement. The workers' compensation absence and FMLA leave shall run concurrently subject to proper notice and designation by the department.

Family Member's Serious Health Condition:

3. An employee may be eligible for FMLA when “needed to care for” the employee's spouse, son, daughter, or parent of the employee with a “*serious health condition*.” Care for parents-in-law is not covered by the FMLA. (§ 825.112; § 825.201).
 - a. “Needed to care for” means an employee may take leave to care for a family member if needed to provide physical and/or psychological care (i.e., basic medical needs, hygiene, transportation to the doctor, or emotional support). (§ 825.124).
 - b. The employee does not need to be the only individual or family member available to provide the care nor is the employee required to provide actual care. (§ 825.124).
 - c. If both spouses work for The City, each is entitled to 12 weeks to care for a sick son or daughter. If one spouse is ill and must be cared for by the other, each spouse is entitled to 12 weeks.

Servicemember leave – See PSB 09-07

IV. NOTICE AND DESIGNATION OF FMLA

- A. Eligibility notice. When an employee requests FMLA leave, or when the department/division acquires knowledge that an employee's leave may be for an FMLA-qualifying reason, the FMLA Coordinator must notify the employee of the employee's eligibility within five business days, absent extenuating circumstances. If it is determined that the employee is not eligible, the notice must state at least one reason why the employee is not eligible. *See* DOL Notice of Eligibility of Rights and Responsibilities form. (§ 825.300).
- B. Employee notice requirements. An employee must provide at least verbal notice to the department/division at least 30 days before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or a planned medical treatment for a serious health condition of the employee or a family member. If 30 days' notice is not practicable, notice must be given as soon as practicable. The notice should make the department/division aware that the employee needs FMLA leave and the anticipated timing and duration of the leave. (§ 825.302).
- C. Designation notice. It is The City's responsibility through the FMLA Coordinator to designate leave as FMLA qualifying, and to give notice of the designation of FMLA leave to the employee. When the FMLA Coordinator has enough information to determine whether the leave is being taken for an FMLA qualifying reason (e.g. after receiving the certification), the Coordinator must notify the employee within five (5) business days. *See* DOL Designation Notice form. (§ 825.300(d)).
 - 1. If the department/division will require the employee to present a fitness-for-duty certification to be restored to employment, it must provide notice of such requirement with the designation notice. If the fitness-for-duty is to address the employee's ability to perform the essential functions of the employee's position, it must so indicate in the designation notice, and must include a list of essential functions of the employee's position. (§ 825.300(d)).
 - 2. If the information provided by the employer to the employee in the designation notice changes (e.g., the employee exhausts the FMLA entitlement), the employer shall provide, within five (5) business days of receipt of the employee's first notice of need for leave subsequent to any change, written notice of the change. (§ 825.300(d)(5)).
- D. Sufficient information to designate leave. The decision to designate leave as FMLA-qualifying must be based only on information received from the employee or the employee's spokesperson (i.e., if the employee is incapacitated, the employee's spouse, adult child, parent, doctor, etc., may provide notice to the department/division of the need for leave). (§ 825.301(b)).
 - 1. In any circumstance where there is insufficient information about the reason for an employee's use of leave, the department/division can inquire further of the employee or the employee's spokesperson to ascertain whether the leave is potentially FMLA qualifying. (§ 825.301(b)).

2. If the employee or their spokesperson fails to explain the reasons for the use of leave, the FMLA leave may be denied. (§ 825.301(b)).
- E. Requesting use of approved FMLA leave. When an employee seeks leave due to an approved FMLA event, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave. (§ 825.303).
 1. Calling in “sick” without providing more information will not be considered sufficient notice to trigger obligations under the FMLA. (§ 825.303).
 2. An employee has an obligation to respond to questions designed to determine whether an absence is potentially FMLA qualifying. Failure to respond to reasonable inquiries regarding the leave request may result in denial of FMLA protection if unable to determine whether the leave is FMLA qualifying. (§ 825.303).
- F. Retroactive designation. FMLA leave may be retroactively designated with appropriate notice to the employee provided that the failure to timely designate leave does not cause harm or injury to the employee. (§ 825.301).
- G. Denial of FMLA Leave. Denial of FMLA leave requires consultation with the Personnel Department.

V. CERTIFICATION

- A. Certification requirement. The department/division may require an eligible employee to provide certification from a health care provider supporting the need for family and/or medical leave no later than 15 days from the date leave is requested. (§ 825.305(b)).
- B. Costs. Any and all costs associated with obtaining medical certification for purposes of FMLA are the sole responsibility of the employee.
- C. Complete and sufficient certification. In all instances in which certification is requested, it is the employee’s responsibility to provide a complete and sufficient certification and failure to do so may result in denial of FMLA leave. (§ 825.305; § 825.306).
 1. The FMLA Coordinator shall advise an employee whenever the certification is incomplete or insufficient and shall state in writing what additional information is necessary to make the certification complete and sufficient. The employee has seven (7) calendar days to resubmit the certification. If the deficiencies are not cured in the resubmitted certification FMLA leave may be denied. (§ 825.305; § 825.306).
 2. A medical certification is considered incomplete if one or more of the applicable entries have not been completed. A medical certification is considered insufficient if the information is vague, ambiguous, or non-responsive. (§ 825.305; § 825.306).

3. A certification that is not returned is not considered incomplete or insufficient but constitutes a failure to provide certification. (§ 825.305).
- D. Certification for each event. A separate request for leave must be submitted for each FMLA purpose. Approved leave shall only apply to that single purpose.
- E. Statement of essential functions. The department/division has the option, requiring certification from a health care provider, to provide a statement of the essential functions of the employee's position for the health care provider to review. The essential functions of the employee's position are to be determined with reference to the position the employee held at the time notice is given or leave commenced, whichever is earlier. (§ 825.123).
- F. Certification forms. When leave is taken because of an employee's own serious health condition or the serious health condition of a family member, the employee may be required to obtain a medical certification from the health care provider. For use in obtaining medical certification, employees can either submit the current Department of Labor form WH-380E or WH-380F or some other form of documentation that sets forth the following information: (§ 825.306)
1. The name, address, telephone number, and fax number of the health care provider and type of medical practice/specialization;
 2. The approximate date on which the serious health condition commenced, and its probable duration;
 3. A statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for leave. Such medical facts may include information on symptoms, diagnosis, hospitalization, doctor visits, whether medication has been prescribed, any referrals for evaluation or treatment (physical therapy, for example), or any other regimen of continuing treatment;
 4. If the employee is the patient, information sufficient to establish that the employee cannot perform the essential functions of the employee's job as well as the nature of any other work restrictions, and the likely duration of such inability (see § 825.123(b) and (c));
 5. If the patient is a covered family member with a serious health condition, information sufficient to establish that the family member is *in need of care*, and an estimate of the frequency and duration of the leave required to care for the family member;
 6. If employee requests leave on an intermittent or reduced schedule basis for planned medical treatment of the employee's or a covered family member's serious health condition, information sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of

the dates and duration of such treatments and any periods of recovery;

7. If employee requests leave on an intermittent or reduced schedule basis for the employee's serious health condition, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of the frequency and duration of the episodes of incapacity; and
 8. If employee requests leave on an intermittent or reduced schedule basis to care for a covered family member with a serious health condition, a statement that such leave is medically necessary to care for the family member, which can include assisting in the family member's recovery, and an estimate of the frequency and duration of the required leave.
- G. HIPAA privacy rules. The City has a statutory right to require sufficient medical information to support an employee's request for FMLA leave for a serious health condition. Generally, HIPAA privacy rules only apply in a physician/patient relationship and not to the employee/employer relationship. The HIPAA privacy rule does not apply in situations where an employee is providing medical certification to the employer for purposes of qualifying for FMLA leave. If an employee fails to provide the requested medical information, the employee will not qualify for FMLA.
- H. Contact health care providers. The FMLA specifically allows Human Resource professionals to contact an employee's health care provider for the sole purpose of authenticating or clarifying a medical certification but only after the employee has been given the opportunity to cure any deficiencies. The FMLA specifically prohibits direct supervisors from contacting the employee's health care provider. (§ 825.307).
- I. Recertification. If a minimum duration for the *period of incapacity* is specified, recertification may not be requested until that time period has expired. For example, if the certification states the employee will be unable to perform essential functions of job for two weeks, then the department/division cannot request recertification until those two weeks has expired. (§ 825.308).
1. Recertification may be requested in less than 30 days if the employee requests an extension of leave, circumstances have changed significantly from the original certification, or there are doubts about the stated reason for the employee's absence. (§ 825.308).
 2. In all circumstances, recertification is permitted every six (6) months. (§ 825.308).
 3. The employee is responsible for the costs of recertification. (§ 825.308).
 4. If the recertification is not provided in 15 days, the department/division may deny continuation of FMLA leave until recertification is provided. (§ 825.308).

VI. INTERMITTENT AND REDUCED LEAVE SCHEDULE

- A. Birth or placement of a child. When leave is taken after the birth of a *healthy* child or placement of a *healthy* child for adoption or foster care, intermittent or reduced leave may be taken only with the agreement of the supervisor. An agreement is not required for leave during which the mother has a serious health condition with the birth of her child or if the newborn child has a serious health condition. (§ 825.202(c)).
- B. Medical need for intermittent leave. Intermittent or a reduced leave schedule taken because of one's own serious health condition or to care for a parent, son or daughter with a serious health condition requires a medical need for leave and it must be that such medical need can be best accommodated through an intermittent or reduced leave schedule. (§825.202(b)).
- C. Scheduling treatment. When planning medical treatment, the employee must consult his/her supervisor and make a reasonable effort to schedule the treatment so as not to unduly disrupt operations, subject to the approval of the health care provider. (§ 825.302).
- D. Temporary transfer. An employee on intermittent leave or on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or family member may be temporarily transferred from their regular position to an alternative position for which the employee is qualified and which better accommodates recurring periods of leave. (§ 825.204).
 - 1. Transfer to an alternative position may include altering an existing job to better accommodate the employee's need for intermittent or reduced schedule leave. (§ 825.204(b)).
 - 2. When the employee no longer needs to continue the intermittent leave or reduced leave schedule the employee must be placed in the same or equivalent job as he/she left when the leave commenced. (§ 825.204(e)).
 - 3. Transfers may require compliance with applicable collective bargaining agreements. (§ 825.204(b)).
- E. Time keeping. Intermittent and reduced leave schedule will reduce the 12-week FMLA entitlement minute for minute. (§ 825.205).

VII. EFFECT ON PAY, ACCRUED LEAVE, BENEFITS AND POLICIES

- A. Substitution of paid leave. Generally, FMLA leave is unpaid leave. However, The City allows an employee requesting FMLA leave to substitute accrued sick leave, vacation leave, compensatory time (CTO) and donated sick leave prior to being placed in an unpaid leave status. The department/division is not required to provide sick leave benefits in any situation in which a health care professional has not certified the leave as medically necessary, or has released the employee/family member from medical care. (§ 825.207).

- B. Exempt employees. If an employee is otherwise exempt from minimum wage and overtime requirements under the Fair Labor Standards Act (FLSA) as a salaried employee, providing unpaid FMLA-qualifying leave to such an employee will not cause the employee to lose the FLSA exemption. (§ 825.206).
- C. Vacation and sick leave accruals. Vacation and sick leave shall not continue to accrue during any family and/or medical leave, which exceeds two (2) consecutive payroll periods. (§ 825.209(h)).
- D. Retirement and longevity. Unpaid family and/or medical leave will result in an adjustment to the employee's retirement and longevity eligibility (see applicable state statute with respect to eligibility for members of the Police and Fire pension systems). Salary review and eligibility dates will be adjusted one day for each day of absence in excess of 30 continuous calendar days. (§ 825.209(h)).
- E. Health and welfare benefits. An employee on FMLA leave will have health and welfare benefits maintained while on leave as if the employee had continued to work instead of taking the leave.
 - 1. Premiums. The employee will continue to pay his/her share of the premiums during the leave period. Failure to pay the required premium may result in cancellation of the employee's coverage.(§ 825.209; § 825.210; § 825.212).
 - 2. COBRA. Once all leave, including FMLA, has been exhausted and the employee has been in an unpaid status exceeding two (2) consecutive payroll periods, the employee will be offered allowable continuation coverage under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). Should the employee elect COBRA continuation coverage, he/she will be responsible for all premiums associated to continue health insurance coverage. Failure to pay the required premiums may result in cancellation of insurance benefits. (§ 825.209(f)).
- F. Overtime. If an employee would normally be required to work overtime but is unable to do so because of a FMLA-qualifying reason that limits the employee's ability to work overtime, the hours which the employee would have been required to work may be counted against the employee's FMLA entitlement. Voluntary overtime hours that an employee does not work due to a serious health condition may not be counted against the employee's FMLA leave entitlement. (§ 825.205).
- G. Holiday. Holidays are counted as FMLA leave if the employee is on FMLA leave the entire week in which the holiday falls. If the employee takes FMLA for less than a full workweek in which the holiday falls, the holiday does not count as FMLA leave unless the employee was otherwise scheduled and expected to work during the holiday. (§ 825.200).
- H. Periodic reporting. The department/division may require an employee on FMLA leave to report *periodically* on the employee's status and intent to return to work. The relevant facts

and circumstances related to the individual employee's leave situation must be taken into account before determining how often the employee should be required to report the status and intent of their return to work. (§ 825.311).

- I. Division reporting requirements. The department/division may require an employee to comply with the usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances. (§ 825.302).
- J. Bonuses. If a bonus, award, or other payment is based on the achievement of a specified goal (e.g., hours worked, production output, perfect attendance, safety, etc.) and the employee has not met the goal due to FMLA leave, then the bonus or payment can be denied (and does not need to be pro-rated) as long as other employees on an equivalent leave status (e.g., vacation, sick days, paid time off, etc.) for a reason that does not qualify as FMLA leave are treated the same. (§ 825.215).
- K. Secondary employment. An employee is prohibited from engaging in any secondary employment that occurs when the employee is off work from City employment on FMLA leave.
- L. Recordkeeping. Each department/division will be responsible for establishing procedures for entering and tracking FMLA leave in the payroll system for benefit purposes, as well as, maintaining records and documents related to health care certifications in a separate confidential medical file. (§ 825.500).

VIII. RETURN FROM FAMILY/MEDICAL LEAVE

- A. Restoration to position. An employee returning from FMLA leave within the 12-week FMLA period shall be restored to the position held prior to the leave commencing; or if the previously held position is unavailable, shall be restored to an equivalent position with equivalent pay and benefits, within his/her current department or division. (§ 825.214).
 - 1. Necessary leave. An employee may not be required to take more FMLA leave than necessary to resolve the circumstance that precipitated the need for leave. (§ 825.311(c)).
 - 2. Light duty. If an employee accepts a light duty assignment while still eligible for FMLA leave, he/she has reinstatement rights to his/her original or an equivalent job, but only until the end of the FMLA 12-month period. (§ 825.220(d)).
 - 3. Qualifications expired. If an employee is no longer qualified for the position because of the employee's inability to attend a necessary course, renew a license, etc. as a result of the leave, the employee shall be given a reasonable opportunity to fulfill those conditions upon return. (§ 825.215(b)).
- B. Medical release to return to work. Prior to an employee's return to work, the employee may be required to provide The City with a medical release, indicating that he/she is able

to resume work. (§ 825.312(a))

- C. Fitness for duty. The department/division is entitled to a fitness-for-duty certification up to once every 30 days if reasonable safety concerns exist regarding the employee's ability to perform his/her duties, based on the serious health condition for which the employee took such leave. In order to require a fitness-for-duty, the department/division must provide an employee with a list of the essential job functions no later than with the designation notice and it must be indicated in the designation notice that the fitness-for-duty must address the employee's ability to perform those essential functions. (§ 825.312(a)).
 - 1. The cost of the fitness-for-duty shall be borne by the employee. (§ 825.312(c)).
 - 2. A department/division may delay restoration to employment until an employee submits a required fitness-for-duty. (§ 825.312(e)).
 - 3. An employee who does not provide a fitness-for-duty certification or request additional FMLA leave is no longer entitled to reinstatement under the FMLA. (§ 825.312(e)).
- D. Second opinion. The City reserves the right to obtain a second opinion, and if necessary, a third opinion, at The City's expense. If the second or third opinion supports the original release, the employee shall be compensated, from the date of the original release. However, if *both* the second and third opinion do not support the original release, the employee shall not be compensated for time lost. (§ 825.307(b)).

IX. FAILURE TO RETURN FROM FAMILY/MEDICAL LEAVE

- A. Failure to Return. An employee who fails to return from FMLA leave after the 12 weeks of FMLA leave has expired and has not been approved for leave of absence or after being medically certified to do so, may be subject to disciplinary action, up to and including termination.
- B. Personal leave of absence. An employee who is medically unable to return to work after the 12-week FMLA period has expired, and is unable to perform the essential functions of his/her position with or without restrictions, may apply for a leave of absence through his/her department director. (See Personal Leave of Absence Section of the Personnel Policies).
 - 1. If the leave of absence is approved, the employee will be permitted to use accrued vacation/sick leave/comp time. If the employee does not have any accrued vacation, sick leave, or comp time, he/she will be placed in an unpaid status.
 - 2. If after the leave of absence expires the employee remains unable to perform the essential functions of the position he/she held at the time FMLA was granted (with or without restrictions), the employee may be subject to termination.

3. Medical documentation from the employee's health care provider indicating that the employee is unable to work because of the continuation, recurrence, or onset of the serious health condition, must be provided at the time the leave of absence is requested. The City reserves the right to investigate an employee's continued absence. **Note:** Continued absences due to job injuries are covered under applicable job injury policies.
- C. Restoration after expiration of FMLA. The employee does not have the right to restoration to his/her position after the 12-week FMLA entitlement has expired, except where the employee's job injury leave exceeds the FMLA period. In that instance, the employee will be restored according to applicable injury leave policies. An employee whose medical leave exceeds 12 weeks will be returned to the same or similar position, only if available. If the same or similar position is not available, the employee may be terminated.

X. ADMINISTRATION

- A. Each City department shall have an assigned FMLA Coordinator who is responsible for administration of the FMLA policy as it pertains to that department's employees. If an employee has questions or concerns about the interpretation or administration of the FMLA policy they are to consult their FMLA Coordinator.
- B. The Personnel Department shall be responsible for general oversight and interpretation of the FMLA; provide advice and guidance to all FMLA Coordinators regarding applications of the Act; and, the coordination of all FMLA dispute resolution activities between The City and the United States Department of Labor, Wage and Hour Division.

Appendix B- Reasonable Accommodations for Pregnant Workers Policy

Purpose

As required by the federal Pregnant Workers Fairness Act (PWFA), City of Chickasha will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth or related medical conditions, unless the accommodation will cause undue hardship to City of Chickasha's operations.

Policy

An employee or applicant may request an accommodation due to pregnancy, childbirth or a related medical condition by submitting the request in writing to human resources (HR). The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, HR will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship.

While the reasonableness of each accommodation request will be individually assessed, possible accommodation includes allowing the individual to:

- Sit while working.
- Drink water during the workday.
- Receive closer-in parking.
- Have flexible hours.
- Receive appropriately sized uniforms and safety apparel.
- Receive additional break time to use the bathroom, eat and rest.
- Take time off to recover from childbirth.

- Be excused from strenuous activities and/or activities that involve exposure to compounds deemed unsafe during pregnancy.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, City of Chickasha will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

City of Chickasha prohibits any retaliation, harassment or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

CHICKASHA

Meeting Type: Council Agenda 2-17-2025

Meeting Date: 2/17/2025

Department: City Clerk

Agenda Item No. 4.e.

AGENDA ITEM: Acknowledge receipt of the Economic Development Council of Chickasha, Inc. Check Detail for January 2025.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: February 17, 2025	(From)		

V. ATTACHMENTS:

1. JANUARY 2025

10:29 AM
02/04/25

Economic Development Council of Chickasha, Inc.
Check Detail
January 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Check	ACH	01/14/2025	Cheryl Critchfield		101 - Economic Development Council	
TOTAL					201 - Payroll	
Check	ACH	01/14/2025	Jim Cowan		101 - Economic Development Council	
TOTAL					201 - Payroll	
Check	ACH	01/14/2025	Matthew T Brooks,...		101 - Economic Development Council	
TOTAL					201 - Payroll	
Check	ACH	01/30/2025	Cheryl Critchfield		101 - Economic Development Council	
TOTAL					201 - Payroll	
Check	ACH	01/30/2025	Jim Cowan		101 - Economic Development Council	
TOTAL				Reimb Subscription paid for LandGlide	201 - Payroll 670.1 - Mileage 636 - Dues, Fees, Subscriptions	
Check	ACH	01/30/2025	Matthew T Brooks,...		101 - Economic Development Council	
TOTAL					201 - Payroll 670.1 - Mileage	
Check	7864	01/13/2025	Life Skills Institute	Inv 25-0044	101 - Economic Development Council	-500.00
TOTAL				Inv 25-0044	681 - Keep Chickasha Beautiful/Clean	-500.00
Check	7865	01/13/2025	Storage R Us	VOID: Final pmt - storage unit GJE, RGJE created on 01/28/2025	101 - Economic Development Council	0.00
TOTAL						

Type	Num	Date	Name	Memo	Account	Paid Amount
Check	7866	01/13/2025	Dragoon Graphics ...	Inv 002877	101 - Economic Development Council	
TOTAL				Inv 002877	873 - Uniforms	-43.80
Check	7867	01/13/2025	Richard's Printing	Inv 61826 yard signs	101 - Economic Development Council	
TOTAL				Inv 61826 yard signs	681 - Keep Chickasha Beautiful/Clean	-45.00
Check	7868	01/13/2025	Vanguard	Simple IRA Cowen	101 - Economic Development Council	
TOTAL				Simple IRA Cowen	212 - Simple IRA	-1,618.74
Check	7869	01/13/2025	Chickasha Rotary ...	Inv 2264	101 - Economic Development Council	
TOTAL				Inv 2264	636 - Dues, Fees, Subscriptions	-242.00
Check	7870	01/13/2025	Chickasha Chamb...	Rent/Utilities	101 - Economic Development Council	
TOTAL				Rent/Utilities	609.2 - Rent, Parking, Utilities	-1,902.82
Check	7871	01/13/2025	Visa	Credit card ending in 9353 Cowan	101 - Economic Development Council	
TOTAL					636 - Dues, Fees, Subscriptions	-15.99
					638 - Miscellaneous Expenses	-3.80
					675 - Tourism Expenditures	-48.00
					638 - Miscellaneous Expenses	79.79
					639 - Office Expenses	-103.20
					636 - Dues, Fees, Subscriptions	-250.00
					614 - Conferences/Professional Dev	-1,253.00
					636 - Dues, Fees, Subscriptions	-14.99
					671 - Meals	-135.04
					639 - Office Expenses	-24.64
					636 - Dues, Fees, Subscriptions	-19.99
					636 - Dues, Fees, Subscriptions	-197.10
					671 - Meals	-94.72
					660 - Payroll Expenses	-16.94
					638 - Miscellaneous Expenses	626.16
TOTAL						-1,471.46

10:29 AM
02/04/25

Economic Development Council of Chickasha, Inc.
Check Detail
January 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Check	7872	01/13/2025	KSWO	Inv 3779945-1	101 · Economic Development Council	
				Inv 3779945-1	601 · Advertising/Marketing	-975.00
TOTAL						-975.00
Check	7873	01/13/2025	KWCO-Kool 105.5	Inv CC-1241250391	101 · Economic Development Council	
				Inv CC-1241250391	601 · Advertising/Marketing	-250.00
TOTAL						-250.00
Check	7874	01/13/2025	Mollman Outdoor	Inv Q40340	101 · Economic Development Council	
				Inv Q40340	601 · Advertising/Marketing	-250.00
TOTAL						-250.00
Check	7875	01/28/2025	Edward Jones Fina...	Simple IRA Brooks, Critchfield	101 · Economic Development Council	
				Simple IRA Brooks, Critchfield	212 · Simple IRA	-439.26
TOTAL						-439.26
Check	7876	01/28/2025	VSP Vision Care	30099313 Cowan, Critchfield, Brooks	101 · Economic Development Council	
				30099313 Cowan, Critchfield, Brooks	660 · Payroll Expenses	-44.91
TOTAL						-44.91
Check	7877	01/28/2025	The Glass Shop	Inv 21685 Repair glass	101 · Economic Development Council	
				Inv 21685 Repair glass	638 · Miscellaneous Expenses	-224.41
TOTAL						-224.41
Check	7878	01/28/2025	Delta Dental of Okl...	Inv 2089254 Cowan, Critchfield, Brooks	101 · Economic Development Council	
				Inv 2089254 Cowan, Critchfield, Brooks	660 · Payroll Expenses	-171.00
TOTAL						-171.00
Check	7879	01/28/2025	Electrical Technolo...	Inv 2508 Repair lights	101 · Economic Development Council	
				Inv 2508 Repair lights	638 · Miscellaneous Expenses	-95.00
TOTAL						-95.00

10:29 AM
02/04/25

Economic Development Council of Chickasha, Inc.
Check Detail
January 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Check	7860	01/28/2025	Angel, Johnston & ...	Inv 53937	101 - Economic Development Council	
				Inv 53937	641 - Accounting Fees	-275.00
TOTAL						-275.00
Check	7861	01/28/2025	Standley Systems	Inv 1759399	101 - Economic Development Council	
				Inv 1759399	644 - equipment lease	-44.72
TOTAL						-44.72
Check	7862	01/28/2025	IntellaVault, Inc	Annual cloud storage	101 - Economic Development Council	
				Annual cloud storage	636 - Dues, Fees, Subscriptions	-600.00
TOTAL						-600.00
Check	7863	01/28/2025	Blue Cross & Blue ...	277770 Cowan, Critchfield, Brooks	101 - Economic Development Council	
				277770 Cowan, Critchfield, Brooks	660 - Payroll Expenses	-2,839.50
TOTAL						-2,839.50
Check	7864	01/28/2025	OH18 LLC	Inv 3748	101 - Economic Development Council	
				Inv 3748	601 - Advertising/Marketing	-850.00
TOTAL						-850.00
Check	7865	01/28/2025	Mollman Outdoor	Inv Q40370	101 - Economic Development Council	
				Inv Q40370	601 - Advertising/Marketing	-320.00
TOTAL						-320.00
Check	7866	01/28/2025	Dragoon Graphics ...	Inv 002882	101 - Economic Development Council	
				Inv 002882	873 - Uniforms	-43.80
TOTAL						-43.80
Check	7867	01/28/2025	Day Holdings LP	Small Business Grant Red Dirt Catering	101 - Economic Development Council	
				Small Business Grant Red Dirt Catering	676 - Small Bus. Start-up Program	-850.00
TOTAL						-850.00

Economic Development Council of Chickasha, Inc.
Check Detail
January 2025

Type	Num	Date	Name	Memo	Account	Paid Amount
Check	7888	01/28/2025	Vitus Investments	Storage rental	101 - Economic Development Council	-300.00
				Storage rental	609.2 - Rent, Parking, Utilities	-300.00
TOTAL						-300.00
Check	7889	01/28/2025	Festival of Light	Ornaments,bags,magnets for LC	101 - Economic Development Council	-131.25
				Ornaments,bags,magnets for LC	675 - Tourism Expenditures	-131.25
TOTAL						-131.25

CHICKASHA

Meeting Type: Council Agenda 2-17-2025

Meeting Date: 2/17/2025

Department: City Clerk

Agenda Item No. 4.f.

AGENDA ITEM: Approve Open Streets event scheduled for May 3, 2025, and waive any associated fees.

I. BACKGROUND/DESCRIPTION:

The Open Street Committee has requested to hold its annual Open Streets event on Saturday, May 3, 2025, from 10:00 a.m. to 2:00 p.m. in Downtown Chickasha. This event is free and open to the public. The purpose of this event is to encourage physical fitness in the community.

A Certificate of Liability Insurance has already been provided for the event.

II. RECOMMENDED ACTION:

Approve the request from the Open Streets Committee to hold its annual Open Streets event, closing Chickasha Avenue from the Rock Island Depot on 1st Street to 3rd Street on May 3, 2025, from 9:00 a.m. to 3:00 p.m. waiving all fees upon the executed required Indemnification Agreement.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: February 17, 2025	(From)		

V. ATTACHMENTS:

- 20250211163652823



January 30, 2025

Honorable Mayor and City Council
City of Chickasha
117 N. 4th Street
Chickasha, Oklahoma 73018

Dear Honorable Mayor and Chickasha City Council,

On behalf of the Open Streets Committee, this request is to hold the 8th annual Open Streets Event on Saturday, May 3rd, 2025, from 10 am to 2 pm in Downtown Chickasha. This event would be free and open to the public. The purpose of the Open Streets Event is to encourage physical fitness in the community. We will be having vendors from the Chickasha community to promote different types of fitness (i.e., walking, jogging, bicycling, and more!).

The preparations for the event will take place beginning at 9am and be completed by 3 pm. We are requesting that permission be granted to host the event in Downtown Chickasha on Chickasha Avenue starting at N 3rd Street and extending through N 1st Street just past the Rock Island Depot. (Please refer to the sample Open Streets map included)

Please see the attached Certification of Insurance for the event.

Thank you for your time and for your support in our community activities.

Best regards,

Lewis Knisley
E: lknisley@ymcaokc.org
P: 405-224-2281

7TH ANNUAL

OPEN STREETS
 CHICKASHA

**SATURDAY, MAY 4
 10 A.M. TO 2 P.M.**

7TH ANNUAL

FESTIVAL MAP



- | | |
|--|---------------------------------|
| 1. StretchLab Norman | 16. Chickasha Area YMCA |
| 2. Grady County Sheriff | 17. Grady County 4-H |
| 3. USAO – School of Science and Physical Education | 18. Century 21 Mosley |
| 4. Water Slide | 19. TOPS |
| 5. Altrusa International of Chickasha | 20. Grady Memorial Hospital |
| 6. Water Slide | 21. OHCE |
| 7. Oklahoma Yoga | 22. Water Slide |
| 8. OSDH | 23. Dragon Training Academy |
| 9. Obstacle Course | 24. Chickasha Kiwanas Club |
| 10. HLP Serving Grady County | 25. Jungle Ice |
| 11. South Western Oklahoma Development Authority | 26. Chickasha Fire Department |
| 12. Norman Regional Primary Care | 27. Chickasha Area Arts Council |
| 13. Popworth's Kettlecorn LLC | 28. Standley Systems, LLC |
| 14. KOOL 105.5 | 29. Alpacas of Oklahoma |
| 15. Bounce House | |

Information at the Chickasha Area YMCA booth.

This community event is made possible by our generous sponsors.



Visit Chickasha

HSI Sensing/Genisco Filter



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/29/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Sterling Management Group 2901 NW 156th Street Edmond OK 73013		CONTACT NAME: Kathy Randall PHONE (A/C, No, Ext): (405) 530-4019 FAX (A/C, No): (405) 530-4038 E-MAIL ADDRESS: kathyrandall@loftiswetzel.com	
INSURED YMCA of Greater Oklahoma City 500 N Broadway Suite 500 Oklahoma City OK 73102-6298		INSURER(S) AFFORDING COVERAGE INSURER A: Crum & Forster Indemnity Co INSURER B: The Travelers Indemnity Company (a Stock Company) INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 24/25

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR YWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS			
A	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ BI & PD Ded 25,000 per claim GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	Y		506909850-3	07/01/2024	07/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$ 1,000,000			
	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						506909850-3	07/01/2024	07/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$ 1,000,000
	UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						582123673-8	07/01/2024	07/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 Products Completed Op \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N ☐ N/A						N/A			PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Business Personal Property Special Form, Agreed Value			KTK-CMB-7T59961-4-24	07/01/2024	07/01/2025	Limit 755,000 All Other Peril Deductible 100,000 Wind/Hail Deductible 3%			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Cert holder shall be an additional insured in accordance with all the terms, conditions & limitations of the policy & then only with respect to liability caused by the negligent acts or omissions of the Named Insured
Open Streets events
May 3 from 10a-2p on Chickasha Ave between 3rd and 1st streets.

CERTIFICATE HOLDER

CANCELLATION

City of Chickasha
117 N. 4th Street

Chickasha

OK 73018

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

William R. Egan

CHICKASHA

Meeting Type: Council Agenda 2-17-2025

Meeting Date: 2/17/2025

Department: Finance

Agenda Item No. 4.g.

AGENDA ITEM: Acceptance of the Financials for January 2025.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: February 17, 2025	(From)		

V. ATTACHMENTS:

1. 20250212091421311

FINANCIAL STATEMENT (UNAUDITED)

AS OF: JANUARY 31ST, 2025

11 -GENERAL FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
PERMITS	277,000.00	30,400.51	0.00	201,511.65	0.00	75,488.35	72.75
LICENSES	119,405.00	3,614.50	0.00	65,358.00	0.00	54,047.00	54.74
CEMETERY	85,000.00	10,125.00	0.00	45,049.25	0.00	39,950.75	53.00
FEES	52,550.00	14,072.79	0.00	65,868.94	0.00 (	13,318.94)	125.35
RENT	3,500.00	410.00	0.00	1,427.50	0.00	2,072.50	40.79
STATE TAX	18,891,000.00	1,559,323.18	0.00	10,460,226.29	0.00	8,430,773.71	55.37
OTHER TAX	855,000.00	52,662.39	0.00	519,986.21	0.00	335,013.79	60.82
FRANCHISE TAX	580,000.00	45,153.93	0.00	388,306.45	0.00	191,693.55	66.95
GRANTS AND PROGRAMS	65,950.00	40,502.68	0.00	101,802.68	0.00 (	35,852.68)	154.36
CONTRACTS/AGREEMENTS	0.00	0.00	0.00	88,300.00	0.00 (	88,300.00)	0.00
SWIMMING POOL/SPORTS COM	45,500.00	0.00	0.00	14,178.21	0.00	31,321.79	31.16
MISC REVENUES	25,000.00	5,351.31	0.00	27,359.74	0.00 (	2,359.74)	109.44
TRANSFER OTHER FUNDS-EQU	5,637,680.00	423,832.42	0.00	2,941,365.47	0.00	2,696,314.53	52.17
INTEREST	20,000.00	2,650.69	0.00	29,771.51	0.00 (	9,771.51)	148.86
PRIOR YEAR FUND BALANCE C	949,581.00	0.00	0.00	0.00	0.00	949,581.00	0.00
*** TOTAL REVENUES ***	27,607,166.00	2,188,099.40	0.00	14,950,511.90	0.00	12,656,654.10	54.15

EXPENDITURE SUMMARY

01-ADMINISTRATION	575,466.00	29,366.82	0.00	379,498.77	1,901.06	194,066.17	66.28
04-EMERGENCY MANAGEMENT	149,000.00	8,593.75	0.00	64,064.52	6,908.20	78,027.28	47.63
02-FIRE DEPARTMENT-PS	553,139.80	57,306.02	0.00	316,929.67	32,488.80	203,721.33	63.17
21-FIRE OPERATIONS	3,559,451.00	277,155.47	0.00	1,635,041.90	16,235.62	1,908,173.48	46.39
03-POLICE DEPARTMENT-PS	899,227.00	41,033.87	0.00	418,733.21	0.00	480,493.79	46.57
41-PATROL SERVICES	3,183,679.00	353,878.32	0.00	1,637,493.24	52,299.83	1,493,885.93	53.08
42-INVETIGATIONS	418,551.00	39,118.31	0.00	195,173.35	1,552.35	221,825.30	47.00
43-ANIMAL CONTROL	347,767.20	20,575.93	0.00	156,627.66	71,575.00	119,564.54	65.62
44-MUNICIPAL COURT	94,726.00	5,693.53	0.00	41,185.69	0.00	53,540.31	43.48
45-DISPATCH	578,680.00	32,719.45	0.00	247,106.20	667.00	330,906.80	42.82
51-PARK MAINTENANCE	1,292,859.00	108,953.24	0.00	548,954.47	475,908.78	267,995.75	79.27
52-SPORTS COMPLEX	491,023.00	16,755.87	0.00	235,213.57	14,706.59	241,102.84	50.90
54-SHANNON SPRINGS (FOL)	137,660.00	28,850.37	0.00	97,804.16	32,788.04	7,067.80	94.87
06-CEMETERY MAINTENANC-C	472,265.00	31,274.02	0.00	299,164.49	17,558.96	155,541.55	67.06
08-LIBRARY - C&R	582,985.00	38,539.53	0.00	314,910.05	16,378.76	251,696.19	56.83
09-STREET & STORM	1,572,482.00	131,636.46	0.00	858,900.75	172,792.17	540,789.08	65.61
10-FLEET	53,072.00	8,539.21	0.00	51,768.98	2,503.99 (	1,200.97)	102.26
14-FINANCE-GG	653,870.00	66,727.61	0.00	305,070.47	36,032.50	312,767.03	52.17
07-HUMAN RESOURCES	221,586.00	16,989.68	0.00	117,364.80	14,750.00	89,471.20	59.62
16-COMM DEVEL/PLAN SERV	332,129.00	19,071.65	0.00	142,338.13	64.95	189,725.92	42.88
18-BUILDING SERVICES	286,039.00	18,440.54	0.00	140,250.42	0.00	145,788.58	49.03
46-CODE COMPLIANCE	273,235.00	15,673.91	0.00	135,702.41	9,420.83	128,111.76	53.11
17-GENERAL GOVERNMENT-GG	10,862,552.00	870,745.32	0.00	5,994,867.18	2,829.00	4,864,855.82	55.21
70-GRANT(S)	15,722.00	0.00	0.00	11,693.87	2,090.90	1,937.23	87.68
*** TOTAL EXPENDITURES ***	27,607,166.00	2,237,638.88	0.00	14,345,857.96	981,453.33	12,279,854.71	55.52
** REVENUE OVER (UNDER) EXPENDITURES **	0.00 (	49,539.48)	0.00	604,653.94 (	981,453.33)	376,799.39	0.00

FINANCIAL STATEMENT (UNAUDITED)

AS OF: JANUARY 31ST, 2025

20 -DONATIONS FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
DONATIONS	12,000.00	1,765.60	0.00	21,119.30	0.00 (	9,119.30)	175.99
INTEREST	<u>0.00</u>	<u>756.96</u>	<u>0.00</u>	<u>5,242.17</u>	<u>0.00 (</u>	<u>5,242.17)</u>	<u>0.00</u>
*** TOTAL REVENUES ***	12,000.00	2,522.56	0.00	26,361.47	0.00 (	14,361.47)	219.68
=====							
<u>EXPENDITURE SUMMARY</u>							
20-DONATIONS-GG	<u>12,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,618.69</u>	<u>0.00</u>	<u>9,381.31</u>	<u>21.82</u>
*** TOTAL EXPENDITURES ***	12,000.00	0.00	0.00	2,618.69	0.00	9,381.31	21.82
=====							
** REVENUE OVER (UNDER) EXPENDITURES **	0.00	2,522.56	0.00	23,742.78	0.00 (	23,742.78)	0.00
=====							

FINANCIAL STATEMENT (UNAUDITED)

AS OF: JANUARY 31ST, 2025

23 -EMERGENCY MED SERV FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
EMS FEES	2,601,000.00	124,288.82	0.00	1,125,030.93	0.00	1,475,969.07	43.25
GRANTS AND PROGRAMS	726,000.00	0.00	0.00	351,638.59	0.00	374,361.41	48.44
INTEREST	<u>1,993.00</u>	<u>3,361.39</u>	<u>0.00</u>	<u>17,141.00</u>	<u>0.00</u>	<u>(15,148.00)</u>	<u>860.06</u>
*** TOTAL REVENUES ***	<u>3,328,993.00</u>	<u>127,650.21</u>	<u>0.00</u>	<u>1,493,810.52</u>	<u>0.00</u>	<u>1,835,182.48</u>	<u>44.87</u>
<u>EXPENDITURE SUMMARY</u>							
02-FIRE DEPARTMENT-PS	<u>3,328,993.00</u>	<u>323,411.86</u>	<u>0.00</u>	<u>1,616,436.25</u>	<u>392,691.14</u>	<u>1,319,865.61</u>	<u>60.35</u>
*** TOTAL EXPENDITURES ***	<u>3,328,993.00</u>	<u>323,411.86</u>	<u>0.00</u>	<u>1,616,436.25</u>	<u>392,691.14</u>	<u>1,319,865.61</u>	<u>60.35</u>
** REVENUE OVER (UNDER) EXPENDITURES **	0.00 (195,761.65)		0.00 (122,625.73)	(392,691.14)		515,316.87	0.00

FINANCIAL STATEMENT (UNAUDITED)

AS OF: JANUARY 31ST, 2025

25 -CHICKASHA INDUST AUTH

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
GRANTS AND PROGRAMS	30,000.00	28,583.07	0.00	28,583.07	0.00	1,416.93	95.28
MISC REVENUES	0.00	0.00	0.00	273.00	0.00	(273.00)	0.00
TRANSFER OTHER FUNDS-EQU	612,000.00	31,585.36	0.00	362,069.48	0.00	249,930.52	59.16
INTEREST	2,500.00	364.10	0.00	2,510.45	0.00	(10.45)	100.42
PRIOR YEAR FUND BALANCE C	<u>408,394.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>408,394.00</u>	<u>0.00</u>
*** TOTAL REVENUES ***	<u>1,052,894.00</u>	<u>60,532.53</u>	<u>0.00</u>	<u>393,436.00</u>	<u>0.00</u>	<u>659,458.00</u>	<u>37.37</u>
<u>EXPENDITURE SUMMARY</u>							
25-CHICKASHA INDUSTRIAL	<u>1,052,894.00</u>	<u>52,092.60</u>	<u>0.00</u>	<u>382,513.56</u>	<u>51,000.00</u>	<u>619,380.44</u>	<u>41.17</u>
*** TOTAL EXPENDITURES ***	<u>1,052,894.00</u>	<u>52,092.60</u>	<u>0.00</u>	<u>382,513.56</u>	<u>51,000.00</u>	<u>619,380.44</u>	<u>41.17</u>
** REVENUE OVER (UNDER) EXPENDITURES **	<u>0.00</u>	<u>8,439.93</u>	<u>0.00</u>	<u>10,922.44</u>	<u>(51,000.00)</u>	<u>40,077.56</u>	<u>0.00</u>

