



CITY COUNCIL AGENDA





CITY OF MIDWEST CITY MEETINGS FOR November 12, 2024

All Council/Authority/Commission meetings of the City of Midwest City (MWC) elected officials will be held in the Council Chamber located at 100 N. Midwest Blvd., Midwest City, OK 73110, Oklahoma County, Oklahoma, unless notified otherwise.

Regularly scheduled meetings of the elected officials will be streamed live and recorded on the MWC YouTube channel: [Bit.ly/CityofMidwestCity](https://bit.ly/CityofMidwestCity) with the recorded videos available there within 48 hours.

Special Assistance for a Meeting: Send request via email to tanderson@midwestcityok.org or call 405-739-1220 no less than 24 hours prior to the start of a meeting. If special assistance is needed during a meeting, call 739-1388.

Please note that the elected officials will informally gather at or after 5:00 PM in the City Manager's Conference room for dinner for evening meetings; however, no business will be discussed or acted upon. Meals will only be provided to the City Council and staff. Doors to the Council Chamber will be open to the public fifteen minutes prior to the start of a meeting.

For the purposes of all meetings of the MWC elected and/or appointed officials, the term "possible action" shall mean possible adoption, rejection, amendments, postponements, and/or recommendation to the City Council and/or Authorities.

Pursuant to Midwest City Resolution 2022-50, the following rules of conduct and engagement are in effect for all meetings of the MWC elected and/or appointed officials:

1. Only residents of the City, and/or identifiable business doing business in or with the City, or where it is required by statute during public hearings may speak during a public meeting, unless by majority vote of the City Council, non-residents may be permitted to comment on agenda items that impact them. To verify this new requirement, speakers must state their name and City residential/business address or provide/present proof of residential/business address to the City Clerk before addressing the elected officials.
2. There will be a 4 (four) minute time restriction on each speaker, which can be extended by a vote of the City Council, only if it benefits and/or clarifies the discussion at hand. The City Clerk, or designee, will be the timekeeper and will notify the chair when time has expired.
3. The Mayor/Chair reserves the right to remove individuals from the audience if they become disorderly. If the Mayor/Chair asks a disruptive individual to leave and the individual refuses to leave, the meeting will be recessed and appropriate law enforcement action will be taken.
4. Agenda items requesting action of the elected officials shall include:
 1. Presentation by City Staff and/or their invited guest speaker;
 2. If a public hearing is required, questions and discussion by and between the elected officials, City Staff, and the public;
 3. Questions and discussion by and between the elected officials and City Staff, invited guest speaker, and/or public during a public hearing; and
 4. Motion and second by the elected officials.
 5. If a motion is to be amended, the one who made the motion may agree and restate the motion with the amendment; however, if the maker of the motion does not agree to the amendment, the motion may be voted on as it stands.
 6. Final discussion and possible action/amended motion by the elected officials.



AMENDED

CITY OF MIDWEST CITY COUNCIL AGENDA

City Hall - Midwest City Council Chambers, 100 N. Midwest Boulevard

November 12, 2024 – 6:00 PM

Presiding members: Mayor Matthew Dukes

Ward 1 Susan Eads

Ward 3 Rita Maxwell

Ward 5 Sara Bana

Ward 2 Pat Byrne

Ward 4 Marc Thompson

Ward 6 Rick Favors

City Staff:

City Manager Tim Lyon

City Clerk Sara Hancock

City Attorney Don Maisch

A. CALL TO ORDER.

B. OPENING BUSINESS.

- Invocation by Assistant City Manager Vaughn Sullivan
- Pledge of Allegiance by Mid-Del High School ROTC Cadets
- Mayoral Proclamations
- Community-related announcements and comments

C. CONSENT AGENDA. These items are placed on the Consent Agenda so the Council members, by unanimous consent, can approve routine agenda items by one motion. If any Council member requests to discuss an item(s) or if there is not unanimous consent, then the item(s) will be removed and heard in regular order.

1. Discussion, consideration, or possible action to approve the October 22, 2024 meeting minutes. (City Clerk - S. Hancock)
2. Discussion, consideration and possible action of approving supplemental budget adjustments to the following funds for FY 2024-2025, increase: Emergency Operations Fund, expenditures/EOC (21) \$24,182. General Gov't Sales Tax Fund, expenditures/Street (09) \$220,000. Park & Recreation Fund, expenditures/Park & Rec (06) \$125,000. Juvenile Fund, expenditures/Municipal Court (12) \$10,792. General Fund, expenditures/Municipal Court (12) \$25,205. Decrease: Juvenile Fund, expenditures/Municipal Court (12) \$25,205. (Finance - T. Cromar)
3. Discussion, consideration, and possible action to approve and adopt the City's Emergency Operations Plan for 2024-25. (Emergency Management - D. Wagner)
4. Discussion, consideration, and possible action of the acceptance of maintenance bonds from Arrow Contracting & Utilities, LLC in the amount of \$14,864.70, \$7,984.10, and \$5,315.80 respectively. (Engineering & Construction Services - P. Menefee)
5. Discussion, consideration, and possible action of the acceptance of maintenance bonds from GWX Construction, LLC. in the amount of \$21,015.83 respectively. (Engineering & Construction Services - P. Menefee)

6. Discussion, consideration and possible action of approving a resolution to notify the public of publication of the most recent Supplement 20, dated October 2024 to the Midwest City Code of ordinances and to ratify all other previous supplements and codifications. (City Clerk - S. Hancock)
7. Discussion, consideration, and possible action of Ward 3 Appointee, Mr. Ronald Taite and Mayor's Appointee, Mrs. Keri Deeter to the Citizens' Advisory Committee on Housing and Community Development for the remainder of the four-year terms that were vacated. (Grants Management - T. Craft)
8. Discussion, consideration, and possible action to declare (1) 2010 Chevrolet Camero and its contents, as surplus and authorizing disposal by public auction, sealed bid or other means necessary. (Police - G. Wipfli)

D. DISCUSSION ITEMS.

1. Discussion, consideration, and possible action of accepting a Permanent Easement from Kylie Chapman and Theresa Leopard located near 7113 Hilltop Court; across portions of Lot 10 and Lot 11 of Block 2 of Somerset Park Addition in Section 34, Township 12 N, Range 2 W of Midwest City. (Engineering & Construction Services - B. Bundy)
2. Discussion, consideration, and possible action of amendment #4 for Professional Services with Freese and Nichols, Inc. in the amount of \$49,200 to provide services to further the Assessment of the Current Sanitary Sewer System – Future Capacity Needs – Phase 1. (Engineering & Construction Services - B. Bundy)
3. Discussion, consideration and possible action of approving an ordinance amending the Midwest City Municipal Code, Chapter 2, Administration, Article IX, Surplus Property, Section 2-130, Bidding; and providing for repealer and severability. (City Attorney - D. Maisch).
4. Discussion, consideration and possible action of approving an ordinance amending the Midwest City Code, Chapter 30, Parks and Recreation, Article IV, Golf, Section 30-46, Golf course rates; and providing for repealer and severability. (City Manager - R. Rushing)
5. Discussion, consideration, and possible action of approving an ordinance amending the Midwest City Municipal Code, Chapter 31 Health Care Facilities; Article III, Massage; Division 1, In General; Sections 31-100, Definitions, 31-101, Inspections Authorized; Division 2, Massage Establishment License, Sections 31-111, Application, 31-113, Facilities and Equipment, 31-114, Issuance, 31-115, Fee; Division 3, Massage Therapist License, Sections 31-131 Application, 31-132 Issuance Standards, 31-133, Fee, 31-136 Reserved; Division 4, Operating Requirements, Section 31-147 Operating Hours; and Providing for Repealer and Severability.(Police - Lt. L. Henry).

E. NEW BUSINESS/PUBLIC DISCUSSION. “In accordance with State Statute Title 25 Section 311. Public bodies - Notice. A-9, the purpose of the “New Business” section is for action to be taken at any Council/Authority/Commission meeting for any matter not known about or which could not have been reasonably foreseen 24 hours prior to the public meeting. The purpose of the “Public Discussion” section of the agenda is for members of the public to speak to the Council on any subject not scheduled on the regular agenda. The Council shall make no decision or take any action, except to direct the City Manager to take action, or to schedule the matter for discussion at a later date. Pursuant to the Oklahoma Open Meeting Act, the Council will not engage in any discussion on the matter until that matter has been placed on an agenda for discussion. THOSE ADDRESSING THE COUNCIL ARE REQUESTED TO STATE THEIR NAME AND ADDRESS PRIOR TO SPEAKING TO THE COUNCIL.”

F. FURTHER INFORMATION.

1. Handout of the notebook of Boards, Committees and/or Commissions currently active for the City of Midwest City. (D. Maisch – City Attorney).
2. Further Information – Change Order #2, #3, and #4 Midwest City Police Department Restroom Renovation (Engineering & Construction Services - B. Bundy)

G. ADJOURNMENT.



CONSENT AGENDA



Notice for the Midwest City Council meetings was filed for the calendar year with the City Clerk of Midwest. Public notice of this agenda was accessible at least 24 hours before the meeting at City Hall and on the Midwest City website (www.midwestcityok.org).

City of Midwest City Council Minutes

October 22, 2024

This meeting was held in the City Hall Council Chambers at City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma.

Mayor Matt Dukes called the meeting to order at 6:06 PM with the following members present:

Ward 1 Susan Eads	Ward 4 Marc Thompson	City Manager Tim Lyon
Ward 2 Pat Byrne	Ward 5 Sara Bana	City Clerk Sara Hancock
Ward 3 Rita Maxwell	Ward 6 Rick Favors	City Attorney Don Maisch

OPENING BUSINESS. The Invocation was given by Assistant City Manager Vaughn Sullivan. The Pledge of Allegiance was led by Carl Albert ROTC Cadets: Bean, Calva, West, Kelly, and Wilson. City Manager Lyon and Council member Eads made community-related announcements.

CONSENT AGENDA. Bana made a motion to approve the consent agenda with exception of pulling Item #3 and item #9, seconded by Maxwell. Voting Aye: Eads, Byrne, Maxwell, Thompson, Bana, Favors and Dukes. Nay: None. Motion Carried.

1. Discussion, consideration, or possible action to approve the September 24, 2024 meeting minutes.
2. Discussion, consideration and possible action of approving supplemental budget adjustments to the following funds for FY 2024-2025, increase: Reimbursed Projects Fund, revenue/Intergovernmental (00) \$2,000; expenditures/Animal Welfare (10) \$2,000. Grants Fund, revenue/Intergovernmental (21) \$470; expenditures/Transfers Out (21) \$470. Emergency Operations Fund, revenue/Transfers In (00) \$470. Grants Fund, revenue/Intergovernmental (62) \$50,000; revenue/Transfers In (62) \$3,825; expenditures/Police (62) \$53,825. Police Impound Fees Fund, expenditures/Transfers Out (62) \$3,825. Grants Fund, expenditures/Capital Improvements (57) \$17,850. Fire Capitalization Fund, expenditures/Fire (64) \$11,046. Fire Fund, revenue/Miscellaneous (00) \$3,948; expenditures/Fire (64) \$3,948. Risk Fund, expenditures/Risk (29) \$799,079. Workers Comp Fund, expenditures/Risk (29) \$1,138,000. Reimbursed Projects Fund, revenue/Intergovernmental (15) \$1,000; expenditures/Neighborhood Services (15) \$1,000.
4. Discussion, consideration, and possible action of accepting and awarding the base bid and alternate bid to and entering into a contract with Cimarron Construction Company for \$60,930.00 and 30 Calendar Days and authorizing the Mayor to execute a contract for the 24" Water Valve Replacements Project, North Midwest Boulevard.
5. Discussion, consideration, and possible action to approve a General Mutual Cooperation Agreement between the City of Midwest City and the Board of County Commissioners of Oklahoma County for the FY 24-25.
6. Discussion, consideration, and possible action of approving Res 2024-27 authorizing application for a grant with the Oklahoma 911 Management Authority for funding of Geographic Information Systems (GIS): NG9-1-1 GIS and Addressing.

7. Discussion, consideration, and possible action to declare (1) 2012 Chevrolet Impala and its contents, as surplus and authorizing disposal by public auction, sealed bid or other means necessary.
8. Discussion, consideration, and possible action of 1) declaring various computer equipment and other miscellaneous items of City property as obsolete, defective, or replaced; and 2) authorizing their disposal by public auction, sealed bid or other means as necessary.
- 3. Discussion, consideration, and possible action of 1) approving of and accepting a grant award from the State of Oklahoma, by and through the District Attorneys Council in the amount of \$158,074 to implement a new MWCPD Crisis Intervention and Response Team and program; and 2) authorizing the Mayor, City Manager, and/or his designee to enter into the necessary contracts and documents to implement all aspects of the grant.**

Craft, Wipfli, Lt. Zuniga, and Lyon addressed Council. After Staff and Council discussion, Bana made a motion to approve, seconded by Favors. Voting Aye: Eads, Byrne, Maxwell, Thompson, Bana, Favors, and Dukes. Nay: None. Motion carried

9. Discussion, consideration, and possible action of appointing Janice Swartz to the Midwest Historical Society representative for a three-year term ending on January 12, 2027.