26 -ED-DEDICATED SALES TAX

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
REVENUE SUMMARY							
INTEREST	10,000.00	361.75	0.00	20,354.47	0.00	(10,354.47)	203.54
PRIOR YEAR FUND BALANCE C	1,490,000.00	0.00	0.00	0.00	0.00	1,490,000.00	0.00
*** TOTAL REVENUES ***	1,500,000.00	361.75	0.00	20,354.47	0.00	1,479,645.53	1.36
EXPENDITURE SUMMARY							
26-ED DED. SALES TAX	1,500,000.00	0.00	0.00	246,766.00	0.00	1,253,234.00	16.45
*** TOTAL EXPENDITURES ***	1,500,000.00	0.00	0.00	246,766.00	0.00	1,253,234.00	16.45
** REVENUE OVER(UNDER) EXPENDITURES **	0.00	361.75	0.00	{ 226,411.53}	0.00	226,411.53	0.00

CITY OF CHICKASHA
FINANCIAL STATEMENT (UNAUDITED)
AS OF: JANUARY 31ST, 2025

27 -E-911 FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
E-911	160,000.00	19,143.81	0.00	135,283.97	0.00	24,716.03	84.55
INTEREST	<u>2,000.00</u>	<u>1,345.82</u>	<u>0.00</u>	<u>9,095.45</u>	<u>0.00</u>	(<u>7,095.45</u>)	<u>454.77</u>
*** TOTAL REVENUES ***	162,000.00	20,489.63	0.00	144,379.42	0.00	17,620.58	89.12
<u>EXPENDITURE SUMMARY</u>							
27-EMERGENCY 911-PS	<u>162,000.00</u>	<u>1,494.71</u>	<u>0.00</u>	<u>53,897.45</u>	<u>1,710.00</u>	<u>106,392.55</u>	<u>34.33</u>
*** TOTAL EXPENDITURES ***	162,000.00	1,494.71	0.00	53,897.45	1,710.00	106,392.55	34.33
** REVENUE OVER (UNDER) EXPENDITURES **	0.00	18,994.92	0.00	90,481.97 (	1,710.00) (	88,771.97)	0.00

CITY OF CHICKASHA
FINANCIAL STATEMENT (UNAUDITED)
AS OF: JANUARY 31ST, 2025

28 -FIRE/EMS TRAINING FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
TRANSFER OTHER FUNDS-EQU	100.00	0.12	0.00	20.84	0.00	79.16	20.84
INTEREST	0.00	2.89	0.00	21.44	0.00	(21.44)	0.00
*** TOTAL REVENUES ***	100.00	3.01	0.00	42.28	0.00	57.72	42.28
<u>EXPENDITURE SUMMARY</u>							
02-FIRE DEPARTMENT-PS	100.00	0.00	0.00	0.00	0.00	100.00	0.00
*** TOTAL EXPENDITURES ***	100.00	0.00	0.00	0.00	0.00	100.00	0.00
** REVENUE OVER (UNDER) EXPENDITURES **	0.00	3.01	0.00	42.28	0.00	(42.28)	0.00

29 -POLICE TRAINING FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
TRANSFER OTHER FUNDS-EQU	4,000.00	360.62	0.00	1,532.59	0.00	2,467.41	38.31
INTEREST	500.00	113.07	0.00	839.01	0.00	(339.01)	167.80
*** TOTAL REVENUES ***	4,500.00	473.69	0.00	2,371.60	0.00	2,128.40	52.70
<u>EXPENDITURE SUMMARY</u>							
03-POLICE DEPARTMENT-PS	4,500.00	0.00	0.00	0.00	0.00	4,500.00	0.00
*** TOTAL EXPENDITURES ***	4,500.00	0.00	0.00	0.00	0.00	4,500.00	0.00
** REVENUE OVER (UNDER) EXPENDITURES **	0.00	473.69	0.00	2,371.60	0.00	(2,371.60)	0.00

FINANCIAL STATEMENT (UNAUDITED)

AS OF: JANUARY 31ST, 2025

31 -CHICKASHA MUNICIPAL AUTH

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
LICENSES	15,000.00	0.00	0.00	11,944.00	0.00	3,056.00	79.63
FEES	23,000.00	2,040.32	0.00	14,217.62	0.00	8,782.38	61.82
RENT	153,000.00	3,672.50	0.00	133,123.99	0.00	19,876.01	87.01
GRANTS AND PROGRAMS	195,714.00	0.00	0.00	195,714.00	0.00	0.00	100.00
OIL & GAS	9,000.00	8,160.00	0.00	8,160.00	0.00	840.00	90.67
CONTRACTS/AGREEMENTS	0.00	0.00	0.00	315,000.00	0.00	(315,000.00)	0.00
UTILITY SERVICE	8,980,500.00	824,405.78	0.00	6,290,736.40	0.00	2,689,763.60	70.05
MISC REVENUES	10,000.00	10,306.04	0.00	96,224.20	0.00	(86,224.20)	962.24
TRANSFER OTHER FUNDS-EQU	7,510,274.00	609,552.36	0.00	4,199,007.45	0.00	3,311,266.55	55.91
INTEREST	1,525,000.00	247,039.99	0.00	2,230,405.29	0.00	(705,405.29)	146.26
PRIOR YEAR FUND BALANCE C	<u>5,624,682.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,624,682.00</u>	<u>0.00</u>
*** TOTAL REVENUES ***	<u>24,046,170.00</u>	<u>1,705,176.99</u>	<u>0.00</u>	<u>13,494,532.95</u>	<u>0.00</u>	<u>10,551,637.05</u>	<u>56.12</u>
<u>EXPENDITURE SUMMARY</u>							
30-CMA CAPITAL	1,595,714.00	394,775.60	0.00	959,830.65	145,279.60	490,603.75	69.25
31-CMA GENERAL-BT	5,285,800.00	437,465.17	0.00	3,039,076.88	0.00	2,246,723.12	57.50
15-UTILITY BILLING	308,353.00	20,916.78	0.00	146,288.33	105.00	161,959.67	47.48
32-PUBLIC WORKS ADMIN-BT	358,170.00	10,987.24	0.00	193,224.08	10,177.38	154,768.54	56.79
33-SANITATION-BT	2,750,292.00	214,273.54	0.00	1,511,977.31	49,583.03	1,188,731.66	56.78
34-WATER PLANT-BT	2,465,800.00	225,635.25	0.00	1,337,255.66	0.00	1,128,544.34	54.23
35-WASTEWATER PLANT-BT	1,261,400.00	81,076.55	0.00	771,059.93	0.00	490,340.07	61.13
36-LINE MAINTENANCE-BT	1,620,893.00	166,444.80	0.00	863,003.01	216,847.30	541,042.69	66.62
37-LAKE CHICKASHA-C&R	158,418.00	2,985.70	0.00	93,915.22	1,415.00	63,087.78	60.18
38-BUILDING MAINTENANCE	609,264.00	24,017.86	0.00	275,791.25	40,741.12	292,731.63	51.95
39-STORMWATER MANAGEMENT	500,000.00	14,290.00	0.00	17,465.00	0.00	482,535.00	3.49
44-WATER PLANT PROJECT	<u>7,132,066.00</u>	<u>397,247.79</u>	<u>0.00</u>	<u>5,082,729.98</u>	<u>3,190,369.67</u>	<u>(1,141,033.65)</u>	<u>116.00</u>
*** TOTAL EXPENDITURES ***	<u>24,046,170.00</u>	<u>1,990,116.28</u>	<u>0.00</u>	<u>14,291,617.30</u>	<u>3,654,518.10</u>	<u>6,100,034.60</u>	<u>74.63</u>
** REVENUE OVER (UNDER) EXPENDITURES **	<u>0.00</u>	<u>(284,939.29)</u>	<u>0.00</u>	<u>(797,084.35)</u>	<u>(3,654,518.10)</u>	<u>4,451,602.45</u>	<u>0.00</u>

CITY OF CHICKASHA
FINANCIAL STATEMENT (UNAUDITED)
AS OF: JANUARY 31ST, 2025

39 -AIRPORT
FINANCIAL SUMMARY % OF YEAR COMPLETED: 58.33

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
RENT	86,600.00	12,598.89	0.00	69,372.23	0.00	17,227.77	80.11
GRANTS AND PROGRAMS	1,270,226.00	0.00	0.00	251,523.57	0.00	1,018,702.43	19.80
DONATIONS	45,000.00	0.00	0.00	0.00	0.00	45,000.00	0.00
OIL & GAS	225,500.00	31,676.56	0.00	150,572.92	0.00	74,927.08	66.77
MISC REVENUES	0.00	0.00	0.00	281.43	0.00	281.43	0.00
TRANSFER OTHER FUNDS-EQU	37,800.00	0.00	0.00	0.00	0.00	37,800.00	0.00
INTEREST	50,000.00	59.32	0.00	63,353.34	0.00	13,353.34	126.71
PRIOR YEAR FUND BALANCE C	846,788.00	0.00	0.00	0.00	0.00	846,788.00	0.00
*** TOTAL REVENUES ***	2,561,914.00	44,334.77	0.00	535,103.49	0.00	2,026,810.51	20.89
<u>EXPENDITURE SUMMARY</u>							
39-AIRPORT-BT	2,561,914.00	12,960.56	0.00	1,080,488.55	157,163.80	1,324,261.65	48.31
*** TOTAL EXPENDITURES ***	2,561,914.00	12,960.56	0.00	1,080,488.55	157,163.80	1,324,261.65	48.31
** REVENUE OVER(UNDER) EXPENDITURES **	0.00	31,374.21	0.00	(545,385.06)	(157,163.80)	702,548.86	0.00

FINANCIAL STATEMENT (UNAUDITED)

AS OF: JANUARY 31ST, 2025

44 -ARPA TARGETED GRANTS

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
PRIOR YEAR FUND BALANCE C	<u>77,100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>77,100.00</u>	<u>0.00</u>
*** TOTAL REVENUES ***	<u>77,100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>77,100.00</u>	<u>0.00</u>
<u>EXPENDITURE SUMMARY</u>							
01-GENERAL	<u>77,100.00</u>	<u>37,443.59</u>	<u>0.00</u>	<u>51,201.10</u>	<u>33,689.88</u>	<u>(7,790.98)</u>	<u>110.11</u>
*** TOTAL EXPENDITURES ***	<u>77,100.00</u>	<u>37,443.59</u>	<u>0.00</u>	<u>51,201.10</u>	<u>33,689.88</u>	<u>(7,790.98)</u>	<u>110.11</u>
** REVENUE OVER (UNDER) EXPENDITURES **	<u>0.00</u>	<u>(37,443.59)</u>	<u>0.00</u>	<u>(51,201.10)</u>	<u>(33,689.88)</u>	<u>84,890.98</u>	<u>0.00</u>

FINANCIAL STATEMENT (UNAUDITED)

AS OF: JANUARY 31ST, 2025

52 -CAPITAL PROJECTS FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
GRANTS AND PROGRAMS	2,581,895.00	0.00	0.00	0.00	0.00	2,581,895.00	0.00
OIL & GAS	200,000.00	1,583.11	0.00	78,220.48	0.00	121,779.52	39.11
INTEREST	15,000.00	3,603.99	0.00	24,394.95	0.00	(9,394.95)	162.63
PRIOR YEAR FUND BALANCE C	<u>1,383,470.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,383,470.00</u>	<u>0.00</u>
*** TOTAL REVENUES ***	<u>4,180,365.00</u>	<u>5,187.10</u>	<u>0.00</u>	<u>102,615.43</u>	<u>0.00</u>	<u>4,077,749.57</u>	<u>2.45</u>
<u>EXPENDITURE SUMMARY</u>							
CAPITAL PROJECTS	<u>4,180,365.00</u>	<u>36,178.75</u>	<u>0.00</u>	<u>48,323.75</u>	<u>505,961.00</u>	<u>3,626,080.25</u>	<u>13.26</u>
*** TOTAL EXPENDITURES ***	<u>4,180,365.00</u>	<u>36,178.75</u>	<u>0.00</u>	<u>48,323.75</u>	<u>505,961.00</u>	<u>3,626,080.25</u>	<u>13.26</u>
** REVENUE OVER(UNDER) EXPENDITURES **	0.00 (30,991.65)		0.00	54,291.68 (505,961.00)		451,669.32	0.00

CITY OF CHICKASHA
FINANCIAL STATEMENT (UNAUDITED)
AS OF: JANUARY 31ST, 2025

53 -CIP-DEDICATED SALES TAX
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
INTEREST	40,000.00	7,387.21	0.00	80,912.45	0.00	(40,912.45)	202.28
PRIOR YEAR FUND BALANCE C	<u>4,324,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,324,000.00</u>	<u>0.00</u>
*** TOTAL REVENUES ***	<u>4,364,000.00</u>	<u>7,387.21</u>	<u>0.00</u>	<u>80,912.45</u>	<u>0.00</u>	<u>4,283,087.55</u>	<u>1.85</u>
<u>EXPENDITURE SUMMARY</u>							
53-DEDICATED SALE TAX-GG	<u>4,364,000.00</u>	<u>322,590.25</u>	<u>0.00</u>	<u>1,078,546.00</u>	<u>97,790.00</u>	<u>3,187,664.00</u>	<u>26.96</u>
*** TOTAL EXPENDITURES ***	<u>4,364,000.00</u>	<u>322,590.25</u>	<u>0.00</u>	<u>1,078,546.00</u>	<u>97,790.00</u>	<u>3,187,664.00</u>	<u>26.96</u>
** REVENUE OVER(UNDER) EXPENDITURES **	0.00	(315,203.04)	0.00	(997,633.55)	(97,790.00)	1,095,423.55	0.00

CITY OF CHICKASHA
FINANCIAL STATEMENT (UNAUDITED)
AS OF: JANUARY 31ST, 2025

54 -STREET AND ALLEY FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
STATE TAX	25,000.00	0.00	0.00	0.00	0.00	25,000.00	0.00
OTHER TAX	120,000.00	8,593.58	0.00	66,026.73	0.00	53,973.27	55.02
INTEREST	1,000.00	423.92	0.00	2,791.16	0.00	(1,791.16)	279.12
*** TOTAL REVENUES ***	146,000.00	9,017.50	0.00	68,817.89	0.00	77,182.11	47.14
<u>EXPENDITURE SUMMARY</u>							
09-STREET & STORM	146,000.00	2,500.00	0.00	17,500.00	0.00	128,500.00	11.99
*** TOTAL EXPENDITURES ***	146,000.00	2,500.00	0.00	17,500.00	0.00	128,500.00	11.99
** REVENUE OVER(UNDER) EXPENDITURES **	0.00	6,517.50	0.00	51,317.89	0.00	(51,317.89)	0.00

C I T Y O F C H I C K A S H A
 FINANCIAL STATEMENT (UNAUDITED)
 AS OF: JANUARY 31ST, 2025

56 -CEMETERY CARE
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
CEMETERY	28,340.00	3,375.00	0.00	19,216.25	0.00	9,123.75	67.81
INTEREST	5,000.00	965.69	0.00	22,269.83	0.00	(17,269.83)	445.40
PRIOR YEAR FUND BALANCE C	<u>151,660.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>151,660.00</u>	<u>0.00</u>
*** TOTAL REVENUES ***	185,000.00	4,340.69	0.00	41,486.08	0.00	143,513.92	22.42
<u>EXPENDITURE SUMMARY</u>							
06-CEMETERY MAINT.-C	<u>185,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>33,357.40</u>	<u>151,642.60</u>	<u>18.03</u>
*** TOTAL EXPENDITURES ***	185,000.00	0.00	0.00	0.00	33,357.40	151,642.60	18.03
** REVENUE OVER(UNDER) EXPENDITURES **	0.00	4,340.69	0.00	41,486.08 (	33,357.40) (	8,128.68)	0.00

57 -CIP-2024 CAPITAL SALESTAX
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
TRANSFER OTHER FUNDS-EQU	5,525,647.00	455,674.39	0.00	3,055,937.20	0.00	2,469,709.80	55.30
INTEREST	30,000.00	1,541.09	0.00	7,161.99	0.00	22,838.01	23.87
*** TOTAL REVENUES ***	5,555,647.00	457,215.48	0.00	3,063,099.19	0.00	2,492,547.81	55.13
<u>EXPENDITURE SUMMARY</u>							
57-2024 CAPITAL SALES TAX	5,555,647.00	286,388.00	0.00	2,004,716.00	0.00	3,550,931.00	36.08
*** TOTAL EXPENDITURES ***	5,555,647.00	286,388.00	0.00	2,004,716.00	0.00	3,550,931.00	36.08
** REVENUE OVER(UNDER) EXPENDITURES **	0.00	170,827.48	0.00	1,058,383.19	0.00	(1,058,383.19)	0.00

CITY OF CHICKASHA
FINANCIAL STATEMENT (UNAUDITED)
AS OF: JANUARY 31ST, 2025

61 -WATER METER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
INTEREST	2,000.00	725.09	0.00	10,415.71	0.00 (	8,415.71)	520.79
*** TOTAL REVENUES ***	2,000.00	725.09	0.00	10,415.71	0.00 (	8,415.71)	520.79
<u>EXPENDITURE SUMMARY</u>							
36-LINE MAINTENANCE-BT	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
*** TOTAL EXPENDITURES ***	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0.00
** REVENUE OVER(UNDER) EXPENDITURES **	0.00	725.09	0.00	10,415.71	0.00 (	10,415.71)	0.00

FINANCIAL STATEMENT (UNAUDITED)

AS OF: JANUARY 31ST, 2025

64 -POLICE BOND FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
POLICE FINES	105,200.00	10,604.51	0.00	53,936.59	0.00	51,263.41	51.27
INTEREST	2,000.00	709.33	0.00	5,129.18	0.00	(3,129.18)	256.46
*** TOTAL REVENUES ***	107,200.00	11,313.84	0.00	59,065.77	0.00	48,134.23	55.10
<u>EXPENDITURE SUMMARY</u>							
03-POLICE DEPARTMENT-PS	107,200.00	9,187.81	0.00	33,948.52	0.00	73,251.48	31.67
*** TOTAL EXPENDITURES ***	107,200.00	9,187.81	0.00	33,948.52	0.00	73,251.48	31.67
** REVENUE OVER (UNDER) EXPENDITURES **	0.00	2,126.03	0.00	25,117.25	0.00	(25,117.25)	0.00

FINANCIAL STATEMENT (UNAUDITED)

AS OF: JANUARY 31ST, 2025

68 -WATER RESOURCE FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
UTILITY SERVICE	85,000.00	7,581.20	0.00	52,881.40	0.00	32,118.60	62.21
INTEREST	5,000.00	1,103.34	0.00	23,247.39	0.00	(18,247.39)	464.95
*** TOTAL REVENUES ***	90,000.00	8,684.54	0.00	76,128.79	0.00	13,871.21	84.59
<u>EXPENDITURE SUMMARY</u>							
68-WATER RESOURCES	90,000.00	59.40	0.00	319.40	0.00	89,680.60	0.35
*** TOTAL EXPENDITURES ***	90,000.00	59.40	0.00	319.40	0.00	89,680.60	0.35
** REVENUE OVER(UNDER) EXPENDITURES **	0.00	8,625.14	0.00	75,809.39	0.00	(75,809.39)	0.00

CITY OF CHICKASHA
FINANCIAL STATEMENT (UNAUDITED)
AS OF: JANUARY 31ST, 2025

71 -COMBINED INSURANCE
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
INSURANCE	367,880.00	1,996.75	0.00	64,241.35	0.00	303,638.65	17.46
INTEREST	15,000.00	4,716.92	0.00	35,125.30	0.00	(20,125.30)	234.17
PRIOR YEAR FUND BALANCE C	<u>500,300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500,300.00</u>	<u>0.00</u>
*** TOTAL REVENUES ***	<u>883,180.00</u>	<u>6,713.67</u>	<u>0.00</u>	<u>99,366.65</u>	<u>0.00</u>	<u>783,813.35</u>	<u>11.25</u>
<u>EXPENDITURE SUMMARY</u>							
71-COMBINED INSURANCE-CR	<u>883,180.00</u>	<u>91,785.75</u>	<u>0.00</u>	<u>256,216.33</u>	<u>0.00</u>	<u>626,963.67</u>	<u>29.01</u>
*** TOTAL EXPENDITURES ***	<u>883,180.00</u>	<u>91,785.75</u>	<u>0.00</u>	<u>256,216.33</u>	<u>0.00</u>	<u>626,963.67</u>	<u>29.01</u>
** REVENUE OVER (UNDER) EXPENDITURES **	0.00	(85,072.08)	0.00	(156,849.68)	0.00	156,849.68	0.00

CITY OF CHICKASHA
FINANCIAL STATEMENT (UNAUDITED)
AS OF: JANUARY 31ST, 2025

72 -COMPENSATED ABSENCES FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 58.33

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
INSURANCE	126,811.94	0.00	0.00	82,924.00	0.00	43,887.94	65.39
INTEREST	0.00	157.84	0.00	1,128.20	0.00	(1,128.20)	0.00
*** TOTAL REVENUES ***	126,811.94	157.84	0.00	84,052.20	0.00	42,759.74	66.28
=====							
<u>EXPENDITURE SUMMARY</u>							
72-COMPENSATED ABSENCES	126,811.94	26,812.45	0.00	65,220.77	0.00	61,591.17	51.43
*** TOTAL EXPENDITURES ***	126,811.94	26,812.45	0.00	65,220.77	0.00	61,591.17	51.43
=====							
** REVENUE OVER (UNDER) EXPENDITURES **	0.00	(26,654.61)	0.00	18,831.43	0.00	(18,831.43)	0.00
=====							

CHICKASHA

Meeting Type: Council Agenda 2-17-2025

Meeting Date: 2/17/2025

Department: City Clerk

Agenda Item No. 4.h.

AGENDA ITEM: Approve the request from the Chickasha Rock Island Ride Committee to conduct their annual Rock Island Ride fund-raising event on Saturday, September 27, 2025, and waive any associated fees.

I. BACKGROUND/DESCRIPTION:

A request has been received from Johnny Trammell of the Chickasha Rock Island Ride Committee, a local non-profit group that consists of parties involved in hosting the event bringing in local and out of town bicycle rides. The annual event is planned for September 27, 2025, at approximately 8:30 a.m. The group is planning to have participants begin their ride on Chickasha Avenue and the committee has asked that Chickasha Avenue be temporarily closed. The group will have volunteers at intersections with signs as needed.

Maps of the routes are attached.

An Indemnification Agreement will be executed prior to the event as well as a Certificate of Liability Insurance showing the City of Chickasha as an additional insured for the day of the event.

Since this is a non-profit fund-raising event, fees have been requested to be waived.

II. RECOMMENDED ACTION:

Approve the request from the Chickasha Rock Island Ride Committee to conduct their annual Rock Island Ride fund-raising event on Saturday, September 27, 2025, and waive any associated fees.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:	Fund	Account	Amount
-----------------	------	---------	--------

Susan M. McDaniel, City Clerk	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: February 17, 2025	(From)		

- V. ATTACHMENTS:**
1. 20250211160213432

Permit Request From City of Chickasha

This letter is to request permission from the City of Chickasha and the City Council for the Chickasha Rock Island Ride to be held September 27, 2025 in downtown Chickasha. This will be the 9th annual ride with the past 4 years bringing in 300 riders to enjoy the ride, the Food Truck Championship and The Rock Island Arts Festival.

All the proceeds from our bicycle ride benefit local charities such as Salvation Army, Shop with a Cop, and Chickasha Emergency Food Pantry.

As in past years parts of Chickasha ave will need to be closed for the 3 events happening that day.

We will have insurance for riders, volunteers and traffic control provided at major intersections. We will provide a map of all routes.

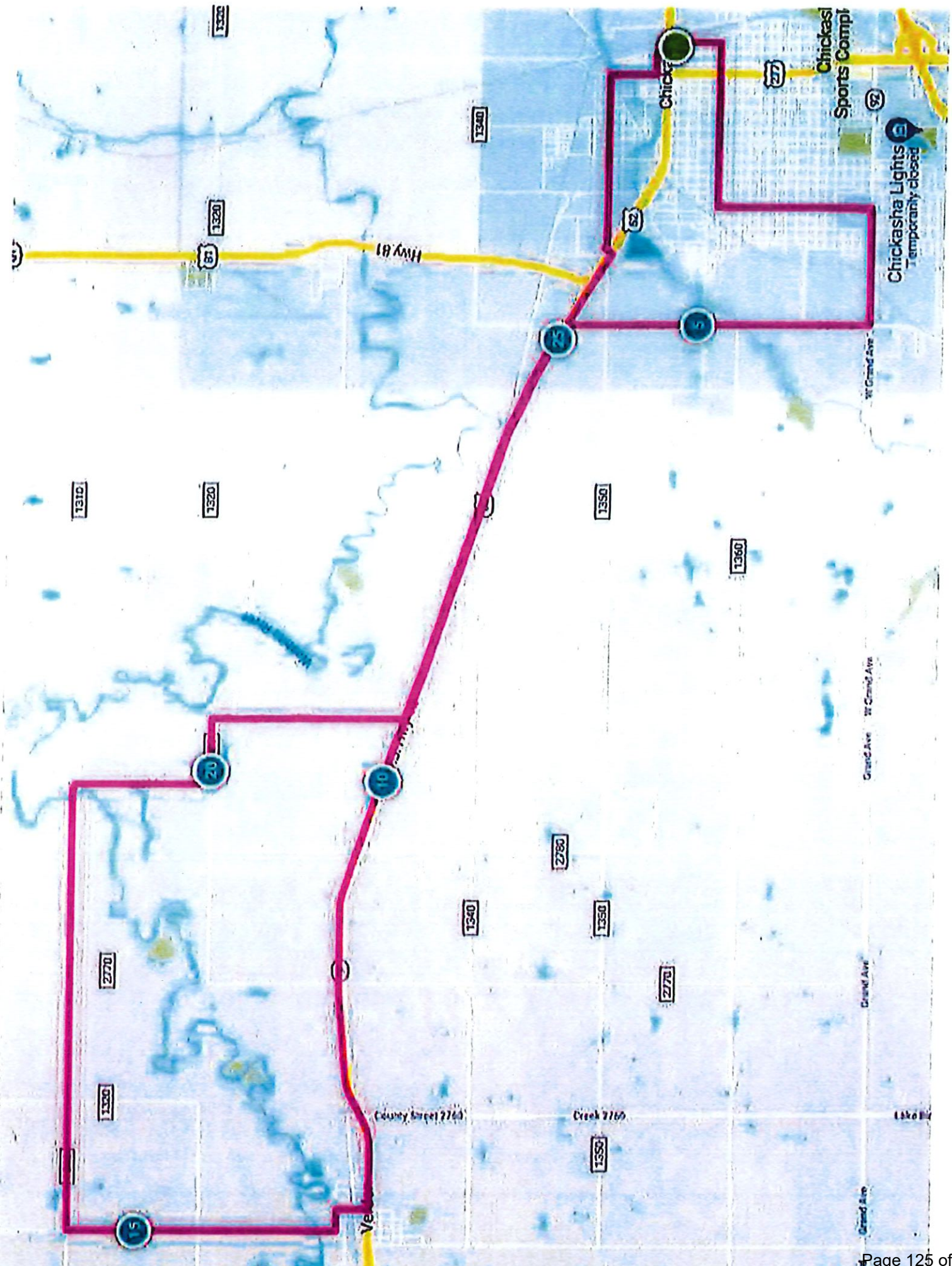
Thank you for considering this event and your support of community activities. Please feel free to contact us with any questions.

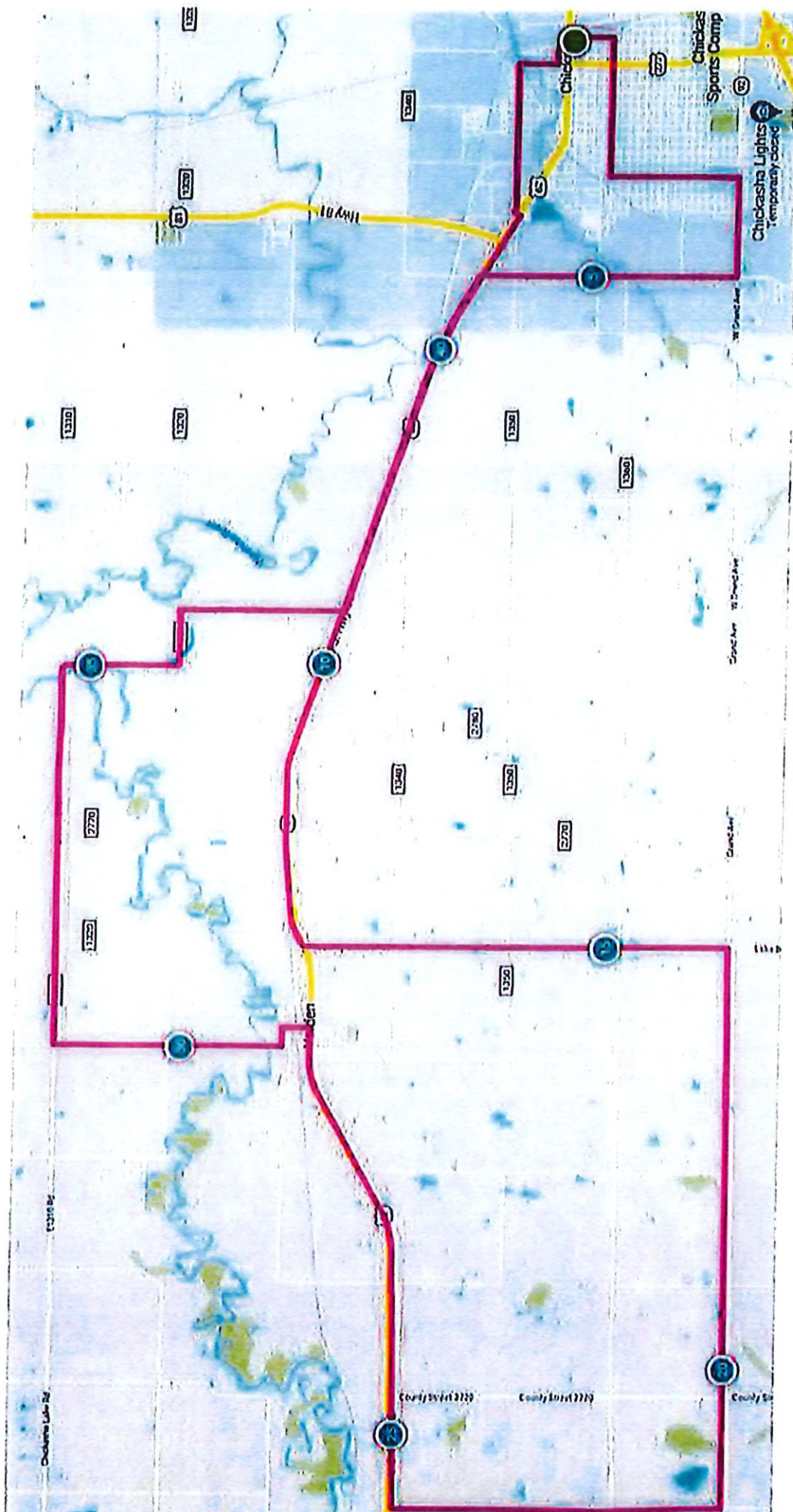
Sincerely CRIR President

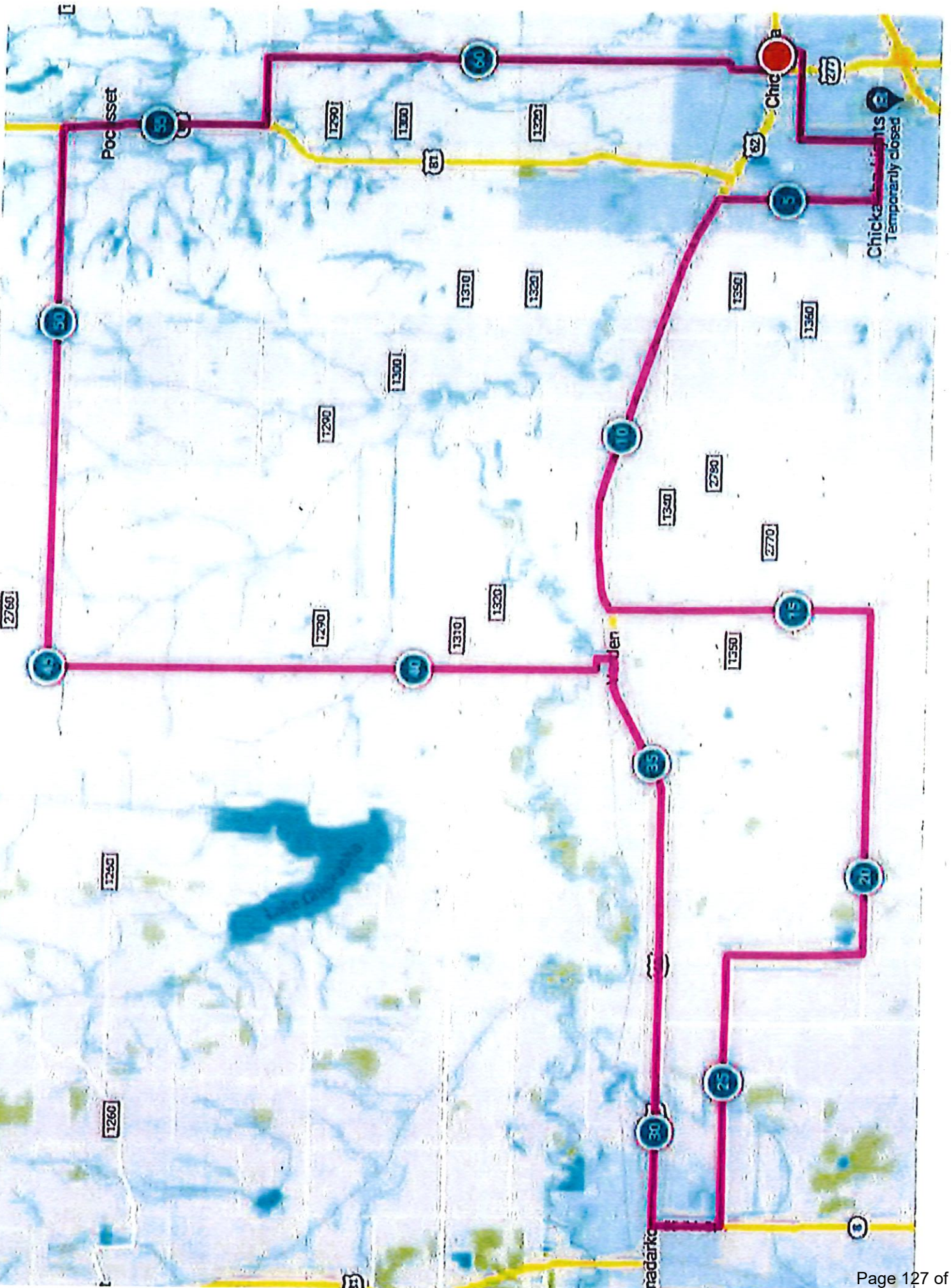
January 12, 2025

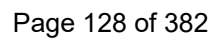


Johnny Trammell 405-574-6121









CHICKASHA

Meeting Type: Council Agenda 2-17-2025

Meeting Date: 2/17/2025

Department: City Clerk

Agenda Item No. 4.i.

AGENDA ITEM: Approve a city-wide yard sale for the City of Chickasha for May 8, 9, and 10, 2025 and waive the permit requirement for this event.

I. BACKGROUND/DESCRIPTION:

- This is an annual event held the 2nd full weekend in May.
- This event is held in tandem with the Antique Auto Club's Swap Meet.
- Council typically waives fees for this event to increase participation.

II. RECOMMENDED ACTION:

Approve a city-wide yard sale for the City of Chickasha for May 8, 9, and 10, 2025 and waive the permit requirement for this event.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Susan M. McDaniel, City Clerk	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: February 17, 2025	(From)		

V. ATTACHMENTS:

CHICKASHA

Meeting Type: Council Agenda 2-17-2025

Meeting Date: 2/17/2025

Department: City Clerk

Agenda Item No. 4.j.

AGENDA ITEM: Approve the temporary street closure for the "St. Patrick's Day Party" to be held March 15, 2025, from 10:00 a.m. to 10:30 p.m. and waive any associated fees.

I. BACKGROUND/DESCRIPTION:

A request has been received to close the 100 block of Chickasha Avenue on March 15, 2025, from 10:00 a.m. to 10:30 p.m. from the Chickasha Chamber of Commerce.

An Indemnification Agreement will be prepared and executed prior to the event.

A Certificate of Liability Insurance will also be required prior to the event showing the City of Chickasha as an additional insured for the date of the event.

II. RECOMMENDED ACTION:

Approve the temporary street closure for the "St. Patrick's Day Party" on March 15, 2025, from 10:00 a.m. to 10:30 p.m. contingent upon the execution of an Indemnification Agreement and the Certificate of Liability Insurance provided.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: February 17, 2025	(From)		

V. ATTACHMENTS:

1. 20250212104937275



City of

Chickasha

Community Development

OUTDOOR AMUSEMENT EVENT LICENSE APPLICATION

Date: 2/2/25

Event Date(s) & Times: March 15²⁰²⁵ 11AM-10PM

Event Type (Include a description of all events and functions): (blocked off 10PM - 10:30PM)

St Patrick's Day party - games, band, costume party

Applicant: Chickasha Chamber of Commerce

Mailing Address: 221 W Chickasha Ave

City: Chickasha State: OK Zip: 73018

Event Address or location description: 100 block Chickasha Ave

Property Owner: City of Chickasha

Phone Number: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Present Zoning District: _____ Size of Event Space (Acres): 1 block

Type of Sanitary Facilities to be Provided: N/A

Type of Solid Waste Facilities to be Provided: N/A

Combined Estimated Number of Participants/Spectator's: _____

Describe Parking Facilities to be Provided (Including surface type, access and number of spaces): _____

REQUIREMENTS

☐ Advertising Signs: NO Off-Premises Advertising Signs shall be allowed.

Comments: _____

☐ Reviewed By: _____	Police Department _____
☐ Reviewed By: _____	Fire Department _____
☐ Reviewed By: _____	Public Works _____
☐ Reviewed By: _____	Community Development _____
☐ Approved ☐ Denied	By: _____ City Manager's Office

CHICKASHA

Meeting Type: Council Agenda 2-17-2025

Meeting Date: 2/17/2025

Department: Public Works

Agenda Item No. 4.k.

AGENDA ITEM: Authorize Mayor to execute a Subscribers Service Agreement with Cherokee Temps for temporary workers.

I. BACKGROUND/DESCRIPTION:

Additional temporary services are needed to supply manpower that can operate city vehicles.

II. RECOMMENDED ACTION:

Authorize Mayor to execute a Subscribers Service Agreement with Cherokee Temps for temporary workers.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Omar Fierro, Public Works Director	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: February 17, 2025	(From)		

V. ATTACHMENTS:

- 20250212133358158

CHICKASHA

Meeting Type: Council Agenda 2-17-2025

Meeting Date: 2/17/2025

Department: Parks and Rec

Agenda Item No. 6.a.

AGENDA ITEM: Discussion, consideration, and possible action to approve the contract for Bid RFP COC-2407 Shannon Springs Park Design/Build Splash Pad Rehabilitation Phase One to RJE Enterprises Inc. in the amount of \$53,900.00.

I. BACKGROUND/DESCRIPTION:

The staff earned a \$60,000 grant. Special thanks to Tracey, Shae, Drew, Tony, and Spencer.

II. RECOMMENDED ACTION:

Staff recommends approving RJR Enterprises Inc.'s contract for the Splash Pad rehabilitation.

III. FISCAL INFORMATION - \$53,900

IV. FUND INFORMATION:

Spencer Winzenried / Parks and Recreation Director	Fund	Account	Amount
	(To) 11 / 551-6450-008		\$53,900
	FUND	ACCOUNT	AMOUNT
Meeting Date: 2-17-2025	(From) 11 / 551-6450-008		\$53,900

V. ATTACHMENTS:

1. Notice of Award

**City of Chickasha
117 North 4th Street
Chickasha, Ok 73018**

NOTICE OF AWARD

DATE: November 7, 2024 REVISED 2/5/2025

TO: RJR Enterprises, Inc.
804 N. 42nd St.
Rogers, AR 72756

PROJECT COC-2407
DESCRIPTION: SHANNON SPRINGS PARK DESIGN/BUILD
SPLASH PAD REHABILITATION PHASE ONE

The City of Chickasha, hereinafter referred to as OWNER, has considered your bid submitted for the noted project in response to its bid opening on the 16th day of October 2024.

You are hereby notified that your Base Bid and Alternate Bids 1, 2, 3 and 4 EXCLUDING "REMOVE AND REPLACE SPLASH PAD SURFACE COATING" for the referenced project was accepted in the amount of \$53,900.00 by the Owner on the 5th day of November 2024.

You are required to execute the Agreement and furnish the required bonds and certificates of insurance within ten (10) business days from the date of this NOTICE to you.

If you fail to execute said Agreement and to furnish said bonds and certificates of insurance within ten (10) business days from the date of this NOTICE, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your bid as abandoned and as a forfeiture of your rights in this matter. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of the NOTICE to the OWNER.

Dated this 7th day of November 2024.

CITY OF CHICKASHA



Spencer Wirzenried
Parks and Recreation Director

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE is hereby acknowledged by:

RJR Enterprises Inc this the 5th day of February, 2025.
(Contractor)

By: [Signature], Title: President
(Signature)

AGREEMENT
(CONTRACT)
City of Chickasha
Shannon Springs Park
Design/Build Splash Pad Rehabilitation Phase One

THIS AGREEMENT is dated as of the 5th day of November, in the year of 2024, by and between the CITY OF CHICKASHA, hereinafter referred to as OWNER, and RJR Enterprises, Inc. hereinafter referred to as CONTRACTOR.

OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

ARTICLE 1. WORK

CONTRACTOR shall complete all work as specified or indicated in the contract documents. The work is generally described as follows:

COC-2407 SHANNON SPRINGS PARK DESIGN/BUILD SPLASH PAD REHABILITATION PHASE ONE
BASE BID AND ALTERNATES 1, 2, 3, 4, EXCLUDING REMOVE AND REPLACE SPLASH PAD
SURFACE COATING

ARTICLE 2. CONTRACT TIME

2.1 The work will be completed by July 1st 2025

2.2 Liquidated Damages. OWNER and CONTRACTOR recognize that time is of the essence of this agreement and that OWNER will suffer financial loss if the work is not substantially complete within the time specified in 2.1 above, plus any extensions thereof allowed. They also recognize the delays, expense and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by OWNER if the work is not substantially completed on time. Accordingly, instead of requiring any such proof, OWNER and CONTRACTOR agree that as liquidated damages for delay (but not as a penalty) CONTRACTOR shall pay OWNER Five Hundred Dollars (\$500.00) for each day that expires after the time specified in paragraph 2.1 for substantial completion until the work is substantially complete.

ARTICLE 3. CONTRACT PRICE

3.1 OWNER shall pay CONTRACTOR for performance of the work in accordance with the contract documents in current funds as follows:

Fifty-Three Thousand Nine Hundred and no/100 Dollars.

(\$53,900.00)

ARTICLE 4. PAYMENT PROCEDURES

4.1 CONTRACTOR may submit an invoice or application for payment on a monthly basis at any time prior to completion of the work. All payments made by the Owner are subject to procedures established by the Owner to authorize payment at its regularly scheduled meetings.

The Owner regularly scheduled meetings are held on the 1st and 3rd Monday of each month. Invoice or application for payment must be received in the City Administrator's office no less than fifteen (15) business days prior to the regular meeting at which authorization for payment is to be requested.

4.2 Final Payment. Upon final completion and acceptance of the work, including all submittals, OWNER shall pay the remainder of the contract price, subject to the procedures noted in paragraph 4.1 above.

ARTICLE 5. CONTRACTOR'S REPRESENTATIONS

In order to induce OWNER to enter into this agreement, CONTRACTOR makes the following representations:

5.1 CONTRACTOR has familiarized himself with the nature and extent of the contract documents, and the written resolution thereof by the Owner is acceptable to CONTRACTOR.

5.2 CONTRACTOR has given the Owner written notice of all conflicts, errors, discrepancies or omissions that he has discovered in the contract documents, and the written resolution thereof by the Owner is acceptable to CONTRACTOR.

ARTICLE 6. CONTRACT DOCUMENTS

The contract documents which comprise the entire agreement between OWNER and CONTRACTOR are attached to this agreement, made a part hereof, and consists of the following:

- 6.1 This agreement (pages 1 to 3 inclusive).
- 6.2 Exhibits to this agreement (pages N/A to inclusive).
- 6.3 Performance and other bonds, consisting of 4 pages.
- 6.4 Notice of Award.
- 6.5 Specifications bearing the title: **COC-2407 SHANNON SPRINGS PARK DESIGN/BUILD SPLASH PAD REHABILITATION PHASE ONE**
- 6.6 Addenda numbers N/A to , inclusive.
- 6.7 CONTRACTOR'S bid (pages 1 to 2, inclusive).
- 6.8 Documentation submitted by CONTRACTOR prior to Notice of Award (pages N/A to inclusive).
- 6.9 Any modification, including change orders, duly delivered after execution of agreement.

There are no contract documents other than those listed above in Article 6.

The contract documents may only be altered, amended, or repealed by written and approved change order.

ARTICLE 7. MISCELLANEOUS

7.1 No assignment by a party hereto of any rights under or interests in the contract documents will be binding on another party hereto without written consent of the party sought to be bound; and specifically but without limitations, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment. No assignment will release or discharge the assignor from any duty or responsibility under the contract documents.

7.2 OWNER and CONTRACTOR each binds himself, his partners, successors, assigns, and legal representatives to the other party hereto, his partners, successors, assigns, and legal representatives in respect to all covenants, agreements and obligations contained in the contract documents.

IN WITNESS WHEREOF, the parties hereto have signed this agreement in duplicate. One counterpart has been delivered to OWNER and CONTRACTOR. All portions of the contract documents have been signed or identified by OWNER and CONTRACTOR.

This agreement will be effective the 5th day of November 2024.

OWNER:
CITY OF CHICKASHA

CONTRACTOR:
RJR Enterprises, Inc.

By: _____
Mayor

By: [Signature]
Signature & Title

CORPORATE SEAL
Attest:

CORPORATE SEAL
Attest:

By: _____

By: [Signature] Secretary

ADDRESS FOR GIVING NOTICES:

ADDRESS FOR GIVING NOTICES:

City of Chickasha

RJR Enterprises, Inc.

ATTN: City Manager

Ryan Brown

117 North 4th Street

804 N. 42nd St.

Chickasha, OK 73018

Rogers, AR 72756

Phone: 405-222-6080

Phone: 479-936-1092

Fax: 405-222-6084

Fax: 479-439-8692

Keith.johnson@chickasha.org

Email: ryanbrown@nwarjr.com

CHICKASHA

Meeting Type: Council Agenda 2-17-2025

Meeting Date: 2/17/2025

Department: Administration

Agenda Item No. 6.b.

AGENDA ITEM: Discussion, consideration, and possible action to adopt the City of Chickasha Emergency Operations Plan 2025.

I. BACKGROUND/DESCRIPTION:

: The Emergency Management Department has completed a comprehensive update to the City's Emergency Operations Plan (EOP). This plan serves as the foundation for the City's emergency response operations and coordinates actions across all city departments during emergencies and disasters. The updated plan incorporates current best practices, reflects organizational changes, and strengthens our emergency response protocols to better serve and protect our community.

II. RECOMMENDED ACTION:

Adopt the City of Chickasha Emergency Operations Plan 2025.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:	Fund	Account	Amount
Edward Perez, Emergency Management Director	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: February 17, 2025	(From)		

V. ATTACHMENTS:

1. Chickasha_EOP_Feb2025

CITY OF CHICKASHA

EMERGENCY OPERATIONS PLAN

ADMINISTRATIVE DOCUMENTATION AND APPROVALS

PROMULGATION STATEMENT

To all recipients: _____ Effective Date: _____

Transmitted herewith is the new integrated Emergency Operations Plan for the City of Chickasha. This plan supersedes any previous emergency management plans promulgated by the city for this purpose. It provides a framework in which the departments of the city can plan and perform their respective emergency functions during a disaster or national emergency. This plan recognizes the need for ongoing Emergency Management Planning by all departments within the City of Chickasha.

This plan attempts to be all inclusive in combining the phases of emergency management, which are (1) Mitigation: Activities which eliminate or reduce the probability of a disaster; (2) Preparedness: Activities which government, organizations, and individuals develop to save lives and minimize damage; (3) Prevention: Activities that prevent disaster (4) Response: Prevent the loss of life and property and provide emergency assistance; (5) Recovery: Short and long term activities which return the community to normal or with improved standards.

This plan is in accordance with existing Federal, State and local statutes. It has been concurred in by the Chickasha City Council and the Oklahoma Department of Emergency Management. It will be revised and updated as required. All recipients are requested to advise the Chickasha Emergency Management Director of any changes which may result in its improvement or increase its usefulness.

APPROVED BY:

Zachary Grayson, Mayor

Jim Crosby, City Manager

Edward Perez, Emergency Management Director

DISTRIBUTION LIST

Copies of this Emergency Operations Plan will be distributed as follows:

To:	No. of Copies
Office of the City Manager	1
Chickasha EM Director	1
Director, Oklahoma Dept. of Emergency Management	1
Office of the Police Chief	1
Office of the Assistant Police Chief	1
Office of the Finance Director	1
Grady County Emergency Management Director	1
Office of the DHS County Director	1
Office of the Fire Chief	1
Office of the Deputy Fire Chief	1
Regional EM Director	1
Total Copies	11

Additional distribution will be via request through the EM Director.

RECORD OF CHANGES

Changes to this plan shall be submitted to:

Edward Perez
Chickasha Emergency Management Director
117 N 4TH St.
Chickasha, OK 73018

Recommended changes, corrections, additions, and deletions to the Emergency Operations Plan:

Any user of this plan is encouraged to recommend changes to this plan that the user feels might enhance or clarify a particular portion of the area being addressed. Suggested changes should be submitted to the Emergency Management Director, at the above address, for coordination, comment, concurrence, and approval.

Change:

Recommendation:

Submitted by: _____

Date: _____

Phone: _____

EXERCISE AND MAINTENANCE REQUIREMENTS

This plan shall be reviewed annually, no later than January 31 of each year.

The plan will be exercised annually on a schedule that allows maximum participation with minimum expense and operational inconvenience.

At a minimum there shall be a tabletop exercise of the plan in the spring and fall.

NEEDS LIST FOR PERSONNEL AND EQUIPMENT

For Training and Exercise:

Each person participating in the Emergency Management program should list his/her needs for personnel or materials, which are needed for training and exercise of the plan. This list shall be prioritized and made part of the EOP and shall be the basis for determining where to use grant funds and city appropriations for future budget years. This list shall be turned in to the EM Director no later than January 15th of each year.

CONCURRENCE

The staff of Emergency Management has met on several occasions during the last twelve months to review our operational readiness and to plan for a disaster. As a result of this review the attached Emergency Operations Plan has been developed. The plan follows the outline provided by the State of Oklahoma Department of Emergency Management and as with any such plan is considered a living document. The plan will continue to be revised and changed as our planning continues and we learn more about the needs of our community.

As the primary members of the planning committee, we the undersigned concur with this plan and its requirements:

Zachary Grayson, Mayor

Edward Perez, Emergency Management Director

Rachel Bernish, Assistant City Manager

EMERGENCY OPERATIONS PLAN

CITY OF CHICKASHA, OKLAHOMA



COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

Prepared By:

City of Chickasha Emergency Management Department
117 N 4TH St.
Chickasha, OK 73018

Approved By:

Zachary Grayson, Mayor
Jim Crosby, City Manager
Edward Perez, Emergency Management Director

Original Publication Date: Jan 31, 2025

Last Revision Date: Jan 31, 2025

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Last Updated: Jan 28 2025

City of Chickasha Emergency Operations Plan

BASE PLAN

I. PURPOSE

A. This plan has been developed to provide a comprehensive (multi-use) emergency management program for the City of Chickasha. It seeks to mitigate the effects of hazards, prepare for measures to be taken which will preserve life and minimize damage, enhance response during emergencies and provide necessary assistance, and establish a recovery system to return the City to its normal situation.

B. This plan attempts to define who does what, when, where, and how, to mitigate, prepare for, respond to, and recover from the effects of natural disasters, technological accidents, nuclear incidents and other major incidents/hazards.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The City of Chickasha is located approximately 35 miles south of Oklahoma City in central Grady County. The current population (2024) is 16,972 persons. Chickasha is located on Interstate 44 and U.S. Highway 62.
2. The City is exposed to many hazards, all of which have the potential for disrupting the community, causing damage, and creating casualties. Potential hazards which may occur in or around the city include:

Natural Hazards:

- Severe Thunderstorms and Tornadoes
- Floods
- Winter Storms
- Fires (Rural and Urban)
- Earthquakes

Technological/Manmade Hazards:

- Hazardous materials incident – fixed facility
- Hazardous material incident – transportation accidents (auto, rail, air, pipeline)
- Civil disorder and terrorism

B. Assumptions

1. The City of Chickasha will continue to be exposed to the hazards identified above as well as others, which may develop in the future.

2. Government officials will continue to recognize their responsibilities regarding the public safety and exercise their authority to implement this emergency operations plan in a timely manner when confronted with real or threatened disasters.
3. If properly implemented, this plan will reduce or prevent disaster-related losses.

III. CONCEPT OF OPERATIONS

A. General

It is the responsibility of government to undertake comprehensive management of emergencies to protect life and property from the effects of hazardous events. This plan is based upon the concept that the emergency functions performed by various groups responding to an emergency will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.

Local government, because of its proximity to these events, has the primary responsibility for emergency management activities. Other levels of government provide resources not available at the local level. When the emergency exceeds local government's capability to respond, assistance from the state government will be requested through the Oklahoma Emergency Operations Center (EOC). The federal government will provide aid and resources to the state where needed. Federal assistance usually is extended to aid in recovery from major disasters.

Day-to-day functions which do not contribute directly to response actions to an emergency may be suspended for the duration of the emergency. The resources and efforts that would normally be required for those functions may be diverted to the accomplishment of emergency tasks by the agency managing the use of those resources.

A comprehensive emergency management plan is concerned with all types of hazards which may develop in the community. As shown below, it is more than an operations plan because it accounts for activities before, during, and after the disaster.

IV. TASK ORGANIZATION AND RESPONSIBILITIES

A. General

Most of the departments within city government have emergency functions in addition to their normal duties. Consequently, each department is responsible for developing and maintaining its own emergency standing operating procedures to fulfill these responsibilities. Specific responsibilities are outlined under "Task Assignments" and amplified in function-specific Emergency Support Functions (ESFs) in this plan. For a complete description of all Emergency Support Functions (ESFs) and their corresponding local, state, and federal coordinating agencies, please refer to Appendix 1 to the Base Plan.

B. Organization

The City of Chickasha Policy Group is composed of the Mayor, Council members, and City Manager.

The Emergency Services Coordination Group is composed of the following positions as assigned to the officials (coordinators) listed below:

- a. Chief of Operations: Emergency Management Director.
 - b. EOC Staff Coordinator: Selected by the Emergency Management Director.
 - c. Law Enforcement Service: Police Chief.
 - d. Fire/Rescue Service: Fire Chief.
 - e. Health/Medical Service: County Chief of Emergency Health Services.
 - f. Shelter/Mass Care Service: County American Red Cross Executive.
 - g. Resources Management Service: Emergency Management Director.
 - h. City Maintenance/Public Works: Public Works Director.
 - i. Independent School District Services: Public Schools Superintendent.
 - j. Public Utility Services: Managers of companies that provide natural gas, electricity, and telephone services within the city.
 - k. Manpower Services: Selected by the Emergency Management Director.
1. The Operations Staff is composed of the following sections:
 - a. Communications/Message Center Section (ESF 2 - Communications)
 - b. Damage Assessment Section
 - c. Public Information Section (ESF 15 - External Affairs)
 - d. Warning Section (ESF 5 - Information and Planning)
 - e. Shelter/Evacuation Section (ESF 6 - Mass Care)
 - f. Administration Section (ESF 7 - Resource Support)\
 - g. Transportation Section (ESF 1 - Transportation)

Note: In the event an official becomes unable to function, his/her assistant/deputy will replace said position.

Emergency service coordinators are directors of departments within the city/county governments and volunteers with functional expertise required to adequately respond to most emergencies. They are responsible for the operation of their departments and/or coordinating their actions with other departments and volunteer agencies to efficiently apply all available resources to the emergency confronting the city.

EOC support and special staff members are volunteers who have skills and training in areas needed to provide a total response to an emergency. They may assist the emergency service coordinators in the accomplishment of their duties, perform functions within the EOC to enhance efficiency, or perform critical tasks outside of the scope of government departments.

C. Task Assignment and Responsibilities

1. The Mayor of Chickasha is responsible for:

- Declaration of disaster/emergency
 - Signing of disaster/emergency proclamation
2. The Emergency Management Department is responsible for:
- Coordination of all phases of emergency management
 - EOC communication capability
 - Public information and education
 - EOC operation
 - Comprehensive Emergency management planning
 - EOC staff training
 - Warning system planning
 - Damage assessment planning
3. The Police Department is responsible for:
- Maintaining law and order
 - Traffic control
 - Access control of restricted areas
 - Security of vital facilities
 - Operation of warning system (Dispatch)
 - Communication system support
 - Liaison with other law enforcement agencies
 - Search and rescue operation support
4. The Fire Department is responsible for: (ESF 4 - Firefighting, ESF 8 - Health & Medical Services, ESF 9 - Search & Rescue, ESF 10 - Hazardous Materials)
- Fire Suppression
 - Fire Prevention and Education
 - Supporting operation of the warning system
 - Search and rescue operations
 - Hazardous material operations
 - Assisting in damage assessment
 - Communication system support
 - Emergency medical assessment, triage, treatment, and transport
 - Hazardous material decontamination
 - Assisting in medical support and epidemic control
5. The Communications Center is responsible for: (ESF 2 Communications)
- Communications system planning and operation
 - Warning system operation
 - Assisting in EOC communications
6. The Public Works Department is responsible for: (ESF 3 Public Works & Engineering)

- Debris Clearance
- Providing engineering advise
- Maintaining roads and bridges
- Assisting with damage assessment of public property
- Providing support for hazardous material decontamination

7. The Community Development Department is responsible for:

- Administering the City's floodplain management program
- Damage assessment of public property
- Assisting in damage assessment of private property

8. The Parks and Recreation Department is responsible for: (ESF 6 American Red Cross)

- Providing public mass care sheltering

9. The Finance Department has responsibilities for city administrative duties

10. The City Attorney is assigned all responsibilities of legal and emergency information services

11. The Community Emergency Response Team (CERT) Volunteer Organization is responsible for:

- Observation and reporting of severe weather
- Assisting the EM Dept. in all assigned task assignments and responsibilities
- Assisting in EOC operations
- Assisting with command post operations
- Assisting with traffic and crowd control
- May assist any other function if needed other than police/fire with emergency operations

12. The Superintendent of Schools is responsible for: (ESF 1 - Transportation, ESF 6 - Mass Care)

- Providing public shelters
- Providing buses for transportation during disaster relief operations

13. The American Red Cross (when committed) is responsible for: (ESF 6 – Mass Care)

- Operating shelters for disaster relief
- Providing damage assessment of private property
- Providing counseling services
- Providing reception, care food, lodging, and welfare assistance throughout the city
- Coordinating all personnel relief activities for any type of disaster

14. The Oklahoma Voluntary Organizations Active in Disaster (VOAD), which includes volunteer church groups, is responsible for: (ESF 7 – Resource Support, ESF 8 - Health & Medical)

- Coordination of volunteer agency response and volunteer manpower
- Supporting shelter/congregate care operations
- Providing counseling services
- Assisting with reconstruction efforts

15. Medical service providers, including area hospitals and clinics, EMS providers, and the health department, are responsible for: (ESF 8 - Health & Medical)

- Emergency medical care for disaster victims
- Health care
- Crisis counseling

16. The Oklahoma Dept. of Emergency Management is responsible for assisting in the provision of State and Federal support, including: (ESF 7 – Resource Support)

- Public welfare assistance
- Resources
- Law enforcement
- Health and medical
- Debris clearance
- Public information and education

17. The State Medical Examiner's Office (when committed), is responsible for:

- Collecting, identifying, and coordinating interment of deceased victims caused by disaster.
- Coordinating funeral home support of disaster operations

18. The Grady County Health Department (when committed), is responsible for: (ESF 8 - Health & Medical)

- Investigating sanitation conditions and establishing safe standards for crisis relocation, emergency shelter or disaster relief operations
- Coordinating medical support and epidemic control
- Inspecting food and water supplies
- Providing public health education

19. The Grady County DHS Office (when committed), is responsible for:

- Providing provisions/funds for emergency aid
- Coordination with Red Cross and other related agencies

20. The Oklahoma National Guard (when committed), is responsible for assisting in: (ESF 7 - Resource Support, ESF 8 - Health & Medical Services, ESF 9 - Search & Rescue, ESF 2 - Communications)

- Radiological protection
- Law enforcement and traffic control
- Search and rescue operations
- Providing military engineer support and assistance in debris clearance
- Providing communication support
- Providing any logistical support

21. The Salvation Army is responsible for: (ESF 6 - Mass Care)

- Supporting shelter/congregate care operations
- Providing field canteens
- Providing counseling services

22. State and Federal Support is responsible for: (ESF 7 - Resource Support)

- Public welfare assistance
- Resources
- Law enforcement
- Health and medical
- Debris clearance
- Public information and education

23. All other City Agencies, officers and employees of the City of Chickasha shall support and implement this plan as directed by the City Manager and City Council.

V. DIRECTION AND CONTROL

A. Policy Group and Executive Responsibility

The final responsibility for all emergency management belongs to the elected officials of the City who are members of the Emergency Management Policy Group. This group is the decision making group for all broad policy level decisions. During response operations, they will also be available to constituents to address nonroutine matters.

Executive responsibility for emergency management is vested in the City Manager. As chief administrative officer and head of the administrative branch of the city government, he shall execute the laws and ordinances and administer the government of the city. He is the Chief Executive Officer of the City, and during response operations, of the Emergency Management Policy Group.

B. Unified Command

Unified Command is an important element of the incident command system that enables multiple agencies and jurisdictions to work together effectively during emergencies that cross jurisdictional boundaries or require multi-agency response. The City of Chickasha recognizes that many potential emergencies may require a unified command structure to ensure effective coordination of response efforts.

Unified Command will be implemented when:

- Multiple jurisdictions are involved in an incident
- An incident crosses jurisdictional boundaries
- Multiple agencies have significant statutory or functional responsibility
- Any situation where the Emergency Management Director or Incident Commander determines unified command would enhance response effectiveness

Under Unified Command:

- A single unified command post will be established
- Representatives from primary response agencies will jointly determine incident objectives and strategy
- A single Incident Action Plan will direct all response activities
- Resources will be deployed in support of incident objectives regardless of agency affiliation
- Information will be shared freely among all participating agencies
- A coordinated message will be provided to the public through the designated Public Information Officer

The following agencies may participate in Unified Command based on incident type and scope:

- Chickasha Fire Department
- Chickasha Police Department
- Chickasha Emergency Management
- Chickasha Public Works
- Chickasaw Lighthorse Police Department
- Grady County Emergency Management
- Grady County Sheriff's Office
- Oklahoma Highway Patrol
- Oklahoma Emergency Management
- Other agencies as required by the nature of the incident

Command Post Operations: The Unified Command Post will be established at a location that:

- Provides adequate space and facilities for all command functions
- Ensures safety of command staff
- Allows for effective communications
- Facilitates coordination among all response agencies

Resource Management under Unified Command:

- All resources will be deployed based on jointly established priorities
- Costs will be tracked by individual agencies for potential reimbursement
- Shared resources will be documented through the EOC
- Supporting agencies will maintain control of their own resources while supporting unified objectives

Training and Exercise: The Emergency Management Director will ensure that:

- Key personnel receive appropriate ICS/NIMS training
- Unified Command procedures are exercised regularly
- Lessons learned are incorporated into procedures
- Partner agencies participate in joint training opportunities

C. Emergency Management Director's Responsibilities

The City Emergency Management Director is responsible for coordinating the emergency management program. He/she makes routine decisions and advises the Policy Group on alternatives when major decisions are required of that body. During emergency operations, he/she is responsible for the proper functioning of the EOC and its staff. The director also acts as liaison with other local, county, state, and federal emergency management agencies.

D. Department/Agency Responsibilities

Specific persons in departments/agencies are responsible for fulfilling their responsibilities as stated in this Base Plan and the annexes thereto. Department Supervisors will retain control of their employees and equipment during response operations. Standing operating procedures are required of each department having responsibilities in this plan. These SOPs must include:

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

E. Role of the EOC

During some periods of an emergency, Department Supervisors will be required to remain in the EOC and direct their departments from that facility. During any large scale emergency, the EOC will in fact become the seat of city government for the duration of the crisis.

VI. CONTINUITY OF GOVERNMENT

A. Succession of Leadership

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

1. Elected Officials
 - Mayor of the City of Chickasha
 - Vice Mayor of the City of Chickasha
 - City Council members
2. Chief Executive Officer
 - City Manager
3. Emergency Management
 - Emergency Management Director
 - Deputy Emergency Management Director
 - Emergency Management Administrator
4. Line of succession for each agency/department head is according to the department rules and/or standing operating procedures established by each department.

B. Preservation of Records

To provide normal government operations following a disaster, vital records must be protected. Essential records are those documents, files, and records (both digital and physical) that are necessary to maintain continuity of government operations and protect the legal rights and financial interests of the government and its citizens. These include but are not limited to:

- Vital statistics (birth, death, marriage records)
- Property and tax records
- Official contracts and agreements
- Financial and payroll records
- Emergency operations plans and procedures
- Personnel records and employee data
- Infrastructure and utility system maps
- Insurance policies and documentation
- Ordinances and resolutions
- Land use and zoning records

The principal cause of damage to records are fire and water; therefore, essential records will be protected accordingly in City Hall or in local safety deposit vaults. Additional backup copies should be maintained in secure off-site locations and/or in protected digital formats.

VII. ADMINISTRATION AND LOGISTICS

A. Emergency Authority

1. Chickasha Emergency Management shall follow all Oklahoma legislation pertaining to emergency management.
2. Provisions for local emergency powers are found in the Oklahoma Code and local ordinances which include but are not limited to:
 - Declaration of States of Emergency
 - Contracts and Obligations
 - Control of Restricted Areas
 - Liability

B. Agreements and Understandings

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

C. Reports and Records

Required reports will be submitted to the appropriate authorities in accordance with instructions in annexes to this plan. All records of emergency management activities will be maintained at the EOC.

D-K. Additional Administration and Logistics Policies

The plan outlines the city's policies regarding:

- Relief Assistance
- Consumer Protection
- Nondiscrimination
- Administration and Insurance Claims
- Management of Manpower (Paid and Volunteer)
- Duplication of Benefits
- Use of Local Firms
- Preservation of Historic Properties

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. The Emergency Management Director is responsible for briefing staff members and city officials on their roles and the contents of this plan.

B. Department directors are responsible for developing and maintaining their respective segments of this plan and supporting standard operating procedures.

C. The Policy Group will ensure an annual review of this plan is conducted by all officials involved in its execution. The Emergency Management Director will coordinate this review and any necessary revisions or distribution.

D. The plan will be tested at least twice a year through simulated emergency exercises to provide practical experience for emergency managers.

Base Plan Appendices

Appendix 1 - Emergency Support Functions (ESF) Overview

Appendix 2 - Definitions and Acronyms

Appendix 3 - Key Contact Numbers

- Tab A – City of Chickasha Contacts
 - Tab B – County Contacts
 - Tab C – State Contacts
 - Tab D – Federal Contacts

Appendix 4 - Critical Infrastructure and Facilities

- Tab A – List of Critical Facilities
- Tab B – Maps of Critical Infrastructure

Appendix 5 - Hazard Analysis Summary

- Tab A – Natural Hazards
- Tab B – Technological Hazards
- Tab C – Human-Caused Hazards

Appendix 1 to the Base Plan (ESFs)

Incorporation to Federal Response Plan

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) provides the authority for the Federal government to respond to disasters and emergencies to aid, save lives and protect public health, safety, and property. The Federal Response Plan for Public Law 93-288 as amended is designed to address the consequences of any disaster or emergency in which there is a need for Federal response assistance. Copies of this plan are maintained at the State Emergency Operations Center. The plan describes the base mechanisms and structures by which the Federal government will mobilize resources and conduct activities to augment State and local response efforts. To facilitate the provision of Federal assistance, the plan uses a functional approach to group the types of Federal assistance under fifteen Emergency Support Functions (ESFs). Each ESF is headed by a primary agency, which has been selected based on its authorities, resources, and capabilities in the functional area. The plan has been incorporated into the State Emergency Operations Plan with State agencies assigned the task of cooperating with the appropriate Federal and local agencies in the coordination and implementation of the plan. Accordingly, the local agencies listed in the matrix below are responsible for cooperation with the State and Federal counterparts in coordinating and implementing the plan.

Title	Federal Agency	State Agency	Local Agency
ESF 1 Transportation	U.S. D.O.T	Ok. D.O.T	Public Schools
ESF 2 Comms	Nat. Comm System	OEM	911 Center
ESF 3 Pub Works & Eng	Corps of Engineers	Ok. D.O.T	Pub. Works
ESF 4 Firefighting	US Dept. of Ag	Ok Dept. of Ag	Fire Dept.
ESF 5 Info and Plan	FEMA	OEM	CFD/EM
ESF 6 Mass Care	Red Cross	Red Cross	Red Cross
ESF 7 Resource Sup	General Services	OEM	CFD/EM
ESF 8 Health & Med	Health and Human Services	Dept. of Health	Grady Health Dept
ESF 9 USAR	FEMA	Dept. of Pub Safety	Fire Dept.
ESF 10 Hazmat	EPA	DEQ	Grady DEQ
ESF 11 Food	Dept. of Ag	DHS	Red Cross
ESF 12 Energy	Dept. of Energy	OEM	CFD/EM
ESF 13 Public Safety/Sec	Dept. of Justice	OK DPS	Police Dept.
ESF 14 Long-Term Recov	FEMA	OEM	CFD/EM
ESF 15 External Affairs	FEMA	OEM	PIO/EM

Appendix 2 to Base Plan

Definitions

AGENCY LIAISON OFFICER (ALO)

Persons appointed by Director of designated state agencies who shall operate under the Director, Department of Civil Emergency Management, during emergency periods to coordinate an agency's actions for providing effective relief and assistance in accordance with this plan and Public Law 93-288.

DISASTER

A dangerous event that causes significant human and economic loss and demands a crisis response beyond the scope of any single agency or service, such as the fire or police department. Disasters are distinguished from emergencies by the greater level of response required. Disaster requires resources beyond those available locally.

EMERGENCY

While an emergency may have been devastating, it is a dangerous event that does not result in a request for State or Federal assistance.

"EMERGENCY" AS PROCLAIMED BY THE GOVERNOR

Whenever, in the opinion of the Governor, the safety of Oklahoma and its citizens requires the exercise of extreme measures due to an impending or actual disaster, he may declare an emergency to exist in the state, or any part of the state, to aid individuals and local government.

ELECTROMAGNETIC PULSE (EMP)

A phenomenon of a nuclear detonation which disrupts electrical transmission and radio sets in a similar manner to a direct hit by lightning.

EMERGENCY OPERATIONS CENTER (EOC)

A centralized facility to be utilized by the governments for direction, control, and coordination.

EMERGENCY PERIOD

The period immediately before, and/or immediately following the impact of a catastrophe when severe threats exist to human life, animals, other private and public property and/or the environment.

EMERGENCY SUPPORT TEAM

Teams of federal personnel formed by the Director, Federal Emergency Management Agency, Region VI, and deployed in a declared major disaster area to assist the federal coordinating officer in carrying out his responsibilities.

FEDERAL COORDINATING OFFICER (FCO)

The person appointed by the President of the United States to operate under the Director, Region VI Federal Emergency Management Agency to coordinate federal assistance in a declared major disaster area under the provisions of Public Law 93-288.

GOVERNOR'S AUTHORIZED REPRESENTATIVE (GAR)

The person appointed by the Governor of Oklahoma in the Federal/State Disaster Assistance Agreement as his authorized representative to act in cooperation with the Federal Coordinating Officer.

LOCAL GOVERNMENT

Any county, city or incorporated town in the State of Oklahoma.

LOCAL MASS CARE CENTER

A place selected locally by the private volunteer groups to provide care for individuals dislocated during the emergency period. Services provided are lodging, feeding, registration, first aid and other social services.

MAJOR DISASTER

Any hurricane, tornado, storm, flood, high water, wind-driven water, earthquake, volcanic eruption, landslide, snow storm, explosion, or other catastrophe in any part of the United States which, in the determination of the United States, causes damage of sufficient severity and magnitude as to warrant major disaster assistance under Public Law 93-288 above and beyond emergency services by the federal government, to supplement the efforts and available resources of the state, local governments and disaster relief organizations in alleviation of the damage, loss, hardship, or suffering caused thereby.

NATIONAL WARNING SYSTEM (NAWAS)

A protected full-time voice communications system which provides warning information throughout the nation.

OKLAHOMA DEPARTMENT OF EMERGENCY MANAGEMENT (OEM)

The agency responsible for preparation and execution of emergency functions to prevent, minimize and repair injury and damage resulting from hostile actions or natural disasters as stated in the Oklahoma Civil Defense and Emergency Resources Management Act of 1967.

PUBLIC FACILITY

Any flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, or airport facility, any non-federal aid street, road or highway and any other public building, structure, or system.

RECOVERY PERIOD

That period after an emergency when economic recovery from disaster damage takes place, including the use of any available local, state, federal government, and private resources.

VOLUNTEER SERVICE ORGANIZATION

Any organization which is nongovernment, nonprofit whose primary mission is to provide humanitarian support in times of need using public donated funds and volunteer personnel resources with or without a formal declaration of an emergency. (i.e: American Red Cross, Salvation Army, etc.)

WATCH PERIOD

A period when meteorological conditions indicate a possibility of a severe weather phenomena.

WARNING PERIOD

A period when severe weather phenomena has been detected or observed and presents an immediate threat to life and property.

Appendix 3: Key Contact Numbers

This appendix lists essential contact information for city, county, state, and federal agencies, as well as key response partners.

City Manager’s Office	Jim Crosby	City Manager	(405) 544-6182
Emergency Services	Edward Perez	EM Director	(405) 544-6136
Fire Chief	Tony Samaniego	Fire Department	(405) 544-6604
Police Chief	Goebel Music	Police Department	(405) 574-4140
Public Works Director	Omar Fierro	Public Works	(405) 448-1571

City of Chickasha Contacts:

- **Emergency Management Director:** Edward Perez - (405) 544-6136
- **City Manager:** Jim Crosby - (405) 544-6182
- **Fire Chief:** Tony Samaniego - (405) 544-6604
- **Police Chief:** Goebel Music - (405) 574-4140

County Contacts:

- **Grady County Emergency Management:** (405) 574-2517
- **Grady County Sheriff's Office:** (405) 224-0984

State Contacts:

- **Oklahoma Emergency Management:** (405) 521-2481
- **Oklahoma Highway Patrol:** (405) 425-2323

Federal Contacts:

- **FEMA Region VI:** (940) 898-5399
- **National Weather Service (Norman Office):** (405) 325-3816

Appendix 4: Critical Infrastructure and Facilities

This appendix identifies critical infrastructure and facilities within the City of Chickasha that require priority protection during emergencies.

Critical Facilities:

- **Emergency Operations Center:** Chickasha Fire Station #2 Basement, S 16th St.
- **Hospitals:** Grady Memorial Hospital, 2220 W Iowa Ave.
- **Shelters:** Pre-designated shelter locations (see Annex E, Appendix 2)
- **Utilities:** Water Treatment Plant, Electrical Substations

Appendix 5: Hazard Analysis Summary

This appendix summarizes the hazards most likely to impact the City of Chickasha based on historical data and risk assessments.

Natural Hazards:

- Tornadoes
- Severe Thunderstorms
- Flooding
- Winter Storms

Technological Hazards:

- Hazardous Materials Incidents
- Power Outages
- Transportation Accidents

Human-Caused Hazards:

- Terrorism
- Civil Disturbances

This hazard analysis informs planning efforts and resource allocation to mitigate risks effectively.

Annex A – Direction and Control

I. PURPOSE

This annex establishes workable procedures for the development, manning, and operation of a control center within the City of Chickasha to coordinate government's response to emergency situations. The center will be activated when the threat of loss of life and/or excessive property damage may occur. This applies to both natural and manmade disasters.

II. SITUATION AND ASSUMPTIONS

See section II of the Base Plan.

III. CONCEPT OF OPERATIONS

General

An effective Emergency Operations Center (EOC) is the key to successful response operations. The gathering of persons in authority, along with supporting staff personnel, in one location facilitates the prompt and effective employment of resources. It also enhances the coordination of activities, which will ensure all required tasks are accomplished without duplication of effort. The Emergency Management Director will activate the EOC and alert those persons designated to occupy EOC positions when a danger is recognized.

IV. TASK ORGANIZATION AND RESPONSIBILITIES

A. General

1. The City Direction and Control Organization consists of three parts:
 - Part One: Policy Group
 - Comprised of the Mayor, City Council, and City Manager
 - Makes highest decisions and approvals
 - Part Two: Coordination Group
 - Comprised of major city department/agency heads
 - Coordinates efforts and applies actions most needed
 - Most service supervisors located at EOC
 - Activities coordinated by Chief of Operations/Emergency Management Director
 - Activities and responsibilities detailed in respective annexes
 - Part Three: Operations Staff
 - Comprised of staff officers or Officers-in-Charge (OIC)
 - Manages vital functions during emergencies
 - OIC responsibilities detailed in annexes

- Each OIC located in EOC
 - Works under Emergency Management Director
 - Coordinates with Coordination Group as needed
2. The EOC may be activated by the City Manager or Emergency Management Director when any portion of the City of Chickasha is, or may be, threatened with loss of life or extensive property damage.
 3. Each department or agency director tasked to serve on the Coordination Group, or designated replacement, will immediately report to the EOC to direct and coordinate their agency's response to the emergency.
 4. The Emergency Management Director will maintain and activate the procedures to recall/assemble the EOC staffs. (See Appendix 3 to this Annex, EOC Activation Checklist.)

B. Organization

See section IV, Base Plan and Appendix 1, this Annex.

C. Task Assignment and Responsibility

1. Policy Group a. Responsible for protection of life and property within jurisdictional boundaries b. Exercises all normal powers contained in the State of Oklahoma Emergency Management and Resources Management Act of 1967, as amended, and local ordinances and resolutions c. Controls all crisis operations, with delegation to responsible individuals as stated in this plan or appropriate designee as shift arrangements dictate d. See Section IV of the Base Plan
2. Coordination Group a. Chief of Operations (Emergency Management Director) responsibilities:
 - Coordinates EOC staff activities for disaster victim aid
 - Makes routine decisions and advises policy group
 - Ensures primary support function agencies are available in EOC
 - Maintains EOC operational readiness
 - Assigns qualified staff and maintains current roster
 - Develops and operates alert system
 - Activates EOC and recalls staff
 - Supervises EOC staff and coordinates with Coordination Group
 - Schedules EOC staff for 24-hour operations
 - Arranges staff feeding
 - Updates staff roster annually
 - Conducts policy and coordination group briefings
 - Manages EOC information displays
 - Coordinates alternate EOC relocation if needed
 - Manages notification of operational changes b. Law Enforcement Coordinator (See Base Plan) c. Fire and Rescue Coordinator (See Base Plan) d. City Maintenance Coordinator (See Base Plan) e. Health and Medical Coordinator

(See Base Plan) - Coordinates with Grady County Health Officer f. Shelter/Mass Care Coordinator (County Red Cross, See Base Plan) - Coordinates shelter operations with EM Director g. Resources Coordinator - Maintains resource inventory (Resource Data Book) - Provides resources for emergency response - Manages scarce resource allocation - Maintains expenditure records - See Annex N, Resource Management

3. Operations Staff a. Provides technical support and advice to policy and coordination groups under EM Director supervision b. Sections requiring OIC and support personnel:

- Communication/Message Center
- Damage Assessment
- Hazardous Materials Protection
- Public Information
- Administration
- Transportation
- Warning/Reporting
- Shelter Management/Evacuation

V. DIRECTION AND CONTROL

See Base Plan

VI. CONTINUITY OF GOVERNMENT

A. During large-scale emergencies, the EOC becomes the center for all local government control, issuing all decisions and direction concerning the emergency. B. Lines of succession for critical personnel are established in Section VI, Base Plan.

VII. ADMINISTRATION AND LOGISTICS

A. Emergency Operations Centers

1. Primary EOC
 - Chickasha City Fire Station #2 Basement, S 16th St, Chickasha, OK 73018
2. Alternate EOC
 - First Alternate: Grady County EOC at 315 W. Pennsylvania
 - Second Alternate: Fire Station 1 at 1700 Harley Day Dr.
3. Incident Command Post

- Established as needed for on-site coordination
- Location determined by Incident Commander

B. Reports and Records

Reports required vary by emergency type:

1. Initial Disaster Report: Provides base information to State EOC
2. Events Log: Documents major events and response actions
3. Additional reports as needed per incident

C. Media

News conferences coordinated by Public Information Officer at regular intervals. When possible, held at incident location or designated media area.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Emergency Management Director maintains this annex and ensures currency. All EOC staff must be familiar with its content.

IX. AUTHORITY AND REFERENCES

A. Authority

See Base Plan

B. References

- Digest of Oklahoma Laws
- FEMA, E/L0103 Planning: Emergency Operations
- FEMA, Emergency Operations Handbook
- FEMA, EMI Basic Academy

APPENDICES

Appendix 1 - City of Chickasha Emergency Direction and Control Chart

Appendix 2 - Organization Assignment Roster

Appendix 3 - Emergency Operations Center

- Tab A – EOC Activation Check List
- Tab B – Emergency Situation Report

- Tab C – Daily Log of Events
- Tab D – EOC Security Log
- Tab E – EOC Layout Plan

Appendix 4 - Confidential Phone Numbers

Appendix 5 - Sample Disaster Declaration

Appendix 1: City of Chickasha Emergency Direction and Control Chart

This appendix includes visual representations of the Emergency Operations Center (EOC) structure to ensure clear lines of authority and communication during an emergency. The charts outline the following:

- **Policy Group:** Decision-making authority (e.g., Mayor, City Manager).
- **Coordination Group:** Key department heads and agency representatives.
- **Operations Staff:** Section chiefs and support personnel.

Sample Organizational Chart:

- **Policy Group**
 - Mayor
 - City Manager
- **Coordination Group**
 - Emergency Management Director
 - Fire Chief
 - Police Chief
 - Public Works Director
- **Operations Staff**
 - Planning Section Chief
 - Logistics Section Chief
 - Finance/Admin Section Chief
 - Public Information Officer

Appendix 2: Organization Assignment Roster

Sample Organization Assignment Roster

Position	Name	Title	Contact Information
Emergency Management Dir.	Edward Perez	EM Director	(405) 544-6136
EOC Manager	TBD	Assigned Staff	(405) XXX-XXXX
Fire Chief	Tony Samaniego	Fire Department	(405) 544-6604
Police Chief	Goebel Music	Police Department	(405) 574-4140
Public Works Director	Omar Fierro	Public Works	(405) 448-1571

Appendix 3: Emergency Operations Center

Tabs for EOC Setup and Documentation:

- **Tab A – EOC Activation Check List:**
 1. Notify all EOC personnel.
 2. Activate communication systems.
 3. Distribute emergency action plans.
 4. Conduct briefing sessions.
- **Tab B – Emergency Situation Report:**
 - Initial incident description.
 - Resources deployed.
 - Status of affected areas.
- **Tab C – Daily Log of Events:**
 - Time-stamped activities.
 - Key decisions and updates.
- **Tab D – EOC Security Log:**
 - Access records.
 - Visitor check-in/check-out logs.
- **Tab E – EOC Layout Plan:**
 - Map of the EOC floor plan.
 - Seating assignments and workstations.

Appendix 4: Confidential Phone Numbers

A secure list of critical contact numbers for emergency use only.