After introducing Janice to the Council, Maxwell made a motion to approve the nomination, seconded by Eads. Voting Aye: Eads, Byrne, Maxwell, Thompson, Bana, Favors, and Dukes. Nay: None. Motion carried.

DISCUSSION ITEMS.

- 1. (PC-2187) Public hearing, discussion, consideration, and possible action of requests to rename America Avenue to Soldier Street; and a request to rename Soldier Street to American Avenue, both being part of the Soldier Creek Industrial Park (A subdivision of the North Half (N/2) of Section Twenty-Seven (27), Township Twelve (12) North, Range Two (2) West, I.M., Oklahoma County.**

Summers addressed the Council. After Staff and Council discussion, Eads made a motion to approve, seconded by Bana. Voting Aye: Eads, Byrne, Maxwell, Thompson, Bana, Favors and Dukes. Nay: None. Motion Carried.

- 2. Discussion, consideration and possible action of approving an ordinance amending the Midwest City Municipal Code, Chapter 1, General Provisions, Section 1-2, Rules of Construction; providing for a repealer and severability.**

Maisch addressed Council. After Staff and Council discussion, Byrne made a motion to approve ORD 3567, seconded by Eads. Voting Aye: Eads, Byrne, Maxwell, Thompson, Bana, Favors and Dukes. Nay: None. Motion Carried.

- 3. Discussion, consideration, and possible action to approve an ordinance amending the Midwest City Municipal Code, Chapter 1 General Provisions, Section 1-12 Enforcement Officers; and providing for repealer and severability.**

Floyd addressed the council. After Staff and Council discussion, Eads made a motion to approve ORD 3568, seconded by Favors. Voting Aye: Eads, Byrne, Maxwell, Thompson, Bana, Favors and Dukes. Nay: None. Motion carried.

4. Discussion, consideration, and possible action to approve an ordinance amending the Midwest City Municipal Code, Chapter 25 Municipal Court, Article I, In General, Section 25-16 Issuance, Contents, Service of Summons; and providing for repealer and severability.

Floyd and Bana addressed the council. After Staff and Council discussion, Eads made a motion to approve ORD 3569, seconded by Favors. Voting Aye: Eads, Byrne, Maxwell, Thompson, Bana, Favors and Dukes. Nay: None. Motion carried.

5. Discussion, consideration and possible action of approving an ordinance amending the Midwest City Municipal Code, Chapter 2, Administration, Article VIII, Purchasing, Section 2-118, Bids required; invitation; providing for a repealer and severability.

Maisch addressed Council. After Staff and Council discussion, Bana made a motion to approve ORD 3570, seconded by Favors. Voting Aye: Eads, Byrne, Maxwell, Thompson, Bana, Favors and Dukes. Nay: None. Motion carried.

6. Discussion, consideration, and possible action of entering into an agreement for Professional Services with Johnson & Associates in the amount of \$115,500 for a project to reconstruct the drainage on SE 15th Street at the Choctaw Creek Tributary 4 East Branch (just west of Hiwassee Road).

Bundy addressed the council. Eads made a motion to approve the agreement, seconded by Favors. Voting Aye: Eads, Byrne, Maxwell, Thompson, Bana, Favors and Dukes. Nay: None. Motion carried.

7. Discussion, consideration, and possible action of awarding a bid to and approving a professional services contract with Silver Star Construction Company, Inc., to provide on-call general and emergency services for the Public Works Department.

Streets and Janice Swartz of 2807 Del Casa addressed the Council. After Staff and Council discussion, Favors made a motion to approve the contract, seconded by Maxwell. Voting Aye: Eads, Byrne, Maxwell, Thompson, Bana, Favors and Dukes. Nay: None. Motion carried.

NEW BUSINESS/PUBLIC DISCUSSION.

The following citizens addressed Council: Mike Stroh concerning the annual food drive, and Glenn Goldschlager of 1409 Evergreen Circle regarding a Public Works.

At 6:59 PM Eads made a motion to recess, seconded by Favors. Voting Aye: Eads, Byrne, Maxwell, Thompson, Bana, Favors and Dukes. Nay: None. Motion carried.

At 7:05 PM Eads made a motion to reconvene, seconded by Byrne. Voting Aye: Eads, Byrne, Maxwell, Thompson, Bana, Favors and Dukes. Nay: None. Motion carried.

EXECUTIVE SESSION.

- 1. Discussion, consideration, and possible action of 1) entering into executive session, as allowed under 25 O.S. § 307(B)(3) to discuss the purchase or appraisal of real property; and 2) in open session, authorizing the general manager/administrator to take action as appropriate based on the discussion in executive session.**

At 7:05 PM Eads made a motion to enter Executive Session, seconded by Favors. Voting Aye: Eads, Byrne, Maxwell, Thompson, Bana, Favors and Dukes. Nay: none. Motion carried.

At 8:50 PM Eads made a motion to return to Open Session, seconded by Bana. Voting Aye: Eads, Byrne, Maxwell, Thompson, Bana, Favors, and Dukes. Nay: none. Motion carried.

Eads made a motion to authorize as discussed, seconded by Bana. Voting Aye: Eads, Byrne, Maxwell, Thompson, Bana, Favors, and Dukes. Nay: None. Motion carried.

FURTHER INFORMATION.

1. Review of the September 3, 2024 Planning Commission Meeting Minutes.
2. Monthly report on the City of Midwest City Employees' Health Benefits Plan by the City Manager for September 2024.
3. Monthly Residential and Commercial Building report for September 2024 Building Report
4. Review of the City Manager's Report for the month of September 2024.

ADJOURNMENT. There being no further business, Mayor Dukes adjourned the meeting at 8:51 PM

ATTEST:

MATTHEW D DUKES II, Mayor

SARA HANCOCK, City Clerk



Finance Department
100 N. Midwest Boulevard
Midwest City, OK 73110
tcromar@midwestcity.org
Office: 405-739-1245
www.midwestcityok.org

TO: Honorable Mayor and City Council

FROM: Tiatia Cromar, Finance Director

DATE: November 12, 2024

SUBJECT: Discussion, consideration and possible action of approving supplemental budget adjustments to the following funds for FY 2024-2025, increase: Emergency Operations Fund, expenditures/EOC (21) \$24,182. General Gov't Sales Tax Fund, expenditures/Street (09) \$220,000. Park & Recreation Fund, expenditures/Park & Rec (06) \$125,000. Juvenile Fund, expenditures/Municipal Court (12) \$10,792. General Fund, expenditures/Municipal Court (12) \$25,205. Decrease: Juvenile Fund, expenditures/Municipal Court (12) \$25,205.

The first supplement is needed to budget cost of Eventide recorder in excess of original budget. The second supplement is needed to budget Street Department capital outlay items which were not submitted in original fiscal year 24-25 budget request. The third supplement is needed to budget Park & Recreation Department capital outlay items which were not submitted in original fiscal year 24-25 budget request. The fourth supplement is needed to budget payroll benefits for Juvenile Probation Officer's transition from part time to full time position due to restructuring of Juvenile Division. The fifth supplement and budget decrease are needed to budget reclass of 25% of Municipal Prosecutor's payroll & benefits from Juvenile Fund to General Fund due to restructuring of Juvenile Division.

Tiatia Cromar

Tiatia Cromar
Finance Director

SUPPLEMENTS
November 12, 2024

Fund EMERGENCY OPERATIONS (070)		BUDGET AMENDMENT FORM Fiscal Year 2024-2025			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
21	EOC			24,182	
		<u>0</u>	<u>0</u>	<u>24,182</u>	<u>0</u>

Explanation:
To budget cost of Eventide recorder in excess of original budget. Funding to come from fund balance.

Fund GENERAL GOV'T SALES TAX (009)		BUDGET AMENDMENT FORM Fiscal Year 2024-2025			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
9	Street			220,000	
		<u>0</u>	<u>0</u>	<u>220,000</u>	<u>0</u>

Explanation:
To budget Street Department capital outlay items which were not submitted in original fiscal year 24-25 budget request (bucket truck, 3/4 ton crew cab truck, 1/2 ton crew cab truck and tractor). Funding to come from fund balance.

Fund PARK & RECREATION (123)		BUDGET AMENDMENT FORM Fiscal Year 2024-2025			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
6	Park & Rec			125,000	
		<u>0</u>	<u>0</u>	<u>125,000</u>	<u>0</u>

Explanation:
To budget Park & Rec Department capital outlay items which were not submitted in original fiscal year 24-25 budget request (3/4 ton crew cab truck, 4 zero turn mowers and 4 mowing trailers). Funding to come from fund balance.

Fund JUVENILE (025)		BUDGET AMENDMENT FORM Fiscal Year 2024-2025			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
12	Municipal Court			10,792	
		<u>0</u>	<u>0</u>	<u>10,792</u>	<u>0</u>

Explanation:
To budget payroll benefits for Juvenile Probation Officer's transition from part time to full time due to restructuring of Juvenile Division. Funding to come from fund balance.

SUPPLEMENTS
November 12, 2024

Fund GENERAL (010)		BUDGET AMENDMENT FORM Fiscal Year 2024-2025			
<u>Dept Number</u>	<u>Department Name</u>	<u>Estimated Revenue</u>		<u>Budget Appropriations</u>	
		<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
12	Municipal Court			25,205	
		<u>0</u>	<u>0</u>	<u>25,205</u>	<u>0</u>

Explanation:
To budget reclass of 25% of Municipal Prosecutor's payroll & benefits from Juvenile Fund to General Fund due to restructuring of Juvenile Division. Funding to come from fund balance.

DECREASE

Fund JUVENILE (025)		BUDGET AMENDMENT FORM Fiscal Year 2024-2025			
<u>Dept Number</u>	<u>Department Name</u>	<u>Estimated Revenue</u>		<u>Budget Appropriations</u>	
		<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
12	Municipal Court				25,205
		<u>0</u>	<u>0</u>	<u>0</u>	<u>25,205</u>

Explanation:
Decrease budget due to reclass of 25% of Municipal Prosecutor's payroll & benefits from Juvenile Fund to General Fund.



Emergency Management
100 N. Midwest Blvd.
Midwest City, OK 73110
405.739.1386

To: Honorable Mayor and Council

From: Debra Wagner, Emergency Manager

Date: November 12, 2024

Subject: Discussion and consideration, and possible action to approve and adopt the City's Emergency Operations Plan for 2024-25

The Midwest City Emergency Operations plan is the foundation of a comprehensive Emergency Management program. The EOP provides a framework in which the departments of the city and our community partners plan for and perform their respective emergency functions during a disaster or national emergency. This plan recognizes the need for proactive engagement through all phases of emergency management by the whole community of Midwest City.

State and Federal Emergency Management Performance Grant requirements include an annual Emergency Operations Plan review and update. The Midwest City plan has been reviewed by the Whole Community Planning Group and updated to reflect current best practices.

In accordance with Homeland Security Presidential Directive 5, all agencies, departments, and organizations having responsibilities identified in the EOP will use the National Response Framework (NRF), including the Incident Command System (ICS). This allows for proper coordination and communication between local, state and federal organizations.

Please feel free to contact me with any questions at 405-739-1386.

A handwritten signature in black ink that reads "Debra Wagner".

Debra Wagner
Emergency Manager

MIDWEST CITY, OK EMERGENCY OPERATIONS PLAN 2024-25



Prepared By:

Midwest City Emergency Management
February 27, 2024



City of Midwest City Emergency Operations Plan

APPROVAL PAGE

Effective Date: _____

To all recipients:

Transmitted herewith is the new integrated Emergency Operations Plan for the City of Midwest City, Oklahoma. This plan supersedes any previous emergency management/civil defense plans promulgated by the city for this purpose. It provides a framework in which the departments of the City of Midwest City can plan and perform their respective emergency functions during a statewide emergency or disaster. This plan recognizes the need for ongoing All Hazards, Whole Community Planning by the city.

This plan combines the phases of Emergency Management, which are:

- (1) Mitigation: activities to eliminate or reduce the probability of disaster; and
- (2) Preparedness: activities the city, other organizations within the city, and individuals develop to save lives and minimize damage; and
- (3) Response: activities that prevent loss of lives and property and provide emergency assistance; and
- (4) Recovery: short and long-term activities that return the State to normal or improved standards; and
- (5) Prevention: While “prevention” may be a common term, it has specific meaning in the context of the National Prevention Framework and the National Preparedness Goal. The National Prevention Framework covers the capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism.

In accordance with Homeland Security Presidential Directive (HSPD) 5, all agencies, departments, and organizations having responsibilities delineated in this EOP will use the National Incident Management System (NIMS) and the Incident Command System (ICS). This will allow proper coordination between local, state, and federal organizations.

This plan is in accordance with existing Federal and State statutes. It is approved by Midwest City leadership and Midwest City Emergency Management and will be revised and updated as required. Please inform the Emergency Operations Manager of any changes which might result in its improvement or increase its usefulness.

APPROVED BY:

Matthew D. Dukes II, Mayor, Midwest City, OK

Tim L. Lyon, City Manager, Midwest City, OK

• _____
Debra Wagner, Emergency Operations Manager, Midwest City, OK

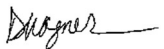
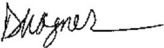
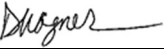
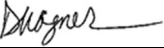

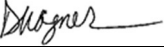

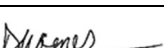
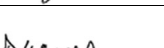
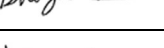
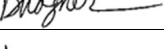
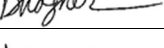
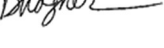
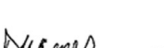

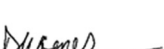
PLAN DISTRIBUTION

Electronic copies of this Emergency Operations Plan will be available to City employees on the Citywide shared drive, and to external partners on the Midwest City website.

City of Midwest City Emergency Operations Plan

RECORD OF CHANGES

Modifications to this Emergency Operations Plan will be made by adding complete pages and destroying obsolete pages or by making minor changes by pen or pencil as identified by a letter from the Emergency Operations Manager or the Director of Operations. Each change will be recorded by the person making the change by noting on the Record of Changes form: the date of change, change number, a description of the change, and his/her signature. Additionally, the document directing the change will be filed in front of this page.

Date	Change #	Description	Signature
2/3/2022	1	Added Hazard Specific Annexes	
2/25/2022	2	Simplified formatting	
2/25/2022	3	Edited glossary definitions	
2/25/2022	4	Added National Risk Index Information	
3/2/2022	5	Updated snow route map	
5/11/2022	6	Updated page numbers in TOC	
5/11/2022	7	Corrected transportation to communication in ESF-2	
5/11/2022	8	Updated Animal Welfare address to new facility	
5/23/2022	9	Removed DEQ from copy distribution list after consulting with Matt Wormus	
12/19/2022	10	Added RAPT imaging and data	
4/12/2023	11	Updated Census and NRI data	
5/19/2023	12	Updated ESF 11 Annex	
5/22/2023	13	Update incident priorities, verbiage, add Oklahoma Historical Preservation Office information, reformat National Response Framework matrix	
5/23/2023	14	Added task matrix information to ESF annexes, replaced task matrix with resource list	
7/10/2023	15	Changed Emergency Management Director title to Emergency Operations Manager per CMO	
3/19/2024	16	Updated glossary definitions and acronyms	

City of Midwest City Emergency Operations Plan

5/17/2024	17	Modified color formatting. Added PWA Director to MAC Group and Removed Mayor and Vice Mayor. Added IT Support Unit to EOC Staff 207.	<i>D Wagner</i>
5/29/2024	18	Updated Census data	<i>D Wagner</i>
8/6-7/2024	19	Added PETS Act, Access and Functional Needs, MWC Ordinances, NIMS adoption, ICS information, Response roles chart	<i>D Wagner</i>

City of Midwest City Emergency Operations Plan

CHANGE SUBMISSION FORM

TO: Midwest City Department of Emergency Management,
100 N. Midwest Blvd., Midwest City, OK 73110

Any user of the Midwest City Emergency Operations Plan is encouraged to recommend corrections, additions and/or deletions. Kindly submit any recommended changes or suggestions to the Emergency Operations Manager at the above address. The format for guide modifications should be by Basic Plan or Annex, Section, and page number.

CHANGE:

SHOULD READ:

Submitted by:

(Name)

(Date)

(Email)

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BASIC PLAN

INTRODUCTION

This plan is one component of a comprehensive emergency management program for the City of Midwest City, OK. Its purpose is to provide, in cooperation with other government and community organizations, a collaborative approach to mitigate against, prepare for, respond to, and recover from the effects of natural, technological hazards, and national security incidents affecting the city.

Additional purposes include:

- Assign roles and responsibilities to identified city departments and community partners
- Define the roles of local, state, and federal government entities in providing disaster relief and assistance.
- Accept guidance from the Oklahoma Department of Emergency Management and the Department of Homeland Security/Emergency Preparedness and Response/Federal Emergency Management Agency (DHS/EPR/FEMA), Region VI, Denton, Texas.

This plan also defines roles and responsibilities of organizations and city departments, non-governmental (NGO) organizations, and private sector stakeholders to effectively mitigate, prepare for, respond to, and recover from the effects of natural disasters, technological accidents, nuclear incidents, and other major hazards. This plan is a guide, and as such, may never be followed in its entirety, however, the layout of this plan is such to allow quick access to valuable information, illustrate the command structure, and allow for emergency preparedness.

The EOP does not address the Continuity of Government and Continuity of Operations during an incident/disaster. Each City department is responsible for developing and maintaining their Continuity of Operations (COOP) Plan; acquiring resources necessary to execute their plan; training their employees on their plan and conducting periodic exercises to test their plan.

Each City department is responsible for developing and maintaining its own Emergency Response Plans (ERP) and Standard Operating Procedures (SOP). City departments act under their existing authorities and use their available on-duty personnel and material resources for response and management of day-to-day emergencies. During incidents/disasters the EOP is used to organize, coordinate and manage the response and recovery operations of City departments, non-profit organizations (NPO), and private sector stakeholders.

It is not possible for any government agency to always do everything that is required to completely protect the lives and property of citizens. People must take personal responsibility to prepare themselves and their households for coping with emergency situations and

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manage their affairs and property in ways that will aid the government in effectively dealing with emergencies. Midwest City will assist its residents and businesses in these responsibilities by providing information and assistance prior to, during, and after incidents, to the greatest extent possible and depending on available resources.

PLAN DEVELOPMENT AND MAINTENANCE

The Emergency Operations Manager is responsible for maintaining this plan, including the Base Plan, Annexes, and Appendices.

The development of the Basic Plan and Annexes occurs through a cooperative effort between the Midwest City Department of Emergency Management and each primary department or agency lead for each of the Emergency Support Functions, with input from the Whole Community Planning Group.

Those responsible for implementing this plan must know and understand its contents. The EM Director is responsible for briefing staff members and city officials concerning their role in emergency management, and the contents of this plan.

Department directors/Agency leads are responsible for developing and maintaining their respective segments of this plan, and their appropriate supporting SOPs. They will maintain a response strategy and the necessary implementation and performance procedures to achieve full compliance, consistent with the principles and premise of the EOP.

The Whole Community Planning Group will conduct an annual review of this plan. Plan review may occur in person, by telephone, or by multiple e-mails. The EM Director will coordinate this review, and any plan revision and distribution found necessary.

This plan was approved June 27, 2023, and remains in effect until a newer version is adopted.

The plan will be tested at least once a year in the form of a simulated emergency exercise to provide a practical, controlled experience to those tasked within the plan.

HOW TO USE THIS PLAN

The City of Midwest City Emergency Management Department, in collaboration with the City's Whole Community Planning Group, has developed this plan to address the methods and procedures utilized for mitigating against, preparing for, responding to, and recovering from large-scale events, emergencies or disasters.

This is intended to be a planning document and not a real-time emergency guide.

To use this plan, identify which Emergency Support Function most closely matches your discipline and reference the information within that area, including the All-ESF portion.

This plan is designed around the functional areas required or otherwise experienced during a significant event, emergency, or disaster.

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Each entity participating in this EOP will develop their own specific Standard Operating Guides and procedures.

Emergency preparedness begins with personal responsibility at the most basic level. Family and personal preparedness information and additional information can be found at www.Ready.gov and the websites of other preparedness agencies.

SITUATION, ASSUMPTIONS, AND GUIDANCE

SITUATION

- Midwest City is located directly east of Oklahoma City on Interstate 40. The 2023 census estimates the population as 58,086, slightly higher than 2022. The city encompasses 24.40 sq. miles.
- There are approximately 24,000 households in Midwest City, with a median income in 2022 dollars of \$56,811. Just over 15% of Midwest City residents are below the established poverty level.
- In approximately 5.6% of the households in Midwest City, a language other than English is spoken in the home.
- For persons under age 65, 12.9% report having a disability, down from 13.5 in 2023 and 13.3% report having no health insurance, which is up from 13.1 in 2023.
- The city is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Potential hazards in and around the city include, but are not limited to weather hazards, floods, civil disorder, earthquakes, HAZMAT incidents, large scale power failures, radiological incidents, wildland fires, structure fires, aircraft incidents, human and livestock epidemics, and the threat of terrorism.
- All levels of government have a responsibility to provide for the health, welfare, and safety of the citizens of Oklahoma and their property.
- When a disaster occurs, each level of government must commit all available resources, to include resources belonging to mutual aid partners, prior to requesting additional assistance from the next higher level of government.
- Some disasters provide ample time for response coordination while others occur suddenly with little time for warning or preparation. This plan attempts to establish procedures to prepare all levels of government to manage any type of disaster effectively.
- .

ASSUMPTIONS

- Midwest City will continue to be exposed to the hazards listed, as well as others, which may be identified in the future.
- Midwest City will continue to recognize their responsibilities regarding public safety and exercise their authority to implement this emergency operations plan in a timely manner when confronted with real or threatened disasters.
- Incidents are managed at the lowest possible geographic, organizational, and jurisdictional level.

City of Midwest City Emergency Operations Plan

- Incidents occurring within Midwest City limits will be managed using the most current guidelines of the National Incident Management System (NIMS)
- Large-scale disasters may cause competition for resources of all types.
- If properly implemented, this plan may help reduce or prevent disaster related losses.

EMERGENCY MANAGEMENT GUIDANCE

- This plan was developed to meet the requirements for local emergency planning established under the State of Oklahoma Emergency Management Act and meets the requirement of other State and Federal guidelines for local emergency management plans and programs. The guidelines and concepts of the Federal Emergency Management Agency's Comprehensive Preparedness Guide (CPG) 101 are applied throughout the document.
- The contents of this plan are intended to provide a basis for the coordinated management of emergencies and disasters using an "All-Hazards" approach. The roles and responsibilities of the various agencies are organized according to the Emergency Support Function (ESF) format provided in CPG-101, and the National Response Framework.
- The agencies and organizations included in this plan are responsible for developing and maintaining current SOPs and SOGs specific to their organization(s), discipline(s), and jurisdictional capabilities, to include checklists and other guidance tools necessary for executing assigned duties and functions.
- Should local jurisdictional resources prove to be inadequate during a large-scale event or emergency, the city may request assistance from other jurisdictions. These requests may follow existing, or emergency negotiated mutual aid or automatic aid agreements, including 63 O.S. § 695.2, the Oklahoma Intrastate Mutual Aid Compact. Such assistance may be in the form of equipment, supplies, personnel, or other available resources and capabilities. All agreements and understandings will be entered into by duly authorized officials and will be formalized in writing whenever possible.
- The Midwest City Emergency Operations Manager is responsible for plan updates and revisions, and for developing a training and exercise program to familiarize officials and other participants with the provisions of this plan.
- The Emergency Operations Manager is responsible for organizing and conducting an After-Action review following the conclusion of a significant event, incident, or exercise. The review will include both written and verbal input from all appropriate ESFs and participants. Where deficiencies are identified, an individual, department, or agency will be assigned responsibility for correcting the deficiency under an Improvement Plan, which includes improvement recommendations and completion deadlines.
- Required reports will be submitted to the appropriate authorities in accordance with the instructions in this plan. The Emergency Operations Manager will maintain records of emergency management activities.
- All government provided disaster assistance will be administered in accordance with policies and procedures set forth by the Oklahoma Department of Emergency Management and those Federal agencies providing such assistance.

SUMMARY OF HAZARDS, VULNERABILITIES, AND RISK

- Severe weather is the most likely natural hazard to affect Midwest City. Severe thunderstorm components such as tornadoes, floods, high winds, hail, and lightning have the potential to cause significant numbers of casualties, substantial property damage, and the loss of critical services. Winter storms pose less of an immediate threat to public safety, but can produce significant property damage, loss of services, and the need to provide public shelter. (See Appendix 5: Hazard Analysis)
- Public education and personal planning, forecasting, awareness monitoring, and early warning play critical roles in mitigating weather-related hazards.
- Hazards caused by humans may occur with little or no advance notice. Hazardous materials releases from fixed facilities or during transportation related accidents are among the most probable human-caused hazards. Rapid situational assessment and effective decision-making regarding response as well as public information/instruction (i.e., evacuation vs. shelter in place) are critically shared responsibilities of response agencies, emergency management, and any business or other entity involved. See ESF-10/Hazardous Material for more information.
- These hazards present some degree of danger to our community. Risk is the highly variable relationship between hazards and vulnerabilities. Risk must be reduced through education, prevention, and mitigation, or it will require more effective preparedness, response, and recovery. This plan provides the general framework for the identification of resources, capabilities, actions, and authorities for the coordination of all-hazards recovery and response for Midwest City. Partners and stakeholders include all levels of the public and private sectors.

CONCEPT OF OPERATIONS

GENERAL

It is the responsibility of local 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. It is with this understanding that in the event of an emergency, all non-essential governmental functions may be suspended indefinitely to facilitate the personnel and resources required to resolve the emergency.