Agency/Department	Name	Title	Phone Number
City Manager's Office	Jim Crosby	City Manager	(405) 544-6182
Emergency Services	Edward Perez	EM Director	(405) 544-6136
Fire Chief	Tony Samaniego	Fire Department	(405) 544-6604
Police Chief	Goebel Music	Police Department	(405) 574-4140
Public Works Director	Omar Fierro	Public Works	(405) 448-1571

Appendix 5: Sample Disaster Declaration

Sample Declaration Format

WHEREAS, the City of Chickasha has experienced [disaster description, e.g., tornado, flood, etc.], causing [specific damages and impacts].

WHEREAS, the damages exceed the City's ability to respond without additional assistance;

THEREFORE, I, [Name], Mayor of the City of Chickasha, do hereby declare a state of emergency in accordance with state and local laws, effective immediately.

Signed,

[Name]

Mayor

City of Chickasha

Date: _____

Annex B – Communications (ESF-2)

I. PURPOSE

This Annex provides information concerning emergency communications systems used in the City of Chickasha and throughout the area. The procedures outlined in this Annex will be used by Emergency Management officials to manage communications in the event of an emergency.

II. SITUATION AND ASSUMPTIONS

A. Police

The Chickasha Police Department operates two radio networks to support its daily activities. In addition, the department participates in the Oklahoma Law Enforcement Telecommunications Network (OLETS). These networks are operated from a centralized 911 Emergency Operations Center, employing full-time, paid professional communications specialists. In addition to utilizing the radio networks, the communications specialists are also responsible for handling emergency and routine telephone communications between the public and the department. The communications center is administered by the Police Department and is located at the Chickasha Police Department, 2001 W. Iowa Avenue.

B. Fire and EMS

The Chickasha Fire Department operates a radio network to support its daily operations. This network is also dispatched from the 911 Emergency Operations Center. Each fire station also operates a radio base station.

C. Emergency Management

The City of Chickasha Emergency Management Department operates the City's centralized 911 Emergency Operations Center. This facility allows communications with emergency response personnel, storm spotters, and provides official contact between the City of Chickasha EOC and outside agencies.

D. Public Works

The City of Chickasha Public Works Dept. is dispatched from their offices, located at 500 E. Grand Ave. Secondary dispatching can be accomplished from City Hall.

E. 9-1-1

The City of Chickasha operates an enhanced 9-1-1 emergency telephone network at the Chickasha Police Department, 2001 W. Iowa Avenue. All 9-1-1 calls originating within the city

limits of Chickasha are directed to and processed by the City of Chickasha 911 communications center.

III. CONCEPT OF OPERATIONS

The City of Chickasha Emergency Management communications systems utilize existing radio and communications networks that are used for daily operations throughout the City. These existing systems are supplemented with additional communications networks specifically designated for emergency management purposes. Emergency Management officials may operate on the radio frequencies of various response organizations to coordinate activities effectively.

IV. TASK ORGANIZATION AND RESPONSIBILITIES

A. Communications Director

1. Develop, administer and maintain all communications systems within the 911 EOC
2. Develop communications systems for crisis operations including:
 - Internal operations support
 - External communications with adjacent jurisdictions
 - State EOC communications
3. Train communications specialists for emergency operations
4. Supervise all communications center activities during emergencies

B. Police Chief

1. Develop, administer, and maintain police department communications systems
2. Develop crisis communications systems including:
 - Internal operations support
 - External communications for mutual aid operations

C. Fire Chief

1. Develop, administer, and maintain fire department communications systems
2. Develop crisis communications systems including:
 - Internal operations support
 - External communications for mutual aid operations

D. Public Works Director

1. Develop, administer, and maintain public works communications systems

2. Develop crisis communications systems including:

- Internal operations support
- External communications for mutual aid operations

E. Radio/Telephone Operators

1. Ensure proper use of communications equipment and procedures
2. Handle messages appropriately
3. Screen and route all incoming calls properly

V. DIRECTION AND CONTROL

A. EOC

The Police Chief has overall responsibility for the 911 Operations Center and emergency communication systems.

B. Incident Command System

All communications to the field shall support the Incident Command system and will be directed through the Incident Commander or on-scene Communications Officer.

C. Code Systems

During emergencies, code systems will be discontinued. Plain English will be used to ensure comprehension, particularly between units from different agencies.

VI. ADMINISTRATION AND LOGISTICS

A. Security

Due to the vital role of communications, the Police Chief may assign officers to secure key facilities, including:

- Communications center
- Police and fire repeater sites
- Command posts

B. Training

1. The EM Director provides emergency/disaster training to Communications Staff
2. Departments assigning EOC personnel must ensure familiarity with:

- Communications procedures
- EOC operating procedures

APPENDICES

Appendix 1 - Message Log

Appendix 2 - Communications Network

Appendix 3 - Operations Secure Information

Appendix 1 - Message Log

Message Log Template

Date	Time	From	To	Message Content	Action Taken	Initial

Instructions for Use

1. All emergency communications must be logged
2. Complete all fields for each message
3. Message content should be brief but complete
4. Note any actions taken in response
5. Initial each entry after completion
6. Maintain chronological order
7. Submit completed logs to Emergency Management Director

Appendix 2 - Communications Network

Emergency Communications Systems

1. Primary Systems
 - o 911 Dispatch Center
 - o Public Safety Radio Network
 - o Emergency Operations Center Communications
 - o Mobile Command Post Communications
2. Backup Systems
 - o Amateur Radio Emergency Services (ARES)
 - o Satellite Phones
 - o Mobile Units
 - o Portable Repeaters
3. Frequencies and Talk Groups
 - o Police Primary: [REDACTED]
 - o Fire Primary: [REDACTED]
 - o EMS Primary: [REDACTED]
 - o Emergency Management: [REDACTED]
 - o Tactical: [REDACTED]
 - o Interoperability: [REDACTED]
4. System Protocols
 - o Use plain language - no codes
 - o Maintain radio discipline

- Follow standard call signs
- Acknowledge all transmissions
- Report system issues immediately

Appendix 3 - Operations Secure Information

Access Control

1. EOC Access Levels
 - Level 1: Policy Group
 - Level 2: Department Heads
 - Level 3: Operations Staff
 - Level 4: Support Personnel
2. Secure Areas
 - Communications Center
 - Emergency Operations Center
 - Server Room
 - Equipment Storage
 - Command Staff Offices
3. Security Procedures
 - ID badges must be worn at all times
 - Sign in/out required
 - Visitors must be escorted
 - No photography without authorization
 - No unauthorized equipment connections
 - Clean desk policy in effect
 - Secure all documents when not in use
4. Information Classification
 - Top Secret
 - Secret
 - Confidential
 - Sensitive But Unclassified
 - Public
5. Handling Requirements
 - Store in approved containers
 - Use secure transmission methods
 - Shred when disposing
 - Report any breaches immediately
 - Document all disclosures
 - Annual security training required
6. Communications Security
 - Use encrypted channels when required
 - Verify recipient authorization
 - No sensitive info via unsecured methods
 - Regular password changes

- Two-factor authentication for critical systems
- Audit logs maintained
- 7. Emergency Procedures
 - Immediate notification of security incidents
 - Containment of compromised areas/systems
 - Evidence preservation
 - Written incident reports required
 - After-action review process
 - Security plan updates as needed

Annex C - Alert and Warning System

I. PURPOSE

This Annex establishes an effective alert and warning system within the City of Chickasha capable of disseminating adequate and timely warning to the city officials and public in the event of threatened disaster.

II. SITUATION AND ASSUMPTIONS

(See Base Plan)

III. CONCEPT OF OPERATION

A. Natural Hazards

The primary source for severe weather warnings is the National Weather Service. These warnings are disseminated through the National Warning System (NAWAS), a nationwide dedicated voice warning network designed to provide federal, state, and local governments with the means to warn of impending danger. Additional dissemination occurs through commercial radio, television, and the Weather Service teletype system. This multi-channel approach ensures redundancy in the warning process.

B. Weather Warning Procedures

When notification of approaching severe weather is received from the National Weather Service, storm watch personnel, or other official sources, the police dispatcher immediately notifies the Emergency Management Director. The Director evaluates the threat and directs activation of warning devices as required. Understanding the critical nature of timely warnings, if communications with the Emergency Management Director or designated alternates cannot be established, communications personnel are authorized to activate warning devices directly. This ensures no delays in public notification of imminent threats.

C. Technological/Hazmat Incidents

Hazardous material incidents require specific warning procedures based on the material involved and the threat zone. When incidents involving oil, chemical, or radiological materials present a public hazard, warnings will be disseminated through radio, television, and cable systems using emergency override capabilities. These warnings include specific protective actions for the affected population based on the material's characteristics and environmental conditions.

D. National Security

Attack Warning Considerations

The threat of attack against the United States remains a possibility, with potential weapons including nuclear, biochemical, or conventional devices. While most scenarios suggest an attack would be preceded by a period of increasing international tension - providing time for public notification and preparation - the possibility of a surprise attack cannot be discounted. In such cases, warning time could be as little as fifteen minutes. Additionally, the risk of an accidental missile launch exists, potentially providing similar minimal warning times.

Warning System Structure

The National Warning System (NAWAS) serves as the primary attack warning system, providing initial warning from federal level down to county government. Upon receiving an alert at the Grady County Warning Point from either the Oklahoma Highway Patrol NAWAS terminal or the alternate Warning Point in Oklahoma City, immediate notification proceeds to all community police departments, including Chickasha. The police dispatcher activates local warning signals immediately upon receipt of an attack warning, while simultaneously notifying the Emergency Management Director.

Command and Control

The Emergency Management Director, upon receiving attack warning notification, implements the notification sequence for the City Manager and other key officials as detailed in Appendix 2. These officials evaluate the situation and determine whether to activate the Emergency Operations Center (EOC) as the primary command and control facility for the duration of the emergency.

E. Warning Signals

Severe Weather/Peacetime Emergency Signal

A steady signal lasting 3 to 5 minutes from warning devices indicates either severe weather or another peacetime emergency. Beyond its primary warning function, this signal serves as an alert for the public to seek additional information through radio, television, or other emergency information sources.

Attack Warning Signal

The attack warning consists of a wavering tone lasting 3 to 5 minutes or a series of short blasts from warning devices. This distinctive signal indicates that an actual attack or accidental missile launch against the United States has been detected, requiring immediate protective action by the public. To maintain its effectiveness, this signal is reserved exclusively for attack warnings and carries no other meaning.

IV. TASK ORGANIZATION AND RESPONSIBILITIES

The successful implementation of warning systems requires coordinated effort from multiple agencies and organizations. Each entity has specific responsibilities that contribute to the overall effectiveness of the warning system.

A. Policy Group

The Policy Group maintains overall responsibility for the city's warning system. They establish and maintain a comprehensive warning system throughout the city, ensuring its continued effectiveness and modernization. Based on the seriousness of received warnings, they make critical decisions regarding public safety actions. Understanding that some situations require immediate response, they delegate authority to the Emergency Management Director to make time-sensitive decisions when immediate action is required to protect life.

B. Emergency Management Director

The Emergency Management Director serves as the primary coordinator for the warning system. Their responsibilities include:

- Working closely with the Policy Group to coordinate warning information and implement warning decisions. When time constraints prevent full Policy Group consultation, the Director has authority to take immediate action to protect life and property.
- Determining the necessity of EOC activation in consultation with the Policy Group, and initiating staff recall procedures. They maintain operational control of the Emergency Alert System (EAS) and Cable TV override systems, ensuring these resources are available for emergency communications.
- Conducting public education regarding warning signal meanings and appropriate protective actions. This includes regular public outreach and coordination with local media outlets.

C. Grady County NAWAS Warning Points

The National Warning System (NAWAS) warning points serve as critical links in the warning chain. Upon receipt of any alert or warning, whether related to weather, national security, or other hazards, these facilities must immediately implement notification procedures for all communities within Grady County, including Chickasha, following protocols outlined in Appendix 4 of this Annex.

D. City of Chickasha Communications Center

The Communications Center functions as the 24-hour warning point for the city. Upon receipt of warning information, personnel must:

1. Immediately activate appropriate warning signals based on established protocols
2. Ensure the Emergency Management Director or designated alternate is notified
3. Maintain accurate logs of all warning activities
4. Monitor multiple information sources for situation updates

E. Chickasha Police Department

The Police Department provides crucial mobile warning capabilities, particularly in areas not adequately covered by fixed warning devices. Using vehicle-mounted public address systems and emergency warning devices, units provide direct warning to threatened areas. Their mobility allows for targeted warnings in specific neighborhoods or areas requiring evacuation.

F. Chickasha Fire Department

Fire Department units complement the mobile warning capability of the Police Department, providing additional coverage through their vehicle-mounted warning devices and public address systems. Their pre-established knowledge of districts and neighborhoods enhances the effectiveness of these warnings.

G. Grady County Media Organizations

Local media serve as essential partners in the warning process. Their responsibilities include:

1. Immediate dissemination of warning information from authorized sources to the public. This includes both emergency information and protective action guidance.
2. Maintenance and activation of Emergency Alert System (EAS) capabilities. Broadcast stations with this capability must ensure personnel are trained and systems are regularly tested.
3. Support of emergency public information through broadcast of official warnings and guidance. This includes interrupting regular programming for emergency messages when required.
4. Social media management is primarily handled by the City Marketing/Civic Engagement department. During their unavailability, Fire-EMS/Emergency Management assumes this responsibility. However, social media is used only for supplemental information, never as a primary warning method.

V. DIRECTION AND CONTROL

A. General

The warning process requires careful coordination across multiple levels of government. While warning systems may be activated by any governmental level with public warning responsibility, local warnings are typically channeled through the Emergency Management Director when time permits. This ensures proper coordination and prevents conflicting messages. During time-critical situations, established protocols allow for direct activation of warning systems by designated personnel.

B. Warning Systems

1. National Warning System (NAWAS)

NAWAS provides the backbone of our nation's warning infrastructure. This protected, dedicated voice communication system connects the National Warning Center with warning points throughout the nation. In Oklahoma, the system operates through a hierarchical structure:

- Primary State Warning Point: Oklahoma Highway Patrol headquarters in Oklahoma City
- Alternate Warning Points: Oklahoma Emergency Management EOC and National Guard EOC
- Secondary Points: 30 locations including OHP district offices, sheriff/police departments, fire departments, and local EOCs. Warning information flows simultaneously to all points, ensuring rapid dissemination. The Oklahoma Highway Patrol bears primary responsibility for state-level warnings, with OEM and National Guard facilities providing redundant capability.

2. National Weather Service (NWS)

The Norman Forecast Office provides comprehensive weather information through multiple systems:

- Weather teletype for detailed forecasts and warnings
- Emergency Managers Weather Information Network (EMWIN)
- NOAA Weather Radio broadcasts
- Amateur radio network coordination. These overlapping systems ensure consistent weather information reaches both officials and the public.

3. Emergency Alert System (EAS)

The EAS provides critical public warning capability during emergencies. The system may be activated at federal, state, or local levels depending on the emergency scope. Key Oklahoma broadcast stations include:

- WKY (AM) 930 and KMGL FM-104.1 (Oklahoma City)
- KWCO HD1 105.5 FM (Chickasha). These stations, along with others listed in Appendix 1, Annex D, provide emergency information to the public through pre-established protocols.

4. Severe Weather Observers

The City's severe weather observation program utilizes National Weather Service-trained personnel who:

- Deploy to pre-designated observation points
- Track and report severe weather conditions
- Maintain direct communication with the EOC
- Provide ground-truth verification of radar data. This program enhances the city's warning capability through direct observation of threatening conditions.

VI. ADMINISTRATION AND LOGISTICS

A. Warning System Testing and Maintenance

Maintaining warning system reliability requires regular testing and maintenance:

1. Weekly Tests
 - Conducted Wednesdays at noon, weather permitting
 - All systems tested according to established protocols
 - Results documented and deficiencies addressed
2. System Maintenance
 - The Emergency Management Director maintains responsibility for:
 - Regular system inspections
 - Preventive maintenance scheduling
 - Prompt repair of malfunctions
 - System upgrade recommendations
 - Maintenance record keeping

VII. PLAN DEVELOPMENT AND MAINTENANCE

The Emergency Management Director bears primary responsibility for this annex, ensuring its continued relevance through:

- Regular review and updates
- Integration of lessons learned
- Incorporation of new technologies
- Coordination with partner agencies
- Training and exercise evaluation
- System capability assessment

Updates occur as needed based on:

- Operational experience
- Exercise results
- Technical advances
- Changes in threat assessment
- Modifications to warning systems
- Regulatory requirements

VIII. REFERENCES

1. FEMA, Outdoor Warning System Guide
 - System design standards
 - Coverage requirements
 - Testing protocols

2. FEMA, NAWAS Operations Manual
 - System architecture
 - Operational procedures
 - Point-to-point protocols
3. FEMA, Public Information and Warning
 - Message construction
 - Dissemination methods
 - Public education

APPENDICES

Appendix 1 - City of Chickasha Severe Weather SOP

- Activation criteria
- Personnel responsibilities
- Communication protocols

Appendix 2 - City of Chickasha Emergency Alert/Warning System

- System components
- Activation procedures
- Coverage areas

Appendix 3 - Siren Locations

- Geographic distribution
- Coverage maps
- Maintenance schedules

Appendix 1 - City of Chickasha Severe Weather SOP

Activation Criteria

Tornado Warning Criteria

- Tornado warning issued by National Weather Service Norman
- Trained spotters report funnel cloud or tornado
- Radar indicated tornado circulation approaching city limits
- Visible tornado reported by public safety personnel

Severe Thunderstorm Criteria

- Winds $\geq$ 70 mph reported or expected
- Golf ball size hail (1.75") or larger reported
- Storm produces significant structural damage
- Conditions favorable for tornado development

Flash Flood Criteria

- Flash Flood Warning issued for Chickasha
- Observed flooding of roads or structures
- Rainfall rates exceeding 2" per hour
- Dam or levee failures affecting city

Personnel Responsibilities

Emergency Management Director

- Monitors weather conditions and forecasts
- Activates EOC when criteria are met
- Coordinates with NWS Norman
- Authorizes emergency alerts
- Directs storm spotters
- Updates city officials

Police Department

- Activates sirens when directed
- Conducts mobile weather spotting
- Reports severe weather conditions

- Assists with evacuations
- Provides traffic control
- Maintains officer safety

Fire Department

- Conducts mobile weather spotting
- Reports severe weather conditions
- Responds to weather emergencies
- Assists with evacuations
- Performs swift water rescue
- Maintains firefighter safety

Public Works

- Monitors street flooding
- Places barricades as needed
- Clears storm debris
- Assists with evacuations
- Reports infrastructure damage
- Maintains worker safety

Dispatch/911

- Monitors weather radio
- Receives spotter reports
- Activates sirens when directed
- Dispatches emergency resources
- Maintains incident logs
- Reports system issues

Communication Protocols

Radio Communications

- Use plain language - no codes
- Maintain radio discipline
- Report from stationary position
- Give precise locations
- Be clear and concise
- Repeat critical info

Chain of Command

- EM Director has overall authority

- Police/Fire command own units
- Dispatch coordinates resources
- EOC manages operations
- Mayor declares emergencies
- City Manager directs staff

Reporting Requirements

- Initial size-up report
- Regular status updates
- Damage assessments
- Resource requests
- Injuries/casualties
- Mission completion

Appendix 2 - City of Chickasha Emergency Alert/Warning System

System Components

Outdoor Warning Sirens

- 12 electronic sirens
- Battery backup power
- Remote activation
- Two distinct signals
- Coverage map attached
- Weekly testing schedule

Emergency Alert System (EAS)

- KWCO 105.5 FM primary
- Activation via EOC
- Automated messages
- Live announcements
- Required monthly tests
- Coverage all of Grady County

Social Media Platforms

- Facebook: @
- Twitter: @
- City website

- YouTube channel
- Alert signup page

Activation Procedures

Siren Activation

1. Authorized by EM Director or designee
2. Dispatchers use CommandCAD
3. Select coverage zones
4. Choose alert type
5. Activate system
6. Document activation
7. Monitor operation

EAS Activation

1. Access ENDEC terminal
2. Select event code
3. Enter alert text
4. Choose duration
5. Transmit alert
6. Log activation
7. Monitor broadcast

Coverage Areas

Primary Warning Zones

- Zone 1: Downtown/Central
- Zone 2: North Chickasha
- Zone 3: South Chickasha
- Zone 4: East Chickasha
- Zone 5: West Chickasha
- Zone 6: Industrial Areas

Secondary Coverage

- USAO Campus
- Hospital Complex
- Industrial Park
- School Campuses
- Shopping Centers
- Parks/Recreation

Gap Analysis

- Annual coverage review
- Identify weak spots
- Document blind zones
- Plan improvements
- Update procedures
- Test effectiveness

Appendix 3 - Siren Locations

Geographic Distribution

Zone 1 - Downtown/Central

1. Fire Station #1 - 1700 Harley Day Drive
2. City Hall - 117 N 4th Street
3. Police Department - 2001 W Iowa Avenue

Zone 2 - North Chickasha

4. Shannon Springs Park - 2400 S 9th Street
5. Grand View Park - 1400 W Grand Avenue
6. Veterans Park - 1400 W Chickasha Avenue

Zone 3 - South Chickasha

7. Fire Station #2 - S 16th Street
8. Sports Complex - 2100 S 16th Street
9. Industrial Park - 2900 S 29th Street

Zone 4 - East Chickasha

10. USAO - 1727 W Alabama Avenue
11. Grady Memorial - 2220 W Iowa Avenue

Zone 5 - West Chickasha

12. Airport Industrial - 2800 S 2nd Street

Coverage Maps

[Geographic Information System (GIS) maps showing siren coverage radio and overlap areas would be inserted here]

Maintenance Schedules

Weekly Tasks

- Battery check
- Radio check
- Control panel test
- Motor operation
- Charging system
- Control circuitry

Monthly Tasks

- Full system test
- Sound output check
- Coverage verification
- Battery load test
- Control calibration
- Documentation review

Quarterly Tasks

- Preventive maintenance
- Component inspection
- Firmware updates
- Coverage testing
- Battery replacement
- System optimization

Annual Tasks

- Complete overhaul
- Coverage mapping
- Power systems
- Control systems
- Documentation
- Training review

Testing Schedule

- Every Wednesday at noon
- Weather permitting

- 3-5 minute duration
- All sirens tested
- Results documented
- Issues reported

Maintenance Records

- Test results
- Repairs made
- Parts replaced
- Costs incurred
- Labor hours
- Contractor info

Annex D – Emergency Public Information

I. PURPOSE

This annex provides procedures for the effective collection, control, and dissemination of emergency public information. Long-term public educational efforts related to hazard awareness are also outlined in this annex.

II. SITUATION AND ASSUMPTIONS

(See Base Plan)

III. CONCEPT OF OPERATIONS

- Emergency information efforts will focus on specific event-related information. This information will generally be of an instructional nature focusing on such things as warning, evacuation, and shelter. It is also important to keep the public informed of the general progress of events. A special effort will be made to report positive information regarding emergency response to reassure the community that the situation is under control. Rumor control will be a major aspect of the informational effectiveness.
- Education efforts will be directed toward increasing public awareness about potential hazards and how people can deal with them. All information and education efforts will rely heavily on the cooperation of commercial media organizations.
- See Public Information Operating Procedures Manual for "fill-in-the-blank" public news releases written as world tensions, weather phenomena, or other hazards/accidents are in the process of occurring or have occurred.

IV. TASK ORGANIZATION AND RESPONSIBILITIES

A. Policy Group

- Appoint a public information officer or delegate the authority to appoint a PIO.

B. Public Information Officer (PIO)

- Maintain public information operating procedures manual.
- Direct all emergency public information efforts.
- Designate a public information section within the EOC as the single official point of contact for the media during an emergency.
- Provide news releases, which have been cleared for release by the proper authorities, for the media.
- Monitor all media for accuracy of reports.
- Investigate rumors.

- Provide news releases and information via social media.
- Maintain an accurate record of events.

V. DIRECTION AND CONTROL

- The Public Information Officer is responsible for all education and information programs conducted by the policy group.

VI. PLAN DEVELOPMENT AND MAINTENANCE

- The PIO will be responsible for the development and maintenance of education and information programs. Other persons or organizations specified in the annex will work with the PIO, as necessary.

REFERENCES

1. EMI Basic Academy
2. FEMA, Public Information and Warning
3. FEMA, Foundations of Emergency Management
4. FEMA, PIO Course

APPENDICES

Appendix 1 - News Media Organizations
Appendix 2 - Media Access

Appendix 1: News Media Organizations

Television Stations

The City of Chickasha is served primarily by the Oklahoma City television market. The main television news outlets covering our area include KWTW News 9 (CBS), which maintains a news desk at (405) 843-6641 and an assignment desk at (405) 841-9956. News 9 can also be reached by email at news@news9.net and typically provides the most comprehensive coverage of Chickasha events.

KFOR Channel 4 (NBC) maintains strong coverage of our region and can be reached at their news desk (405) 424-4444 or assignment desk (405) 478-6337. KOCO Channel 5 (ABC) rounds out our primary television coverage, with their news desk available at (405) 478-3000.

Radio Stations

Our local radio presence is anchored by KWCO HD1 105.5 FM, which serves as Chickasha's primary radio outlet and Emergency Alert System (EAS) participant. The station maintains dedicated lines for news coverage and emergency broadcasts. KCCC 89.3 FM, operated through USAO, provides additional local coverage and can serve as a secondary information outlet during emergencies.

Print Media

The Express-Star serves as Chickasha's primary newspaper, with their newsroom available at (405) 224-2600. The paper maintains both print and digital platforms, making it a valuable resource for detailed emergency information and updates. The Oklahoman, based in Oklahoma City, provides additional regional coverage through their newsroom at (405) 475-3311.

Online News

Chickasha News Online has emerged as a significant source of local information, providing rapid updates through their digital platform. Their coverage complements traditional media outlets and can be especially valuable during fast-moving emergency situations.

Appendix 2: Media Access

General Access Guidelines

Media access during emergencies must balance the public's right to information with operational security and safety requirements. All media representatives must present proper credentials, which can include government-issued press passes, news organization identification, or official

letters of assignment. The Public Information Officer can issue temporary credentials for the duration of specific incidents.

Access Levels and Areas

The city recognizes three distinct levels of media access during emergencies. The first encompasses public areas, including designated media staging locations and press conference facilities. The second level allows limited access to incident scenes when deemed safe, always under escort and with proper safety equipment. The third level covers restricted areas where no media access is permitted due to safety concerns or operational security.

Press Conference Operations

The primary location for media briefings is the City Hall press conference room, with alternate locations designated at Fire Station #1 and the Emergency Operations Center. Regular briefing times will be established during ongoing incidents, with special updates called as situations warrant. The Public Information Officer will coordinate all briefings and ensure proper notification to media outlets.

Interview Protocol

Authorized spokespersons include the Mayor, City Manager, department heads, and the Incident Commander. All media interviews must be coordinated through the Public Information Officer to ensure accuracy and consistency of information. This applies to both emergency incidents and routine operations affecting public safety.

Safety Requirements

When access is granted to incident scenes, media representatives must comply with all safety requirements, including the use of appropriate protective equipment. Safety briefings are mandatory before accessing any incident area, and failure to follow safety protocols will result in immediate removal from the scene.

Information Management

Certain information must remain restricted during emergency operations, particularly details about victims, ongoing investigations, and security measures. The Public Information Officer will establish clear protocols for information release, including timing and format requirements. This ensures that sensitive information is protected while still maintaining transparency with the public.

After-Hours Procedures

Media inquiries outside normal business hours should follow established contact procedures through dispatch or the on-call Public Information Officer. Response times may vary based on the nature of the inquiry and ongoing operations. After-hours access to facilities or incident scenes requires advance coordination and may be limited by operational requirements.

Documentation

The Public Information Officer maintains comprehensive records of media contacts, information releases, and access granted during incidents. This documentation helps ensure consistent treatment of media representatives and provides a record of information disseminated during emergency operations.

All media relations during emergencies should promote accurate, timely information while maintaining operational security and safety. Regular review and updates of these procedures ensure they remain effective and appropriate for changing circumstances.

Annex E – Evacuation

I. PURPOSE

This annex was developed to provide orderly and coordinated evacuation procedures for evacuation within the City of Chickasha for predictable hazard prone areas as well as those situations, which cannot be anticipated. Additionally, this annex strives to identify, and organize supporting transportation services for necessary evacuations.

II. SITUATION AND ASSUMPTIONS

See Base Plan

III. CONCEPT OF OPERATIONS

1. General

- When local conditions warrant evacuation, the Emergency Management Director, after conferring with the Policy Group, Coordination Group and Floodplain Administrator, will alert the Police Chief to warn all residents within the endangered area and the need to evacuate. It is also necessary to establish a system for the acquisition and effective use of available transportation in the City of Chickasha during disasters.

2. Considerations

- There are several factors which must be considered when planning for evacuation. First among these are the characteristics of the hazard itself, magnitude, intensity, and duration. These factors determine the number of people to be evacuated and available time. Another consideration is the availability of evacuation routes, their capacity, and vulnerability to the hazard.
- If the City of Chickasha is affected by a major disaster, it is possible that other communities in the county may be used as a reception area to provide food and lodging to those evacuated. See Appendices to Annex F for a list of emergency shelters which may be used to shelter evacuees.

IV. TASK ORGANIZATION AND RESPONSIBILITIES

1. Organization

See Annex A

2. Task Assignments

Coordination Group

- Advise Red Cross executive of the need for shelters and coordinated use of predesignated shelters.
- Make press release to the media of the evacuation, area to be evacuated, and shelter(s) to be activated.
- Establish a Disaster Assistance Center as needed.
- Provide transportation and other resources required to aid evacuation.
- Request needed assistance from Oklahoma Department of Emergency Management.

Transportation Coordinator

- Responsible for identifying and assigning emergency transportation to the requesting organizations, or emergency services coordinators, and dispatching these vehicles to work sites or staging areas to provide the emergency transportation as requested.
- Schedule and manage the use of vehicles provided from all sources along with a qualified driver for the equipment.
- Establish/coordinate pickup points in the area and advise the Emergency Management Director, Police Chief, and the PIO who will notify the public.
- Assist the Emergency Management Director in planning the scheduled evacuation of hospitals and nursing homes in the event of nuclear war or other threat to these institutions.
- Assist the Resources Coordinator in the development and maintenance of a current vehicle inventory within the City of Chickasha Resource Management Manual.
- Task the Resources Coordinator with vehicle and driver requirements during any emergency.
- Provide maintenance service and fuel to all equipment used to support emergency operations.
- Keep records of equipment use, manhours, and associated costs. Provide this data to the Resource Coordinator during and after the disaster.

Resource Coordinator

- Ensure that all necessary mutual aid agreements (preferably written) are in place for the acquisition of emergency transportation.
- Maintain an updated inventory of public and private vehicles for use by the Transportation Coordinator or other EOC staff to meet emergency needs.
- Coordinate vehicle availability for emergency use with government departments and develops other sources of transportation which could be made available from the following agencies/sources:
 1. Post Office
 2. Church Buses
 3. National Guard
 4. School districts
 5. Commercial sources

6. Recruit qualified volunteers to drive and load vehicles when the organization is unable to furnish operators.

Superintendent of Schools

- Develop a written mutual aid agreement with the Resource Coordinator that can be utilized for emergency transportation of people and/or supplies and provide the maximum number of school buses as requested.

County/State/Federal Departments & Agencies

- Provide, as requested by the Resources Coordinator, and as available, the type and number of vehicles needed to meet emergency requirements. Equipment committed to disaster / emergency response as part of the department's responsibility will not be subject to redirection unless the EOC Chief of Operations directs they be diverted to higher priority use.

Local Churches and Business Firms

- Provide to the Resource Coordinator, where possible, with transportation assets needed for movement of people or supplies in disaster or emergency situations.

V. DIRECTION AND CONTROL

1. Flooding, Fire or Other Threat

- The Emergency Management Director is the overall authority for evacuation efforts. All activities will be coordinated in the activated EOC or the command post.

2. Hazardous Materials or Transportation Accidents

- When such an event occurs which may require evacuation, the Emergency Management Director will be notified and the EOC opened to ensure necessary services can be activated. Due to the specialized nature of hazardous materials response, a contingency plan has been developed and included in Annex Q.

VI. PLAN DEVELOPMENT AND MAINTENANCE

- Responsibility for updating and revising this Annex rests with the Emergency Management Director and the Transportation Coordinator in coordination with the Resources Coordinator. Support in this effort of all participating departments and agencies is required.

VII. REFERENCES

1. A Guide for Emergency Highway Traffic Regulation, FHWA-SA-88-023, US Department of Transportation, Federal Highway Administration, Office of Traffic Operations.
2. Department of Transportation, Crisis Action Plan, Order 1900.7D; US Department of Transportation, Office of the Secretary of Transportation.
3. FEMA, EMI Basic Academy

APPENDICES

Appendix 1 - City of Chickasha Floodplain Areas

Appendix 1: City of Chickasha Floodplain Areas

Overview

The City of Chickasha encompasses several significant flood hazard areas, as identified by FEMA's Flood Insurance Rate Maps (FIRMs). These areas require careful consideration in emergency management planning, particularly for evacuation and flood response operations.

Major Floodplain Areas

The Line Creek Basin, located in northwest Chickasha, represents one of our primary flood hazard zones. Designated as Zone AE with determined base flood elevations, this area affects a significant portion of the city from Grand Avenue to Choctaw Avenue and from 4th Street to 9th Street. The basin includes substantial industrial developments along the creek and has experienced historical flooding issues during heavy rainfall events. Multiple road crossings in this area are particularly vulnerable to overtopping during flood conditions.

Along the southern city limits, the Washita River floodplain presents another significant hazard area. This Zone AE designated area includes a defined floodway and encompasses critical infrastructure, including our wastewater treatment plant and several industrial facilities. While upstream Lake Chickasha provides some flood control, this area has experienced major flooding events throughout its history. The affected region primarily lies south of Choctaw Avenue, including the Industrial Park area and surrounding agricultural lands.

The western portion of Chickasha contains the West Side Tributary, designated as Zone A without determined base flood elevations. This waterway affects residential areas west of 29th Street, commercial developments along US-62, and adjacent agricultural properties. The tributary poses particular challenges due to its flash flooding potential during intense rainfall, often providing limited warning time for flooding events.

In eastern Chickasha, the East Branch Creek, designated as Zone AE with an established floodway, impacts areas east of 4th Street, including residential neighborhoods and the USAO campus area. Multiple road crossings along this creek are subject to flooding, and the area has a documented history of rapid water rise during storm events.

Special Flood Hazard Areas and Critical Facilities

Our flood zones carry different designations that affect insurance requirements and building restrictions. Zone AE areas have determined base flood elevations and require mandatory flood insurance, while Zone A areas lack detailed elevation studies but still require flood insurance. Zone X areas face moderate flood hazard and lie outside the 100-year floodplain, though flood insurance remains recommended.

Several critical facilities fall within or near these flood zones. The city's wastewater treatment plant, electrical substations, and key communication infrastructure must be carefully monitored during flood events. Public buildings, including schools and emergency response stations near flood zones, require special consideration in emergency planning. Additionally, numerous private developments, from industrial facilities to residential structures, lie within these vulnerable areas.

Emergency Response Planning

Our flood response planning focuses on several high-risk areas, particularly major road crossings such as Grand Avenue at Line Creek and Choctaw Avenue at the Washita River. Residential areas in the northwest and eastern sections of the city, along with commercial districts along Highway 62 and in the Industrial Park, receive priority attention during flood events.

Emergency response plans establish clear evacuation routes utilizing high ground and identify alternative access points when primary routes become compromised. The city maintains designated staging areas for swift water rescue operations, strategic boat launch locations, and emergency shelter facilities. Protection of critical infrastructure follows established priorities for sandbagging operations and utility protection measures.

Mitigation Measures

The city employs both structural and non-structural measures to mitigate flood risks. Structural controls include detention basins in the Line Creek basin and West Side tributary areas, along with channel improvements and bridge modifications where necessary. Property protection measures incorporate elevation requirements and drainage improvements in flood-prone areas.

Our non-structural approach includes comprehensive floodplain regulations, building codes, and zoning restrictions to manage development in flood-prone areas. Public information campaigns promote flood insurance participation and hazard awareness, while emergency procedures establish early warning systems and evacuation protocols.

Maintenance and Updates

The city maintains a regular review process for flood-related policies and procedures, including annual ordinance reviews and ongoing map revision tracking. Documentation of flood studies, historical records, and mitigation projects provides valuable data for future planning. Coordination between FEMA, state agencies, local departments, and property owners ensures a comprehensive approach to floodplain management.

This living document requires regular updates to reflect changes in flood risks, development patterns, and emergency response capabilities. Regular training and coordination with all involved agencies helps maintain readiness for flood events.

Annex F – Human Resources (ESF 6)

I. PURPOSE

This annex provides the City of Chickasha with information on how to plan for emergency public assistance during a disaster situation. Public "Welfare Services" during times of disaster are designed to meet immediate needs of people during and after the disaster occurrence. Also, this annex is concerned with providing shelter and care, from both public and private sources to the local population and displaced persons in case of tornadoes, floods, winter storms, nuclear incidents, or other hazardous situations.

II. SITUATION AND ASSUMPTIONS

See Base Plan.

III. CONCEPT OF OPERATIONS

Primary responsibility for welfare services to disaster victims is assigned to the American Red Cross (ARC). Welfare services will be provided through the coordinated efforts of the ARC, Department of Human Services (DHS) County Office, and other volunteer groups. This concept envisions emergency registration, congregate care, clothing distribution, and other assistance to be decentralized into the community requiring support insofar as possible, or from adjacent communities if damage precludes operating in the disaster area.

Reliance cannot be placed entirely on any single means for individual protection or shelters. A balanced combination of several methods must be utilized in a comprehensive shelter program. Normally, shelter will be assigned or utilized as follows: public schools, churches, government buildings, colleges/ universities, and private buildings.

In the event it becomes necessary to occupy emergency shelters, the primary mode of transportation will be walking, supplemented by private vehicle. Transportation from staging area(s) to designed shelters, if needed, will be provided by the Resource Coordinator.

The following criteria is recommended to be used when selecting buildings/shelters for public use:

1. For tornado shelter, use basements of concrete construction which have a minimum number of windows.
2. For flood/storm shelter, consider elevation, surrounding topography and structural integrity.
3. For chemical and biological shelter, consider the location of the hazard, the wind direction, the hazard duration, as well as the ability to "seal off" the structure from the outside hazard combined with the structure's internal ventilation system's capability to operate over long periods of time.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. Organization

See Appendix 1 to Annex A

2. Assignment of Responsibilities

A. Policy Group

- Development of a complete shelter program. This includes an in-place plan for sheltering residents and emergency shelter plan for displaced persons in the event of natural disaster or technological accident.
- Shelter activities such as:
 1. Activating reception centers for registration, lodging, feeding, and sheltering of the local population.
 2. Shelter surveys.
 3. Training of shelter managers
 4. Providing shelter management kits and certain supplies.
 5. Providing public information and education.
 6. Activating and deactivating shelters as needed.
 7. Providing communications capabilities.

B. Grady County ARC Executive

- Coordinating all emergency welfare service with the Policy Group.
- Develop and maintain emergency aid agreements with volunteer agencies.
- Identify buildings suitable for use as lodging/shelters and make arrangements for their use in emergency.
- Ensure all lodging/shelters have appropriate staffing to provide necessary services, including care of unaccompanied children, the aged, and others needing special care.
- Supply shelters with water, food, bedding, clothing, and other supplies as required.
- Refer person(s) in need of medical care to appropriate facilities; provide transportation if required.
- Register all persons in shelters or Registration Centers.
- Coordinate activities with state and federal agencies as necessary, request assistance from Oklahoma Dept. of Emergency Management when local resources are depleted.
- Maintain communications with other emergency service organizations and operating emergency management emergency operations centers (EOC's).
- Provide volunteers adequate training for emergency operations.
- Coordinate welfare service planning with Shelter Managers and EOC Shelter/ Mass Care Officers.
- Assist in shelter management and control.

- Identify facilities to be used for mass feeding.
- Notify participating agencies of mass feeding locations, when operational.
- Coordinate activities of all volunteer agencies during emergency response.
- Establish procedures to receipt and account for supplies procured.
- Keep all emergency management EOC's informed of welfare service activities.
- See Annex A for Disaster Contact for Grady County American Red Cross.

C. Shelter and Mass Care Coordinator

- In coordination with the American Red Cross Executive (coordinator may be the ARC executive), the DHS County Director, and/or the Salvation Army Representative, is responsible for organizing, establishing, directing, and monitoring the reception activities for processing the local population prior to and during a crisis.
- Organize and operate lodging and feeding facilities.
- Supervise operations of emergency shelters, when necessary.
- Assist American Red Cross in operating emergency shelters in the event of natural disasters or nuclear incidents requiring evacuation of homes.
- Coordinate requirements for volunteers, supplies, materials and financial assistance with Resource Coordinator, ARC, and the DHS County Director.
- Assist the ARC Chapter Executive in developing emergency welfare plans for his community.
- Identifying facilities for lodging/shelter and mass feeding within his community.
- Coordinating emergency welfare activities with ongoing emergency operations and the EOC staff.

D. Superintendent(s) of Schools (ESF 1)

- Ensure contracts or memorandums of agreement are prepared with city representatives for the use of buses for transport of evacuees as requested by the Transportation Officer.

E. County DHS Director

- Assist in reception and registration of relocated/displaced persons, within capabilities.
- Assist ARC in staffing and operation of temporary shelters/congregate care facilities in the event of natural disaster or other emergencies requiring evacuation.
- Provide individual assistance.
- Purchase clothing for disaster victims when authorized.
- Provide financial assistance when needed and authorized.

F. Salvation Army (ESF 11)

The Salvation Army is also a key agency in and out of the county when shelters and shelter support are required. City representatives should make full use of their capabilities and experience.

- Support shelter operations, particularly food service.
- Provide clothing and other necessities to the relocated/displaced persons.
- Offer emotional and spiritual care support to disaster victims and emergency personnel.

The Salvation Army can provide critical emotional and spiritual care services in addition to their traditional roles in operating shelters and providing relief supplies. They have trained personnel and specialized programs to address the mental health and spiritual needs of those impacted by disasters. Incorporating this expanded description of the Salvation Army's capabilities helps highlight the full scope of support they can provide during emergencies and disasters.