The Emergency Operations Manager, acting on behalf of the City Manager and Mayor, will be the principal coordinator for all interagency and volunteer service organizations' activities for all phases of emergency management. The Emergency Manager will also coordinate as necessary with the Oklahoma Department of Emergency Management and Homeland Security for all assistance requirements.

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Priorities for all emergency incidents are 1. Life Safety, 2. Incident Stabilization, 3. Property/Environmental Preservation 4. Society Restoration-Business Continuity. Additional priorities include 1. Health, 2. Property Protection, 3. Environmental Protection, 4. Restoration of Essential Utilities, 5. Restoration of Essential Functions, and 6. Coordination Among Stakeholders.

During a large disaster it is preferable to maintain organizational continuity and to assign familiar tasks to personnel. However, to accomplish emergency related tasks, it may be necessary to draw on peoples' basic capabilities and expertise and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended allowing for labor and resources to be redirected.

The following principles establish fundamental doctrine for the response mission area to support locally executed, state managed, and federally supported disaster operations: (1) engaged partnerships; (2) tiered response; (3) scalable, flexible, and adaptable operational capabilities; (4) unity of effort through unified command; and (5) readiness to act.

PROCLAMATION OF STATE OF EMERGENCY

A proclamation of a State of Emergency may facilitate response and recovery efforts by conferring emergency powers, activating existing statutory emergency powers, expediting the purchasing and procurement process, and receiving mutual aid.

Midwest City Ordinance Sec. 16. - Proclamation of state of emergency.

The City Council, after finding that a public disorder, disaster or riot exists which affects life, health, property or the public peace, may proclaim a state of emergency in the area affected. The proclamation of a state of emergency and other proclamations issued pursuant to this section shall be in writing and shall be signed by the Mayor and filed with the City Clerk.

The City of Midwest City shall give as much public notice as practical through the news media of the issuance of proclamations pursuant to this section.

During the state of emergency, the City Manager shall have the authority to act in accordance with the items listed in [Section 2-126](#) Emergency Purchases, of Article VIII of [Chapter 2](#) of the City of Midwest City's Code of Ordinances once the Council approves the state of emergency.

The state of emergency shall cease to exist upon the issuance of a proclamation of the City Council declaring its termination; provided that the City Council shall terminate the proclamation when order has been restored in the area affected.

PURCHASING

Midwest City Ordinance 2-126. - Emergency purchases.

- (a) Should the city council find that an immediate emergency exists, which findings shall be entered in the minutes of the city council, by reason of which an

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immediate outlay of city funds, in an amount in excess of the limit set in [section 2-118](#) hereof, is necessary in order to avoid loss of life, substantial damage to property or damage to the public peace or safety, then such contracts may be made and entered into without public notice or competitive bids.

- (b) Should the city suffer a shortage of petroleum products due to nonavailability under the regularly bid contract, and the ability of the city to maintain services is threatened, the city manager or his designee is authorized and directed to contact suppliers of petroleum products directly and negotiate for a supply of fuel sufficient to maintain municipal services until the provisions of subsection (a) can be complied with.

- (c) Should, in the case of a natural disaster, acts of terrorism, civil disturbances, uprisings or other disruption of public services involving public safety or welfare, the city require the immediate purchase of supplies, materials, and services in order to properly care for, provide for and recover from said disaster, the city manager is empowered to direct that any supplies, materials, or contract services whose immediate procurement is essential to prevent delay in the recovery from said disruption be procured on the open market with or without negotiation. If said emergency purchase is necessary, the requirements of subsection (a) above are waived until there is called a meeting of the council. The city manager shall report the reason for, necessity of and the amount of the purchases at the next meeting of the council. The city council shall meet as soon as practicable.

DAMAGE ASSESSMENT

Damage assessment is a process that involves both physical and social indicators. There are multiple steps to this process.

RAPID DAMAGE ASSESSMENT

Rapid Damage Assessment is a process to determine the scope of the emergency/disaster and the status and condition of the City's infrastructure, critical facilities, and ability to provide both disaster response and recovery activities and normal services to unaffected portions of the city.

This would largely be accomplished by reports from City personnel in the field, such as police and fire, to the EOC through dispatch immediately following the incident.

INITIAL DAMAGE ASSESSMENT

The Initial Damage Assessment (IDA) is a standardized process to determine the extent of damage and destruction to residential structures, apartments, mobile homes, and businesses from the hazard impact. The IDA is conducted by Midwest City Emergency Management in partnership with the American Red Cross. The IDA is nonconclusive and shall be conducted based solely on initial damage reports provided by various agencies, entities and private sector partners throughout the City and windshield surveys conducted by staff in the field. This is a preliminary assessment that provides only initial numbers that are given to the Oklahoma Department of Emergency Management (ODEMHS) to decide whether to

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request a Joint Preliminary Damage Assessment. The IDA also identifies any unmet needs that may require immediate attention by the American Red Cross. Depending upon the magnitude of the incident or disaster, the IDA may take several days to complete.

JOINT PRELIMINARY DAMAGE ASSESSMENT

The Joint Preliminary Damage Assessment (PDA) for Individual Assistance is a standardized process to determine the extent of damage and destruction to residential structures, apartments, mobile homes, and businesses from the hazard impact. The PDA is conducted by FEMA, the Small Business Administration (SBA), ODEMHS, and Midwest City Emergency Management. This is a preliminary assessment that provides the official numbers that are used to prepare a Governor's request for a Presidential Major Disaster Declaration.

Additional assessments may follow depending on the scope of the disaster.

DISASTER ASSISTANCE

If no Presidential Disaster Declaration is awarded or the decision is pending, Midwest City Emergency Management and local non-profit organizations coordinate to deliver local recovery assistance programs and services within the scope of their existing authorities and missions at a Multiagency Resource Center (MARC) and later through the long-term recovery groups or long-term recovery committees.

If a Presidential Disaster Declaration is awarded, the Federal Joint Field Office (JFO) is the central coordination point among Federal, State, local, and tribal agencies and voluntary organizations for delivering recovery assistance programs. If Individual Assistance is authorized in the Presidential Disaster Declaration, FEMA and the Oklahoma Department of Emergency Management (OEM) may open a Disaster Recovery Center (DRC) to deliver the recovery assistance programs. Midwest City Emergency Management will assist with securing locations for the JFO and DRCs.

FEMA COMMUNITY LIFELINES

In 2019, the Federal Emergency Management Agency developed the community lifelines construct to increase effectiveness in disaster operations. The construct allows emergency managers to characterize the incident and identify the root causes of priority issue areas and distinguish the highest priorities and most complex issues from other incident information.

A lifeline enables the continuous operation of critical government and business functions and is essential to human health and safety or economic security.

Lifelines are the most fundamental services in the community that, when stabilized, enable all other aspects of society to function.

- FEMA has developed a construct for objectives-based response that prioritizes the rapid stabilization of Community Lifelines after a disaster. The seven lifelines paint a

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comprehensive picture of the state of the community at any time during an emergency.

- The integrated network of assets, services, and capabilities that provide lifeline services are used day-to-day to support the recurring needs of the community and enable all other aspects of society to function.
- When disrupted, decisive intervention (e.g., rapid re-establishment or employment of contingency response solutions) is required to stabilize the incident.

Lifeline Stabilizations Targets

Safety and Security Lifeline: Threats to life safety are no longer a concern for all response personnel and impacted communities. Government essential functions, including executive leadership, are operational. Sufficient search and rescue assets are on-scene to assist all survivors. Sufficient fire resources are available to support fire suppression efforts.

Food, Water, Shelter Lifeline: All survivors, their pets, and service animals have access to food, water, and sanitation. Sheltering (including reception, capacity, and wrap-around services) is supporting the displaced population. Sufficient resources are in place to sustain agricultural requirements.

Health and Medical Lifeline: All survivors, their pets, and service animals have access to required medical and veterinary care. Emergency medical systems can manage patient movement requirements. Public health services are accessible to all survivors. Sufficient temporary fatality management support is in place to meet processing demand. Medical supply chain capable of adequately resupplying medical care providers.

Energy Lifeline: Generators are providing temporary emergency power at critical facilities necessary to stabilize other lifelines. Fuel distribution is available for responders. Sufficient fuel distribution is available for survivors, including supporting individuals dependent on power for life-sustaining medical care.

Communications Lifeline: Survivors have access to commercial communications infrastructure to contact or be contacted by emergency services. Land mobile radio communications network is operational. Public safety answering points are available to the public. Survivors have access to financial services.

Transportation Lifeline: Multimodal routes (air, rail, road, port) are clear of debris and accessible by normal or alternate means.

Hazardous Material Lifeline: All contaminated areas are identified and secure.

(See Appendix 6: FEMA Lifelines for additional information)

PHASES OF EMERGENCY MANAGEMENT

- MITIGATION

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Mitigation activities are those designed to either prevent the occurrence of an emergency or long-term activities directed toward minimizing the potentially adverse effects of an emergency or disaster.

The City of Midwest City is a part of the Oklahoma County Hazard Mitigation plan that was approved by FEMA in 2019.

PREVENTION

Prevention focuses on preventing human hazards, primarily from potential natural disasters or terrorist (both physical and biological) attacks.

PREPAREDNESS

Preparedness activities are those programs and systems that exist prior to an emergency and support and enhance response to an emergency or disaster. This phase includes planning, training, and exercising.

RESPONSE

Response activities and programs address the immediate and short-term effects of an emergency or disaster. They help to reduce casualties and damage as well as speed recovery. Response activities include direction and control, warning, evacuation, and other similar operations.

- RECOVERY

Recovery activities involve restoring systems to the phase that involves restoring systems to normal or a new normal. Short-term recovery operations/actions are taken to assess damage and return vital life-support systems to minimum operating standards. Long-term recovery actions may take many years based on the type of disaster.

Throughout this document, the phases may be combined as their activities often overlap. All phases of emergency management are critical to successful disaster management and a resilient community.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

GENERAL

- Most of the departments within the city have prescribed emergency functions in addition to their normal duties. Therefore, each department is responsible for developing and maintaining its own emergency Standard Operating Procedures to fulfill these responsibilities. Specific responsibilities are outlined under “Assignments” and amplified in specific annexes in this plan.
- In accordance with the HSPD-5, all agencies, departments, and organizations having responsibilities delineated in this EOP will use the National Incident Management

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System (NIMS). This system will allow proper coordination among State, Local and Federal organizations.

- The Incident Command System (ICS), as a part of NIMS, is a standard, on-scene, all-hazard incident management concept and shall be used during all incidents in Midwest City.
- The Midwest City Emergency Operations Plan provides overview guidance for the coordination of various organizations and entities, and the activities associated with handling significant emergencies, disasters, and large-scale events or incidents within the City.

ACCESS AND FUNCTIONAL NEEDS PLANNING

The Americans with Disabilities Act of 1990 provides enforceable standards to eliminate discrimination towards people with disabilities. The ADA is applicable to disaster response and recovery operations such as evacuation, communication/emergency public information, transportation, sheltering, mass care, emergency assistance, medical care, and housing.

The Stafford Act and Post-Katrina Emergency Management Reform Act (PKEMRA), along with Federal civil rights laws, mandate integration and equal opportunity for people with disabilities in emergency programs, services and activities.

Self-Determination – People with disabilities are the most knowledgeable about their own needs.

No “One-Size-Fits-All” – People with disabilities do not all require the same assistance and do not all have the same needs.

- Many different types of disabilities affect people in different ways. Preparations should be made for people with a variety of access and functional needs, including people who use mobility aids, require medication or portable medical equipment, use service animals, need information in alternate formats or rely on personal assistance services.

Equal Opportunity – People with disabilities must have the same opportunities to benefit from emergency programs, services, and activities as people without disabilities.

- Emergency recovery services and programs should be designed to provide equivalent choices for people with disabilities as they do for people without disabilities. This includes choices relating to short-term housing or other short- and long-term disaster support services.

Inclusion – People with disabilities have the right to participate in and receive the benefits of emergency programs, services, and activities provided by governments, private businesses, and nonprofit organizations.

- Inclusion of people with various types of disabilities in planning, training, and evaluation of programs and services will ensure that all people are given appropriate consideration during emergencies.

Integration – Emergency programs, services, and activities typically must be provided in an integrated setting.

- The provision of services such as sheltering, information intake for disaster services, and short-term housing in integrated settings keeps people connected to their support system and personal assistance services providers and avoids the need for disparate services facilities.

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Physical Access – Emergency programs, services, and activities must be provided at locations that all people can access, including people with disabilities.

- People with disabilities should be able to enter and use emergency facilities and access the programs, services, and activities that are provided. Facilities typically required to be accessible include parking, drop-off areas, entrances and exits, security screening areas, toilet rooms, bathing facilities, sleeping areas, dining facilities, areas where medical care or human services are provided, and paths of travel to and from and between these areas.

Equal Access – People with disabilities must be able to access and benefit from emergency programs, services, and activities equal to the general population.

- Equal access applies to emergency preparedness, notification of emergencies, evacuation, transportation, communication, shelter, distribution of supplies, food, first aid, medical care, housing, and application for and distribution of benefits

Effective Communication – People with disabilities must be given information that is comparable in content and detail to that given to the general public. It must also be accessible, understandable and timely.