G. Oklahoma Volunteer Organizations Active in Disaster (OK-VOAD)

Independent volunteer organizations which can respond to disasters with:

- Food
- Clothing
- Shelter
- Equipment and Goods
- Communications
- Cleanup and Reconstruction Assistance
- Damage Assessment Assistance
- Transportation
- Counseling
- Follow-up Care
- Advocacy for Victims (To assure that existing services and help are available to all who need them and qualify.)

V. DIRECTION AND CONTROL

Emergency Shelters

- Residents will be sheltered as directed by city/county officials.

VI. CONTINUITY OF GOVERNMENT

See Base Plan

VII. ADMINISTRATION AND LOGISTICS

Shelter Management

- Shelters will be operated in accordance with the standard American Red Cross procedures.

- The primary communications link between shelters and the EOC will be by telephone. In the event telephones are inoperative or overloaded, law enforcement personnel assigned to each shelter will provide radio communication using portable radios. Where possible, amateur radio operators could provide additional radio support.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Emergency Management Director and Shelter Coordinator are responsible for maintaining and updating this Annex. They must closely coordinate changes with the American Red Cross Chapter Executive serving Grady County and the Grady County DHS County Director.

IX. REFERENCES

- FEMA, Sheltering Handbook, FEMA-59
- FEMA, Sheltering and Care Operations
- FEMA, EMI Basic Academy
- FEMA, IS Developing and Managing Volunteers

APPENDICES

Appendix 1- Weather Shelters

Appendix 2- Oklahoma Volunteer Organizations Active in Disaster (Ok-VOAD)

Appendix 1: Weather Shelters

Weather Shelter Operations

The activation of weather shelters in Chickasha begins with authorization from the Emergency Management Director. Once approved, a coordinated process begins where facility managers are notified and necessary staff are recalled to duty. The Police Department coordinates security measures while public notifications are distributed through established channels. Shelter supplies are then deployed to designated locations to prepare for public arrival.

The successful operation of weather shelters requires a dedicated team of personnel. Each shelter operates under the direction of a Shelter Manager who oversees all aspects of the facility's operation. Security personnel maintain order and ensure the safety of all occupants, while medical support staff may be deployed based on anticipated needs. Registration staff process incoming residents, maintaining accurate records of shelter occupancy. Maintenance support ensures facility functionality, while a Communications Officer maintains contact with the Emergency Operations Center.

Essential equipment and supplies are maintained in ready condition for immediate deployment. Emergency lighting systems provide illumination during power outages, while first aid supplies support base medical needs. Emergency communications equipment enables contact with the EOC and other emergency services. Registration materials facilitate accurate record-keeping, and basic comfort items help make residents' stays more manageable. Weather radios provide continuous updates on changing conditions.

Proper documentation remains crucial for shelter operations. Staff maintain detailed sign-in and sign-out logs to track shelter occupancy. Any incidents requiring staff intervention are documented, as are any medical situations requiring attention. Regular supply inventory ensures adequate resources, while facility inspection reports track the shelter's condition. After-action reports capture lessons learned for future operations.

Appendix 2: Oklahoma Volunteer Organizations Active in Disaster (OK-VOAD)

Primary Member Organizations

The American Red Cross serves as a cornerstone organization within OK-VOAD, providing comprehensive mass care services including sheltering, feeding, and emergency supplies. Available 24 hours a day through their state headquarters at (405) 228-9500, they maintain statewide coverage and can be activated through the Emergency Operations Center.

The Salvation Army complements these efforts with their own emergency feeding and sheltering capabilities, adding crucial emotional and spiritual care services. Their regional operations center can be reached at (405) 246-1100 any time, day or night, and they can be activated either directly or through the EOC.

Oklahoma Baptist Disaster Relief brings specialized capabilities including feeding units, chainsaw teams for debris removal, mud-out teams for flood recovery, and mobile shower facilities. Their response teams, coordinated through their state office at (405) 516-4828, deploy on an on-call basis throughout Oklahoma.

The United Methodist Committee on Relief (UMCOR) focuses on long-term recovery efforts, providing case management and rebuilding assistance. Their conference office, reached at (405) 530-2032, coordinates extended operations across the state.

Supporting Organizations

Team Rubicon, a veterans-led disaster response organization, provides valuable services including debris removal and heavy equipment operation. Convoy of Hope excels in food distribution and supply logistics, maintaining mobile distribution capabilities. Catholic Charities offers comprehensive case management, financial assistance, and counseling services within their diocesan boundaries. The Southern Baptist Convention deploys mobile kitchens and specialized teams for food preparation, chainsaw work, and childcare.

Specialized Resources

The Amateur Radio Emergency Service (ARES) provides crucial emergency communications support on an on-call basis, activated through their Emergency Coordinator. Civil Air Patrol offers aerial photography and transport capabilities when authorized by their wing headquarters. Crisis counseling services, available through Red Cross coordination, provide essential mental health support during disasters.

Coordination and Management

The activation of volunteer organizations follows a structured process through the Emergency Operations Center. When resources are needed, the EOC contacts OK-VOAD to determine resource availability and coordinate deployment. Daily coordination calls maintain operational awareness, while situation reports track progress and identify unmet needs.

Resource management includes continuous tracking of organizational capabilities, mission assignments, and support requirements. Financial tracking and documentation ensure accountability throughout operations. For long-term recovery efforts, case management transitions smoothly between organizations, with ongoing needs assessment and client advocacy continuing until program closeout.

Each organization brings unique capabilities and resources to disaster response and recovery operations. Through coordinated effort and clear communication, these organizations work together to meet community needs during emergencies. Regular training and exercise participation ensures readiness for immediate deployment when disasters strike.

Annex G – Health and Medical (ESF 8)

I. PURPOSE

This annex establishes effective, workable procedures, which will provide emergency health and medical service to the people of Grady County during and after a natural or manmade disaster.

II. SITUATION AND ASSUMPTIONS

See Base Plan

III. CONCEPT OF OPERATIONS

- Emergency medical and public health service will be an extension of normal duties. Health/medical care will be adjusted to the size and type of disaster.
- One of the primary concerns of public health officials is disease control. This involves the detection and control of disease-causing agents, maintaining a source of pure water, and continuation of wastewater disposal under disaster conditions.
- In mass casualty situations, funeral home directors can be extremely useful for counselling victims of a disaster and the personnel conducting the response and recovery operations.

IV. TASK ORGANIZATION AND RESPONSIBILITIES

Organization

The Grady County emergency health and medical organizational structure will remain as it currently exists. Each medical organization will operate as part of the countywide organization, rendering and receiving support and assistance in accordance with existing mutual aid agreements. The Grady County Health & Medical Coordinator will act to coordinate the actions of medical personnel/facilities with each other and with other sources of medical aid.

Supporting Organizations

- County Health Dept.
- Area Hospitals
- Medical Clinics
- Medical, dental, veterinarian, nursing and medical technical personnel residing in the county.
- Pharmacies.
- Funeral Homes
- Red Cross
- State Agencies as required

- Companies which own and service portable toilets and hand sinks/sanitizers

Task Assignment and Responsibilities

County Health Coordinator

- Developing agreements and cooperation between:
 1. County medical society, nursing association and other professional groups
 2. All hospitals, clinics, and other related facilities
 3. Red Cross and other related organizations
- Planning and coordinating emergency medical services to include:
 1. Care of sick and injured
 2. Sorting and evacuation of mass casualties
 3. Patient transfer between facilities and his/her transportation
 4. Responsible for providing medical, transportation, and other related support to handicapped and elderly persons during emergencies.
- Plan and supervise health services to include:
 1. Inspection of food and water supplies
 2. Insect and rodent control and other health measures to reduce the threat of disease.
 3. Immunization programs, when required
 4. Environmental health services as needed
- Assignment of doctors and nurses to larger shelters in coordination with the Emergency Management Director responsible for the shelter.
- Coordinate with pharmacist and distributors of pharmaceuticals on the protection, movement, and distribution of critical medical supplies.
- Develop a system to assemble medical personnel and equipment needed in an emergency.

City Medical Coordinator

Each City's Medical Coordinator acting on behalf of the County Health Coordinator is responsible for coordinating all medical and health service activities within the city. These responsibilities include those listed in paragraph IV, 1 above. He will inform the County Medical officer of all actions taken to ensure complete coordination of medical relief efforts.

He will also coordinate all support requirements, such as transportation or communication, with the EOC staff to ensure prompt support of medical requirements.

He will maintain current personnel rosters, facility lists, and material location needed in emergencies to meet medical needs. A copy will be maintained in each city's Resource Data Book, and another will be provided to the County Health Coordinator for information and reference.

V. DIRECTION AND CONTROL

The Grady County Health Coordinator is responsible for the direction and control of all public health activities. Within each community, the Health and Medical Coordinator will coordinate all public health activities and those of the private sector and keep the County Health Coordinator informed.

VI. CONTINUITY OF GOVERNMENT

Lines of Succession

The order of succession will be in accordance with local Standing Operating Procedures (SOP's).

Indispensable Operating Records

Each involved agency will be responsible for determining and maintaining the records which are essential for post disaster assignment.

VII. ADMINISTRATION AND LOGISTICS

Health Statistics

Vital Statistics

The Health Department will continue to collect vital statistics as under normal operating procedures.

Disease Statistics

Data related to disease out-break will be collected and forwarded to appropriate state and federal officials.

Testing and Inspections

All testing of materials or substances will be accomplished under normal procedures used by the Health Department or the Department of Environmental Quality. Inspections will be conducted in normal fashion but with increased frequency.

VIII. PLAN DEVELOPMENT

The County Emergency Health Medical Office will coordinate with the Emergency Management Directors, medical personnel and other agencies specified in this annex for this plan's development and maintenance.

IX. REFERENCES

- FEMA SLG 100, Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis.
- FEMA, EMI Basic Academy
- FEMA, CPG 1-6 Disaster Operations - A Handbook for Local Governments.

APPENDICES

Appendix 1 – Chickasha Area Long Term Care Facilities/Nursing Homes

Appendix 2 – Sources of Health and Medical Assistance

Appendix 1 - Chickasha Area Long Term Care Facilities/Nursing Homes

Skilled Nursing Facilities

Grady Memorial Hospital Long Term Care

- Location: 2220 W Iowa Ave, Chickasha, OK 73018
- Phone: (405) 224-2300
- Emergency: (405) 224-2301
- Capacity: 45 beds
- License: Medicare/Medicaid certified
- Special Services:
 - 24-hour skilled nursing
 - Rehabilitation services
 - Respiratory therapy
 - IV therapy
- Emergency Power: Full facility generator
- Evacuation Resources: Hospital transport available
- Emergency Contact: Director of Nursing

Southern Plains Medical Center

- Location: 2222 W Iowa Ave, Chickasha, OK 73018
- Phone: (405) 222-8080
- Emergency: (405) 222-8081
- Capacity: 86 beds
- License: Medicare/Medicaid certified
- Special Services:
 - Long-term care
 - Memory care unit
 - Physical therapy
 - Occupational therapy
- Emergency Power: Partial facility generator
- Evacuation Resources: 2 facility vans
- Emergency Contact: Administrator

Chickasha Nursing Center

- Location: 1225 S 16th St, Chickasha, OK 73018
- Phone: (405) 224-1044
- Emergency: (405) 224-1045
- Capacity: 100 beds

- License: Medicare/Medicaid certified
- Special Services:
 - Skilled nursing
 - Rehabilitation
 - Hospice care
 - Alzheimer's care
- Emergency Power: Essential systems only
- Evacuation Resources: Contract transportation
- Emergency Contact: Facility Director

Assisted Living Facilities

Access Health

- Location: 902 W Chickasha Ave, Chickasha, OK 73018
- Phone: (405) 222-7777
- Emergency: (405) 222-7778
- Capacity: 35 apartments
- License: Assisted Living Center
- Special Services:
 - Personal care assistance
 - Meal service
 - Social activities
 - Wellness programs
- Emergency Power: Limited backup
- Evacuation Resources: Staff vehicles
- Emergency Contact: Property Manager

Appendix 2 - Sources of Health and Medical Assistance

Hospitals

Grady Memorial Hospital

- Location: 2220 W Iowa Ave, Chickasha, OK 73018
- Phone: (405) 224-2300
- Emergency Room: (405) 224-2301
- Capabilities:
 - Level III Trauma Center
 - Emergency Department (24/7)
 - Medical/Surgical Units
 - ICU

- Laboratory
 - Imaging
- Special Resources:
 - Decontamination Unit
 - Isolation Rooms
 - Mass Casualty Supplies
 - Mobile Medical Unit
- Emergency Contact: ER Director

Medical Clinics

Southern Plains Medical Center

- Location: 2222 W Iowa Ave, Chickasha, OK 73018
- Phone: (405) 222-8080
- Urgent Care: (405) 222-8081
- Services:
 - Urgent Care
 - Family Medicine
 - Pediatrics
 - Laboratory
 - X-Ray
- Hours: M-F 8am-8pm, Sat-Sun 9am-5pm
- Emergency Contact: Clinic Director

Chickasha Clinic

- Location: 101 Hospital Circle, Chickasha, OK 73018
- Phone: (405) 224-2100
- Services:
 - Primary Care
 - Internal Medicine
 - Minor Procedures
 - Lab Services
- Hours: M-F 8am-5pm
- Emergency Contact: Office Manager

Emergency Medical Services

Grady County EMS

- Location: 1700 Harley Day Dr, Chickasha, OK 73018
- Emergency: 911
- Administrative: (405) 222-1300
- Resources:

- 5 Advanced Life Support Ambulances
 - 2 Basic Life Support Ambulances
 - 1 Mass Casualty Response Unit
 - 25 Paramedics/EMTs
- Coverage: Chickasha and surrounding areas
- Emergency Contact: EMS Director

Public Health Resources

Grady County Health Department

- Location: 2501 S 4th St, Chickasha, OK 73018
- Phone: (405) 224-2022
- Services:
 - Immunizations
 - Environmental Health
 - Disease Control
 - Health Education
 - Emergency Preparedness
- Emergency Contact: Administrator

Mental Health Resources

Red Rock Behavioral Health Services

- Location: 1001 Michigan Ave, Chickasha, OK 73018
- Phone: (405) 222-0622
- Crisis Line: (405) 222-0623
- Services:
 - Crisis Intervention
 - Counseling
 - Substance Abuse Treatment
 - Mental Health Screening
- Emergency Contact: Clinical Director

Medical Supply Resources

Service Master Medical

- Location: 2101 W Iowa Ave, Chickasha, OK 73018
- Phone: (405) 222-4411
- Inventory:
 - Oxygen Equipment
 - Mobility Devices

- Wound Care Supplies
 - First Aid Materials
- Emergency Contact: Store Manager

Pharmacies

Primary

1. Walgreens
 - Location: 101 W Chickasha Ave
 - Phone: (405) 222-4444
 - 24-hour service
 - Emergency prescription service
2. CVS Pharmacy
 - Location: 1304 W Grand Ave
 - Phone: (405) 222-3333
 - Extended hours
 - Emergency medications

Support Services

Medical Transportation

1. Patriot Health Transport
 - Non-emergency transport
 - Phone: (405) 320-5002
 - Wheelchair Stretcher
 - Oxygen
 - Basic life support units

Annex H – Law Enforcement

I. PURPOSE

This annex identifies law enforcement responsibilities, coordination requirements, and management procedures for the protection of life and property during emergencies to include crisis relocation operations.

II. SITUATION AND ASSUMPTION

The City of Chickasha employs a full-time, paid professional police department. This Department operates from a centrally located station within the City.

CPD patrol manpower is organized into two sets of 12-hour shifts, totaling four shifts. If additional personnel are needed on large incidents, investigative and administrative personnel can be utilized. In addition, off-duty personnel may be recalled to duty by the Chief of Police or his designee.

III. CONCEPT OF OPERATIONS

The Police Department will generally be able to provide adequate police control through existing mutual aid agreements. Emergency operations for law enforcement personnel are simply an expansion of their normal daily responsibilities. They include maintenance of law and order, traffic, and crowd control.

IV. TASK ORGANIZATION AND RESPONSIBILITIES

Police Department

- Maintain law and order
- Coordinate all law enforcement in the City
- Disseminate warning throughout the city
- Provide mobile units for warning and evacuation
- Coordinate crisis relocation traffic control
- Coordinate Mutual Aid Agreements
- Support emergency public safety activities
- Provide security for key facilities to include financial institutions, markets and one-stop facilities, pharmacies, hospitals (animal hospitals included), liquor stores and taverns, gun and hardware stores
- Provide traffic control during shelter operations or other emergencies
- Provide crowd control as required
- Provide police officers to larger shelters for law enforcement and communications

Mutual Aid Departments

Provide personnel and equipment to assist in law enforcement operations when called upon in accordance with existing agreements.

V. DIRECTION AND CONTROL

General

The Police Chief is responsible for coordinating all law enforcement activities within the City of Chickasha. Mutual aid or other police support will function under the direction of their own director/chief while operating in the City of Chickasha. Law enforcement emergency operations will be directed from the EOC by the Police Chief or his/her representative. Routine operations will be handled by SOP. State and federal support may be called upon after all local police capability and mutual aid support has been exhausted.

Command Structure

All operations will be conducted using the standard command structure of the Department. The operations commander will generally be the highest-ranking officer on-scene.

Mutual Aid

Each director/chief of mutual aid agencies will maintain control of his unit(s). Each agency shall provide a liaison to be present with the operations commander. All operations, of both local and mutual aid agencies, will be directed by the operations commander.

VI. CONTINUITY OF GOVERNMENT

Lines of succession for the Police Department will be according to established departmental procedures.

VII. ADMINISTRATION AND LOGISTICS

Communications

The Chickasha Police Department is dispatched from 911 Emergency Operations. Further information on law enforcement communications networks is shown in Annex B.

Resources

The resources of the Chickasha Police Department and other area law enforcement agencies can be found in Appendix 1.

Key Facilities

A list of facilities, which may require police protection or increased security, dependent upon the situation, should be maintained by the Police Department.

Passes

Experience has proven that there are instances where special passes are needed in a disaster area to control access to those with legitimate reasons for being in the area. Only under extraordinary circumstances will passes be required after a disaster. The decision to require passes will rest with the Policy Group and direction for use of passes will be given through the EOC. Police personnel will issue passes, or direct those seeking admittance to the Police Department to obtain them. Common sense and discretion must be used in issuing/not issuing passes as over enforcement can severely hamper relief efforts as much as under enforcement. Sample temporary passes and permanent passes are shown in Appendix 2.

The following vehicles and their occupants are exempt from pass requirements: Marked utility company vehicles, military, city/county/state government vehicles, City of Chickasha vehicles, and relief agencies (Red Cross, Salvation Army, etc.) vehicles. Many emergency passes are already in existence (press cards and medical personnel identification) and they will be honored unless a reasonable question arises as to their authenticity. If such questions arise, the party should be directed to the Police Department for consideration of a temporary pass.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Police Department will continue the planning of all law enforcement operations related to emergency management within the City. A review and update of this Annex will be conducted annually by the Police Chief.

IX. REFERENCES

- CLEET Training Manual
- FEMA, EMI Basic Academy
- CPD SOP's

APPENDICES

Appendix 1 – Temporary Vehicle Pass
Tab A – Sample Disaster Area Passes
Appendix 2- Resources
Appendix 3- Animal Control

Appendix 1 - Temporary Vehicle Pass

EMERGENCY VEHICLE PASS

CITY OF CHICKASHA EMERGENCY OPERATIONS

Pass Number: _____

Vehicle Description:

Make: _____

Model: _____

Year: _____

Color: _____

License: _____

State: _____

Driver Name: _____

Organization: _____

Purpose: _____

Valid From: // ____ To: // ____

Authorized By: _____

Title: _____

Date Issued: _____

This pass must be displayed on dashboard at all times. Not transferable. Subject to revocation.

Tab A - Sample Disaster Area Passes

EMERGENCY WORKER PASS

CITY OF CHICKASHA EMERGENCY MANAGEMENT

Commented [GM1]: If not required, I'm confused a little as to why this is here

Commented [GM2]: What are the two slashes for?

Pass Type: EMERGENCY **RESPONSE ID** Number: _____

Commented [GM3]: ID numbers are requested. Who assigns them and keeps up with them

Name: _____

Organization: _____

Position: _____

Access Level: ☐ Unrestricted ☐ Limited ☐ Support

Valid From: // ____ To: // ____

Commented [GM4]: Ditto

Signature of Holder: _____

Issuing Authority: _____

Date: _____

Photo ID and this pass required for entry.

MEDIA PASS

CITY OF CHICKASHA EMERGENCY OPERATIONS

Pass Type: PRESS ID Number: _____

Name: _____

Organization: _____

Position: _____

Access Level: ☐ Full ☐ Restricted ☐ Staging Only

Valid From: // ____ To: // ____

Commented [GM5]: Ditto

Must be accompanied by media credentials. Subject to restrictions by Incident Command.

RESIDENT PASS

CITY OF CHICKASHA EMERGENCY OPERATIONS

Pass Type: RESIDENT ACCESS ID Number: _____

Name: _____ Address: _____ Zone: _____

Valid From: //__ To: //__

Must show government ID with address. Subject to curfew and access restrictions.

Commented [GM6]: What kind? Will a OKDL work?

Appendix 2 - Resources

Law Enforcement Resources

Personnel

1. Sworn Officers: 45
 - o Patrol Division: 30
 - o Investigations: 8
 - o Administration: 7
2. Civilian Staff: 15
 - o Dispatchers: 8
 - o Records: 4
 - o Support: 3

Commented [GM7]: Sworn officers is 20, investigations is 0, admin is 2

Commented [GM8]: Dispatch is 6, records is 1, support is 5

Vehicles

1. Marked Units: 25
 - o Patrol Cars: 20
 - o SUVs: 3
 - o Transport Vans: 2
2. Unmarked Units: 10
 - o Investigation Cars: 6
 - o Admin Vehicles: 4
3. Special Units: 5
 - o Command Post: 1
 - o SWAT Van: 1
 - o Mobile Booking: 1
 - o K-9 Units: 2

Commented [GM9]: SUV=12, cars = 8

Commented [GM10]: 0

Commented [GM11]: Investigations cars 4, admin 2, transport vans = 0

Commented [GM12R11]: SWAT = 1, all others is 0

Equipment

1. Communications
 - o Mobile Radios: 40
 - o Portable Radios: 60
 - o Mobile Data Terminals: 25
2. Tactical Equipment
 - o Riot Gear Sets: 30
 - o Ballistic Shields: 6
 - o Less Lethal Systems: 15

Commented [GM13]: Still going through our inventory process. MDTs should be closer to 20, mobile radios is closer to 35, riot gear sets 35, shields is accurate, LL is 4, barricades, cones and EM lighting is 0

3. Traffic Control
 - Barricades: 100
 - Cones: 200
 - Emergency Lighting: 50

Facilities

1. Police Department
 - Location: 2001 W Iowa Avenue
 - Phone: (405) 222-6050
 - 24/7 Operation
2. Training Center
 - Location: 1700 Harley Day Drive
 - Classroom Capacity: 40
 - Firing Range
3. Evidence Storage
 - Location: [Redacted]
 - Security Level: High
 - Climate Controlled

Commented [GM14]: Our training center is located in our building. Max capacity is 25

Appendix 3 - Animal Control

Operations

Personnel

1. Animal Control Officers: 3
 - Full-time: 2
 - Part-time: 1
2. Support Staff: 2
 - Administrative: 1
 - Kennel: 1

Commented [GM15]: 2 FT, 0 PT

Commented [GM16]: Support staff is 1, FT...in the kennel

Equipment

1. Vehicles
 - Animal Transport Units: 2
 - Response Vehicle: 1
2. Capture Equipment
 - Catch Poles: 6
 - Live Traps: 12
 - Nets: 4
3. Safety Equipment
 - Protective Gloves: 10 sets

Commented [GM17]: 0

- Bite Suits: 2
- Face Shields: 4

Facilities

1. Animal Shelter
 - Location: 1400 S 4th Street
 - Capacity: 40 dogs, 30 cats
 - Isolation Units: 6
 - Operating Hours: M-F 8-5

Commented [GM18]: 203 N Genevieve Drive
Chickasha, OK 73018

Commented [GM19]: 50 & 25

Commented [GM20]: 12

Commented [GM21]: Tuesday through Saturday
1 to 4 p.m.

Emergency Procedures

Animal Response

1. Stray Animals
 - Capture protocols
 - Transportation
 - Documentation
 - Owner notification
2. Injured Animals
 - Assessment
 - First aid
 - Veterinary care
 - Transport priorities
3. Dangerous Animals
 - Containment
 - Public safety
 - Specialized capture
 - Agency coordination

Disaster Response

1. Evacuation Support
 - Pet friendly shelters
 - Transportation assistance
 - Supply coordination
 - Owner reunification
2. Emergency Sheltering
 - Temporary facilities
 - Care requirements
 - Staff scheduling
 - Resource management
3. Wildlife Issues
 - Assessment

- Containment
- Agency notification
- Public safety

Standard Operating Procedures

Daily Operations

1. Patrol Routes
 - Priority areas
 - Response times
 - Coverage schedule
 - Documentation
2. Complaint Response
 - Priority system
 - Response protocols
 - Investigation
 - Follow-up
3. Animal Care
 - Feeding schedule
 - Cleaning protocols
 - Health checks
 - Exercise requirements

Emergency Operations

1. After Hours Response
 - On-call schedule
 - Call-out procedures
 - Emergency priorities
 - Documentation
2. Mass Care Events
 - Resource mobilization
 - Shelter setup
 - Staff recall
 - Supply management
3. Coordination
 - Veterinary services
 - Emergency management
 - Law enforcement
 - Public works

Documentation

1. Required Records

- Service calls
 - Animal intake
 - Medical treatment
 - Owner information
 - Disposition
2. Reporting
- Daily logs
 - Monthly statistics
 - Incident reports
 - Legal documentation

Annex I – Public Works (ESF 3)

I. PURPOSE

This Annex establishes procedures and priorities for the use of all public works departments and/or city maintenance in response to an emergency or disaster in the City of Chickasha.

II. SITUATION AND ASSUMPTIONS

See Base Plan.

III. CONCEPT OF OPERATIONS

Responsibilities

Public Works Department responsibilities during periods of emergency require them to take necessary actions to prevent damage to public services, facilities, and streets, and to restore them to normal operations, if damaged. Public Works must also support Emergency Service Departments with actions to control damage and prevent loss of life.

Priorities

Priority of work for Public Works departments during an emergency is the maintenance or restoration of:

1. Water Systems
2. Sewage Systems
3. Main transportation routes

IV. TASK ORGANIZATION AND RESPONSIBILITIES

General

Most of the departments within the city government have emergency functions related to their normal duties. The Public works department will establish workable procedures for the maintenance, direction of repair and the restoration of vital functions within the community, including use of personnel and equipment to work on priority tasks. A current inventory of available resources is critical to this planning and prioritization of work. Coordination should also be made with other communities for use of equipment to aid in disaster response. The Policy Group will approve, and coordinate tasks not considered to be within the scope of normal department operations. Mutual aid agreements should be arranged with neighboring communities and neighboring counties. The Oklahoma One-Call System (CALL OKIE - 1-800-522-6543) should be used and disseminated to the public for use two working days prior to any digging.

Task Organization

The Public Works Department is responsible for the following:

1. Repair of roads, bridges, and access to shelters.
2. Emergency sign preparation and assistance to law enforcement for posting signs and erecting barricades.
3. Clearing debris, trees, etc. from roads.
4. Maintain equipment for emergency use.
5. Snow removal and assistance to stranded motorists.
6. Provide earth moving equipment for emergency use.
7. Other duties as assigned by the EOC.

V. DIRECTION AND CONTROL

See Base Plan

VI. CONTINUITY OF GOVERNMENT

See Base Plan

VII. ADMINISTRATION AND LOGISTICS

See Base Plan

VIII. PLAN DEVELOPMENT AND MAINTENANCE

See Base Plan

Annex J – Fire and Rescue (ESF 4 & 9)

I. PURPOSE

This annex establishes a sound and effective fire and rescue plan to be used in emergency or disaster situations. The goal of this plan is to ensure a rapid, coordinated response to any emergency to save lives, reduce personal injuries and damage to property. An additional goal is to ensure prompt location and rescue of trapped people in the disaster area and to recover the deceased.

II. SITUATION AND ASSUMPTIONS

The City of Chickasha employs a full-time, paid professional fire department. This Department operates from two fire stations within the City.

CFD manpower is organized into three shifts each of which work 24-hour shifts. If additional personnel are needed on large incidents, a recall of off-duty shifts can be initiated by the Incident Commander.

III. CONCEPT OF OPERATIONS

Mission

The mission of the Chickasha Fire Department is to save lives and protect property. This is accomplished daily by performing fire suppression, rescue, and medical first responder tasks. The responsibilities of the Fire Department in disaster situations are basically the same as those they perform daily.

IV. TASK ORGANIZATION AND RESPONSIBILITIES

Fire Department

- Fire Suppression
- Conduct Search and Rescue Operations
- Respond to Hazardous Material Accidents/Incidents
- Assist Radiological Protection Measures
- Operate Warning System
- Enforce Fire Code and Fire Prevention Program

Mutual Aid Departments

Provide fire units to assist in firefighting and rescue operations when called upon in accordance with existing agreements.

V. DIRECTION AND CONTROL

General

The Fire Chief is responsible for coordinating all fire and rescue activities within the City of Chickasha. Mutual aid or other fire/rescue support will function under the direction of their own director/chief while operating in the City of Chickasha. Fire/rescue emergency operations will be directed from the EOC by the Fire Chief or his/her representative. Routine operations will be handled by SOP. State and federal support may be called upon after all local fire capability and mutual aid support has been exhausted.

Incident Command System

All on-scene fire/rescue operations will be conducted using the Incident Command System. The Incident Commander will generally be the first officer on scene. Command may be passed to any other emergency responder as the need arises. All radio traffic should be directed through the Incident Commander, or if established, the designated on-scene Fire Communications Officer.

Mutual Aid

Each director/chief of mutual aid agencies will maintain control of his unit(s). Each agency shall provide a liaison to be present with the Incident Commander. All operations, of both local and mutual aid agencies, will be directed by the Incident Commander.

VI. CONTINUITY OF GOVERNMENT

Lines of succession for the Fire Department will be according to established departmental procedures.

VII. ADMINISTRATION AND LOGISTICS

Communications

The Chickasha Fire Department is dispatched from a centralized communications center located at Police Department Headquarters, 2001 W. Iowa Avenue.

Resources

The resources of the Chickasha Fire Department, and other area fire departments is attached as an Appendix to this Annex.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- The Fire Chief will coordinate the planning of all fire services related to emergency management operations.
- Responsibility for development and maintenance of this Annex rests with the Fire Chief and the Emergency Management Director.

IX. REFERENCES

- Fire Dept. SOP's/SOG's
- FEMA, EMI Basic Academy

Annex K – Resource Management (ESF 7)

I. PURPOSE

This annex provides for the proper coordination of resources to respond effectively to an emergency. City resources will be the most available during an emergency and should be used; accordingly, however, as city resources become depleted, mutual aid resources and state resources may be requested.

II. SITUATION AND ASSUMPTIONS

See Base Plan.

III. CONCEPT OF OPERATIONS

It is the responsibility of local government to protect lives and property of local citizens. Among the actions to be taken toward this end are the following:

- Commit all resources necessary to protect lives or property and restore the community to normal.
- When all local resources have been expended, request assistance through the Oklahoma Department of Emergency Management. The Emergency Manager will maintain a Resources Management Manual which contains lists of local resources that can be used during an emergency.

IV. TASK ORGANIZATION AND RESPONSIBILITIES

During any emergency, local government will coordinate essential resources to be used to restore essential services and aid disaster victims. The aim of this Resources Management Annex (ESF) is to utilize available resources and trained personnel to carry out each required task effectively. One of the day-to-day functions of Emergency Management Director is to ensure that planning, identification, and training of all resources is accomplished prior to any emergency. Among the many resources needed during an emergency are the following:

Heavy Equipment

1. Machinery for clearing debris
2. Bulldozers
3. Backhoes
4. Draglines
5. Cranes

Specialized Equipment

1. Chain saws
2. Firefighting equipment
3. Water pumps
4. Rescue equipment
5. Generators
6. Portable toilets and hand washing/sanitizing stations

Temporary Shelters

1. American Red Cross Shelters
2. Temporary Lodging Facilities
 - Hotels/motels (Note: Use of hotels/motels for emergency shelter requires:
 - Pre-arranged agreements or contracts
 - Clear definition of cost responsibilities (typically reimbursed through:
 - FEMA Public Assistance program
 - State emergency management funds
 - Red Cross assistance programs
 - Local emergency management funds)
 - Established procedures for activation and payment
 - Coordination with Oklahoma Emergency Management for reimbursement eligibility)
3. Public facilities
 - Schools
 - Parks and Recreation buildings
 - Other Government buildings
4. Private facilities
 - Churches
 - Office buildings
 - Stores/empty retail space

V. DIRECTION AND CONTROL

The Resource Coordinator, under the direction of the Emergency Management Director, will be responsible for the acquisition, distribution, management, and coordination of resources and supplies. The Resources Management Manual will be used to identify and list available sources from which needed resources can be obtained during emergencies. The Resource Coordinator will develop and maintain the Resources Management Manual for use during times of crisis. Routine checks of supplies and equipment availability will be made to ensure the manual is accurate.

VI. CONTINUITY OF GOVERNMENT

See Base Plan

VII. ADMINISTRATION AND LOGISTICS

Communications

The communication network required to obtain resources in times of emergency is a responsibility of the EOC Communications Officer and must remain functional during an emergency.

Resources

A copy of the City Resources Management Manual will be maintained in the EOC for ready reference.

Records

The Resource Coordinator will keep records of any material, supplies, and equipment used from private sources during an emergency and forward them to the City Clerk for settlement following the emergency, if required.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

See Base Plan

IX. REFERENCES

- FEMA, State and Local Guide 100 (SLG 100); Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis.
- State Emergency Operations Plan, State of Oklahoma.
- City Resources Management Manual.

APPENDICES

Appendix 1 – Potential Staging Areas
Appendix 2 – Portable Restroom Resources

Appendix 1 - Potential Staging Areas

Primary Staging Locations

Municipal Facilities

1. Fire Station #1
 - Location: 1700 Harley Day Drive
 - Size: 3 acres paved
 - Facilities:
 - Restrooms
 - Power hookups
 - Water access
 - Lighting
 - Access: Multiple entry points
 - Security: Fenced, monitored
 - Communications: Radio repeater on site
2. City Hall Complex
 - Location: 117 N 4th Street
 - Size: 2 acres paved
 - Facilities:
 - Restrooms
 - Power hookups
 - Internet access
 - Indoor space
 - Access: Downtown location
 - Security: Building security system
 - Communications: EOC nearby

Large Parking Areas

1. Chickasha Sports Complex
 - Location: 2100 S 16th Street
 - Size: 5 acres gravel/paved
 - Facilities:
 - Restrooms
 - Concession building
 - Water access
 - Lighting
 - Access: Multiple entrances
 - Security: Partially fenced
 - Communications: Cell coverage
2. Shannon Springs Park
 - Location: 2400 S 9th Street
 - Size: 4 acres paved

- Facilities:
 - Restrooms
 - Pavilions
 - Water access
 - Lighting
- Access: Park roads
- Security: Park patrol
- Communications: Good coverage

Schools/Institutions

1. Chickasha High School
 - Location: 101 John P. Cowan Street
 - Size: 3 acres paved
 - Facilities:
 - Gymnasium
 - Cafeteria
 - Restrooms
 - Kitchen
 - Access: Multiple parking lots
 - Security: School security system
 - Communications: Multiple options
2. USAO Campus
 - Location: 1727 W Alabama Avenue
 - Size: Multiple lots totaling 4 acres
 - Facilities:
 - Multiple buildings
 - Restrooms
 - Food service
 - Indoor space
 - Access: Campus roads
 - Security: Campus police
 - Communications: Campus network

Secondary Staging Areas

Commercial Properties

1. Walmart Supercenter
 - Location: 2001 S 1st Street
 - Size: 8 acres paved
 - Facilities: Limited
 - Access: Multiple entrances
 - Security: Store security
 - MOU Required: Yes
2. Chickasha Shopping Center

- Location: 1425 S 4th Street
- Size: 4 acres paved
- Facilities: Limited
- Access: Highway frontage
- Security: Private security
- MOU Required: Yes

Industrial Areas

1. Industrial Park
 - Location: 2900 S 29th Street
 - Size: Variable large lots
 - Facilities: Limited
 - Access: Industrial roads
 - Security: Gated areas
 - MOU Required: Yes

Specialized Staging Areas

Medical Staging

1. Grady Memorial Hospital
 - Location: 2220 W Iowa Avenue
 - Size: 1 acre dedicated
 - Facilities:
 - Emergency power
 - Medical support
 - Decontamination
 - Access: Emergency entrance
 - Security: Hospital security
 - Communications: Hospital system

Heavy Equipment

1. Public Works Yard
 - Location: 500 E Grand Avenue
 - Size: 3 acres
 - Facilities:
 - Maintenance shop
 - Fuel station
 - Equipment storage
 - Access: Secured gate
 - Security: Fenced compound
 - Communications: City radio system

Appendix 2 - Portable Restroom Resources

Local Vendors

Primary Contractor

1. Blue Moose
 - Contact: Kasey
 - Phone: (580) 788-2747
 - Resources:
 - Standard Units: 100
 - ADA Compliant: 20
 - Hand Wash Stations: 50
 - Shower Trailers: 2
 - Response Time: 2 hours
 - Service Schedule: Daily
 - Contract: Annual agreement

Secondary Contractors

1. Oklahoma Waste Services
 - Contact: Management Director
 - Phone: (405) 799-1999
 - Emergency: (405) 392-3178
 - Resources:
 - Standard Units: 75
 - ADA Compliant: 15
 - Hand Wash Stations: 30
 - Response Time: 4 hours
 - Service Schedule: Daily
 - Contract: As needed
2. Primeco Services
 - Contact: Management Director
 - Phone: (405) 378-2300
 - Emergency: (405) 626-2001
 - Resources:
 - Standard Units: 50
 - ADA Compliant: 10
 - Hand Wash Stations: 25
 - Response Time: 6 hours
 - Service Schedule: Daily
 - Contract: As needed

Equipment Specifications

Standard Units

- Dimensions: 88"H x 44"W x 48"D
- Weight: 200 lbs
- Capacity: 70 gallons
- Features:
 - Ventilation system
 - Interior light
 - Hand sanitizer
 - Toilet paper holder
 - Occupancy indicator

ADA Compliant Units

- Dimensions: 88"H x 62"W x 62"D
- Weight: 250 lbs
- Capacity: 70 gallons
- Features:
 - Wheelchair accessible
 - Grab bars
 - Lower paper dispenser
 - Safety rails
 - Extra interior space

Hand Wash Stations

- Dimensions: 62"H x 22"W x 22"D
- Fresh Water: 12 gallons
- Gray Water: 15 gallons
- Features:
 - Foot pump
 - Paper towels
 - Soap dispenser
 - Heated option available
 - Mirror

Shower Trailers

- Dimensions: 28'L x 8'W x 10'H
- Stalls: 6 private units
- Water: 200 gallon fresh
- Features:
 - Hot water heater
 - Climate controlled
 - Privacy changing area
 - LED lighting

- ADA accessible stall

Service Requirements

Daily Maintenance

- Waste removal
- Sanitization
- Restocking supplies
- Fresh water fill
- Inspection report
- Repair assessment

Emergency Service

- 24/7 availability
- Priority response
- Extra cleaning
- Supply restocking
- Damage repair
- Unit replacement

Documentation

- Service logs
- Inspection reports
- Maintenance records
- Incident reports
- Invoice tracking
- Contract compliance

Annex L – Agriculture & Natural Resources (ESF 11)

I. PURPOSE

The purpose of this annex is to establish procedures and organizational structure for protecting and preserving agriculture, food supply, natural resources, and animal welfare during emergencies and disasters in the City of Chickasha. Effective agriculture and natural resource management is essential for ensuring food safety, protecting animal populations, preserving cultural assets, and maintaining critical natural resources during crisis situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

The City of Chickasha faces various hazards that could impact agricultural operations, food supply chains, animal populations, and natural/cultural resources. A comprehensive agriculture and natural resources capability is required to ensure food safety, protect animal health, preserve natural resources, and coordinate essential services across all involved agencies and jurisdictions.

B. Assumptions

- Emergency food supplies and distribution systems will be needed during disasters
- Animal populations will require evacuation, sheltering, and emergency care
- Natural and cultural resources face unique vulnerabilities requiring protection
- Multiple agencies must coordinate agriculture and natural resource operations
- Traditional agricultural systems may be disrupted during emergencies
- Public/private partnerships are essential for effective response
- State and federal agricultural assistance may be required

III. CONCEPT OF OPERATIONS

A. Emergency Food Security Operations

The City of Chickasha will implement comprehensive food security measures during emergencies through the coordination of public and private sector resources. The Emergency Management Director will activate food security protocols when conditions threaten the safety or availability of food supplies. Key operational priorities include:

- Monitoring commercial food facility safety
- Coordinating with food suppliers and distributors
- Implementing emergency food distribution

- Ensuring food safety inspections continue
- Managing food contamination incidents
- Coordinating with mass care operations
- Supporting food supply chain restoration

The Emergency Management Department will work closely with health officials, food industry partners, and support agencies to maintain food security. Regular assessments will determine the need for additional resources or state/federal assistance.

B. Animal Health and Safety

Animal health and safety operations require coordinated efforts between animal control, veterinary services, and supporting agencies. The Animal Control Department leads these efforts with support from local veterinarians and animal welfare organizations. Key functions include:

- Emergency veterinary service coordination
- Animal evacuation operations
- Emergency animal sheltering
- Disease surveillance and control
- Livestock support operations
- Pet/owner reunification
- Wildlife protection measures

Animal Control maintains operational procedures for animal emergency response and coordinates closely with the EOC to ensure effective resource allocation.