- Auxiliary aids and services may be needed to ensure effective communication. These resources may include pen and paper; sign language interpreters through on-site or video; and interpretation aids for people who are deaf, deaf-blind, hard of hearing or have speech disabilities. People who are blind, deaf-blind, have low vision, or have cognitive or intellectual disabilities may need large print information or people to assist with reading and filling out forms.

Program Modifications – People with disabilities must have equal access to emergency programs and services, which may entail modifications to rules, policies, practices, and procedures.

- Service staff may need to change the way questions are asked, provide reader assistance to complete forms, or provide assistance in a more accessible location.

No Charge – People with disabilities may not be charged to cover the costs of measures necessary to ensure equal access and nondiscriminatory treatment.

- Examples of accommodations provided without charge to the individual may include ramps; cots modified to address disability-related needs; a visual alarm; grab bars; additional storage space for medical equipment; lowered counters or shelves; Braille and raised letter signage; a sign language interpreter; Computer-Aided Real-time Translation (CART); a message board; assistance in completing forms and documents provided in Braille, large print or audio recording.

DOMESTIC ANIMALS AND PETS

Pets Evacuation and Transportation Standards Act (PETS Act), Public Law-109-308 (2006)

amended the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act). The PETS Act requires the rescue, care, shelter, and providing essential needs of individuals and their pets and animals.

FEMA Disaster Assistance Policy identifies the expenses related to state and local governments' emergency pet evacuation and sheltering activities that are eligible for reimbursement following a major disaster declaration under Category B, Emergency Protective Measures, and provisions of the Public Assistance Program. The policy details

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eligible reimbursements related to shelter facilities, supplies and commodities, eligible labor, equipment, emergency veterinary services, transportation, shelter safety and security, cleaning and restoration, and the removal and disposal of animal carcasses.

Public entities are required to make reasonable modifications to policies, practices or procedures to afford access to persons with disabilities, including those who use service animals, which is equal to the access afforded to individuals without disabilities (28 C.F.R. § 35.130(b) and § 35.136.)

This extends to emergency response and recovery operations. A person with a disability will be evacuated, transported, provided mass care and sheltered with their service animal.

EMERGENCY SUPPORT FUNCTION (ESF) OVERVIEW:

This plan is organized according to Emergency Support Functions, as identified within the National Response Framework, with minor modifications to better reflect local needs. The following table provides the ESFs utilized in Midwest City:

Emergency Support Functions (ESFs)	
#1	Transportation
#2	Communications
#3	Public Works & Engineering
#4	Firefighting & Technical Rescue
#5	Emergency Management
#6	Mass Care & Sheltering
#7	Logistics & Resource Support
#8	Public Health & Medical
#9	Search & Rescue
#10	Hazardous Materials
#11	Agriculture & Natural Resources
#12	Energy & Utilities
#13	Public Safety & Security
#14	Recovery and Mitigation
#15	Public Information
#16	Donations & Volunteer Management
#17	Business and Infrastructure

Many of the concepts and details for the organizational units, lead agencies, and support agencies are similar in nature, although duties and responsibilities vary greatly. This portion of the EOP pertains to **ALL** ESFs.

ASSIGNMENTS AND RESPONSIBILITIES

Identified in Emergency Support Function annexes of this plan are the tasks for each agency, department or volunteer service organization that supports the City of Midwest City Emergency Management program.

EMERGENCY SUPPORT ROLES

The Emergency Operations Manager will help ensure the development and maintenance of the EOP on the part of each ESF. Generally, each designated department and agency should:

- Provide input and recommendations for modifications to the EOP relative to their respective ESF
- Maintain current notification and accountability rosters
- Designate a representative and necessary back-up personnel to staff the EOC when requested
- Establish procedures for reporting urgent or emergency information to their respective EOC Point of Contact.
- Develop mutual aid/automatic aid agreements with like agencies in adjacent localities; and
- Provide, obtain, and/or sponsor ongoing training to maintain emergency response capabilities
- Participate in planning, training, and exercises that pertain to this plan and related plans.

This EOP provides guidance for managing the use of services and requests for response, relief, and other recovery resources. When operational, all requests for support or other needs will be submitted to the EOC for consideration, validation, and/or action in accordance with the appropriate ESF.

Procedures, protocols, and plans for event/disaster response activities provide guidelines for operations at the Midwest City EOC and in the field.

- The Emergency Operations Plan and corresponding Annexes, and Standard Operating Guidelines (SOGs) or Standard Operating Procedures (SOPs) describing respective ESF capabilities are based on National Planning Scenarios, Universal Task Lists and Target Capabilities, and are the basis of these guidelines.
- Periodic training and exercises to enhance effectiveness
- ESF-related planning is continuous, beginning well before the impact of approaching known events and continuing upon initiation of those not foreseen.

A large response requiring regional, state, and/or interstate mutual aid assistance will likely require appropriate ESF implementation. Activated ESFs will coordinate with Support Agency counterparts to seek and procure, plan, coordinate, and direct the use of required assets or capabilities.

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When an event requires a specific type of resource or response mode, specific technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency. These Technical Specialist(s) will advise and/or direct operations within the context of the Incident Command System.

To facilitate and coordinate emergency tasks in the city, each identified department or organization shall identify a minimum of three (3) liaison officers to the Midwest City Emergency Operations Center (EOC) location. Each department or organization will ensure the agency liaisons are trained, have routine decision-making authority and are accessible 24 hours a day.

ORGANIZATION

Emergency response in Midwest City will be structured as follows:

MULTI-AGENCY COORDINATION OR POLICY GROUP

MAC or Policy Group—Serves to coordinate policy to ensure integrated and coordinated emergency management program. With the assistance of the Emergency Operations Manager, they also oversee and participate in emergency decision-making and issue appropriate emergency declarations, resolutions, and executive orders.

Their EOC role is to provide input and to help identify the overall objectives to be accomplished, providing mission and strategic direction for Incident Command and EOC staff.

- Mayor
- Public Works Director
- City Clerk
- Finance Director
- City Attorney
- Hospital Administrator or designee
- School District Superintendent or designee

The authority to elevate the EOC Operational Level of the EOC is delegated to the Emergency Operations Manager. The Emergency Operations Manager will elevate the EOC level when a major incident has occurred or is likely to occur within or near City limits. The EM Director may also elect to activate the EOC in anticipation of an incident predicted to affect the City. Should the Policy Group or members thereof be needed at the EOC, they will be contacted by the Emergency Operations Manager or designee and requested to respond to the current EOC location. Members of the MAC Group may report to the EOC at their discretion when the EOC is monitoring potential threats to the City.

Actual EOC “activation” is a misnomer, primarily because EOCs are always at some level of activation. It may be simply monitoring local conditions or various forms of information from a variety of sources, but even if no significant incidents are occurring, emergency managers are

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still on standby, gathering and evaluating information. However, since activation is the term still widely used, we will use it for now.

The Emergency Operations Manager will operate the EOC according to the following levels:

EMERGENCY OPERATIONS CENTER OPERATIONAL LEVELS

EMERGENCY OPERATIONS CENTER OPERATIONAL LEVELS

Operational Level	Trigger	Staffing	Functions
LEVEL VI Normal Operations	No Immediate Threat	As scheduled	Monitor a broad spectrum of threats and situations
EXPANDED OPERATIONS			
LEVEL III Increased Monitoring	Potential Threat	Performed by Emergency Management staff	Monitor a specific potential threat; Develop a Common Operating Picture; Request National Weather Service Forecast Support if appropriate; Provide Updates to response and recovery partners; may begin days in advance of an event
LEVEL II Enhanced Operations	Immediate Threat	Increased staffing in EOC; usually limited to one 12-hour operational period or less	Monitor an immediate, specific threat; Notify and coordinate preparedness actions with response and recovery partners; Request National Weather Service forecast support if appropriate; Develop a Common Operating Picture, May update more frequently
LEVEL I Emergency or Disaster Operations	Hazard Impact/	Increased staffing at EOC; Multiple 12-hour operational periods possible	Coordination and Support of response and recovery operations; Develop Provide Impact Assessment and situation reports (SITREP)

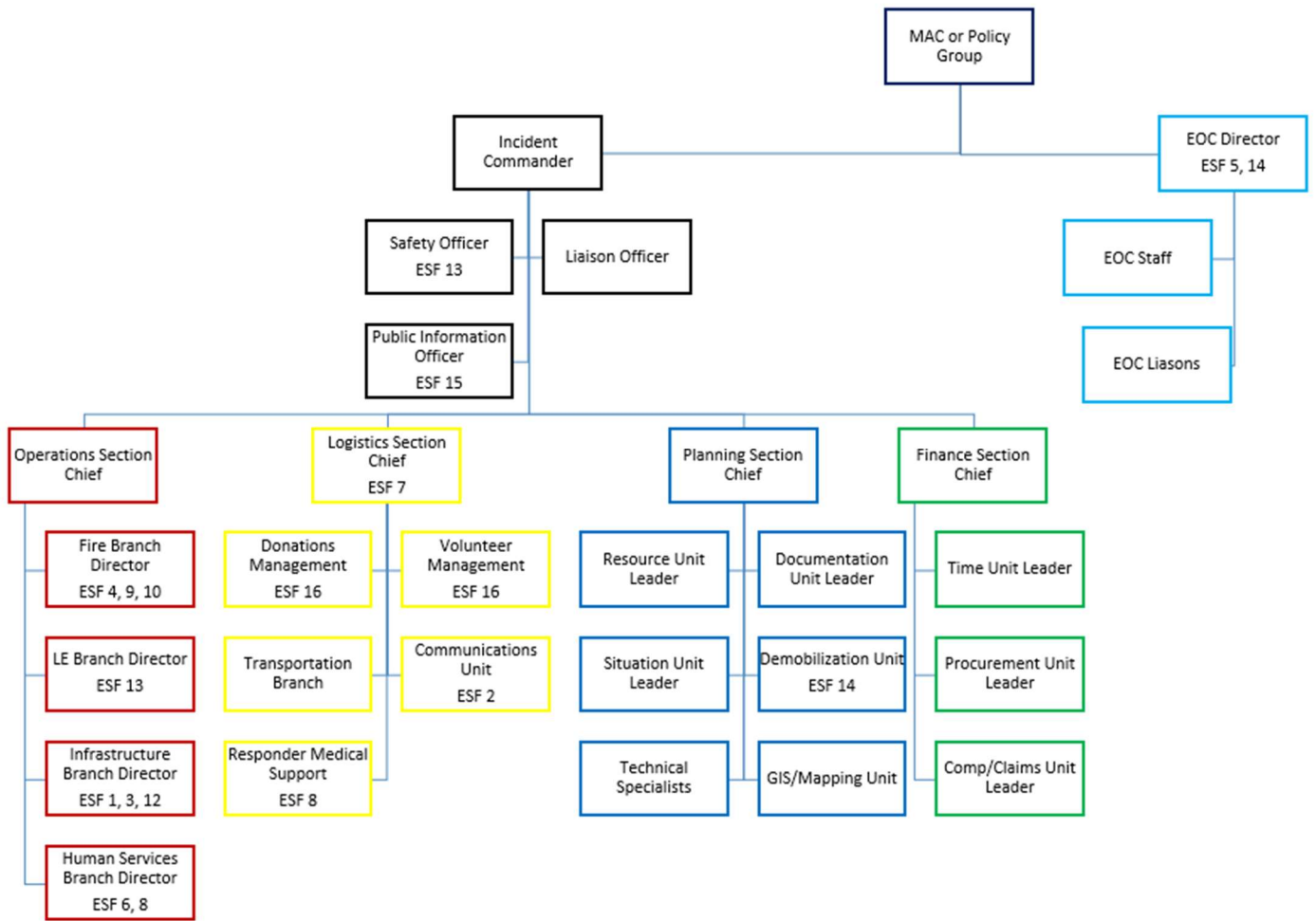
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INCIDENT COMMAND STAFF

Incident Command Staff- Positions in the Incident Command structure will be staffed as needed. On-site Incident Command manages the incident at the scene. The Incident Commander, with input from the MAC and EOC, identifies the objectives for each operational period.

The Incident Command Staff will most frequently be in an Incident Command Post. The MAC or Policy Group may be adjacent to the EOC, and EOC staff and liaisons will be in the EOC.

There must be active, reliable communications between these locations at all times. This may be in the form of a runner in the initial aftermath of a disaster if communications are completely compromised.



Emergency Response Organizational Chart (Modified ICS 207)

Note: In the event one or more of the above-listed officials is unable to serve in their assigned role, their assistant/deputy will replace them.