C. Natural Resource Protection

The Parks Department leads natural resource protection efforts during emergencies, coordinating with environmental agencies and conservation organizations. Operations focus on protecting water resources, wildlife habitats, and environmentally sensitive areas. Primary activities include:

- Environmental impact assessment
- Habitat protection measures
- Water quality monitoring
- Soil conservation
- Wildlife management
- Ecosystem restoration planning
- Contamination prevention

The department maintains detailed resource inventories and protection protocols. Regular coordination with state environmental agencies ensures compliance with regulations during emergency operations.

D. Cultural Resource Preservation

Cultural resource preservation requires specialized expertise and careful handling during emergencies. The Emergency Management Department coordinates with cultural institutions and preservation experts to protect historic sites, artifacts, and documents. Operations include:

- Historic site protection
- Artifact preservation
- Document safeguarding
- Security implementation
- Damage assessment
- Emergency stabilization
- Recovery planning

Preservation priorities are established based on resource significance and threat levels. Technical specialists provide guidance on appropriate protection methods.

IV. ORGANIZATION AND RESPONSIBILITIES

A. Primary Agency - Emergency Management Department

The Emergency Management Department maintains primary responsibility for coordinating all ESF 11 operations during emergencies. Through the Emergency Operations Center (EOC), the department provides centralized coordination of agriculture and natural resource protection activities, ensuring effective integration of local, state, and federal capabilities. The department works closely with supporting agencies to maintain situational awareness, allocate resources, and implement protective measures.

1. Emergency Operations Coordination

- Activate and staff ESF 11 positions in the EOC
- Coordinate with supporting agencies and organizations
- Monitor and assess developing situations
- Direct resource allocation and deployment
- Maintain comprehensive documentation
- Provide regular situation reports
- Support field operations and response teams
- Coordinate mutual aid resources
- Track mission assignments and completion

2. Food Security Management

- Establish emergency food distribution systems
- Coordinate with commercial food facilities
- Monitor food supply chain disruptions
- Implement contamination control measures
- Direct emergency feeding operations

- Support health department inspections
- Maintain food security documentation
- Coordinate with mass care operations
- Track food facility status and needs

3. Resource Protection Operations

- Direct natural resource preservation efforts
- Coordinate cultural asset protection
- Monitor environmental conditions
- Support wildlife management activities
- Track resource status and threats
- Document protection measures
- Guide restoration planning
- Coordinate technical specialists
- Manage conservation resources

B. Support Agencies

Animal Control Department

The Animal Control Department serves as the lead agency for animal care and protection operations during emergencies. Working under ESF 11 coordination, the department implements comprehensive animal welfare measures:

Primary Functions:

- Conduct animal evacuation operations
- Establish emergency animal shelters
- Coordinate veterinary medical care
- Support livestock protection efforts
- Maintain animal registration systems
- Facilitate owner reunification
- Monitor animal health conditions
- Direct animal rescue operations
- Manage volunteer resources

The department maintains specialized equipment, trained personnel, and established procedures for animal emergency response. Regular coordination with veterinary partners and animal welfare organizations ensures effective resource utilization.

Health Department

The Health Department provides critical support for food safety and public health aspects of ESF 11 operations. The department implements comprehensive monitoring and inspection programs:

Primary Functions:

- Conduct food facility inspections
- Monitor food distribution safety
- Implement disease surveillance
- Provide public health guidance
- Inspect emergency feeding sites
- Monitor water quality impacts
- Issue health advisories
- Coordinate laboratory testing
- Support contamination response

Health Department personnel maintain necessary certifications and specialized equipment for emergency operations. Regular coordination with state health officials ensures consistent standards and procedures.

Parks Department

The Parks Department leads natural resource protection efforts during emergencies, implementing measures to preserve environmental assets and protect wildlife:

Primary Functions:

- Assess environmental impacts
- Implement protection measures
- Monitor ecosystem conditions
- Support wildlife management
- Document resource status
- Guide restoration efforts
- Coordinate conservation activities
- Manage department resources
- Direct field operations

The department maintains detailed resource inventories and specialized equipment for emergency response. Regular training ensures staff readiness for ESF 11 operations.

C. Support Organizations

Multiple organizations provide essential support to ESF 11 operations through established agreements and partnerships:

1. Private Sector Partners

- Commercial food facilities
- Agricultural businesses
- Veterinary clinics

- Cultural institutions
- Conservation organizations
- Technical specialists
- Industry associations
- Equipment suppliers
- Transportation resources

2. Volunteer Organizations

- Animal welfare groups
- Conservation volunteers
- Emergency response teams
- Community organizations
- Professional associations
- Technical specialists
- Support services
- Donation management
- Volunteer coordination

3. State/Federal Resources

- Department of Agriculture
- Environmental agencies
- Emergency management
- Public health services
- Historic preservation
- Wildlife management
- Technical assistance
- Resource support
- Regulatory oversight

V. DIRECTION AND CONTROL

A. Command Structure

ESF 11 operations follow established incident command principles, operating within the city's emergency management framework. The Emergency Management Director provides overall direction through the EOC:

1. Operational Control

- ESF 11 reports to Operations Section Chief
- Support agencies maintain internal control
- Field operations follow ICS structure

- Technical specialists advise command
- Regular coordination meetings held
- Joint decisions documented
- Resource requests centralized
- Mission tracking maintained

2. Coordination Mechanisms

- Daily EOC briefings conducted
- Agency liaisons assigned
- Joint information system activated
- Field teams coordinated
- Technical groups established
- Resource status tracked
- Situation reports issued
- Documentation maintained

B. Information Management

Effective information management ensures coordinated operations and informed decision-making:

1. Operational Information

- Situation reports developed
- Resource status tracked
- Mission assignments monitored
- Field reports collected
- Technical data analyzed
- Weather impacts assessed
- Threats documented
- Needs identified

2. Coordination Information

- Agency updates shared
- Resource requests tracked
- Support status monitored
- Partner activities documented
- Technical guidance distributed
- Planning information shared
- Decisions recorded
- Actions tracked

VI. ADMINISTRATION AND LOGISTICS

A. Resource Management

Comprehensive resource management ensures effective support for ESF 11 operations:

1. Resource Tracking

- Equipment inventory maintained
- Supply status monitored
- Personnel availability tracked
- Specialized resources identified
- Support agreements documented
- Resource requests processed
- Deployment status tracked
- Returns documented

2. Administrative Support

- Cost documentation maintained
- Time records processed
- Equipment logs maintained
- Supply inventories tracked
- Procurement documented
- Contracts managed
- Reimbursement processed
- Records archived

B. Logistics Support

Logistics operations ensure sustained support for ESF 11 activities:

1. Operational Support

- Equipment maintained
- Supplies distributed
- Transportation coordinated
- Facilities managed
- Communications supported
- Technical support provided
- Field support arranged
- Services coordinated

2. Planning Support

- Resource projections developed
- Support requirements identified
- Contingency plans maintained
- Alternatives developed
- Capabilities assessed
- Limitations identified
- Solutions implemented
- Effectiveness monitored

VII. PLAN DEVELOPMENT AND MAINTENANCE

The Emergency Management Department maintains primary responsibility for this annex, coordinating regular reviews and updates:

A. Development Process

- Annual review conducted
- Agency input incorporated
- Lessons learned assessed
- Best practices identified
- Procedures validated
- Resources verified
- Contact lists updated
- Training scheduled

B. Maintenance Activities

- Regular updates processed
- Changes distributed
- Training conducted
- Exercises scheduled
- Equipment checked
- Procedures tested
- Documentation maintained
- Improvements implemented

VIII. AUTHORITIES AND REFERENCES

A. Authorities

- Robert T. Stafford Act
- State Emergency Operations Plan
- Local ordinances and regulations
- Mutual aid agreements
- Agency authorities

- Executive orders
- Emergency declarations
- Standard procedures

B. References

- FEMA guidance documents
- Industry standards
- Technical manuals
- Agency procedures
- Training materials
- Best practices
- Lesson learned
- Resource guides

APPENDICES

Appendix 1 - Food Security Operations
Appendix 2 - Animal Care Procedures
Appendix 3 - Resource Protection Guidelines
Appendix 4 - Cultural Asset Inventory
Appendix 5 - Support Organizations
Appendix 6 - Operational Checklists

Appendix 1 - Food Security Operations

Food Distribution Centers

1. Chickasha High School
 - o Location: 101 John P. Cowan St
 - o Capacity: 1,200 persons
 - o Kitchen facilities available
 - o Generator backup power
2. USAO Cafeteria
 - o Location: 1727 W Alabama Ave
 - o Capacity: 400 persons
 - o Commercial kitchen
 - o Refrigeration available

Primary Food Sources

1. Walmart Supercenter
 - o Location: 2001 S 1st Street
 - o Emergency contact: Store Manager
 - o MOU in place for emergency supply
2. Food Bank Partners
 - o Regional Food Bank of Oklahoma
 - o Contact: (405) 972-1111
 - o 24-hour emergency response

Appendix 2 - Animal Care Procedures

Emergency Animal Shelter Locations

1. Chickasha Animal Shelter
 - o Location: 1400 S 4th Street
 - o Capacity: 40 dogs, 30 cats
 - o Staff: 2 ACOs, 1 support
2. Grady County Fairgrounds
 - o Location: 500 E Choctaw Ave
 - o Large animal capability
 - o Temporary kennel space

Veterinary Services

1. Chickasha Veterinary Hospital

- Location: 2001 W Country Club Rd
- 24-hour emergency service
- Large and small animal care

Appendix 3 - Resource Protection Guidelines

Critical Resources

1. Water Supply
 - Lake Chickasha
 - Municipal wells
 - Treatment facilities
2. Power Infrastructure
 - Substations
 - Main transmission lines
 - Emergency generators

Protection Measures

1. Security Procedures
 - Access control
 - Regular patrols
 - Video monitoring
2. Backup Systems
 - Emergency power
 - Communications redundancy
 - Alternate facilities

Appendix 4 - Cultural Asset Inventory

Historical Sites

1. Downtown Historic District
 - Location: Central Chickasha
 - Period buildings
 - Historical markers
2. USAO Historic Buildings
 - Location: 1727 W Alabama Ave
 - National Register listed
 - Original campus structures

Museums/Collections

1. Grady County Museum
 - Location: Downtown
 - Historical artifacts
 - Local archives

Appendix 5 - Support Organizations

Primary Partners

1. American Red Cross
 - Mass care
 - Emergency shelter
 - Feeding operations
2. Salvation Army
 - Food service
 - Emergency assistance
 - Volunteer coordination

Local Organizations

1. Ministerial Alliance
 - Volunteer coordination
 - Shelter support
 - Donations management
2. CERT Team
 - Emergency response
 - Damage assessment
 - Public assistance

Appendix 6 - Operational Checklists

Initial Response

1. Activation Steps
 - EOC activation
 - Staff notification
 - Resource assessment
 - Communications check
2. Documentation Requirements
 - Incident logs
 - Resource requests
 - Situation reports
 - Cost tracking

Shelter Operations

1. Opening Procedures
 - Facility inspection
 - Supply inventory
 - Staff assignments
 - Security setup
2. Registration Process
 - Check-in procedures
 - Medical screening
 - Family tracking
 - Pet registration

Annex M – Damage Assessment

I. PURPOSE

This annex provides guidelines for the process used to appraise or determine the number of injuries and deaths, damage to public and private property, and the status of key facilities and services such as hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, and transportation networks resulting from a man-made or natural disaster within the City of Chickasha.

II. SITUATION AND ASSUMPTIONS

The City of Chickasha comprises approximately 26 square miles located 35 miles southwest of Oklahoma City in Grady County. The current population (2024) is 16,972 persons. Chickasha is exposed to many hazards, all of which have the potential for causing damage, creating casualties, and disrupting the community. A listing of some of these hazards can be found in Section II of the Base Plan.

III. CONCEPT OF OPERATIONS

Immediate damage intelligence provides key information in assessing the extent of the disaster situation, information which assists the Incident Commander and Emergency Manager in determining the amount of resources needed for search and rescue and for caring for the short-term needs of the people in the community.

Damage intelligence operations should begin immediately after the disaster occurrence, and should define the limits of the affected areas, the general severity of the damage, and pinpoint damage to any special, specific, or critical locations. A complete damage assessment provides more detailed information on each specific structure and/or area damaged. This information should be collected as true documentation of the event and should be forwarded to the Oklahoma Emergency Management Department to assist in determining if a Presidential or State Disaster Declaration should be requested. It further may be the basis for the determination of eligibility for other local, State, or Federal assistance and/or programs. A complete damage assessment should begin as soon as immediate public safety operations are concluded.

IV. TASK ORGANIZATION AND RESPONSIBILITIES

The Policy Group

The Policy Group – defined by Section IV of the Base Plan as the Mayor, City Councilpersons, and the City Manager – have no direct task or responsibility in the damage intelligence and damage assessment operations beyond supporting the needs of the Incident Commander and Emergency Manager.

Incident Commander

The Incident Commander will be responsible for initiating damage intelligence operations as part of his or her size-up. Collection of damage intelligence may be via responding public safety units or tasked to the EOC for formal damage intelligence teams. b. If Incident Command is still established when damage assessment activities begin, the IC will assist the damage assessment teams with access to the affected areas via coordination with the EOC.

Emergency Management Director

If Incident Command is still established when damage assessment activities begin, the IC will assist the damage assessment teams with access to the affected areas via coordination with the EOC.

The Emergency Manager will be responsible for the establishment of trained damage assessment teams. Using damage intelligence information received from the Incident Commander, the Emergency Manager will coordinate with surrounding jurisdictions, volunteer groups, and the State EOC to obtain additional resources needed by the IC and the community.

The Emergency Manager will ensure that all damage intelligence information and damage assessment reports are forwarded to the Oklahoma Emergency Management Department as soon as they become available. The Emergency Manager will coordinate with the Oklahoma Emergency Management Department and the Federal Emergency Management Agency in scheduling and conducting joint preliminary damage assessments if the joint surveys are required.

Risk Management Director

The City's Risk Management Director will be responsible for collection of specific information concerning damage to all City of Chickasha facilities and equipment. The Risk Manager will ensure that all information is forwarded to the City EOC, and to the various insurance underwriters as required and necessary.

American Red Cross

The American Red Cross (ARC) is required by act of Congress and in their charter to undertake damage assessment surveys of private property within a 72-hour period. The ARC does not attempt to estimate the damages to public property or businesses or determine whether private property is insured. ARC damage survey information may be exchanged with the City's damage assessment to ensure that all affected residences have been located.

V. DIRECTION AND CONTROL

As noted in Section V of the Base Plan, responsibility for all aspects of emergency management, including damage intelligence and damage assessment, rest with the City of Chickasha

Emergency Management Director. Executive oversight is the responsibility of the City Manager, and overall emergency response policy is established by the Mayor and City Council.

VI. CONTINUITY OF GOVERNMENT

Normal lines of succession of all City activities will apply to damage intelligence and damage assessment operations, as outlined in Section VI of the Base Plan.

VII. ADMINISTRATION AND LOGISTICS

Reports and Records

- Official damage assessment report forms will be established by the Oklahoma Emergency Management Department. Current copies of these forms will be kept in Appendix 1 of this annex, on clipboards in the EOC.
- Quarter-section parcel maps of the City will be provided to damage assessment teams as part of the pre-action briefing.
- All maps and damage assessment forms will be maintained by the Emergency Manager to document all physical effects to the community caused by the disaster.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

This damage assessment annex will be reviewed yearly as part of the annual review of the City of Chickasha Emergency Operations Plan as outlined in Section VIII of the Base Plan.

IX. REFERENCES

- Base emergency operations authorities and references are found in Section IX of the Base Plan.
- Local Government Guide to Disaster Recovery Operations; ODEM.
- Documenting Disaster Damage for Public Assistance; ODEM.
- FEMA, EMI Basic Academy

APPENDICES

Appendix 1 – Damage Assessment for Recovery Operations

Appendix 2 – Critical Infrastructure Locations

NOTE: Updated forms can be found on the OEM website or through the Regional Coordinator

Appendix 1: Damage Assessment for Recovery Operations

Assessment Teams and Forms

The City of Chickasha Emergency Operations Center maintains current Oklahoma Emergency Management Department assessment forms on clipboards in the EOC. Teams conduct surveys using quarter-section parcel maps provided during pre-action briefing. All forms must include GPS coordinates, photographs, and detailed descriptions of observed damage.

Damage Classifications

FEMA standard damage categories must be used for all assessments: destroyed (total loss), major damage (substantial structural failure), minor damage (requires professional repairs), or affected (minimal damage). Teams must document occupancy status for residences and business interruption impacts for commercial properties.

Documentation Requirements

Teams must photograph all damage with reference points for scale. Required information includes physical address, estimated repair costs, and immediate safety concerns. For flooding events, document high-water marks. For tornado events, record wind damage patterns. For industrial incidents, note blast radius details.

Reporting Structure

Assessment teams submit completed forms to the EOC after each operational period. The Emergency Management Director compiles these into comprehensive reports for state and federal authorities. Physical and digital copies are maintained at the EOC, with regular updates as new information becomes available.

Appendix 2: Critical Infrastructure Locations

Healthcare Facilities

Grady Memorial Hospital serves as the region's primary medical facility at 2220 Iowa Avenue. The Level III trauma center maintains a 20-bed emergency department and serves as the primary triage location during mass casualty incidents.

Public Safety Facilities

The Chickasha Police Department headquarters operates at 101 N. 6th Street, housing the 911 dispatch center and holding facilities. The main Fire Station at 219 S. 6th Street maintains hazmat response capabilities and primary emergency response equipment.

Utility Infrastructure

The municipal water treatment plant on Henderson Road processes 12 million gallons daily, serving 16,972 residents. The wastewater facility on South 4th Street handles 8 million gallons daily. Three electrical substations are located at 4th Street and Grand, 9th Street and Kansas, and 16th Street and Michigan. Oklahoma Natural Gas maintains regulation stations along the US-62 corridor.

Transportation Systems

Major thoroughways include the H.E. Bailey Turnpike (I-44), US-62, and State Highway 92. The BNSF railway maintains an active switching yard and passenger platform. The municipal airport, located three miles west of downtown, features a 5,101-foot runway capable of supporting emergency operations.

Communications Networks

The 911 dispatch center coordinates with three communications towers located at the water tower, municipal complex, and airport facility. Backup systems include satellite phones, amateur radio networks, and a mobile command post.

Educational Facilities

The University of Science and Arts of Oklahoma (17th Street and Grand Avenue) can shelter 2,000 people. Canadian Valley Technology Center (1401 Michigan Avenue) maintains emergency training facilities. Public schools include Chickasha High School, Lincoln Elementary, Grand Avenue Elementary, Middle School, and the Alternative Education Center.

GIS Documentation

All infrastructure locations are mapped using GIS coordinates, with detailed site plans maintained at the EOC. Digital copies receive annual updates and are stored on secure servers with redundant backups.

Annex N – Hazardous Materials (ESF 10)

I. PURPOSE

The purpose of this annex is to identify and reduce/remove the threat to public health and safety which may result from an accident involving hazardous materials. This annex covers both fixed site and transportation accidents.

II. SITUATION AND ASSUMPTIONS

See Base Plan

III. CONCEPT OF OPERATIONS

Hazardous material accidents require early identification of the hazardous material to formulate a plan of action to handle the emergency. Response should be directed toward containing the hazardous material and/or evacuating those threatened by potential exposure to the material. After the threat has been stabilized by containment and evacuation, if necessary, the next step is to safely clean up the material.

The person receiving a report of a hazardous material release should obtain as much information as possible upon being notified of a spill/leak. The form at Appendix 1 serves as a guide to secure critical information which should, if possible, be passed to emergency response personnel prior to their arrival on the scene. Frequently, additional information pertaining to the nature of the hazard is needed. Appendix 2 contains a list of sources of information and potential responding agencies. Contacts should be established early to ensure these organizations or agencies can provide timely information or data.

Responding units should treat all spills as hazardous until the material(s) can be identified as to their safety.

1. At transportation accident sites, hazardous materials may be identified by shipping papers, ID numbers, placards, labels on containers, or verbally by the truck driver or railroad conductor/engineer.
 2. At fixed-site incidents, pre-fire plans, NFPA 704-Diamond container labels and/or information obtained from site employees may be used to identify hazardous materials contained within the site.
- To the extent possible, operations should be:
 1. Upwind
 2. Uphill
 3. Upstream
 - Emergency vehicles should be backed in and operators should be prepared to move them if conditions worsen.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

General

See Base Plan

Organization

1. The individual designated as the community emergency coordinator must be notified immediately if a hazardous materials spill or release is large enough to require the activation of this emergency contingency plan.
2. The size of the spill, characteristics of the material, and potential threat determine the structure of the emergency response effort. A small spill may require only an Operations Commander, but a larger spill additionally may require all or part of the following: a. Incident Commander b. EOC Activation c. Staging Area d. Decontamination Site e. In any case, an incident report should be submitted to the Oklahoma Emergency Management.

Task Assignment and Responsibility

1. Incident Commander

The Incident Commander will initially be the senior first responder present at the scene. As (or if) the incident progresses and more experienced and trained personnel arrive on site, command may be relinquished to a more experienced person. This will normally be the senior on-site fire service officer from the fire department, or if the incident/accident is outside corporate limits, from the closest municipal department. The exception to this will be when the accident site is outside corporate limits on a roadway, railroad, or public property, in which instance the incident commander will normally be the senior Oklahoma Highway Patrol (OHP) trooper present. Incident Commander responsibilities are:

- A. Implementing protective actions
- B. Location of the Incident Command Post
- C. Coordinate the actions of all responding agencies
- D. Maintain communications with operations command post, the Emergency Operations Center (EOC), if activated, and others as appropriate.
- E. Notification of the Department of Environmental Quality and other appropriate agencies as soon as reasonably possible.

2. Operations Chief and ICS team

An Operations Chief and other member of the ICS team will be appointed by the Incident Commander as required and will function in accordance with the established Incident Command System.

3. OEM

Activate State Hazardous Emergency Response Organization (HERO) when necessary. HERO provides direction, information, or assistance to on-scene responders. b. Coordinate state support as requested by on-scene responders or local EM director. c. Notifies appropriate state and federal agencies as required.

4. CHEMTREC

- A. CHEMTREC is a public service of the Chemical Manufacturers Association and provides immediate advice for those at the scene of emergencies, then promptly contacts the shipper/generator of the hazardous materials involved for more detailed assistance and appropriate follow-up.
- B. CHEMTREC operates 24 hours a day, seven days a week. Every effort should be made to keep a phone line open so that the shipper/generator can contact the on-scene leaders to provide guidance and assistance.
- C. CHEMTREC provides advice for fixed site as well as transportation emergencies.

V. DIRECTION AND CONTROL

General

Primary direction and control rests with the Incident Commander. Each response agency shall maintain control over their personnel and equipment and shall send a liaison to the command post as required.

Procedure

See Appendix 3, this annex for a typical layout for hazardous materials operations.

VI. CONTINUITY OF GOVERNMENT

See Base Plan

VII. ADMINISTRATION AND LOGISTICS

Records and Forms

1. The Release Notification form for reporting hazardous materials spills/accidents is found in Appendix 1 to this annex.
2. Information on the Release Notification form is necessary for responders and may also be important during cleanup and reimbursement procedures.

Resources

Agencies with HAZMAT response capabilities and task assignments are responsible for providing and maintaining equipment and supplies necessary for hazardous materials operations.

Training

Local emergency response personnel will attend training as specified in 29 CFR 1910.120(q). The Emergency Management Director may coordinate training. However, each agency is responsible for certifying competency and maintaining training records for their own personnel.

After Action Review

The Emergency Management Director along with others on the Local Emergency Planning Committees (LEPC), should conduct a review of plans and procedures within ten days of an incident. This review should be attended by those who were directly involved in the emergency for purposes of identifying plan deficiencies and recommending changes.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

This annex (ESF) will be reviewed at least annually. It will be the responsibility of the Emergency Management Director, in coordination with others on the LEPC, including fire chiefs, to update and maintain this plan.

IX. REFERENCES

- Oklahoma Environmental Quality Act.
- Oklahoma Hazardous Materials Planning and Notification Act
- Oklahoma Emergency Response Act.
- PL99-499, TITLE III, Emergency Planning and Community Right-To Know Act of 1986 (EPCRA)
- Chickasha Fire Department SOP's/SOG's

APPENDICES

Appendix 1 - Hazardous Materials Release Notification

Appendix 2 - Federal/State Telephone List/Roster

Appendix 3 - Hazmat Operations - Typical Layout

Appendix 4 - General Characteristics and Examples of Hazardous Materials

Appendix 5 - Transportation Routes of Hazardous Materials

Appendix 6 - Printout of Facilities Filing Tier I or Tier II Reports as Subject to and reported to Planning under EPCRA

Appendix 1 - Hazardous Materials Release Notification

Initial Notification Form

Date: //__ Time: ____

Reported by: _____

Organization: _____

Contact Phone: _____

Location of Incident: _____

Material(s) Released: _____

UN/NA Number: _____

Quantity Released: _____

Incident Description: _____

Injuries/Casualties: _____

Evacuation Required: ☐ Yes ☐ No

Radius: _____

Weather Conditions:

Wind Direction: _____

Wind Speed: _____

Temperature: _____

Precipitation: _____

Appendix 2 - Federal/State Telephone List/Roster

Federal Agencies

- National Response Center: 800-424-8802
- EPA Region 6: 866-372-7745
- CHEMTREC: 800-424-9300
- FEMA Region 6: 800-621-3362

State Agencies

- OK Dept of Environmental Quality: 800-522-0206
- OK Emergency Management: 405-521-2481
- OK Highway Patrol: 405-425-2323
- OK Poison Control: 800-222-1222

Appendix 3 - Hazmat Operations - Typical Layout

Zone Establishment

1. Hot Zone (Exclusion)
 - Inner perimeter
 - Direct hazard area
 - Entry team operations
 - Contamination likely
2. Warm Zone (Contamination Reduction)
 - Decontamination corridor
 - Equipment staging
 - Emergency de-con station
 - Medical monitoring
3. Cold Zone (Support)
 - Command post
 - Staging area
 - Support functions
 - Public access restricted

Access Control Points

- Entry/exit control
- Wind indicators
- Safe refuge areas
- Equipment drops

Appendix 4 - General Characteristics and Examples of Hazardous Materials

Class 1 - Explosives

- Division 1.1: Mass explosion hazard
- Division 1.2: Projection hazard
- Division 1.3: Fire and minor blast

Class 2 - Gases

- Division 2.1: Flammable gases
- Division 2.2: Non-flammable, non-toxic
- Division 2.3: Toxic gases

Class 3 - Flammable Liquids

- Gasoline
- Diesel fuel
- Solvents

Class 4 - Flammable Solids

- Division 4.1: Flammable solids
- Division 4.2: Spontaneously combustible
- Division 4.3: Dangerous when wet

Class 5 - Oxidizers

- Division 5.1: Oxidizers
- Division 5.2: Organic peroxides

Class 6 - Toxic Materials

- Division 6.1: Toxic materials
- Division 6.2: Infectious substances

Class 7 - Radioactive Materials

Class 8 - Corrosive Materials

Class 9 - Miscellaneous

Appendix 5 - Transportation Routes of Hazardous Materials

Highway Routes

1. Interstate 44
 - Primary HAZMAT route
 - North-south through city
2. US Highway 62
 - East-west route
 - Through central business district
3. US Highway 81
 - North-south alternate
 - Commercial traffic

Rail Routes

1. Union Pacific Railroad
 - East-west mainline
 - Multiple grade crossings
 - Regular HAZMAT transport

Pipeline Routes

1. Natural Gas
 - Multiple distribution lines
 - High pressure transmission
2. Petroleum Products
 - Refined products pipelines
 - Underground transmission

Appendix 6 - Tier I/II Reporting Facilities

Manufacturing/Industrial

- TBD

Storage/Distribution

- TBD

Utilities

- TBD

Annex O – Terrorism and Energy (ESF 12)

I. PURPOSE

This annex provides detailed guidance for dealing with the mitigation of, preparedness for, response to, and recovery from any act of terrorism within the State of Oklahoma and specifically the City of Chickasha. It outlines the responsibilities of various city departments and agencies in addressing the threat of terrorism and coordinating an effective response.

II. SITUATION AND ASSUMPTIONS

A. Situation

The City of Chickasha faces a range of potential terrorist threats, both domestic and international in nature:

Domestic Terrorism Threats:

- Active shooter incidents targeting public spaces, schools, businesses, or government facilities
- Bombings or explosive device attacks against critical infrastructure or symbolic targets
- Cyber attacks disrupting critical services or systems
- Arson and other forms of property destruction
- Threats or attacks motivated by racial, ethnic, or ideological extremism

International/Organized Terrorism Threats:

- Large-scale attacks coordinated by foreign terrorist organizations
- Use of chemical, biological, radiological, or nuclear (CBRN) weapons
- Coordinated cyber attacks on municipal networks and control systems
- Attacks targeting transportation systems, utilities, or other critical infrastructure

The City has numerous potential terrorist targets, including government buildings, public gathering places, energy and water facilities, communications networks, and transportation hubs. An attack on any of these could have catastrophic impacts on the community.

Specific threats that could occur in or near Chickasha include:

- Destruction or disruption of utility infrastructure (power, water, wastewater, communications)
- Contamination of air, water, or food supplies with CBRN agents
- Bombing or arson attacks against government facilities, businesses, or other targets
- Cyber attacks disabling municipal computer systems or SCADA networks
- Attacks on transportation networks like highways, railways, or the municipal airport

B. Assumptions

Terrorists may strike to gain attention for their cause, punish perceived enemies, or inflict maximum damage and disruption on a community. Their acts will often target innocent civilians in addition to specific individuals or institutions.

While the probability of a major terrorist attack in Chickasha is low, the potential consequences are severe. Therefore, it is essential that the city take proactive measures to prevent, prepare for, and respond effectively to terrorist incidents.

III. CONCEPT OF OPERATIONS

A. Hazard Analysis

The Emergency Management Department, in coordination with the Police and Fire Chiefs, will conduct an ongoing terrorism threat and vulnerability assessment for the city. This will involve:

- Identifying potential terrorist targets and critical assets
- Assessing the likelihood and potential impact of various attack scenarios
- Evaluating the city's capabilities to prevent, protect against, and respond to terrorist incidents

The results of this analysis will inform the development of prevention, preparedness, and response strategies.

B. Training and Public Awareness

Enhancing preparedness through training and public education is a key component of the city's counterterrorism efforts:

- All city departments will incorporate anti-terrorism activities into their standard operating procedures and training programs.
- The Emergency Management Department will coordinate the development and delivery of terrorism awareness training for city personnel, first responders, and private sector partners.
- Public outreach campaigns will educate residents on recognizing and reporting suspicious activity, as well as individual preparedness measures.
- Specialized response teams may be formed within the Police and Fire Departments to address unique terrorist threats like CBRN incidents.

C. Exercises and Drills

The city will conduct a variety of exercises and drills to test the effectiveness of its terrorism response plans and capabilities. This will include:

- Tabletop exercises to walk through terrorism scenarios and validate plans, policies, and procedures
- Functional exercises that simulate the activation of the Emergency Operations Center and coordination of response operations
- Full-scale exercises involving multiple agencies and community partners to test end-to-end capabilities for terrorism prevention, protection, mitigation, response, and recovery

These exercises will ensure that:

- Existing plans, procedures, and capabilities are validated and gaps are identified
- Personnel understand their roles and can execute assigned tasks
- Necessary security measures, resource mobilization, and coordination mechanisms are in place
- All participants recognize the potential for terrorist activity and are prepared to respond

The scenarios used in these exercises will address a variety of terrorist attack modes, including active shooters, cyber attacks, chemical/biological threats, and other high-risk scenarios identified through the city's threat and vulnerability assessments.

Lessons learned from exercises will be incorporated into plan updates, training programs, and continuous improvement efforts to enhance the city's overall terrorism preparedness.

IV. TASK ORGANIZATION AND RESPONSIBILITIES

Responsibility for terrorism preparedness and response is shared across multiple city departments and partner agencies:

Emergency Management Department

- Conduct ongoing terrorism threat and vulnerability assessments for the city
- Develop and coordinate the implementation of the city's overall anti-terrorism program
- Organize terrorism awareness training for city personnel and the private sector
- Identify specialized response requirements for CBRN, cyber, and other unique terrorist threats
- Ensure communications systems and intelligence sharing protocols are in place
- Assist the City Manager in maintaining continuity of government operations

Police Department

- Participate in terrorism threat assessments and identify law enforcement-specific vulnerabilities
- Make recommendations on security, access control, and evacuation procedures for critical facilities
- Develop security and crime prevention components of the terrorism training program
- Coordinate response activities and responsibilities with other agencies in the event of an attack

- Provide specialized tactical teams and investigative resources as needed

Fire Department

- Assist in assessing fire/arson-related terrorist threats and prevention measures
- Provide input on evacuation planning, firefighting positioning, and search/rescue procedures
- Contribute to training program development for fire prevention, warning, and search/rescue
- Coordinate response actions with other departments and agencies
- Support public education on terrorism preparedness and first aid

Public Works Department

- Assess vulnerabilities of utility infrastructure and other critical municipal assets
- Develop plans to rapidly restore service in the event of terrorist attacks on public works facilities
- Provide emergency repair, debris clearance, and other operational support as assigned

Other City Departments

- Incorporate terrorism awareness and prevention into standard operating procedures
- Identify and mitigate vulnerabilities within their areas of responsibility
- Participate in training, exercises, and post-incident review processes
- Assist in maintaining continuity of essential government functions

V. DIRECTION AND CONTROL

In the event of a terrorist attack, the Emergency Management Department will immediately activate the city's Emergency Operations Center (EOC). The EM Director or designee will:

- Quickly assess the situation and notify the City Manager, department heads, and state/federal partners as appropriate
- Establish an Incident Command structure to coordinate the overall response
- Ensure that law enforcement, fire, EMS, and other emergency services are mobilized and resources are allocated effectively
- Facilitate communication, information sharing, and resource requests between responders and supporting agencies
- Make policy-level decisions in coordination with the City Manager and elected officials

The Police and Fire Chiefs (or their representatives) will report to the EOC to direct the tactical response and interface with the Incident Commander. Public Works and other supporting departments will carry out specialized tasks as assigned.

VI. CONTINUITY OF GOVERNMENT

The provisions outlined in the Base Plan for ensuring continuity of government operations will apply in the event of a terrorist incident. This includes established lines of succession, safeguarding of vital records, and the ability to relocate essential functions if necessary.

VII. ADMINISTRATION AND LOGISTICS

a. Emergency Authority

The emergency authorities described in the Base Plan, including the ability to restrict access, will be invoked as required to manage terrorist incidents.

b. Passes

The pass system detailed in Annex I may be implemented to control access to affected areas during and after a terrorist attack.

c. Reports and Records

Detailed operational records and reports will be maintained by the Emergency Management Department to document the city's response activities and facilitate after-action review. Information will be safeguarded as appropriate given the sensitivity of terrorism-related incidents.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Emergency Management Director is responsible for briefing all city officials on their roles under this terrorism annex and ensuring its contents are widely understood. An annual review of the annex will be conducted by the Policy Group, with the EM Director coordinating any necessary updates or revisions.

APPENDICES

Appendix 1 – Bomb Threat Procedures
Appendix 2 – Terrorism via Mail Procedures

Appendix 1 - Bomb Threat Procedures

Telephone Threat Procedures

1. Keep caller online as long as possible
2. Record exact time of call
3. Write down exact words
4. Listen for background noises
5. Note any accent or speech patterns
6. Ask key questions if possible:
 - When will it explode?
 - Where is it located?
 - What does it look like?
 - What kind of bomb is it?
 - What will detonate it?
 - Did you place the bomb?
 - Why?
 - What is your name?

Immediate Actions

1. Notify Police Department immediately (911)
2. Notify supervisor
3. DO NOT:
 - Touch suspicious objects
 - Use radios near suspicious objects
 - Use mobile phones near scene
 - Create panic
 - Pull fire alarm

Evacuation Considerations

1. Type of threat
2. Credibility assessment
3. Building characteristics
4. Time available
5. Weather conditions
6. Safe evacuation routes
7. Assembly areas

Search Procedures

1. Outside building:

- Perimeter
- Entry points
- Trash containers
- Vehicles near building
- 2. Inside building:
 - Public areas first
 - Building perimeter
 - Evacuation routes
 - Remaining areas

Appendix 2 - Terrorism via Mail Procedures

Suspicious Mail Indicators

- 1. Visual:
 - Excessive postage
 - No return address
 - Misspelled words
 - Badly typed/written
 - Oily stains/discoloration
 - Protruding wires
 - Excessive tape/string
 - Rigid or bulky
 - Lopsided/uneven
 - Strange odor
- 2. Addressing:
 - Restrictive markings
 - Incorrect titles
 - Bad address
 - Foreign mail
 - Unknown sender

Immediate Actions for Suspicious Mail

- 1. DO NOT:
 - Open item
 - Shake or empty contents
 - Sniff or taste
 - Touch unnecessarily
- 2. DO:
 - Isolate item immediately
 - Notify supervisor
 - Call 911
 - Wash hands if contact made

- Document all persons who handled item

Package Isolation Procedures

1. No evacuation needed:
 - Leave item where it is
 - Clear immediate area
 - Close doors/windows
 - Keep others away
 - Document situation
2. Evacuation needed:
 - Follow evacuation routes
 - Avoid contaminated areas
 - Account for personnel
 - Secure scene
 - Wait for emergency response

Contamination Response

1. If powder/substance released:
 - Do not clean up
 - Cover spilled contents
 - Leave room
 - Close door
 - Keep others out
 - Wash hands
 - Remove contaminated clothing
 - List all room occupants
2. Emergency response:
 - Call 911
 - Note contact with substance
 - Remain at scene
 - Cooperate with responders
 - Follow medical advice

Annex P - Public Safety & Security (ESF-13)

I. PURPOSE

The purpose of this annex is to outline the roles, responsibilities, and coordination procedures for law enforcement and public safety agencies in preparing for, responding to, and recovering from terrorist incidents and other major security threats within the City of Chickasha.

II. SITUATION AND ASSUMPTIONS

The City of Chickasha faces a range of potential terrorist threats, both domestic and international in nature, as detailed in Annex R - Terrorism and Energy. These threats have the potential to disrupt critical infrastructure, cause mass casualties, and overwhelm local response capabilities.

It is assumed that the Chickasha Police Department will require support from other local, state, and federal law enforcement agencies to effectively address major security emergencies. Coordination and information sharing between all participating agencies will be essential.

III. CONCEPT OF OPERATIONS

A. Terrorism Threat Assessment and Prevention

The Chickasha Police Department, in coordination with the Emergency Management Department, will conduct ongoing terrorism threat assessments and vulnerability analyses. This will inform the development of security plans and protective measures for critical facilities, infrastructure, and other potential targets.

The Police Department will also work closely with state and federal law enforcement partners to gather and share intelligence related to terrorist threats, as well as provide specialized training and resources to address unique attack modes (e.g. active shooters, CBRN incidents).

B. Incident Response and Coordination

In the event of a terrorist attack or major security incident, the Chickasha Police Department will assume the lead role in the initial response. The Police Chief or designee will establish an Incident Command structure to direct all public safety operations, including:

- Scene security, evidence collection, and investigations
- Deployment of specialized law enforcement teams (e.g. SWAT, EOD)
- Coordination with supporting agencies for intelligence, resources, and investigative support
- Interface with the Emergency Operations Center to ensure a unified command approach

The Emergency Management Director will activate the EOC to provide overall coordination of the city's response and recovery efforts, facilitating resource requests, public information sharing, and policy-level decision making.

C. Resource Mobilization and Mutual Aid

The Chickasha Police Department maintains specialized teams, equipment, and other resources to address a range of security threats. However, in a major incident, the department may require additional support from local, state, and federal law enforcement partners through established mutual aid agreements.

The Emergency Management Director will ensure that all participation agencies, their capabilities, and applicable mutual aid procedures are clearly defined and exercised regularly.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Chickasha Police Department

- Conduct terrorism threat assessments and vulnerability analyses
- Develop and implement security plans/protective measures for critical assets
- Provide specialized law enforcement teams, intelligence analysis, and investigative resources
- Secure incident scenes, collect evidence, and conduct investigations
- Enforce emergency public safety restrictions and access control measures
- Assist with public warning notifications and emergency public information

B. Supporting Law Enforcement Agencies

- Grady County Sheriff's Office
- Oklahoma Highway Patrol
- Federal Bureau of Investigation (FBI)
- Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- U.S. Marshals Service
- Oklahoma State Bureau of Investigation (OSBI)

These agencies will provide personnel, equipment, investigative resources, intelligence, and other specialized capabilities to support the Chickasha Police Department's response to terrorist incidents and other major security threats. Their involvement will be coordinated through the Incident Command structure.

C. Emergency Management Department

- Coordinate with the Police Department on terrorism threat assessments and prevention planning

- Activate the Emergency Operations Center to provide overall incident management and resource coordination
- Facilitate communication and information sharing between the Incident Commander, department heads, and policy makers
- Ensure participating agencies understand their roles, responsibilities, and procedures for unified operations

D. Other City Departments

- Provide subject matter expertise, operational support, and recovery assistance as requested
- Coordinate closely with law enforcement to ensure the protection of critical infrastructure and facilities
- Assist in disseminating public warning information and managing consequences

V. DIRECTION, CONTROL, AND COORDINATION

The Chickasha Police Department will assume the lead role in directing and controlling the public safety and security response to terrorist incidents and other major security emergencies. The Police Chief or designee will serve as the Incident Commander, establishing a command structure in accordance with the National Incident Management System (NIMS).

The Emergency Management Director will coordinate the overall management of the incident through the activated Emergency Operations Center. This will include facilitating resource requests, managing public information, and ensuring policy-level decisions are made in support of the response.

Participating local, state, and federal law enforcement agencies will work under the direction of the Incident Commander, providing their specialized capabilities and maintaining command of their own personnel and resources. Unified command protocols will be followed to ensure coordinated operations.

VI. PLAN DEVELOPMENT AND MAINTENANCE

The Chickasha Police Department, in coordination with the Emergency Management Department, is responsible for developing and maintaining this annex. An annual review will be conducted to validate procedures, incorporate lessons learned, and make any necessary updates.

All organizations with responsibilities under this annex will participate in regular training, exercises, and after-action reviews to ensure procedural familiarity and ongoing plan improvement.