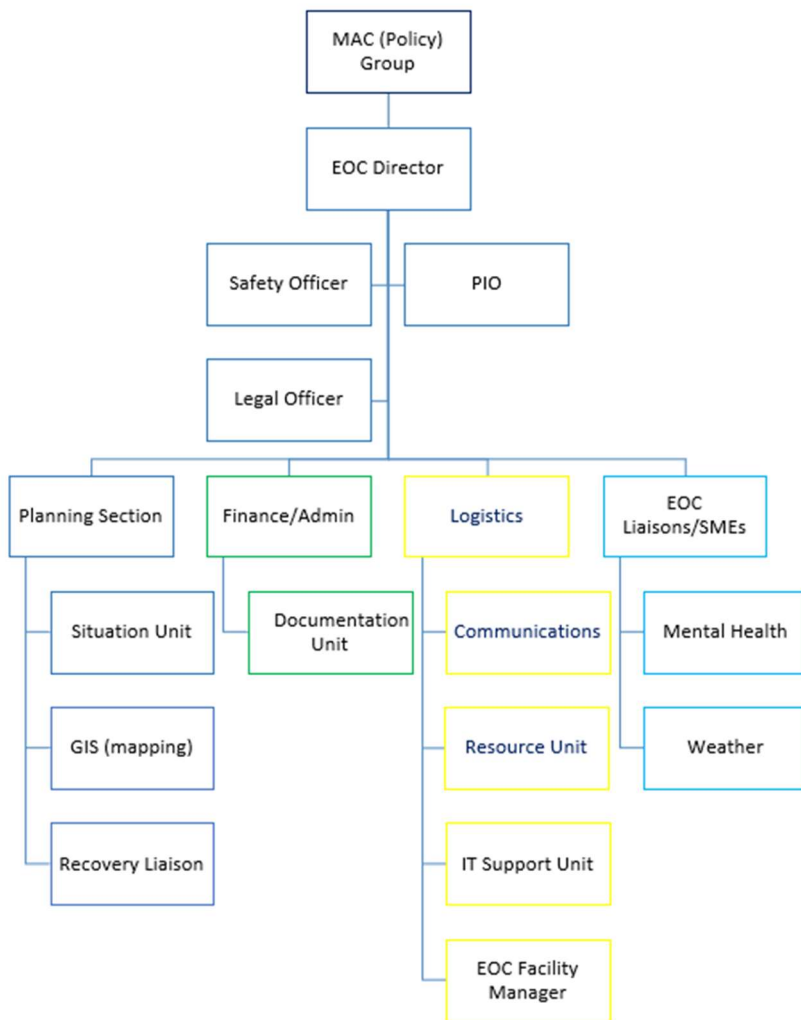
City of Midwest City Emergency Operations Plan

EOC STAFF

An effective EOC enhances community preparedness and allows the Incident Commander to focus on the needs of the incident.

EOC support and special staff members may include volunteers who have skills and training in areas needed to provide a total response to an emergency. They may assist in many different areas, perform functions within the EOC to enhance efficiency, or perform critical tasks outside of the scope of government departments. In larger incidents, the Emergency Operations Manager typically manages EOC Operations. One of the most important functions of the EOC is to provide ongoing Situational Awareness to all levels of Operations. EOC staff also plan for resource requirements and provide resources and support to Incident Command, and coordinate with other affected or responding communities and jurisdictions.

A separate EOC Standard Operations Guide is in development.



ASSIGNMENTS AND RESPONSIBILITIES

Duties and responsibilities are grouped according to Emergency Support Functions (ESF), as identified within the National Response Framework, and modified to meet local needs. Identified in separate annexes of this plan are the tasks for each agency, department or volunteer service organization that supports the City of Midwest City emergency management program. Information in the Basic Plan applies to all ESFs.

To facilitate and coordinate emergency tasks in the city, each identified department or organization shall identify a minimum of three (3) liaison officers to the Midwest City Emergency Operations Center (EOC). Each department or organization will ensure the agency liaison is trained, has routine decision-making authority and is accessible 24 hours.

DIRECTION AND CONTROL

- On November 9, 2004, the City of Midwest City officially adopted the National Incident Management System as the basis for all incident management in the City.
- The Incident Command System is a component of NIMS. It is a standardized, all-hazard incident management approach. ICS is flexible and scalable, depending on the size and scope of the incident. It is not dependent on jurisdictional boundaries and places the most qualified individual in each specific role rather than simply relying on daily titles and structures.
- Unified Command is used when two or more departments or agencies have jurisdictional responsibility for an incident. Each entity provides an Incident Commander to the Unified Command, which jointly produces incident objectives, priorities, and one common Incident Action Plan. Each participating agency retains control and authority over their respective resources and personnel.
- Agencies that do not have jurisdictional responsibility for an incident as known as supporting agencies. They interact with the Incident Command through the Liaison Officer.
- An Incident Complex may be established when two or more individual incidents located in the same area that are assigned to the same Incident Commander or Unified Command.
 - The incidents must be close enough in proximity to be managed effectively by the same Incident Command,
 - Separate incident branches are established under the same Operations Section.
- Area Command-is used when multiple incidents are being handled by separate ICS structures. Area Command is typically only used when multiple similar incidents occur in the same area, and there is competition for resources. The Area Commander oversees the operations of all ICS structures operating within the area. A Unified Area Command may also be established.
- The final responsibility for all emergency management belongs to the elected officials of the city and members of the MAC Group. This group is the decision-making group for all policy level decisions and is the executive head of the emergency service coordinators, and EOC

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staff. During response operations, the members of the MAC group will advise and direct the activities of the entire response organization through the EOC and Incident Command.

- The Emergency Operations Manager is responsible for coordinating the emergency management program. He/she makes routine decisions and advises the MAC Group on options and alternatives when major decisions are required. During emergency operations, he/she is responsible for the proper functioning of the EOC and EOC staff and supporting Incident Command. The director also acts as a liaison with other local, county, state, and federal emergency management agencies.
- Specific persons in departments/agencies are responsible for fulfilling their responsibilities as stated in this Basic Plan and the annexes thereto. Department Supervisors will retain control of their employees and equipment during response operations unless specifically dictated in this document.
- Standard operating procedures are required of each department having responsibilities in this plan. These SOPs must include:
 - Recall procedures for personnel during non-duty hours.
 - Current contact information for each employee.
 - Prioritization of tasks to guide recovery work.
 - Procedures to be followed which deviate from normal.
 - Specific emergency authorities that may be assumed by the designated successor during emergency situations.

CONTINUITY OF GOVERNMENT

SUCCESSION OF LEADERSHIP

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

- Mayor
- Vice Mayor
- Individual elected by available council members
- Individual elected by available council members
- Individual elected by available council members
- Individual elected by available council members
- Individual elected by available council members
- City Manager

The line of succession for the Emergency Operations Manager, and/or her Deputy will be the Fire Chief and then Police Chief.

The line of succession for each agency/department head is according to the department rules, and/or standing operating procedures established by that department. Each department will establish at least three levels of succession.

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All city departments, agencies, commissions, boards, and volunteer organizations shall establish internal rules of succession to ensure continuity of government (COG) and continuity of operations (COOP) during times of disaster.

All city departments, agencies, commissions, boards, and volunteer organizations shall identify necessary resources and alternate locations to continue emergency operations should their primary facilities become untenable due to a disaster.

CITY RECORD PRESERVATION

To provide normal government operations following a disaster, vital records must be protected. The principal causes of damage to records are fire and water; therefore, essential records will be protected accordingly at City Hall or in local safety deposit boxes. Backup copies of records should also be stored in alternate locations that would be easily accessible if City Hall was destroyed.

Local records in the following categories are essential records that shall be preserved pursuant to Title 67, Oklahoma Statutes:

CATEGORY A: Records containing information necessary for government operations in an emergency created by any disaster.

CATEGORY B: Records not in Category A but containing information necessary to protect the rights and interests of persons or to establish and affirm the powers and duties of governments in the resumption of operations after a disaster.

It is the responsibility of each agency to ensure recognition and preservation of essential records as defined under Categories A and B

EMERGENCY RESPONSE ROLES

Effective emergency response depends on all parties knowing their role and being capable of carrying it out effectively. The table below describes the emergency response roles of each City department.

DEPARTMENT	RESPONSIBILITY	TASKS	LOCATION
Animal Welfare	ESF-11-Agriculture and Natural Resources	Displaced pets, evacuation and sheltering	Animal Welfare
City Attorney	ICS/EOC Support	Legal Advice, Emergency legislation, Contracts	EOC
City Clerk	EOC Support	Staff support, recordkeeping	EOC or adjacent

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Customer Service	EOC Support	Staff support, recordkeeping	EOC or adjacent
City Manager's Office	Policy Direction, Emergency Legislation,	CM is the chair of the MAC group. CM may proclaim a state of emergency in the absence of a Council vote until the Council can meet. CM has expanded purchasing and contracting authority in an emergency,	EOC or adjacent
Communications and Marketing	ESF-15 External Affairs	JIC/JIS Management Emergency Public Information Public/Media Information Messaging Coordination	EOC or JIC
Court			
ECC	Emergency Communications	911 Dispatch	ECC or backup ECC
Economic Development	ESF-17-Business and Infrastructure	Support for affected businesses Economic Recovery	EOC
Emergency Management	ESF 5 – Emergency Management ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services (Coordination) ESF 7 – Logistics Management and Resource Support	Emergency Operations Plan EOC Management Resource management Damage assessment and documentation Collect, evaluate, and disseminate information Provide a Common Operating Picture Recommend appropriate action to City Departments and first responders Coordinate: o Emergency public information o Hazard mitigation actions	EOC

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		<ul style="list-style-type: none"> o Mass Evacuations o Mass care, emergency assistance, housing, and human services FEMA Public Assistance process Disaster Volunteer Management Disaster Donation Management Liaison between the City and ODEMHS/FEMA 	
Engineering and Construction Services	Support: ESF-5 Emergency Management	Infrastructure damage assessment Flood Plain Management Emergency Permitting	EOC or Location
Fire	ESF 4 – Fire Fighting ESF-7-Logistics ESF 8 -Public Health and Medical (Support) ESF 9 – Search and Rescue ESF 10 – Oil and Hazardous Materials response	Fire Suppression Search and Rescue HazMat Response Staging	Incident Command Post Staging Locations
Finance	Finance/Admin	Emergency Purchasing Contracts Timekeeping and documentation	EOC/ICP
Fleet	Support: ESF-1-Transportation ESF-3 Public Works & Utilities ESF-4 Firefighting ESF 13-Public Safety	Vehicle & equipment maintenance & repair-including tires Fuel for vehicles	EOC or ICP
Grants Management	Finance/Admin	Gather and analyze documentation	EOC
Human Resources	Finance/Admin ESF-16 Donation and Volunteer Management	Payroll Support Volunteer Tracking Donation/Warehouse Management	EOC/Location
Information Technology	ESF-2 Communications	Repair and restore communications infrastructure,	EOC/Location

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		telecommunications, radio system, computer networks	
GIS	Technical Specialist	Mapping	EOC
Parks and Recreation	ESF-3 Public Works ESF-6 Mass Care	Debris Clearance and removal Contract monitoring Cooling/Warming stations	Location
Police	ESF-13- Public Safety and Security	Public Safety and Security Law Enforcement and Investigation functions Traffic control Site/Area security and access Warnings Evacuations Fusion Center Liaison JTTF Liaison	Incident Command Post
Public Works	ESF 1 – Transportation (Streets & Roadways) ESF 3 – Public Works & Utilities ESF 4 – Fire Fighting (Support) ESF 9 – Search and Rescue (Support) ESF 13 – Public Safety (Support)	Street cleaning and debris removal for emergency equipment entry Heavy equipment for rescue operations Barricading and traffic management Emergency outdoor lighting Emergency Demolition Household Hazardous material collection & disposal Infrastructure repair and restoration Traffic Control Debris management & removal Stormwater Quality	ICP/Location
Reed Center/Delta Hotel	Support	Housing/Feeding responders	Location
Risk Management	Finance /Admin	Insurance Claims Injury claims	EOC/ICP

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		Safety Officer	
Senior Center	ESF-6 Mass Care	Cooling/Warming Station Meal distribution	Location
Streets	ESF-1 Transportation	Clear debris Evacuation Support	Location
Utilities	ESF-3 Public Works	Water/Wastewater infrastructure damage assessment, repair, and restoration	Locations

The table below describes the response roles of external partners. EOC may refer to the local or state EOC.

AGENCY	RESPONSIBILITY	TASKS	LOCATION
American Red Cross	ESF-5 Damage Assessment ESF-6 Mass Care	Coordinating with EM to conduct initial damage assessment Providing sheltering support for Mass Care shelter	EOC
Firelink Midwest City Board	Admin Support Staff Support	Donated meal coordination Volunteer and Donations Management	EOC/Adjacent
Mid-Del Schools	ESF-1 Transportation ESF-6 Mass Care ESF-7 Logistics	Evacuation Support (Vehicles and Drivers) Shelter Locations Staging Areas	School Facilities
Midwest City Chamber of Commerce	Admin Support Staff Support	Donated meal coordination Volunteer and Donations Management	EOC/Adjacent
OG&E	ESF-12-Energy	Restoration of electrical service	EOC/Adjacent
Oklahoma Dept of Agriculture, Food, and Forestry	ESF 4 – Fire Fighting Wildland (Support) ESF 11 – Agriculture & Natural Resources	Wildland Fire Fighting Support Responding to animal and plant diseases and pests Safety & security of food supply	EOC/Adjacent

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Oklahoma Dept. of Emergency Management	ESF 5 – Emergency Management ESF 6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services ESF 7 – Logistics Management and Resource Support ESF 15 – External Affairs	Coordinate OKVOAD response & recovery efforts Coordinate intrastate & interstate mutual aid Federal assistance and resource management Disaster declaration process Liaison to Federal Emergency Management Agency (FEMA) Emergency Management Assistance Compact (EMAC) process FEMA - Public Assistance FEMA - Individual Assistance Disaster Recovery Centers (DRC) Emergency Public Information	EOC
Oklahoma Dept. of Environmental Quality	ESF-10 HazMat	Regulatory Oversight Technical and Laboratory Support	Locations
Oklahoma Dept. of Human Services	ESF-6 Mass Care, Emergency Assistance, Temporary Housing, Human Services	People with Disabilities, Access and Functional Needs	EOC/Adjacent
Oklahoma Dept. of Mental Health and Substance Abuse Services	ESF-8-Public Health and Medical	Disaster Mental Health Responder Mental Health	EOC/Adjacent
Oklahoma State Dept. of Health	ESF-8-Public Health and Medical	Oklahoma Medical Reserve Corps volunteers	EOC/Adjacent
Oklahoma State Office of the Medical Examiner	ESF-8-Public Health and Medical	Mas Fatality Management	Locations
Oklahoma Dept. of Transportation	ESF-1 Transportation	State and Federal Highway infrastructure repair and restoration	Locations

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OKVOAD	ESF-6-Mass Care ESF-7 Logistics ESF-14 Long-term Recovery	Feeding, Tarping, Muck out, Rebuilding, Wraparound services for unmet needs	EOC/MARC
ONG	ESF-12-Energy	Restoration of Natural Gas Service	EOC/Adjacent
Private Sector Partners	ESF-7 -Logistics ESF-17 Economic Recovery	Response supplies and support Recovery Leadership	EOC
Regional Medical Response System	ESF-8-Public Health and Medical	Medical system response coordination and support Medical Emergency Response Center (MERC)	MERC
SSM St. Anthony-Midwest Hospital EMS	ESF-8	Emergency Medical Triage, Pre-Hospital Treatment, and Transport	Location
Wireless Telecommunications Providers	ESF-2-Communications	Restoration of communication services	EOC/Adjacent

ADMINISTRATION AND LOGISTICS

EMERGENCY AUTHORITY

A summary of existing Oklahoma legislation pertaining to emergency management is listed in the Authorities and References Section.

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.

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, as well as the State Mutual Aid Compact passed into law in May of 2006, HB- 2585. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements and understandings will be entered into by duly authorized officials and will be formalized in writing whenever possible.

City of Midwest City Emergency Operations Plan

Letters of agreement or understanding between the City of Midwest City and local support groups will be prepared as required and will cite as their authority the State of Oklahoma Emergency Management Act of 2003.

INCIDENT RECORDS AND REPORTS

The Records Management Act stated in Title 67, Oklahoma Statutes shall apply.

It will be the responsibility of the Emergency Operations Manager to request records and reports from supporting agencies, as required, to provide for continuity of operations as well as for the administration of this plan.

During emergency operations, each department will maintain a log or record identifying the personnel, the hours worked (including overtime), equipment used and all other costs and expenses (including direct costs), and tasks performed in the administration of disaster related responsibilities. This information may be used to determine total state costs for possible use by the Governor to request a State or Federal disaster declaration.

RELIEF ASSISTANCE

All individual disaster assistance provided by the government will be administered in accordance with policies set forth by the Oklahoma Department of Emergency Management and those Federal agencies providing such assistance.

CONSUMER PROTECTION

Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the Oklahoma Attorney General's Consumer Protection Division.

NONDISCRIMINATION

There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of emergency management functions. This policy applies to all levels of government, contractors, and labor unions.

ADMINISTRATION AND INSURANCE CLAIMS

Commercial insurance companies and adjustment agencies normally handle insurance claims on a routine basis. Complaints should be referred to the Oklahoma Insurance Commissioner. Adjusters of private insurance companies are usually dispatched to a disaster area to assist with claim problems. Midwest City will take all actions necessary to provide adequate access to facilitate insurance claims of survivors.

LABOR (PAID AND VOLUNTEER)

Labor, both paid and volunteer, will be managed by the Human Resources Officer and Volunteer Coordinator in cooperation with the EOC and OKVOAD Donations and Volunteer Management Committee.

City of Midwest City Emergency Operations Plan

DUPLICATION OF BENEFITS

No person will receive assistance with respect to any loss for which he has received financial assistance under any other program, or for which he/she has received insurance or other compensation. This also applies to business concerns or other entities.

USE OF LOCAL FIRMS

When major disaster assistance activities may be carried out by contract or agreement with private organizations, firms or individuals, preference will be given to the extent feasible and practicable, to those organizations, firms, and individuals residing or doing business primarily in the City.

PRESERVATION OF HISTORIC PROPERTIES.

The Oklahoma Historical Preservation Officer (OHPO) will be notified when the Governor declares that a state of emergency exists as the result of a disaster. The Director of the Oklahoma Department of Emergency Management will arrange for the OHPO to identify any existing historic properties within the designated disaster area.

A list of the properties identified on the OHPO website as being in Midwest City is saved on the Citywide Common drive in the Emergency Management Folder and a hard copy is included in the Emergency Operations binder.

Note: Nothing in the process of coordination and support should be interpreted as relieving agency heads of their responsibility for emergency planning and response for their agency under state law.

AUTHORITIES AND REFERENCES

LEGAL AUTHORITY

FEDERAL

- a. Public Law 93-288 Robert T. Stafford Disaster Relief and Emergency Assistance as amended
- b. Superfund Amendments and Reauthorization Act of 1986 (SARA Title III)
- c. Emergency Planning and Right-to-Know Act of 1986 (EPCRA)
- d. Homeland Security Presidential Directive 5
- e. Title 44- Code of Federal Regulations – Emergency Management and Assistance
- f. Health Insurance Portability and Accountability Act (HIPAA)
- g. Americans with Disabilities Act 1990
- h. Rehabilitation Act of 1973
- i. Civil Rights Act of 1964
- j. Pets Evacuation and Transportation Standards Act 2006
- k. National Response Framework
- l. Federal Clean Air Act
- m. Federal Resource Conservation and Recovery Act

City of Midwest City Emergency Operations Plan

- n. Federal Comprehensive Environmental Response Compensation and Liability Act of 1980 (CERCLA)
- o. CFR 1910.120 Hazardous Waste and Emergency Operations (HAZWOPR)
- p. 28 C.F.R. § 35.130(b) and § 35.136 relating to providing equal access to disaster services for persons utilizing service animals.

STATE OF OKLAHOMA

- a. Oklahoma Emergency Management Act of 2003 (O.S. § 63-683.1)
- b. Oklahoma Motor Vehicles Statute (O.S. § 47-1-103)
- c. Oklahoma Hazardous Materials Planning and Notification Act
- d. Oklahoma Emergency Response Act
- e. Oklahoma Public Competitive Bidding Act of 1974

CITY OF MIDWEST CITY

- a. Resolution Establishing Midwest City Department of Emergency Management, Code 1972, Chapter 11-1
- b. Article VII Miscellaneous Provisions, Chapter 16,

References

1. 44 CFR Part 302 Civil Defense State and Local Emergency Management Assistance Program (EMA).
2. 28 C.F.R. § 35.130(b) and § 35.136.
3. Pets Evacuation and Transportation Standards Act (PETS Act), Public Law-109-308 (2006)
4. O.S. § 63- 683 Emergency Management Act
5. Community Lifelines Toolkit 2.0
6. Comprehensive Preparedness Guide (CPG) 101 V. 2.0: Developing and Maintaining Emergency Operations Plans
7. The National Response Framework, Fourth Edition 2019
8. The National Disaster Recovery Framework, Second Edition 2016
9. National Incident Management System 2017
10. Public Law 93-288 Robert T. Stafford Disaster Relief and Emergency Assistance as amended.
11. Midwest City, Oklahoma –Article VII Miscellaneous Provisions, Chapter 16, Proclamation of state of emergency Chapter 11 – CITY EMERGENCY MANAGEMENT,
12. FEMA G2300 Intermediate Emergency Operations Center Functions

APPENDICES

Appendix 1- Incorporation of National Response Framework

Appendix 2- Resource List

Appendix 3- Definitions5535

Appendix 4- Acronyms

Appendix 5- Hazard Analysis

Appendix 6- FEMA Lifeline Components

Appendix 7- National Risk Index Graphics

Appendix 8- Resiliency and Planning Tool Images

Appendix 9-Health Care Facility Map

Appendix 10-Sample Emergency Proclamation

APPENDIX 1: INCORPORATION OF THE NATIONAL RESPONSE FRAMEWORK

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 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 local agencies listed in the following matrix are responsible for cooperation with the State and Federal counterparts in coordinating and implementing the plan.

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ESF	Federal Agency	State Agency	Local Agency
#1 Transportation	Dept. of Transportation	OK Dept. of Transportation	Mid-Del Public Schools
#2 Communication	Dept. of Homeland Security	OK Dept. of Emergency Management and Homeland Security	MWC Information Technology/Emergency Communications
#3 Engineering and Public Works	Dept. of Defense/ U.S. Army Corps of Engineers	OK Dept. of Transportation	MWC Public Works Dept.
#4 Firefighting	Dept. of Agriculture/ U.S. Forest Service	OK Dept. of Agriculture, Food and Forestry	MWC Fire Dept.
#5 Emergency Management	Dept. of Homeland Security/FEMA	OK Dept. of Emergency Management and Homeland Security	MWC Emergency Management
#6 Mass Care and Sheltering	Dept. of Homeland Security/FEMA	OK Dept. of Emergency Management and Homeland Security	American Red Cross-Central and SW Oklahoma Chapter
#7 Logistics	General Services Administration	OK Dept. of Emergency Management and Homeland Security	MWC Fire Dept.
#8 Public Health and Medical	Dept. of Health and Human Services	OK Dept. of Health	SSM Health St. Anthony – Midwest EMS/ Oklahoma City-County Health Dept.
#9 Search and Rescue	Dept. of Homeland Security/FEMA	OK Dept. of Public Safety	MWC Fire Dept.
#10 HazMat	Environmental Protection Agency	OK Dept. of Environmental Quality	MWC Fire Dept.
#11 Agriculture	Dept. of Agriculture	OK. Dept. of Agriculture, Food, and Forestry	MWC Animal Welfare
#12 Energy	Dept. of Energy	OK Corporation Commission	MWC Public Works Dept./Local Utility Providers
#13 Public Safety and Security	Department of Justice/Bureau of Alcohol, Tobacco, Firearms & Explosives	OK Dept. of Public Safety	MWC Police Dept.
#14 Recovery	FEMA	OK Dept. of Emergency Management and Homeland Security	Midwest City Emergency Management/OKVOAD
#15 Public Affairs	Department of Homeland Security	OK Dept. of Emergency Management and Homeland Security	MWC Communications & Marketing, Police PIO, Fire PIO
#16 Donations and Volunteer Management	National VOAD	OK VOAD	MWC Human Resources/Emergency Management
#17 Cross-Sector Business and Infrastructure	Department of Homeland Security / Cybersecurity and Infrastructure Security Agency (CISA)	OK Dept. of Homeland Security/ OK Dept. of Emergency Management	MWC Economic Development MWC Chamber of Commerce

APPENDIX 2: RESOURCE LIST

EMERGENCY RESOURCES

Numbers in red are answered 24-hours a day

STATE OF OKLAHOMA

1. State Resource Hotline (ODEMHS): 405-521-2481 or 1-800-800-2481
2. Oklahoma Department of Environmental Quality 405-702-6100
3. HazMat Release 405-702-6174 or 1-800-522-0206
4. Oklahoma Highway Patrol HQ 405-424-1616
5. Oklahoma Department of Transportation 405-521-2554
6. Oklahoma National Guard 405-425-8275
7. Oklahoma Poison Control 405-271-5454 or 1-800-222-1222
8. Oklahoma Water Resources Board 405-530-8800
9. Oklahoma Corporation Commission
 - a. Oil and Gas Division 405-521-2301
 - b. Pollution Abatement 405-521-2201
 - c. Transportation Division 405-521-2251
 - d. Railroad Safety 405-521-3407
10. State LP Gas Administration 405-521-2458
11. Oklahoma Department of Wildlife 405-521-4600

FEDERAL

1. National Response Center Toll Free: 1-800-424-8802
 - a. The center is staffed by Coast Guard personnel.
 - b. Notifies all appropriate federal authorities.
 - c. Maintains contact with all federal agencies that can furnish information, direction, or assistance to on-scene responders.