VII. AUTHORITIES AND REFERENCES

- Chickasha Police Department Standard Operating Procedures

- Oklahoma Statutes, Title 74, Section 150.37 (Oklahoma State Bureau of Investigation Act)
- U.S. Code, Title 18, Section 2331 (Definition of Domestic Terrorism)
- Homeland Security Presidential Directive 5 (HSPD-5), Management of Domestic Incidents
- National Incident Management System (NIMS)

APPENDICES

Appendix 1 - Mutual Aid Agreements with Supporting Law Enforcement Agencies
Appendix 2 - Specialized Law Enforcement Team Capabilities and Deployment Protocols
Appendix 3 - Critical Facility Security Assessment Checklist
Appendix 4 - Public Safety Restricted Access and Cordon Procedures
Appendix 5 - Terrorism Incident Scene Investigation and Evidence Collection Guidelines

Appendix 1 - Mutual Aid Agreements with Supporting Law Enforcement Agencies

Primary Mutual Aid Partners

1. Grady County Sheriff's Office
 - Full law enforcement assistance
 - Special response teams
 - Investigation support
 - Communications interoperability
2. Oklahoma Highway Patrol
 - Traffic control support
 - Special operations teams
 - Aircraft support
 - Investigation assistance

Supporting Agencies

1. USAO Campus Police
 - Campus jurisdiction
 - Event management
 - Investigations support
 - Emergency notifications
2. Neighboring Jurisdictions
 - Rush Springs PD
 - Verden PD
 - Blanchard PD
 - Tuttle PD

Appendix 2 - Specialized Law Enforcement Team Capabilities

Response Teams

1. Special Response Team
 - High-risk operations
 - Building clearing
 - Hostage situations
 - Armed barricaded subjects
2. Crisis Negotiations
 - Hostage negotiations

- Barricaded subjects
- Suicidal subjects
- Crisis intervention

Investigation Units

1. Criminal Investigations
 - Major crimes
 - Crime scene processing
 - Evidence collection
 - Case management
2. Narcotics Unit
 - Drug enforcement
 - Surveillance
 - Undercover operations
 - Intelligence gathering

Appendix 3 - Critical Facility Security Assessment Checklist

Physical Security

1. Perimeter Security
 - Fencing
 - Gates
 - Lighting
 - Cameras
 - Access points
2. Building Security
 - Doors
 - Windows
 - Locks
 - Alarms
 - Access control

Security Systems

1. Surveillance
 - Camera coverage
 - Recording systems
 - Monitoring capability
 - Backup power
2. Access Control

- Card readers
- Key control
- Visitor management
- Emergency lockdown

Appendix 4 - Public Safety Restricted Access Procedures

Perimeter Control

1. Inner Perimeter
 - Crime scene tape
 - Officer positions
 - Access points
 - Evidence protection
2. Outer Perimeter
 - Traffic control
 - Public access
 - Media staging
 - Emergency vehicle routes

Access Control

1. Entry Control Points
 - Personnel verification
 - Vehicle screening
 - Documentation
 - Emergency access
2. Identification Requirements
 - Government ID
 - Agency credentials
 - Emergency passes
 - Vehicle passes

Appendix 5 - Terrorism Incident Scene Investigation Guidelines

Initial Response

1. Scene Security
 - Establish perimeter

- Control access
- Protect evidence
- Document entry/exit
- 2. Evidence Protection
 - Identify evidence
 - Document location
 - Photograph scene
 - Establish chain of custody

Evidence Collection

- 1. Documentation
 - Photographs
 - Video recording
 - Sketches
 - Notes
 - Measurements
- 2. Collection Methods
 - Personal protection
 - Evidence marking
 - Packaging
 - Transportation
 - Storage

Annex Q - Long-Term Community Recovery (ESF-14)

I. PURPOSE

The purpose of this annex is to outline the City of Chickasha's approach to long-term community recovery and restoration following a major disaster or emergency, including terrorist attacks. It addresses the short-term and long-term measures required to rebuild affected areas, restore essential services and the local economy, and enhance community resilience.

II. SITUATION AND ASSUMPTIONS

The City of Chickasha faces a range of potential hazards, as outlined in the Base Plan and Annex R (Terrorism and Energy), that could result in catastrophic impacts requiring extensive recovery efforts. These could include:

- Destruction of critical infrastructure (utilities, transportation, communications, etc.)
- Damage to public and private property on a large scale
- Disruption of business and economic activity
- Displacement of residents and long-term housing needs
- Environmental contamination and public health concerns

It is assumed that in the wake of a major disaster, the City will require significant technical, financial, and logistical support from state and federal agencies, as well as the private sector and volunteer organizations, to fully recover and rebuild. Effective coordination between all stakeholders will be essential.

III. CONCEPT OF OPERATIONS

A. Recovery Planning and Preparedness

The Emergency Management Department, in coordination with other city departments, will develop and maintain a comprehensive Recovery Plan outlining the city's approach to short-term restoration and long-term redevelopment. This plan will:

- Identify critical recovery priorities and objectives
- Delineate roles and responsibilities for all participating organizations
- Establish procedures for damage assessment, eligibility determinations, and grant/assistance applications
- Outline strategies for rebuilding infrastructure, restoring housing, and revitalizing the local economy
- Address environmental remediation, historical/cultural preservation, and other specialized recovery needs

- Incorporate measures to enhance community resilience and mitigate future disaster impacts

The Recovery Plan will be regularly exercised and updated to ensure its continued relevance.

B. Damage Assessment and Assistance Coordination

Immediately following a major disaster, the city will conduct comprehensive damage assessments to document impacts and determine eligibility for state/federal recovery programs. The Emergency Management Department will coordinate this process, working closely with the City's Risk Manager, Public Works, and other departments.

The Emergency Operations Center will serve as the central hub for recovery coordination, facilitating information sharing, resource requests, and access to disaster assistance programs. The EM Director will ensure seamless transitions between response, short-term recovery, and long-term redevelopment operations.

C. Restoration of Infrastructure and Services

Restoring critical infrastructure and essential public services will be a top priority. The Public Works Department, in coordination with private utility providers, will develop and implement infrastructure repair and rebuilding plans. This will include both temporary measures to quickly restore functionality, as well as permanent reconstruction projects.

The city will also work to resume municipal operations, reopen schools and other public facilities, and address any environmental cleanup or public health issues. Collaboration with state/federal agencies and the private sector will be essential for accessing technical expertise and recovery funding.

D. Economic and Community Redevelopment

The City will work closely with the local business community, chambers of commerce, and economic development organizations to assess economic impacts, develop strategies to revitalize the local economy, and identify resources to support business recovery and reinvestment.

Long-term redevelopment efforts will also focus on restoring or replacing housing, revitalizing damaged neighborhoods, and preserving the city's historical and cultural assets. The city will engage the whole community, including residents, nonprofits, and faith-based organizations, in these processes.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Emergency Management Department

- Develop and maintain the city's comprehensive Recovery Plan
- Coordinate damage assessments and interface with state/federal agencies on recovery programs
- Facilitate information sharing and resource requests through the Emergency Operations Center
- Ensure seamless transitions between response, short-term recovery, and long-term redevelopment

B. Public Works Department

- Assess damage to critical infrastructure and develop restoration/reconstruction plans
- Coordinate with private utilities on the repair and rebuilding of essential services
- Prioritize infrastructure projects based on recovery objectives and funding availability

C. Community Development/Planning Department

- Evaluate long-term redevelopment needs for housing, neighborhoods, and community facilities
- Engage residents and stakeholders in visioning and planning processes
- Administer recovery grants and manage rebuilding/reconstruction projects

D. Economic Development Department

- Assess economic impacts and work with the business community on recovery strategies
- Identify resources and incentives to support business reinvestment and community revitalization
- Coordinate with regional/state economic development partners on long-term redevelopment plans

E. Public Information Officer

- Develop and disseminate public messaging on recovery progress, assistance programs, and redevelopment plans
- Manage media relations and serve as the central point of contact for community inquiries

F. Other City Departments

- Provide subject matter expertise, operational support, and data as needed to support recovery efforts
- Participate in damage assessments, strategic planning, and program implementation as assigned

G. State/Federal Agencies, Nonprofits, and Private Sector Partners

- Provide technical assistance, funding, and other resources to supplement the city's recovery capabilities

- Coordinate their own recovery initiatives with the city's overall redevelopment plans

V. DIRECTION, CONTROL, AND COORDINATION

The Emergency Management Department will oversee the coordination of long-term recovery operations, working in close collaboration with other city departments, state/federal agencies, nonprofits, and the private sector.

The Emergency Operations Center will serve as the hub for information sharing, resource requests, and policy-level decision making related to recovery and redevelopment efforts. The EM Director will ensure seamless transitions between response, short-term restoration, and long-term community rebuilding activities.

Participating organizations will retain control over their own personnel, equipment, and funding sources, but will coordinate their recovery initiatives with the city's overall plans and priorities. Memoranda of Understanding (MOUs) and other agreements may be established to facilitate collaboration.

VI. PLAN DEVELOPMENT AND MAINTENANCE

The Emergency Management Department, in coordination with other city departments, is responsible for the development and maintenance of this annex and the supporting Recovery Plan. An annual review will be conducted to validate procedures, incorporate lessons learned, and make any necessary updates.

All organizations with responsibilities under this annex will participate in regular training, exercises, and after-action reviews to ensure procedural familiarity, identify gaps, and drive continuous improvement of the city's recovery capabilities.

VII. AUTHORITIES AND REFERENCES

- Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Code of Federal Regulations, Title 44 - Emergency Management and Assistance
- FEMA Publication FD 008-0002, National Disaster Recovery Framework
- FEMA Public Assistance Program and Policy Guide
- Oklahoma Disaster Relief Act

APPENDICES

Appendix 1 - City of Chickasha Recovery Plan

Appendix 2 - Damage Assessment Procedures and Forms

Appendix 3 - State/Federal Disaster Assistance Programs and Eligibility Criteria

Appendix 4 - Memoranda of Understanding/Mutual Aid Agreement with Recovery Partners

Appendix 5 - Community Redevelopment and Resilience Strategies

Appendix 1 - City of Chickasha Recovery Plan

CITY OF CHICKASHA RECOVERY PLAN

SECTION 1: ADMINISTRATIVE INFORMATION

1.1 Approval and Implementation

This Recovery Plan is hereby approved for implementation for the City of Chickasha. This plan supersedes any previous recovery planning documents.

Approved by:

- Mayor: Zachary Grayson
- City Manager: Jim Crosby
- Emergency Management Director: Edward Perez

1.2 Record of Changes

Change Number	Date	Summary of Changes Made By
001	12/05/2024	Initial Release E. Perez

SECTION 2: RECOVERY ORGANIZATION

2.1 Recovery Management Team

Core Team Members:

- Recovery Manager: Emergency Management Director
- Operations Chief: Public Works Director
- Planning Chief: Community Development Director
- Logistics Chief: Assistant City Manager
- Finance Chief: Finance Director

Support Team:

- Public Information Officer
- Legal Advisor
- Safety Officer
- Liaison Officer

2.2 Recovery Support Functions (RSFs)

Each RSF has a designated lead agency and supporting agencies:

1. Community Planning & Capacity Building
 - Lead: Community Development
 - Support: Planning Commission, Emergency Management
2. Economic Recovery
 - Lead: Economic Development
 - Support: Chamber of Commerce, Finance Department
3. Health & Social Services
 - Lead: Grady County Health Department
 - Support: Local Healthcare Providers, Social Services
4. Housing
 - Lead: Community Development
 - Support: Public Works, Building Officials
5. Infrastructure Systems
 - Lead: Public Works
 - Support: Utilities, Transportation
6. Natural & Cultural Resources
 - Lead: Parks & Recreation
 - Support: Historical Society, Environmental Groups

SECTION 3: RECOVERY OPERATIONS

3.1 Activation Procedures

1. Initial Assessment
 - Conduct preliminary damage assessment
 - Evaluate scope of recovery needs
 - Determine activation level needed
2. Team Assembly
 - Notify Recovery Management Team
 - Establish command structure
 - Set up recovery coordination center
3. Resource Mobilization
 - Assess available resources
 - Identify resource gaps
 - Begin resource acquisition

3.2 Recovery Priorities

Immediate Priorities (0-30 days):

1. Life Safety & Health

- Emergency medical services
- Public health protection
- Safety inspections
- 2. Essential Services
 - Power restoration
 - Water/sewer services
 - Emergency communications
- 3. Critical Infrastructure
 - Road clearance
 - Bridge inspections
 - Emergency repairs

Short-Term Priorities (30-90 days):

- 1. Temporary Housing
 - Emergency shelter transition
 - Temporary housing units
 - Housing damage assessment
- 2. Business Resumption
 - Critical business reopening
 - Economic impact assessment
 - Business assistance programs
- 3. Debris Management
 - Debris removal
 - Recycling programs
 - Environmental compliance

Long-Term Priorities (90+ days):

- 1. Permanent Housing
 - Housing reconstruction
 - Neighborhood restoration
 - Building code improvements
- 2. Economic Revitalization
 - Business recovery
 - Workforce development
 - Economic diversification
- 3. Infrastructure Improvement
 - System upgrades
 - Hazard mitigation
 - Sustainability initiatives

3.3 Recovery Action Plans

Each RSF will develop specific action plans including:

- Objectives and strategies
- Resource requirements
- Timeline and milestones
- Progress metrics
- Coordination needs

SECTION 4: FINANCIAL MANAGEMENT

4.1 Funding Sources

1. Local Resources
 - Emergency fund
 - Capital improvement funds
 - Special assessments
2. State Programs
 - Disaster assistance
 - Infrastructure grants
 - Economic development funds
3. Federal Programs
 - FEMA Public Assistance
 - FEMA Individual Assistance
 - HUD CDBG-DR
 - SBA Disaster Loans

4.2 Financial Procedures

1. Documentation Requirements
 - Cost tracking systems
 - Procurement procedures
 - Contract management
 - Audit compliance
2. Reimbursement Process
 - Application procedures
 - Required documentation
 - Timeline expectations
 - Appeals process

SECTION 5: COMMUNITY ENGAGEMENT

5.1 Communication Strategy

1. Public Information
 - Regular updates
 - Recovery progress
 - Available assistance

- Community meetings
- 2. Stakeholder Engagement
 - Advisory committees
 - Focus groups
 - Public workshops
 - Online platforms

5.2 Progress Reporting

1. Performance Metrics
 - Recovery indicators
 - Timeline tracking
 - Resource utilization
 - Program effectiveness
2. Reporting Schedule
 - Weekly situation reports
 - Monthly progress updates
 - Quarterly assessments
 - Annual reviews

SECTION 6: PLAN MAINTENANCE

6.1 Review Process

- Annual plan review
- Post-incident analysis
- Training requirements
- Exercise schedule

6.2 Updates and Revisions

- Change procedures
- Approval process
- Distribution list
- Training requirements

Appendix 2 Damage Assessment Procedures and Forms

DAMAGE ASSESSMENT PROCEDURES AND FORMS

SECTION 1: DAMAGE ASSESSMENT PROCEDURES

1.1 Initial Damage Assessment

Assessment Team Activation

1. Emergency Management Director activates teams based on:
 - Incident type and scale
 - Geographic area affected
 - Available personnel
2. Team Composition:
 - Team Leader (Building Inspector or Engineer)
 - Safety Inspector
 - Documentation Specialist
 - Technical Specialists (as needed)

Safety Briefing Requirements

1. Personal Protective Equipment:
 - Hard hats
 - Safety boots
 - High visibility vests
 - Eye protection
 - Work gloves
 - Face masks (if needed)
2. Environmental Hazards:
 - Structural instability
 - Hazardous materials
 - Downed power lines
 - Flooding/water damage
 - Wildlife hazards

1.2 Assessment Procedures

Step 1: Area Reconnaissance

1. Conduct rapid overview of assigned sector
2. Identify major damage areas
3. Document access routes
4. Note immediate safety concerns

Step 2: Detailed Assessment

1. Document each damaged structure:
 - GPS coordinates
 - Physical address

- Structure type
- Apparent damage level
- Photos from all sides
- 2. Infrastructure evaluation:
 - Roads and bridges
 - Utility systems
 - Public facilities
 - Critical services

Step 3: Data Collection

1. Complete appropriate assessment forms
2. Take comprehensive photos
3. Mark structures as assessed
4. Document immediate needs

Step 4: Reporting

1. Submit completed forms to EOC
2. Report immediate hazards
3. Update sector status
4. Request additional resources

SECTION 2: ASSESSMENT FORMS

Form DA-1: Initial Damage Assessment Report

[Use for preliminary damage assessment within first 24 hours]

INITIAL DAMAGE ASSESSMENT REPORT

Form DA-1

Report #: _____

Date: ____/____/____ Time: _____ Team #: _____

Location Information:

Address: _____

GPS Coordinates: _____

Structure Type: _____

Damage Classification (check one):

- ☐ Destroyed
- ☐ Major Damage
- ☐ Minor Damage
- ☐ Affected

Occupancy Status:

- ☐ Occupied
- ☐ Vacant
- ☐ Unknown

Safety Status:

- ☐ Safe to Enter
- ☐ Restricted Entry
- ☐ Unsafe - Do Not Enter

Immediate Actions Required:

- ☐ None
- ☐ Utility Shutoff
- ☐ Emergency Stabilization
- ☐ Demolition
- ☐ Other: _____

Photos Taken: Yes ☐ No ☐

Photo Reference Numbers: _____

Additional Notes:

Team Leader: _____

Signature: _____

Form DA-2: Detailed Structure Assessment

DETAILED STRUCTURE ASSESSMENT

[Use for comprehensive evaluation of damaged structures]

Form DA-2 Report #: _____

Date: ____/____/____ Time: _____ Assessor: _____

Building Information:

Address: _____

Owner Name: _____

Contact Info: _____

Building Use: _____

Construction Type: _____

Year Built: _____

Damage Assessment:

Foundation:

☐ None ☐ Minor ☐ Major ☐ Destroyed

Description: _____

Structural:

☐ None ☐ Minor ☐ Major ☐ Destroyed

Description: _____

Roof:

☐ None ☐ Minor ☐ Major ☐ Destroyed

Description: _____

Utilities:

Electric: ☐ Functional ☐ Damaged ☐ N/A

Gas: ☐ Functional ☐ Damaged ☐ N/A

Water: ☐ Functional ☐ Damaged ☐ N/A

Sewer: ☐ Functional ☐ Damaged ☐ N/A

Cost Estimates:

Structure: \$_____

Contents: \$_____

Total: \$_____

Habitability:

☐ Habitable

☐ Restricted Use

☐ Uninhabitable

Required Actions:

Photos Attached: Yes ☐ No ☐

Photo Reference Numbers: _____

Assessor Signature: _____

Form DA-3: Infrastructure Assessment

[Use for evaluation of public infrastructure]

INFRASTRUCTURE ASSESSMENT

Form DA-3

Report #: _____

Date: ____/____/____ Time: _____ Team #: _____

Infrastructure Type:

☐ Road/Bridge

☐ Water System

- ☐ Sewer System
- ☐ Electric System
- ☐ Communications
- ☐ Public Facility
- ☐ Other: _____

Location Information:

Description: _____

GPS Coordinates: _____

Service Area Affected: _____

Damage Description:

Impact Assessment:

Number of Users Affected: _____

Estimated Repair Time: _____

Alternative Services Available: _____

Cost Estimates:

Emergency Repairs: \$ _____

Permanent Repairs: \$ _____

Total: \$ _____

Priority Level:

☐ Critical (24 hours)

☐ High (72 hours)

☐ Medium (1 week)

☐ Low (2+ weeks)

Required Resources:

Equipment: _____

Personnel: _____

Materials: _____

Photos Attached: Yes ☐ No ☐

Photo Reference Numbers: _____

Team Leader: _____

Signature: _____

SECTION 3: REPORTING PROCEDURES

3.1 Data Compilation

1. All forms submitted to EOC Documentation Unit
2. Data entered into damage assessment database
3. GIS mapping updated with damage locations
4. Daily summary reports generated

3.2 Analysis and Reporting

1. Damage totals by category
2. Geographic distribution of damage
3. Cost estimates and projections
4. Resource needs assessment

3.3 Information Sharing

1. Daily briefings to EOC staff
2. Situation reports to state/federal partners
3. Public information releases
4. Recovery planning updates

Appendix 3 State/Federal Disaster Assistance Programs and Eligibility Criteria

STATE/FEDERAL DISASTER ASSISTANCE PROGRAMS AND ELIGIBILITY CRITERIA

SECTION 1: FEDERAL ASSISTANCE PROGRAMS

1.1 FEMA Public Assistance (PA)

Categories of Work

- Category A: Debris Removal
- Category B: Emergency Protective Measures
- Category C: Roads and Bridges
- Category D: Water Control Facilities
- Category E: Buildings and Equipment
- Category F: Utilities
- Category G: Parks, Recreational, Other

Eligibility Requirements

1. Applicant Eligibility:
 - State and local governments
 - Certain private non-profit organizations
 - Native American tribes
 - Must be in declared disaster area
2. Facility Eligibility:
 - Must be owned by eligible applicant
 - Must be actively used
 - Must have eligible damage
3. Work Eligibility:
 - Direct result of declared disaster
 - Within designated area
 - Legal responsibility of applicant

Application Process

1. Initial Steps:
 - Submit Request for Public Assistance
 - Attend Applicant's Briefing
 - Participate in Recovery Scoping Meeting
2. Project Development:
 - Identify damaged facilities
 - Document damage and scope of work
 - Develop cost estimates
 - Submit project worksheets
3. Timeline Requirements:
 - RPA submission: 30 days from declaration
 - Project identification: 60 days from RPM
 - Project completion deadlines vary by category

1.2 FEMA Individual Assistance (IA)

Available Programs

1. Individual and Households Program (IHP):
 - Housing Assistance
 - Other Needs Assistance
2. Crisis Counseling Program
3. Disaster Legal Services
4. Disaster Unemployment Assistance

Eligibility Criteria

1. Basic Qualifications:
 - U.S. citizen or eligible immigrant
 - Disaster-related needs
 - Primary residence in declared area
 - Losses not covered by insurance
2. Documentation Required:
 - Proof of identity
 - Proof of occupancy
 - Proof of ownership
 - Insurance information
 - Damage documentation

Application Procedures

1. Registration Methods:
 - Online at DisasterAssistance.gov
 - FEMA mobile app

- Telephone: 1-800-621-3362
- Disaster Recovery Center
- 2. Required Information:
 - Social Security number
 - Contact information
 - Insurance information
 - Banking information
 - Damage description

1.3 Small Business Administration

Disaster Loan Programs

1. Home and Personal Property Loans
 - Up to \$200,000 for primary residence
 - Up to \$40,000 for personal property
2. Business Physical Disaster Loans
 - Up to \$2 million for repairs
 - Includes machinery, equipment, inventory
3. Economic Injury Disaster Loans
 - Up to \$2 million for working capital
 - Available even without physical damage

SECTION 2: STATE ASSISTANCE PROGRAMS

2.1 Oklahoma Emergency Fund

Available Assistance

1. Emergency Response Support:
 - Personnel costs
 - Equipment expenses
 - Emergency protective measures
2. Infrastructure Repair:
 - Road and bridge repair
 - Public facility restoration
 - Utility system repairs

Eligibility Requirements

1. Applicant Criteria:
 - Oklahoma local governments
 - Special districts
 - Certain non-profits
2. Incident Requirements:
 - Governor-declared emergency

- Local emergency declaration
- Exceeds local capabilities

2.2 Oklahoma Infrastructure Programs

Types of Assistance

1. Transportation Infrastructure:
 - Emergency road repair
 - Bridge restoration
 - Traffic control systems
2. Public Facilities:
 - Building repair/replacement
 - Equipment restoration
 - Facility contents
3. Utility Systems:
 - Water/wastewater systems
 - Electrical distribution
 - Communications infrastructure
 - Emergency generators

Project Requirements

1. Documentation:
 - Detailed damage assessment
 - Cost estimates
 - Engineering reports
 - Environmental compliance
 - Historic preservation review
2. Financial Requirements:
 - Local cost share (typically 12.5%)
 - Proper procurement procedures
 - Detailed expense tracking
 - Regular progress reporting

2.3 Oklahoma Department of Emergency Management Programs

Available Support

1. Technical Assistance:
 - Damage assessment support
 - Grant application assistance
 - Project development guidance
 - Regulatory compliance review
2. Training and Education:
 - Grant management training

- Documentation workshops
- Procurement procedures
- Environmental compliance

Application Process

1. Initial Steps:
 - Submit Notice of Interest
 - Preliminary damage assessment
 - Project scope development
 - Cost estimate preparation
2. Review and Approval:
 - Technical review
 - Environmental review
 - Historical preservation
 - Benefit-cost analysis

SECTION 3: APPLICATION PROCEDURES

3.1 General Requirements

1. Documentation Preparation:
 - Damage inventory
 - Photograph documentation
 - Insurance information
 - Cost documentation
 - Historical data
2. Application Assembly:
 - Forms completion
 - Supporting documentation
 - Cost estimates
 - Project schedules
 - Environmental data

3.2 Program-Specific Procedures

1. FEMA Public Assistance:
 - Submit Request for Public Assistance
 - Attend applicant briefing
 - Develop project worksheets
 - Submit required documentation
2. FEMA Individual Assistance:
 - Register through FEMA
 - Complete application
 - Schedule damage inspection
 - Submit supporting documents

3. SBA Disaster Loans:
 - Submit application
 - Provide financial information
 - Complete required forms
 - Schedule property inspection
4. State Programs:
 - Submit Notice of Interest
 - Complete application package
 - Provide local match certification
 - Submit environmental review

SECTION 4: COMPLIANCE AND REPORTING

4.1 Documentation Requirements

1. Financial Records:
 - Procurement documents
 - Contracts and agreements
 - Payment records
 - Labor records
 - Equipment logs
 - Material purchases
2. Project Documentation:
 - Damage descriptions
 - Scope of work
 - Progress reports
 - Change orders
 - Completion records

4.2 Reporting Requirements

1. Progress Reports:
 - Work completed
 - Costs incurred
 - Timeline updates
 - Issues/challenges
 - Upcoming activities
2. Financial Reports:
 - Expenditure tracking
 - Budget updates
 - Match documentation
 - Reimbursement requests

4.3 Closeout Procedures

1. Project Closeout:
 - Final inspections
 - Documentation review
 - Cost reconciliation
 - Project certification
2. Grant Closeout:
 - Final reports
 - Financial reconciliation
 - Record retention
 - Audit preparation

SECTION 5: CONTACT INFORMATION

5.1 Federal Contacts

1. FEMA Region 6:
 - Address: 800 North Loop 288, Denton, TX 76209
 - Phone: (940) 898-5399
 - Website: www.fema.gov/region-6
2. Small Business Administration:
 - Disaster Assistance: 1-800-659-2955
 - Website: www.sba.gov/disaster

5.2 State Contacts

1. Oklahoma Department of Emergency Management:
 - Address: P.O. Box 53365, Oklahoma City, OK 73152
 - Phone: (405) 521-2481
 - Emergency: (405) 521-2481
 - Website: www.ok.gov/OEM
2. Other State Agencies:
 - OK Department of Transportation
 - OK Water Resources Board
 - OK Department of Environmental Quality

Appendix 4 Memoranda of Understanding with Recovery Partners

MEMORANDA OF UNDERSTANDING TEMPLATES

SECTION 1: GOVERNMENT AGENCY MOU TEMPLATE

MEMORANDUM OF UNDERSTANDING

BETWEEN

CITY OF CHICKASHA, OKLAHOMA

AND

[PARTNER AGENCY NAME]

This Memorandum of Understanding (MOU) is entered into by and between the City of Chickasha, Oklahoma ("City") and [Partner Agency Name] ("Agency") for the purpose of establishing a framework for cooperation in disaster recovery operations.

1. PURPOSE AND SCOPE

This MOU establishes the terms and conditions under which the parties will cooperate during disaster recovery operations within the City of Chickasha.

2. RESPONSIBILITIES

2.1 The City agrees to:

- a) Provide timely notification of recovery needs
- b) Share relevant disaster impact information
- c) Coordinate recovery activities through the EOC
- d) Provide available resources as needed
- e) Document and track all resource requests

2.2 The Agency agrees to:

- a) Respond to resource requests as available

- b) Provide technical assistance within scope
- c) Participate in recovery planning meetings
- d) Share relevant information and data
- e) Document provided assistance

3. COST REIMBURSEMENT

[Detail cost sharing or reimbursement arrangements]

4. TERM AND TERMINATION

This MOU shall be effective upon signing and remain in effect for [time period] unless terminated by either party with 30 days written notice.

5. SIGNATURES

For the City of Chickasha:

Name:

Title:

Date:

For [Partner Agency]:

Name:

Title:

Date:

SECTION 2: PRIVATE SECTOR MOU TEMPLATE

MEMORANDUM OF UNDERSTANDING

BETWEEN

CITY OF CHICKASHA, OKLAHOMA

AND

[PRIVATE SECTOR PARTNER NAME]

This Memorandum of Understanding (MOU) is entered into by and between the City of Chickasha, Oklahoma ("City") and [Private Sector Partner Name] ("Partner") to establish a cooperative relationship for disaster recovery support.

1. PURPOSE

This MOU defines the working relationship between the parties for disaster recovery operations within the City of Chickasha.

2. SCOPE OF SERVICES

2.1 The Partner agrees to provide:

- a) [Specific service or resource]
- b) Technical expertise in [area]
- c) Equipment including [list]
- d) Personnel support for [function]
- e) Facility access for [purpose]

2.2 The City agrees to:

- a) Provide advance notification when possible
- b) Coordinate through designated liaisons
- c) Share relevant situation information

- d) Process invoices within [timeframe]
- e) Acknowledge Partner's support publicly

3. ACTIVATION PROCEDURES

[Detail how services will be requested and activated]

4. COST AND PAYMENT

[Specify payment terms, rates, and billing procedures]

5. INSURANCE AND LIABILITY

[Detail insurance requirements and liability provisions]

6. TERM AND TERMINATION

This MOU is effective for [time period] and may be terminated by either party with [notice period] written notice.

7. SIGNATURES

For the City of Chickasha:

Name:

Title:

Date:

For [Partner]:

Name:

Title:

Date:

SECTION 3: NONPROFIT ORGANIZATION MOU TEMPLATE

MEMORANDUM OF UNDERSTANDING

BETWEEN

CITY OF CHICKASHA, OKLAHOMA

AND

[NONPROFIT ORGANIZATION NAME]

This Memorandum of Understanding (MOU) establishes a framework for cooperation between the City of Chickasha, Oklahoma ("City") and [Nonprofit Organization Name] ("Organization") in support of disaster recovery operations.

1. PURPOSE

This MOU outlines the cooperative relationship between the parties for disaster recovery support services.

2. ROLES AND RESPONSIBILITIES

2.1 The Organization agrees to:

- a) Provide [specific services]
- b) Coordinate with City EOC
- c) Share client assistance data
- d) Participate in recovery planning
- e) Document provided services

2.2 The City agrees to:

- a) Share disaster impact information
- b) Provide facility access as needed
- c) Include Organization in planning

- d) Coordinate public information
- e) Support resource needs as able

3. COORDINATION

[Detail coordination mechanisms and points of contact]

4. INFORMATION SHARING

[Specify what information will be shared and how]

5. TERM AND MODIFICATION

This MOU shall remain in effect until terminated by either party with [notice period] written notice.

6. SIGNATURES

For the City of Chickasha:

Name:
Title:
Date:

For [Organization]:

Name:
Title:
Date:

SECTION 4: MUTUAL AID MOU TEMPLATE

MEMORANDUM OF UNDERSTANDING

FOR MUTUAL AID
BETWEEN
CITY OF CHICKASHA, OKLAHOMA
AND
[JURISDICTION NAME]

This Memorandum of Understanding (MOU) establishes mutual aid arrangements between the City of Chickasha, Oklahoma ("City") and [Jurisdiction Name] ("Partner") for disaster recovery support.

1. PURPOSE AND SCOPE

This MOU provides a framework for mutual aid and assistance during disaster recovery operations.

2. MUTUAL AID PROVISIONS

2.1 Both parties agree to:

- a) Provide available resources upon request
- b) Share disaster recovery expertise
- c) Coordinate through EOCs
- d) Document provided assistance
- e) Support cost reimbursement claims

3. RESOURCE MANAGEMENT

[Detail how resources will be requested, tracked, and returned]

4. COST REIMBURSEMENT

[Specify reimbursement procedures and documentation]

5. LIABILITY AND INSURANCE

[Detail liability protections and insurance requirements]

6. TERM AND TERMINATION

This MOU shall remain in effect until terminated by either party with [notice period] written notice.

7. SIGNATURES

For the City of Chickasha:

Name:

Title:

Date:

For [Partner Jurisdiction]:

Name:

Title:

Date:

SECTION 5: MOU MAINTENANCE

5.1 Review Schedule

- Annual review of all MOUs
- Update contact information
- Validate resource lists
- Confirm partner capabilities
- Test activation procedures

5.2 Partner Engagement

- Annual coordination meeting

- Joint training opportunities
- Exercise participation
- After-action reviews
- Capability updates

5.3 Documentation

- Maintain MOU database
- Track expiration dates
- Document modifications
- File executed copies
- Share with key staff

SECTION 6: MUTUAL AID AGREEMENT TEMPLATE

[Insert Date]

MUTUAL AID AGREEMENT

BETWEEN

CITY OF CHICKASHA, OKLAHOMA

AND

[PARTNER JURISDICTION]

This Mutual Aid Agreement ("Agreement") is made and entered into on [DATE] by and between the City of Chickasha, Oklahoma ("Chickasha") and [PARTNER JURISDICTION] ("Partner"), collectively referred to as the "Parties."

WHEREAS, the Parties recognize the vulnerability of their communities to both natural and human-caused disasters;

WHEREAS, the Parties wish to ensure the effective and efficient use of their resources in times of emergency;

NOW, THEREFORE, the Parties agree as follows:

ARTICLE I: PURPOSE

1.1 The purpose of this Agreement is to:

- a) Provide mutual assistance in times of emergency
- b) Enable effective cooperation in disaster preparation and response
- c) Establish procedures for requesting and providing assistance
- d) Define terms and conditions for sharing resources
- e) Establish a framework for reimbursement of costs

ARTICLE II: DEFINITIONS

2.1 "Requesting Party" means the jurisdiction requesting aid under this Agreement.

2.2 "Responding Party" means the jurisdiction providing aid under this Agreement.

2.3 "Emergency" means any occurrence or threat requiring prompt action to protect life, property, or the environment.

2.4 "Resources" means personnel, equipment, supplies, and services.

ARTICLE III: PROCEDURES

3.1 Request for Assistance

- a) Requests shall be made by the authorized representative
- b) Requests may be verbal or written
- c) Written confirmation must follow within 24 hours
- d) Requests shall specify type and amount of resources needed

3.2 Response to Request

- a) Response shall be immediate when possible
- b) Responding Party maintains right of refusal
- c) Available resources shall be identified within 2 hours
- d) Estimated arrival time shall be provided

ARTICLE IV: OPERATIONAL PROCEDURES

4.1 Command and Control

- a) Incident Commander retains tactical control
- b) Resources remain under own supervisors
- c) Partner agencies maintain communication
- d) Joint operations follow ICS principles

4.2 Documentation Requirements

- a) Time sheets for personnel
- b) Equipment usage logs
- c) Material consumption records
- d) Service delivery tracking
- e) Incident narrative reports

ARTICLE V: COSTS AND REIMBURSEMENT

5.1 Personnel Costs

- a) Regular and overtime wages
- b) Fringe benefits
- c) Travel expenses
- d) Per diem rates

5.2 Equipment Costs

- a) FEMA equipment rates apply
- b) Fuel and maintenance included
- c) Damage/loss coverage
- d) Replacement costs if destroyed

5.3 Material and Supply Costs

- a) Actual replacement cost
- b) Shipping and handling
- c) Restocking fees
- d) Administrative costs

5.4 Billing Procedures

- a) Invoice within 60 days
- b) Payment within 30 days
- c) Documentation required
- d) Dispute resolution process

ARTICLE VI: LIABILITY AND IMMUNITY

- 6.1 Personnel remain employees of sending jurisdiction
- 6.2 Workers compensation coverage maintained
- 6.3 Liability protection extends to mutual aid activities
- 6.4 Insurance requirements remain in force

ARTICLE VII: TERM AND TERMINATION

- 7.1 Agreement effective upon signing
- 7.2 Remains in effect until terminated
- 7.3 90-day written notice required for termination
- 7.4 Annual review and update of contact information

ARTICLE VIII: MODIFICATIONS

8.1 Modifications require written agreement

8.2 Annual review of terms and conditions

8.3 Updates to procedures as needed

8.4 Contact information maintained current

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first above written.

FOR THE CITY OF CHICKASHA:

Mayor

Date: _____

City Manager

Date: _____

Emergency Management Director

Date: _____

FOR [PARTNER JURISDICTION]:

Title: _____

Date: _____

Title: _____

Date: _____

Title: _____

Date: _____

ATTEST:

City Clerk

Date: _____

Approved as to Form:

City Attorney

Date: _____

Annex R - External Affairs (ESF-15)

I. PURPOSE

The purpose of this annex is to outline the policies, procedures, and organizational structure for providing accurate, coordinated, and timely information to the public, media, and other stakeholders during emergencies and disasters in the City of Chickasha. Effective external affairs operations are essential for managing the communication of critical information, addressing public concerns, and maintaining public trust and confidence.

II. SITUATION AND ASSUMPTIONS

Situation

The City of Chickasha faces a range of potential hazards that could necessitate emergency public information and warning operations, including natural disasters, technological accidents, and acts of terrorism. A comprehensive external affairs capability is required to ensure the rapid dissemination of emergency instructions, the management of evolving incident information, and the coordination of public messaging across all involved agencies and jurisdictions.

Assumptions

- The public will demand and require emergency information, instructions, and updates during crisis situations.
- Information and guidance provided to the public must be coordinated, consistent, and responsive to rapidly changing circumstances.
- Traditional and social media outlets will play a significant role in shaping public perceptions and behavior during emergencies.
- Effective external affairs operations require the participation and cooperation of multiple city departments, partner agencies, and the private sector.
- Public trust and confidence can be heavily influenced by the quality, timeliness, and transparency of official communications.

III. CONCEPT OF OPERATIONS

A. Public Information Officer (PIO)

The City of Chickasha will designate a Public Information Officer (PIO) to serve as the central point of contact for managing all external communications during emergencies and disasters. The PIO will be responsible for:

- Activating the Emergency Public Information System (EPIS) and establishing a Joint Information System (JIS) as required

- Developing and disseminating emergency public information, instructions, and warnings in coordination with the EOC, response agencies, and elected officials
- Conducting press conferences, media briefings, and other public outreach activities
- Monitoring media coverage and social media for situational awareness and the correction of inaccuracies
- Serving as the central clearinghouse for all incident-related information and data
- Ensuring the timely and consistent flow of information to all stakeholders

The City's PIO will work closely with departmental and agency PIOs to ensure unified and coordinated messaging. The PIO may also coordinate with state and federal public information resources as needed.

B. Emergency Public Information System (EPIS)

The EPIS provides the framework for the collection, processing, and dissemination of emergency public information. Key components of the EPIS include:

- Public information hotlines and websites for the provision of incident details and assistance
- Procedures for the rapid development and distribution of press releases, social media posts, and other public communications
- Protocols for the activation and utilization of the Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), and other warning systems
- Coordination with local media outlets (television, radio, print, online) for the broadcast of emergency information
- Provisions for the translation of materials and the dissemination of information to diverse and vulnerable populations

C. Joint Information System (JIS)

When multiple agencies are involved in an emergency response, the PIO will establish and maintain a Joint Information System (JIS) to ensure consistency of messaging and a unified public information strategy. The JIS involves:

- Designating agency/department PIOs to participate in joint information activities
- Establishing a Joint Information Center (JIC) as a centralized location for media and public information coordination
- Developing and disseminating consistent, accurate, and timely information approved by the Incident Commander or Unified Command
- Coordinating press releases, press conferences, and other public communications

D. Community Engagement and Preparedness

The Emergency Management Department, in coordination with the PIO, will conduct ongoing public education and outreach campaigns to improve community awareness, personal preparedness, and resilience. This may include:

- Distributing emergency planning guides and preparedness materials
- Partnering with local media, schools, businesses, and community organizations on preparedness initiatives
- Utilizing social media and the city's website to provide emergency planning resources
- Conducting public preparedness events, workshops, and training programs

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Public Information Officer (PIO)

- Serve as the lead for all external affairs and public information activities during emergencies
- Activate the Emergency Public Information System (EPIS) and establish a Joint Information System (JIS) as required
- Develop and disseminate emergency public information, instructions, and warnings in coordination with the EOC and response agencies
- Conduct press conferences, media briefings, and other outreach activities
- Monitor media coverage and social media, and correct inaccuracies
- Ensure a consistent flow of information to all stakeholders
- Coordinate with departmental/agency PIOs and state/federal public information resources

B. Departmental/Agency Public Information Officers

- Support the city's PIO in the collection and dissemination of public information
- Represent their respective agencies within the Joint Information System (JIS)
- Assist in the development and distribution of press releases, social media posts, and other communications
- Coordinate the release of information specific to their departmental/agency operations
- Provide subject matter expertise and situational awareness to the PIO

C. Emergency Management Department

- Provide guidance and support to the PIO on emergency public information protocols and procedures
- Assist in the development and maintenance of the Emergency Public Information System (EPIS)
- Coordinate community preparedness and outreach campaigns

D. Information Technology Department

- Provide technical support for the city's online/digital public information platforms (website, social media, etc.)
- Assist the PIO in monitoring and managing digital communications during emergencies

E. All City Departments and Agencies

- Coordinate with the PIO to ensure the release of accurate, consistent, and timely public information
- Provide subject matter expertise and situational awareness to support public messaging
- Assist in the dissemination of emergency instructions and preparedness materials to the public

V. DIRECTION, CONTROL, AND COORDINATION

The Public Information Officer will report to and coordinate with the Emergency Operations Center (EOC) when activated. The PIO will work within the overall Incident Command System structure to ensure that public information activities are integrated with the broader emergency response and recovery operations.

The PIO will be responsible for the management and coordination of the Joint Information System (JIS), which may involve PIOs from other city departments, partner agencies, and jurisdictions as required by the incident. Decisions regarding the release of public information will be made in collaboration with the Incident Commander, Emergency Management Director, and other key officials.

VI. PLAN DEVELOPMENT AND MAINTENANCE

The Emergency Management Department, in coordination with the Public Information Officer, is responsible for the development, review, and maintenance of this annex. An annual review will be conducted to validate procedures, incorporate lessons learned, and make necessary updates.

All organizations with responsibilities under this annex will participate in regular training, exercises, and after-action reviews to ensure procedural familiarity and the continuous improvement of the city's external affairs capabilities.

VII. AUTHORITIES AND REFERENCES

- Robert T. Stafford Disaster Relief and Emergency Assistance Act
- FEMA Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans
- FEMA Public Affairs Field Guide
- National Incident Management System (NIMS)
- State of Oklahoma Emergency Operations Plan

APPENDICES

Appendix 1 - Emergency Public Information System (EPIS) Procedures

Appendix 2 - Joint Information System (JIS) and Joint Information Center (JIC) Protocols
Appendix 3 - Public Information Templates and Sample Materials
Appendix 4 - Community Preparedness and Outreach Strategies

Appendix 1: Emergency Public Information System (EPIS) Procedures

SECTION 1: ACTIVATION AND OPERATION

1.1 EPIS Activation Triggers

- Declaration of local emergency
- Activation of Emergency Operations Center
- Major incident affecting public safety
- Multiple agency response required
- Extended incident duration expected
- Public protective actions needed

1.2 Activation Procedures

1. Initial Notification
 - PIO notified by Emergency Management Director
 - PIO assesses communication needs
 - Support staff recalled as needed
 - Equipment/systems checked
 - Workstations prepared
2. System Setup
 - Establish media monitoring
 - Activate public hotline
 - Update website/social media
 - Set up media area
 - Prepare briefing materials

1.3 Staffing Requirements

1. Core Staff
 - Lead Public Information Officer
 - Assistant PIOs (as needed)
 - Media Relations Specialist
 - Social Media Monitor
 - Phone Bank Supervisor
 - Administrative Support
2. Support Staff
 - Phone Operators
 - Website Updates
 - Social Media Posts
 - Translation Services

- Technical Support

SECTION 2: COMMUNICATION SYSTEMS

2.1 Primary Systems

1. Emergency Alert System (EAS)
 - Activation procedures
 - Message templates
 - Testing protocols
 - Station contacts
2. Wireless Emergency Alerts (WEA)
 - Message criteria
 - Geographic targeting
 - Character limits
 - Authorization process
3. Public Warning System
 - Outdoor sirens
 - Weather radios
 - Alert notifications
 - System testing

2.2 Secondary Systems

1. Mass Notification
 - Phone/text alerts
 - Email notifications
 - Mobile apps
 - Web alerts
2. Social Media
 - Facebook
 - Twitter
 - Instagram
 - NextDoor
3. Traditional Media
 - Press releases
 - Media advisories
 - PSA distribution
 - News conferences

SECTION 3: MESSAGE DEVELOPMENT

3.1 Message Components

1. Essential Elements

- What happened
- Who is affected
- Where it occurred
- When it happened
- What is being done
- What public should do
- 2. Message Structure
 - Lead statement
 - Key facts
 - Current actions
 - Public instructions
 - Additional resources
 - Contact information

3.2 Approval Process

- 1. Draft Development
 - Gather information
 - Write initial draft
 - Include graphics/maps
 - Add contact details
- 2. Review Chain
 - Technical review
 - Policy review
 - Legal review
 - Final approval
- 3. Distribution
 - Priority outlets
 - Secondary outlets
 - Partner agencies
 - Documentation

SECTION 4: MONITORING AND DOCUMENTATION

4.1 Media Monitoring

- 1. Traditional Media
 - TV coverage
 - Radio broadcasts
 - Print stories
 - Online news
- 2. Social Media
 - Platform monitoring
 - Trend analysis
 - Rumor control
 - Engagement tracking

4.2 Documentation

1. Message Log
 - Time/date
 - Content
 - Distribution
 - Approval
 - Results
2. Media Contact Log
 - Reporter name
 - Outlet
 - Query
 - Response
 - Follow-up
3. Public Inquiry Log
 - Contact info
 - Question/concern
 - Response provided
 - Referrals made
 - Resolution

SECTION 5: DEACTIVATION

5.1 Deactivation Triggers

- Incident stabilized
- Public safety assured
- Regular communications sufficient
- EOC deactivated
- Normal operations resumed

5.2 Deactivation Tasks

1. System Shutdown
 - Notify staff
 - Archive records
 - Equipment shutdown
 - Area cleanup
 - Supply inventory
2. Final Documentation
 - Activity summary
 - Message archive
 - Contact logs
 - Expense records
 - Lessons learned

5.3 After-Action

1. Review Process
 - Staff debriefing
 - Performance analysis
 - System evaluation
 - Improvement needs
 - Update procedures
2. Report Development
 - Timeline creation
 - Analysis writing
 - Recommendations
 - Plan updates
 - Training needs

Appendix 2: Joint Information System (JIS) and Joint Information Center (JIC) Protocols

SECTION 1: JIS ORGANIZATION

1.1 Structure and Staffing

1. Leadership
 - Lead PIO (City of Chickasha)
 - Deputy PIO
 - Agency Representatives
 - Technical Specialists
2. Functional Teams
 - Media Relations
 - Information Gathering
 - Information Products
 - Public Inquiry
 - Web/Social Media

1.2 Roles and Responsibilities

1. Lead PIO
 - Overall coordination
 - Strategic direction
 - Message approval
 - Leadership briefings

- Media relations
- 2. Deputy PIO
 - Operations management
 - Staff supervision
 - Resource coordination
 - Quality control
 - Documentation
- 3. Agency Representatives
 - Agency coordination
 - Technical accuracy
 - Resource requests
 - Special needs
 - Field liaison

SECTION 2: JIC ESTABLISHMENT

2.1 Physical Setup

- 1. Location Requirements
 - Adequate space
 - Power/communications
 - Security access
 - Parking
 - Media access
- 2. Equipment Needs
 - Workstations
 - Phones/internet
 - Printers/copiers
 - TV/radio monitors
 - Office supplies

2.2 Operational Systems

- 1. Communications
 - Phone system
 - Internet access
 - Radio/cell phones
 - Email accounts
 - Video conferencing
- 2. Information Management
 - Shared drives
 - Message boards
 - Status displays
 - File systems
 - Reference materials

SECTION 3: COORDINATION PROCEDURES

3.1 Internal Coordination

1. Staff Meetings
 - Shift briefings
 - Strategy sessions
 - Update meetings
 - Team coordination
 - End-of-shift reports
2. Information Flow
 - Collection process
 - Verification steps
 - Approval chain
 - Distribution methods
 - Archival procedures

3.2 External Coordination

1. Agency Coordination
 - Regular briefings
 - Information sharing
 - Resource requests
 - Joint messaging
 - Field updates
2. Media Relations
 - Press briefings
 - Interview requests
 - Facility tours
 - Background info
 - Fact checking

SECTION 4: MESSAGE DEVELOPMENT

4.1 Unified Messaging

1. Message Development
 - Core content
 - Key points
 - Supporting facts
 - Visual elements
 - Translations
2. Approval Process
 - Agency review
 - Technical check

- Policy review
- Final approval
- Distribution

4.2 Special Considerations

1. Multiple Languages
 - Translation services
 - Cultural sensitivity
 - Format adaptation
 - Distribution channels
 - Community liaisons
2. Access and Functional Needs
 - Alternative formats
 - Sign language
 - Large print
 - Audio versions
 - Braille translation

SECTION 5: OPERATIONAL PERIODS

5.1 Staffing Schedule

1. Operational Periods
 - Shift duration
 - Overlap time
 - Break schedule
 - Coverage plan
 - Staff rotation
2. Position Staffing
 - Core positions
 - Support roles
 - Technical specialists
 - Relief personnel
 - Volunteers

5.2 Shift Changes

1. Transition Process
 - Situation briefing
 - Priority updates
 - Pending tasks
 - Resource status
 - Contact information
2. Documentation

- Activity log
- Message archive
- Media contacts
- Follow-up items
- Scheduled events

SECTION 6: DEMOBILIZATION

6.1 Triggers for Demobilization

- Incident stabilized
- Information needs declining
- Agency PIOs returning
- Normal operations resuming
- Resources available

6.2 Demobilization Tasks

1. Documentation
 - Activity summary
 - Contact lists
 - Message archive
 - Expense records
 - Lessons learned
2. Physical Breakdown
 - Equipment return
 - Supply inventory
 - Area cleanup
 - Security checkout
 - Access deactivation

6.3 After-Action Review

1. Review Process
 - Performance analysis
 - System evaluation
 - Coordination assessment
 - Resource adequacy
 - Training needs
2. Improvement Planning
 - Issue identification
 - Solution development
 - Implementation plan
 - Timeline creation
 - Resource needs

Appendix 3: Public Information Templates and Sample Materials

SECTION 1: EMERGENCY ALERTS

1.1 Emergency Alert System (EAS) Templates

EMERGENCY ALERT SYSTEM

CITY OF CHICKASHA EMERGENCY MANAGEMENT

[TYPE OF ALERT]

THE FOLLOWING MESSAGE IS TRANSMITTED AT THE REQUEST OF THE CITY OF CHICKASHA EMERGENCY MANAGEMENT.

[HAZARD/THREAT]:

[LOCATION]:

[TIME]:

[ACTIONS TO TAKE]:

[DURATION]:

[ADDITIONAL INFO]:

STAY TUNED TO LOCAL MEDIA FOR UPDATES. DO NOT CALL 911 UNLESS YOU HAVE AN EMERGENCY.

1.2 Wireless Emergency Alert (WEA) Templates

CHICKASHA EM:

[THREAT]

[LOCATION]

[ACTION]

[TIME]

[SOURCE]

(Note: limit to 90 characters)

1.3 Emergency Notification Templates

EMERGENCY NOTIFICATION

CITY OF CHICKASHA EMERGENCY MANAGEMENT

[DATE/TIME]

WHAT: [Event description]

WHERE: [Location/area affected]

WHEN: [Time of incident/expected duration]

ACTION: [What public should do]

INFO: [Additional details/resources]

CONTACT: [Where to get more information]

SECTION 2: PRESS RELEASES

2.1 Initial Incident Press Release

FOR IMMEDIATE RELEASE

[Date]

Contact: [Name], Public Information Officer

Phone: [Number]

Email: [Address]

[HEADLINE: Clear, Action-Oriented]

CHICKASHA, OK – The City of Chickasha Emergency Management is responding to [incident] at [location]. The incident began at [time] and involves [brief description].

[Response actions being taken]

[Public safety instructions]

[Quote from official]

[Additional relevant information]

Current situation updates available at:

- Website: www.chickasha.org

- Facebook: @ChickashaEM

- Twitter: @ChickashaEM

- Emergency Hotline: [number]

###

2.2 Update Press Release

FOR IMMEDIATE RELEASE

[Date]

Contact: [Name], Public Information Officer

Phone: [Number]

Email: [Address]

UPDATE #[X]: [HEADLINE]

CHICKASHA, OK – The following is an update regarding [incident]:

CURRENT SITUATION:

[Status update]

RESPONSE ACTIONS:

[What is being done]

PUBLIC ACTIONS:

[What public should do]

RESOURCES AVAILABLE:

[List of assistance/information]

NEXT UPDATE:

[When to expect next information]

###

2.3 Recovery Press Release

FOR IMMEDIATE RELEASE

[Date]

Contact: [Name], Public Information Officer

Phone: [Number]

Email: [Address]

[RECOVERY HEADLINE]

CHICKASHA, OK – The City of Chickasha announces the following recovery information for residents affected by [incident]:

ASSISTANCE AVAILABLE:

[Programs/resources]

ELIGIBILITY:

[Who qualifies]

HOW TO APPLY:

[Process/locations]

DOCUMENTATION NEEDED:

[Required materials]

DEADLINES:

[Important dates]

###

SECTION 3: PUBLIC INFORMATION MATERIALS

3.1 Fact Sheet Template

FACT SHEET

[Topic/Incident]

[Date]

OVERVIEW:

[Brief description of situation/program]

KEY POINTS:

- [Point 1]
- [Point 2]
- [Point 3]

WHO IS AFFECTED:

[Description of impacted population]

WHAT TO DO:

1. [Step 1]
2. [Step 2]
3. [Step 3]

RESOURCES:

- [Resource 1]
- [Resource 2]
- [Resource 3]

CONTACT:

[How to get more information]

3.2 FAQ Template

FREQUENTLY ASKED QUESTIONS

[Topic/Incident]

[Date]

Q: [Common question 1]?

A: [Clear, concise answer]

Q: [Common question 2]?

A: [Clear, concise answer]

Q: [Common question 3]?

A: [Clear, concise answer]

[Continue as needed]

FOR MORE INFORMATION:

[Contact details]

3.3 Public Safety Instructions

SAFETY INSTRUCTIONS

[Hazard/Threat]

[Date]

THREAT LEVEL: [Classification]

AFFECTED AREAS:

[Geographic description]

IMMEDIATE ACTIONS:

1. [Action 1]

2. [Action 2]

3. [Action 3]

WHAT TO BRING:

- [Item 1]
- [Item 2]
- [Item 3]

SHELTER LOCATIONS:

- [Location 1]
- [Location 2]
- [Location 3]

EMERGENCY CONTACTS:

[List of important numbers]

SECTION 4: SOCIAL MEDIA TEMPLATES

4.1 Twitter Templates

ALERT: [Brief threat description] in [location]. Take action: [instructions] #ChickashaEM

UPDATE: [Situation update] at [location]. [Current actions] needed. More info: [link]
#ChickashaEM

SAFETY: If you're in [area], [safety instruction]. [Additional info link] #ChickashaEM

4.2 Facebook Templates

 EMERGENCY ALERT 

[Time]:

[Threat]:

[Location]:

[Instructions]:

[More Information]:

 Share this post to inform others

 Comments monitored for questions

4.3 Website Update Template

EMERGENCY INFORMATION

Last Updated: [Time/Date]

CURRENT SITUATION

[Description of event/impact]

AREAS AFFECTED

[Geographic information]

CURRENT ACTIONS

[Response activities]

PUBLIC INSTRUCTIONS

[What to do/not do]

RESOURCES AVAILABLE

[Assistance information]

CONTACT INFORMATION

[How to get help/information]

SECTION 5: ACCESSIBILITY FORMATS

5.1 Visual Accessibility Templates

Large Print Format

EMERGENCY ALERT

[Use 18+ point sans-serif font]

[High contrast black on white]

[Left alignment]

[1.5+ line spacing]

WHAT IS HAPPENING:

[Simple, clear description]

WHERE:

[Location in clear terms]

WHAT TO DO:

[Clear, numbered steps]

MORE INFORMATION:

[Contact details in large print]

Screen Reader Format

[Alt text for all images]

[Proper heading hierarchy]

[Clear document structure]

[Text descriptions for maps/graphics]

[Accessible hyperlinks]

EMERGENCY INFORMATION

Level 1 Heading: Main Alert

Level 2 Heading: Location

Level 3 Heading: Actions

[Continue logical structure]

5.2 Audio/Video Templates

Audio Script Template

EMERGENCY ALERT SCRIPT

[Time: 30 seconds]

ATTENTION CHICKASHA RESIDENTS:

[Hazard/threat information]

[Location/areas affected]

[Clear instructions]

[Contact information]

REPEAT KEY INFORMATION

[Repeat once]

END WITH:

"This has been an emergency message from the City of Chickasha Emergency Management."

Video Script Template

VIDEO EMERGENCY MESSAGE

[Duration: 60 seconds]

VISUAL	AUDIO
--------	-------

[Official on camera]	"This is [name/title]..."
----------------------	---------------------------

[Map of affected area]	"The affected areas include..."
------------------------	---------------------------------

[Graphics showing actions]	"Residents should..."
----------------------------	-----------------------

[Contact information]	"For more information..."
-----------------------	---------------------------

Include:

- Captions
- Sign language interpreter
- Visual aids
- Clear graphics

5.3 Multiple Language Templates

Spanish Language Template

ALERTA DE EMERGENCIA

[Same format as English, translated professionally]

QUÉ ESTÁ PASANDO:

[Clear description in Spanish]

DÓNDE:

[Location in Spanish]

QUÉ HACER:

[Actions in Spanish]

INFORMACIÓN ADICIONAL:

[Contact details in Spanish]

[Additional languages based on community needs]

SECTION 6: SPECIALIZED COMMUNICATIONS

6.1 Business Community Template

BUSINESS EMERGENCY ADVISORY

[Date/Time]

IMPACT ON BUSINESS OPERATIONS:

[Description of effects]

RECOMMENDED ACTIONS:

[Steps for businesses]

AVAILABLE RESOURCES:

[Business assistance info]

REGULATORY COMPLIANCE:

[Required actions]

REOPENING CRITERIA:

[When/how to resume]

6.2 Schools/Education Template

SCHOOL EMERGENCY NOTIFICATION

[Date/Time]

AFFECTED SCHOOLS:

[List facilities]

OPERATIONAL STATUS:

[Open/closed/modified]

STUDENT SAFETY:

[Protection measures]

PARENT INSTRUCTIONS:

[Pick-up/transport info]

CONTINUING UPDATES:

[Communication channels]

6.3 Healthcare Facility Template

HEALTHCARE FACILITY ALERT

[Date/Time]

EMERGENCY STATUS:

[Situation description]

FACILITY IMPACTS:

[Operational changes]

PATIENT CARE:

[Modified procedures]

VISITOR POLICY:

[Current restrictions]

STAFF REPORTING:

[Personnel instructions]

SECTION 7: DOCUMENTATION TEMPLATES

7.1 Message Log Template

PUBLIC INFORMATION MESSAGE LOG

Date: [Date]

Page: [X of Y]

Time | Message Type | Content | Approved By | Distribution | Notes

[Fill in each field]

7.2 Media Query Log

MEDIA QUERY TRACKING

Date: [Date]

Time | Media Outlet | Reporter | Query | Response | Follow-up

[Fill in each field]

7.3 Public Inquiry Log

PUBLIC INQUIRY TRACKING

Date: [Date]

Time | Contact Info | Question | Response | Referral | Resolution

[Fill in each field]

7.4 Resource Tracking

INFORMATION RESOURCE LOG

Date: [Date]

Resource | Location | Status | Contact | Notes

[Fill in each field]

Appendix 4: Community Preparedness and Outreach Strategies

SECTION 1: ANNUAL OUTREACH PLAN

1.1 Quarterly Focus Areas

Q1 (January-March): Winter Weather/Severe Storms

- Winter storm preparedness
- Flood awareness
- Severe weather safety
- Emergency kit assembly

Q2 (April-June): Tornado Season

- Tornado preparedness
- Storm shelter registration
- Weather alert systems
- Evacuation planning

Q3 (July-September): Heat/Fire Safety

- Extreme heat safety
- Fire prevention
- Drought awareness
- Power outage preparation

Q4 (October-December): Winter Prep/Holiday Safety

- Winter weather preparation
- Holiday safety
- Home emergency plans
- Family communication planning

1.2 Target Audiences

1. General Public
 - Residents
 - Commuters
 - Visitors
 - Students
2. Vulnerable Populations
 - Elderly
 - Disabled
 - Non-English speakers
 - Low-income residents
3. Key Stakeholders
 - Business owners
 - School administrators
 - Healthcare providers
 - Faith-based organizations

SECTION 2: OUTREACH METHODS

2.1 Digital Platforms

1. Website Content
 - Emergency preparedness guides
 - Hazard information
 - Resource library
 - Interactive tools
 - Registration forms
2. Social Media
 - Regular safety tips
 - Preparedness challenges
 - Video tutorials

- Live Q&A sessions
- Emergency updates
- 3. Email Newsletter
 - Monthly preparedness tips
 - Upcoming events
 - Resource highlights
 - Success stories
 - Program updates

2.2 Traditional Outreach

1. Print Materials
 - Brochures
 - Flyers
 - Posters
 - Door hangers
 - Utility bill inserts
2. Community Events
 - Safety fairs
 - Workshops
 - Training sessions
 - Neighborhood meetings
 - School programs
3. Media Relations
 - Press releases
 - PSAs
 - Feature stories
 - Expert interviews
 - Safety columns

SECTION 3: PREPAREDNESS PROGRAMS

3.1 Community Emergency Response Team (CERT)

1. Training Components
 - Basic disaster response
 - Fire safety
 - Search and rescue
 - Medical operations
 - Team organization
2. Program Management
 - Recruitment
 - Training schedule
 - Equipment needs
 - Continuing education
 - Team deployment

3.2 Ready Chickasha Program

1. Individual Preparedness
 - Emergency kit building
 - Family planning
 - Communication plans
 - Evacuation procedures
 - Special needs planning
2. Neighborhood Preparedness
 - Block captain program
 - Neighbor checks
 - Resource sharing
 - Communication trees
 - Group exercises

3.3 Business Preparedness Program

1. Planning Assistance
 - Risk assessment
 - Continuity planning
 - Employee training
 - Exercise support
 - Resource identification
2. Certification Program
 - Training requirements
 - Plan development
 - Exercise participation
 - Annual review
 - Public recognition

SECTION 4: SPECIAL INITIATIVES

4.1 School Safety Program

1. Student Education
 - Age-appropriate materials
 - Interactive activities
 - Take-home resources
 - Safety competitions
 - Drill participation
2. Staff Training
 - Emergency procedures
 - Crisis response
 - Communication protocols
 - Special needs support

- Parent coordination

4.2 Senior Safety Program

1. Individual Support
 - Home safety checks
 - Emergency kit assembly
 - Communication planning
 - Resource access
 - Support networks
2. Group Activities
 - Safety presentations
 - Social activities
 - Resource fairs
 - Support groups
 - Exercise participation

4.3 Access and Functional Needs Program

1. Support Services
 - Needs assessment
 - Resource matching
 - Plan development
 - Equipment access
 - Support coordination
2. Caregiver Support
 - Training programs
 - Resource guides
 - Support networks
 - Emergency planning
 - Exercise participation

SECTION 5: EVALUATION AND IMPROVEMENT

5.1 Program Metrics

1. Participation Tracking
 - Event attendance
 - Training completion
 - Material distribution
 - Online engagement
 - Program registration
2. Effectiveness Measures
 - Knowledge assessments
 - Behavior changes

- Plan adoption
- Resource utilization
- Community feedback

5.2 Improvement Process

1. Data Collection
 - Surveys
 - Interviews
 - Focus groups
 - Performance data
 - After-action reviews
2. Analysis and Planning
 - Gap identification
 - Strategy adjustment
 - Resource allocation
 - Timeline updates
 - Implementation plans

SECTION 6: RESOURCE REQUIREMENTS

6.1 Staffing Needs

1. Core Staff
 - Program coordinator
 - Training specialists
 - Outreach workers
 - Support staff
 - Volunteer coordinator
2. Volunteer Resources
 - CERT members
 - Program assistants
 - Event support
 - Technical experts
 - Community liaisons

6.2 Material Resources

1. Educational Materials
 - Printed materials
 - Training supplies
 - Audio-visual equipment
 - Display materials
 - Reference guides
2. Program Support

- Office supplies
- Communication equipment
- Transportation
- Event supplies
- Safety equipment

6.3 Budget Planning

1. Annual Requirements
 - Staff costs
 - Materials/supplies
 - Event expenses
 - Training costs
 - Equipment needs
2. Funding Sources
 - City budget
 - Grants
 - Donations
 - Partner support
 - Program fees

Annex S - Oklahoma Intrastate Mutual Aid Compact (IMAC)

I. PURPOSE

The purpose of this annex is to outline the policies, procedures, and organizational structure for requesting and providing mutual aid resources within the state of Oklahoma under the Oklahoma Intrastate Mutual Aid Compact (IMAC). This ensures a coordinated, efficient, and effective response to emergencies that exceed the capabilities of the City of Chickasha's resources.

II. SITUATION AND ASSUMPTIONS

Situation

Emergencies and disasters may occur in the City of Chickasha that exhaust local resources, necessitating additional support from other jurisdictions within Oklahoma. IMAC provides a formal framework to facilitate mutual aid agreements between local governments.

Assumptions

- Mutual aid may be required during emergencies that exceed local resource capacities.
- Participating jurisdictions are willing to share personnel, equipment, and materials as available.
- All mutual aid requests and responses will adhere to the provisions and reimbursement guidelines of the compact.
- Effective communication and coordination are critical for successful mutual aid operations.

III. CONCEPT OF OPERATIONS

A. Activation of IMAC

1. The City of Chickasha Emergency Management Director has the authority to activate the compact when local resources are insufficient to manage an emergency.
2. Activation must be coordinated through the Chickasha Emergency Operations Center (EOC).

B. Mutual Aid Resource Requests

1. Resource needs will be identified and submitted through the Chickasha EOC.
2. Requests must specify resource types, quantities, and estimated deployment durations.
3. Responding agencies will coordinate logistical support to facilitate resource deployment.

IV. TYPES OF MUTUAL AID

IMAC enables the provision of the following resources:

- **Personnel:** First responders, public works crews, and specialized teams.
- **Equipment:** Apparatus, vehicles, and heavy machinery.
- **Supplies and Materials:** Critical resources required to sustain emergency operations.

V. REQUESTING AND PROVIDING ASSISTANCE

A. Requesting Assistance

1. Clearly identify the needed resources and quantities.
2. Submit requests through the Chickasha EOC.
3. Coordinate logistical support for arriving resources.

B. Providing Assistance

1. Respond promptly to mutual aid requests based on resource availability.
2. Maintain detailed records of personnel hours, equipment usage, and materials expended.
3. Submit reimbursement requests as outlined in the compact guidelines.

VI. MANAGEMENT AND COORDINATION

A. Roles and Responsibilities

1. **Emergency Management Director**
 - Oversees the activation of IMAC.
 - Coordinates with the Chickasha EOC to manage mutual aid resources.
 - Facilitates communication with participating jurisdictions.
2. **Incident Commanders**
 - Integrate mutual aid resources into emergency response operations.
 - Ensure efficient use of provided resources.
3. **Participating Agencies**
 - Maintain updated inventories of resources available for mutual aid.
 - Provide subject matter expertise as needed.

B. Tracking and Accountability

All responding agencies must track resource usage and provide detailed records to ensure proper reimbursement.

VII. PLAN DEVELOPMENT AND MAINTENANCE

The Emergency Management Director is responsible for the annual review, update, and validation of this annex. Revisions will incorporate lessons learned from training exercises and actual incidents.

APPENDICES

- Appendix 1:** IMAC Activation Checklist.
- Appendix 2:** Resource Request Form Template.
- Appendix 3:** Reimbursement Guidelines and Forms.
- Appendix 4:** Mutual Aid Partner Contact List.

Appendix 1: IMAC Activation Checklist

Pre-Activation Assessment

- ☐ Determine if incident exceeds local capability
- ☐ Review resource requirements and availability
- ☐ Consult with Emergency Management Director
- ☐ Identify potential mutual aid resources needed

Initial Activation Steps

- ☐ Contact Oklahoma Emergency Management
- ☐ Activate Emergency Operations Center
- ☐ Brief elected officials
- ☐ Document activation time/date

Resource Requirements

- ☐ Identify specific resources needed
- ☐ Determine quantity required
- ☐ Estimate deployment duration
- ☐ Document special requirements

Logistical Considerations

- ☐ Identify staging areas
- ☐ Arrange transportation
- ☐ Plan for food/lodging
- ☐ Establish fuel provisions
- ☐ Prepare equipment maintenance support

Communication Setup

- ☐ Establish point of contact
- ☐ Share contact information
- ☐ Set up communication protocols
- ☐ Arrange for radio interoperability

Documentation Initiation

- ☐ Start activity log
- ☐ Prepare cost tracking forms
- ☐ Set up resource tracking system
- ☐ Initialize mission documentation

Appendix 2: Resource Request Form Template

MUTUAL AID RESOURCE REQUEST FORM

Form Number: MA-001

1. REQUESTING JURISDICTION

Agency: _____

Contact Person: _____

Position: _____

Phone: _____

Email: _____

Incident Name/Number: _____

2. RESOURCE REQUEST

Type of Resource: _____

Quantity Needed: _____

Date/Time Needed: _____

Estimated Duration: _____

Location Needed: _____

3. MISSION DETAILS

Purpose: _____

Special Requirements: _____

Safety Concerns: _____

Environmental Considerations: _____

4. LOGISTICAL SUPPORT

☐ Lodging Required

☐ Meals Required

☐ Fuel Needed

☐ Maintenance Support

☐ Other: _____

5. AUTHORIZATION

Requested By: _____

Title: _____

Date/Time: _____

Authorized By: _____

Title: _____

Date/Time: _____

FOR RECEIVING JURISDICTION USE:

Resource Availability: ☐ Yes ☐ No ☐ Partial

Response Details: _____

Estimated Arrival: _____

Point of Contact: _____

Appendix 3: Reimbursement Guidelines and Forms

Reimbursement Guidelines

I. Eligible Expenses

1. Personnel Costs
 - Regular time
 - Overtime
 - Fringe benefits
 - Travel expenses
 - Per diem rates
2. Equipment Costs
 - FEMA equipment rates
 - Fuel costs
 - Maintenance/repair
 - Consumables
 - Replacement costs
3. Material Costs

- Supplies used
- Replacement materials
- Shipping/handling
- Storage costs

II. Documentation Requirements

1. Personnel Records
 - Time sheets
 - Assignment details
 - Supervisor approval
 - Travel records
 - Training certificates
2. Equipment Records
 - Usage logs
 - Maintenance records
 - Fuel receipts
 - Damage reports
 - Operating costs
3. Material Records
 - Purchase orders
 - Delivery receipts
 - Usage logs
 - Inventory records

Reimbursement Form Template

MUTUAL AID REIMBURSEMENT REQUEST
Form Number: MA-002

1. REQUESTING AGENCY INFORMATION

Agency Name: _____
Address: _____
City/State/ZIP: _____
Contact Person: _____
Phone/Email: _____

2. INCIDENT INFORMATION

Incident Name: _____
Mission Number: _____
Dates of Service: _____
Location: _____

3. COST SUMMARY

Personnel Costs: \$ _____
Equipment Costs: \$ _____

Material Costs: \$ _____
Travel/Lodging: \$ _____
Other Expenses: \$ _____
TOTAL REQUEST: \$ _____

4. SUPPORTING DOCUMENTATION

- ☐ Personnel Time Sheets
- ☐ Equipment Logs
- ☐ Material Receipts
- ☐ Travel Vouchers
- ☐ Mission Assignment
- ☐ Other: _____

5. CERTIFICATION

I certify that these costs are accurate and eligible for reimbursement under IMAC:

Signature: _____
Title: _____
Date: _____

Appendix 4: Mutual Aid Partner Contact List

Emergency Management Contacts

State Agencies

Oklahoma Department of Emergency Management

- Main Office: (405) 521-2481
- 24/7 Emergency: (405) 521-2481
- Address: P.O. Box 53365, Oklahoma City, OK 73152

Adjacent Jurisdictions

Grady County Emergency Management

- Director: Dale Thompson
- Office: [Phone]
- 24/7: (405) 574-2517
- Email: GradyEMA@gmail.com

City of Duncan Emergency Management

- Director: Scott Arrington
- Office: (580) 251-7712
- 24/7: (580) 255-2112
- Email: TBD

City of Norman Emergency Management

- Director: David Grizzle
- Office: unknown
- 24/7: (405) 292-9780
- Email: david.grizzle@normanok.gov

Public Safety Agencies

Chickasha Police Department

- Chief: Goebel Music
- Dispatch: (405) 222-6050
- Emergency: 911
- Email: Goebel.Music@chickashapd.org

Chickasha Fire Department

- Chief: Tony Samaniego
- Dispatch: (405) 222-6033
- Emergency: 911
- Email: Tony.Samaniego@chickasha.org

Support Services

Public Works Department/ Utilities Department

- Director: Omar Fierro
- Office: (405) 222-6082
- After Hours: (405) 448-1571
- Email: Omar.Fierro@Chickasha.org

Medical Services

Grady Memorial Hospital

- Administration/Emergency Dept: (405) 224-2300
- Address: 2220 W. Iowa Ave. - Chickasha, OK 73018

Volunteer Organizations

American Red Cross

- Local Chapter: Central Southwest
- Community Disaster Program Manager: Linda Medford
- Emergency Services: (405) 268-1583
- Emergency Services 24/7: (833) 583-3111
- Email: Linda.Medford2@redcross.org

Salvation Army

- Local Office: (405) 204-2686
- Emergency Services: (405) 204-2824
- Email: Bobby.Mcfarland@uss.salvationarmy.org

Resource Types Available

Fire/Rescue Resources

- Engine Companies
- Ladder Companies
- Rescue Units
- Hazmat Teams

Law Enforcement Resources

- Patrol Units
- Special Operations
- Investigation Units
- Traffic Control

Public Works Resources

- Heavy Equipment
- Debris Removal
- Utility Repair
- Road Maintenance

Medical Resources

- Ambulances
- Medical Teams
- Triage Units
- Mobile Hospitals

Updates and Maintenance

- Last Updated: Jan 28, 2025
- Next Review: Jan 28, 2026
- Update Responsibility: Emergency Management Director
- Distribution: EOC, Department Heads, Partner Agencies

Transmittal of the City of Chickasha Emergency Operations Plan (EOP)

DATE:

TO ALL RECIPIENTS:

Enclosed is the new integrated Emergency Operations Plan for the City of Chickasha. This plan supersedes any previous emergency management plans and provides a comprehensive framework for the city's departments to plan and perform their respective emergency functions during disasters or national emergencies.

This plan recognizes the need for ongoing emergency management planning across all city departments. It combines the key phases of emergency management:

1. Mitigation - Activities that eliminate or reduce the probability of a disaster
2. Preparedness - Actions taken by government, organizations, and individuals to save lives and minimize damage
3. Prevention - Activities that prevent disasters
4. Response - Efforts to prevent loss of life/property and provide emergency assistance
5. Recovery - Short and long-term activities to return the community to normal

The plan is in accordance with applicable Federal and State statutes. It has been approved by the Chickasha City Council and the Oklahoma Department of Emergency Management.

This plan will be revised and updated as required. All recipients are requested to advise the Chickasha Emergency Management Director of any changes that could improve the plan or increase its usefulness.

APPROVED BY:

Zachary Grayson, Mayor X_____

Jim Crosby, City Manager X_____

Edward Perez, Emergency Management Director X_____

City of Chickasha Distribution List

Emergency Operations Plan (EOP) Distribution List

To:	No. of Copies
Office of the City Manager	1
Chickasha EM Director	1
Director, Oklahoma Dept. of Emergency Management	1
Office of the Police Chief	1
Office of the Communications Center	1
Office of the Assistant Police Chief	1
Office of the Finance Director	1
Grady County Emergency Management Director	1
Office of the DHS County Director	1
Office of the Fire Chief	1
Office of the Deputy Fire Chief	1
Regional EM Director	1
Total Copies	12

Additional distribution will be via request through the EM Director.

Plan Maintenance and Update Forms

To:

Edward Perez
Emergency Management Director
117 N 4TH St.
Chickasha, OK 73018

Recommended Changes Form

Any user of this plan is encouraged to recommend changes to this plan that the user feels might enhance or clarify a particular portion of the area being addressed. Suggested changes should be submitted to the Emergency Management Director, at the above address, for coordination, comment, concurrence, and approval.

Change: _____

Recommendation: _____

Submitted by: _____

Date: _____

Phone: _____

Exercise and Maintenance Requirements

1. This plan shall be reviewed annually, no later than June 30 of each year.
2. The plan will be exercised annually on a schedule that allows maximum participation with minimum expense and operational inconvenience.
3. At a minimum there shall be a tabletop exercise of the plan in the spring and fall.

Personnel and Equipment Needs

Each person participating in the Emergency Management program should list his/her needs for personnel or materials, which are needed for training and exercise of the plan. This list shall be prioritized and made part of the EOP and shall be the basis for determining where to use grant funds and city appropriations for future budget years. This list shall be turned in to the EM Director no later than June 1st of each year.

Concurrence

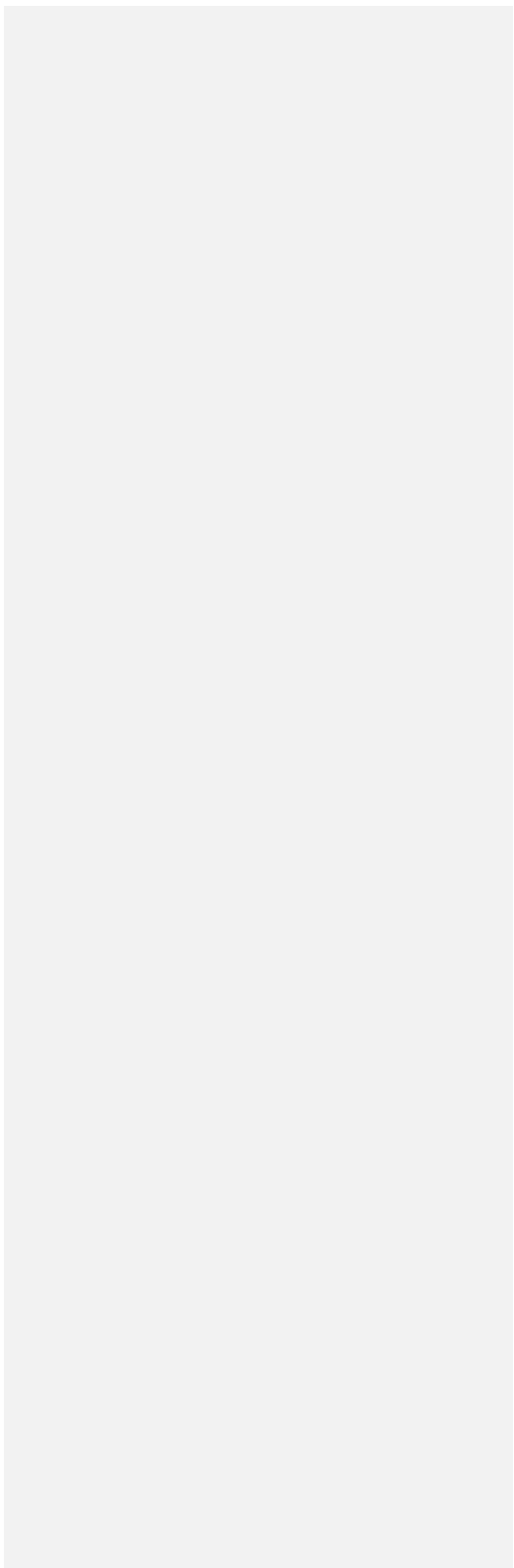
The staff of Emergency Management has met on several occasions during the last twelve months to review our operational readiness and to plan for a disaster. As a result of this review the attached Emergency Operations Plan has been developed. The plan follows the outline provided by the State of Oklahoma Department of Emergency Management and as with any such plan is considered a living document. The plan will continue to be revised and changed as our planning continues and we learn more about the needs of our community.

As the primary members of the planning committee, we the undersigned concur with this plan and its requirements:

Zachary Grayson, Mayor

Edward Perez, Emergency Management Director

Rachel Bernish, Assistant City Manager



CHICKASHA

Meeting Type: Council Agenda 2-17-2025

Meeting Date: 2/17/2025

Department: Community Development

Agenda Item No. 6.c.

AGENDA ITEM: Discussion, consideration and possible to approve Ordinance 2025-03 AMENDING THE CITY OF CHICKASHA CODE OF ORDINANCES CHAPTER 54, ZONING, ARTICLE VIII, SIGNS, TO CREATE A NEW SECTION 54-249 EXEMPTING THE CITY OF CHICKASHA SPORTS COMPLEX FROM THE REQUIREMENTS OF ARTICLE VIII, PROVIDING FOR REPEALER AND PROVIDING FOR SEVERABILITY

I. BACKGROUND/DESCRIPTION:

This will allow for the policy that Spencer has been wanting for the sports complex. This will exempt the spots complex from the zoning ordinance for signs to allow multiple off premise temporary signs.

This is part of the agreement and advertising contract the Parks and Rec Department proposed and was approved by City Council

The Planning Commission has recommended this for approval at the February 11, 2025 Meeting

II. RECOMMENDED ACTION:

Motion to approve Ordinance No. 2025-03 as presented.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Rachel Bernish, Asst. City Manager	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: February 17, 2025	(From)		

V. ATTACHMENTS:

1. ORD 2025-03 Sports Complex Sign Exemption Ordinance (1)

ORDINANCE NO. 2025 –03

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF CHICKASHA, GRADY COUNTY, STATE OF OKLAHOMA, AMENDING THE CITY OF CHICKASHA CODE OF ORDINANCES CHAPTER 54, ZONING, ARTICLE VIII, SIGNS, TO CREATE A NEW SECTION 54-249 EXEMPTING THE CITY OF CHICKASHA SPORTS COMPLEX FROM THE REQUIREMENTS OF ARTICLE VIII, PROVIDING FOR REPEALER AND PROVIDING FOR SEVERABILITY.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF CHICKASHA, STATE OF OKLAHOMA:

SECTION I. That a new section of the Code of Ordinances of the City of Chickasha, to be codified as Chapter 54, Article VIII, Section 54-249, Exemption, is hereby added and shall hereinafter read as follows:

Sec. 54-249. Exemption for City of Chickasha Sports Complex

The City of Chickasha Sports Complex Property shall be exempt from the provisions and requirements of Article VIII of Chapter 54 of the Chickasha Code of Ordinances. This exemption shall apply to all signs erected, maintained, or otherwise displayed at the Chickasha Sports Complex.

SECTION II. Repealer. All ordinances or parts thereof which are inconsistent with this Ordinance are repealed upon the effective date of this Ordinance.

SECTION III. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the remaining portions of this Ordinance.

SECTION IV. Pursuant to 11 O.S. §14-108, the City Clerk is authorized to include this ordinance in the official Code of Ordinances for the City of Chickasha, it being the intent to authorize recodification with the inclusion of this ordinance upon approval.

PASSED AND APPROVED by the City Council of the City of Chickasha, Oklahoma, this 17th day of February 2025.

Zachary Grayson, Mayor

ATTEST:

Susan M. McDaniel, CMC - City Clerk