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2. US Army Explosive Ordnance Disposal (EOD) 580-442-2313
Fort Sill, Oklahoma
3. Federal Aviation Administration Operations Center 817-222-5006
Fort Worth, TX
4. US Environmental Protection Agency 1-866-372-7745
5. US Department of Transportation
a. Enforcement (Night) 1-800-759-7243 page #805 7850
b. Federal Railroad Administration 817-862-2200
6. US Department of Energy
a. Radiological Assistance Team Region #4 505-845-4667
b. Emergency Operations Center 202-586-8100
c. Radiation Emg. Assistance Center/Trng. Site (REAC/TS)
d. (FOR MEDICAL INFORMATION ON EFFECTS OF RADIATION EXPOSURE)
865-576-3131 865-576-1005
7. Nuclear Regulatory Commission
a. Operations Center 301-816-5100
b. Region IV - Arlington, TX 817-860-8100

PRIVATE

1. CHEMTREC (Operated by Chemical Manufacturers Assn.) 800-424-9300

Provides immediate advice to emergency responders on fixed sites as well as transportation emergencies. CHEMTREC contacts shipper/ producer of the hazardous material(s) involved in the emergency for more detailed assistance and appropriate follow-up. CHEMTREC also maintains contact with the Chlorine Institute for access to the Chlorine Emergency Plan (CHLORREP) and with the Pesticide Safety Team Network (PSTN) operated by the National Agricultural Chemical Association.

2. Animal Poison Control Hotlines (fee for services)
1-(888) 426-4435
1-(855) 764-7661

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APPENDIX 3: DEFINITIONS

AGENCY LIAISON OFFICER (ALO): Persons appointed by Director of designated state agencies who, during emergency periods, coordinate an agency's actions for providing effective relief and assistance in accordance with this plan and The Robert T. Stafford Act, Public Law 93-288.

CATASTROPHIC DISASTER: An event that results in large numbers of deaths and injuries; causes extensive damage or destruction of facilities that provide and sustain human needs; produces an overwhelming demand on State and local response resources and mechanisms; causes a severe long-term effect on general economic activity; and severely affects State, local, and private-sector capabilities to begin and sustain response activities.

COMMUNITY EMERGENCY RESPONSE TEAM (CERT): A program that helps train people to be better prepared to respond to emergencies in their communities. CERT members give critical support to first responders in emergencies, provide immediate assistance to victims, organize spontaneous volunteers at a disaster site, and collect disaster intelligence to support first responder efforts.

CONTINUITY OF GOVERNMENT: Ensuring the continued functioning of our city government in the event of an emergency or disaster.

CONTINUITY OF OPERATIONS: Continuity of Operations Plan (COOP) is planning to ensure that minimum essential government functions continue during any situation. It is a contingency plan for when any event disrupts an agency's day-to-day operations. It may include something as simple as a power outage or as serious as the destruction of an agency's current facilities.

DEMOBILIZATION: The orderly, safe, and efficient return of an incident resource to its original location and status.

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. A disaster requires resources beyond those available locally. Disasters may be natural, or human caused and are classified as major or catastrophic based on damage and injuries.

EMERGENCY: A dangerous event that may be devastating but may 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.

EMERGENCY COMMUNICATIONS CENTER (ECC): Sometimes called a PSAP (Public Safety Answering Point), a call center where emergency (911 and others) calls are answered and processed according to a specific policy.

EMERGENCY MANAGEMENT- The managerial function charged with creating the framework within which communities reduce vulnerability to hazards and cope with disasters.

EMERGENCY OPERATIONS CENTER (EOC): A pre-designated, centralized facility established and utilized for direction, control and coordination in an emergency or disaster.

City of Midwest City Emergency Operations Plan

EMERGENCY PREPAREDNESS: The discipline which ensures an organization, or community's readiness to respond to an emergency in a coordinated, timely, and effective manner.

EMERGENCY SUPPORT FUNCTION (ESF): The grouping of governmental and certain private sector capabilities into an organizational structure to provide capabilities and services most likely needed to manage domestic incidents.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA): The federal agency that coordinates the disaster response and recovery efforts.

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 The Robert T. Stafford Act, Public Law 93-288.

FINANCE/ADMIN SECTION: The ICS Section responsible for an incident's administrative and financial considerations.

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.

HAZARD MITIGATION: The process of alleviating hazards or reducing the risk of hazards using proactive measures. (FEMA's Disaster Mitigation Act) Any sustained action taken to reduce or eliminate the long-term risk to human life and property from hazards.

HAZARD VULNERABILITY ANALYSIS: The process of estimating, for defined areas, the probabilities of the occurrence of potentially damaging phenomenon of given magnitudes within a specified period. A systematic approach used to analyze the effectiveness of the overall (current or proposed) security and safety systems at a particular facility.

IAEM: International Association of Emergency Managers. A non-profit educational organization dedicated to promoting the goals of saving lives and protecting property during emergencies and disasters.

IC: Incident Commander. Under the Incident Command System, the person assigned to have overall charge of the field response to an incident.

ICS: The Incident Command System. A standardized approach to the command, control, and coordination of on-scene incident management, providing a common hierarchy within which personnel from multiple organizations can be effective. ICS is the combination of procedures, personnel, facilities, equipment, and communications operating within a common organizational structure, designed to aid in the management of on-scene resources during incidents. It is used for all kinds of incidents and is applicable to small, as well as large and complex, incidents, including planned events.

INDIVIDUAL ASSISTANCE: Financial or other aid provided to private citizens to help alleviate hardship and suffering and intended to facilitate resumption of their normal way of life prior to disaster.

JOINT FIELD OFFICE (JFO): A temporary federal facility established locally to provide a central point for federal, state, local, and tribal executives with responsibility for incident oversight to effectively coordinate all phases of emergency management.

JOINT INFORMATION CENTER (JIC): The primary field location for the coordination of Federal, State, and local media relations, located in or near the JFO.

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LIAISON OFFICER: Under the Incident Command System, (ICS), a member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.

LOGISTICS SECTION: The ICS Section responsible for providing facilities, services, and material support for the incident.

MAJOR DISASTER: A significant event that causes widespread destruction, poses a threat to life, and overwhelms the capacity of local and state governments to respond effectively.

MANAGEMENT BY OBJECTIVES: A management approach, fundamental to NIMS, that involves (1) establishing objectives, e.g., specific, measurable and realistic outcomes to be achieved;(2) identifying strategies, tactics, and tasks to achieve the objectives; (3) performing the tactics and tasks and measuring and documenting results in achieving the objectives; and (4) taking corrective action to modify strategies, tactics, and/or performance to achieve the objectives.

MULTIAGENCY COORDINATION GROUP (POLICY GROUP): A group, typically consisting of agency administrators or executives from organizations, or their designees, that provides policy guidance to incident personnel, supports resource prioritization and allocation, and enables decision making among elected and appointed officials and senior executives in other organizations, as well as those directly responsible for incident management. May also be called the Policy Group.

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS): A systematic, proactive approach to guide all levels of government, NGOs, and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS provides a consistent foundation for dealing with all incidents, ranging from daily occurrences to incidents requiring a coordinated Federal response.

NATIONAL WARNING SYSTEM (NAWAS): A protected full-time voice communications system that 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 Emergency Management Act of 2003.

OKLAHOMA OFFICE OF HOMELAND SECURITY (OKOHS): The office responsible for the homeland security effort for the State of Oklahoma to prepare for, to prevent, to reduce the State's vulnerability to, to minimize the damage from, and to respond to a terrorist attack should one occur.

OPERATIONS SECTION: The ICS Section responsible for implementing tactical incident operations described in the IAP. In ICS, the Operations Section may include subordinate branches, divisions, and/or groups.

PLANNING SECTION: The ICS Section that collects, evaluates, and disseminates operational information related to the incident and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

City of Midwest City Emergency Operations Plan

PRIVATE SECTOR: Organizations and individuals that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

PUBLIC ASSISTANCE: Financial or other aid provided to political subdivisions or tribes to facilitate restoration of public facilities to pre-disaster functions and capabilities.

PIO: Public Information Officer. Under the Incident Command System (ICS), a member of the Command Staff responsible for interfacing with the public, media, and others as to information about an incident.

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

RESPONSE: Activities to address the immediate and short-term effects of an emergency or disaster.

SAFETY OFFICER (SOFR): In the Incident Command System (ICS), a member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander or Unified Command on all matters relating to operational safety, including the health and safety of incident personnel. The Safety Officer modifies or stops the work of personnel to prevent unsafe acts.

STATE COORDINATING AGENCY: The State department or agency assigned primary responsibility to facilitate and coordinate a specific ESF.

STATE COORDINATING OFFICER: The representative of the Governor who coordinates State response and recovery activities with those of the Federal Government.

SUPPORT AGENCY: A state or volunteer agency designated to assist a specific state coordinating agency with available resources, capabilities, or expertise in support of ESF response operations.

TERRORISM: Defined by the Federal Bureau of Investigation (FBI) as the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

UNITY OF COMMAND: A NIMS guiding principle stating that everyone involved in incident management reports to and takes direction from only one person.

UNITY OF EFFORT: A NIMS guiding principle that provides coordination through cooperation and common interests and does not interfere with Federal department and agency supervisory, command, or statutory authorities.

VOAD: Voluntary Organizations Active in Disaster

WARNING: Indication that severe weather is occurring and there is imminent danger to life and property.

WATCH: When meteorological conditions indicate a probability of severe weather phenomena.

WHOLE COMMUNITY: A focus on enabling the participation in incident management activities of a wide range of players from the private and nonprofit sectors, including NGOs and the public, in conjunction with the participation of all levels of government, to foster better coordination and working relationships.

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APPENDIX 4: ACRONYMS

ARC	AMERICAN RED CROSS
ARES	AMATEUR RADIO EMERGENCY SERVICES
ARM	AERIAL RADIOLOGICAL MONITOR
ARRL	AMERICAN RADIO RELAY LEAGUE
C&G	COMMAND AND GENERAL STAFF
CAP	CIVIL AIR PATROL
CART	COUNTY ANIMAL RESPONSE TEAM
CBRNE	CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, & EXPLOSIVE
CERT	COMMUNITY EMERGENCY RESPONSE TEAM
CFR	CODE OF FEDERAL REGULATIONS
CLEET	COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING
COOP	CONTINUITY OF OPERATIONS PLAN
CPG	COMPREHENSIVE PREPAREDNESS GUIDE
CST	CIVIL SUPPORT TEAM
DCT	DISASTER COORDINATION TEAM
DEQ	DEPARTMENT OF ENVIRONMENTAL QUALITY
DHS	DEPARTMENT OF HUMAN SERVICES
DMAT	DISASTER MEDICAL ASSISTANCE TEAM
DMORT	DISASTER MORTUARY TEAM
DMT	DISASTER/DONATIONS MANAGEMENT TEAM
DPS	DEPARTMENT OF PUBLIC SAFETY
DRC	DISASTER RECOVERY CENTER
DRRA	DISASTER RECOVERY REFORM ACT OF 2018
EAS	EMERGENCY ALERT SYSTEM
ECC	EMERGENCY COMMUNICATIONS CENTER
EMI	EMERGENCY MANAGEMENT INSTITUTE
EMP	ELECTROMAGNETIC PULSE
EMS	EMERGENCY MEDICAL SERVICES
EOC	EMERGENCY OPERATIONS CENTER
EPA	ENVIRONMENTAL PROTECTION AGENCY
EPCRA	EMERGENCY PLANNING AND COMMUNITY RIGHT TO KNOW ACT
EPRS	EMERGENCY PREPAREDNESS & RESPONSE SERVICE

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ERT	EMERGENCY RESPONSE TEAM
ESF	EMERGENCY SUPPORT FUNCTION
FAA	FEDERAL AVIATION ADMINISTRATION
FBI	FEDERAL BUREAU OF INVESTIGATION
FEMA	FEDERAL EMERGENCY MANAGEMENT AGENCY
GAR	GOVERNOR'S AUTHORIZED REPRESENTATIVE
GIS	GEOGRAPHICAL INFORMATION SYSTEM
IAO	INDIVIDUAL ASSISTANCE OFFICER
IC	INCIDENT COMMANDER
ICS	INCIDENT COMMAND SYSTEM
IHP	INDIVIDUAL AND HOUSEHOLDS PROGRAM
JFO	JOINT FIELD OFFICE
JIC	JOINT INFORMATION CENTER
JIS	JOINT INFORMATION SYSTEM
MDARC	MID-DEL AMATEUR RADIO CLUB
MERC	MEDICAL EMERGENCY RESPONSE CENTER
MOA	MEMORANDUM OF AGREEMENT
MOU	MEMORANDUM OF UNDERSTANDING
NAWAS	NATIONAL WARNING SYSTEM
NDMS	NATIONAL DISASTER MEDICAL SYSTEM
NDRF	NATIONAL DISASTER RECOVERY FRAMEWORK
NIMS	NATIONAL INCIDENT MANAGEMENT SYSTEM
NOAA	NATIONAL OCEANIC & ATMOSPHERIC ADMINISTRATION
NRF	NATIONAL RESPONSE FRAMEWORK
NTAS	NATIONAL TERRORISM ADVISORY SYSTEM
NTSP	NATIONAL TELECOMMUNICATIONS SUPPORT PLAN
NWS	NATIONAL WEATHER SERVICE
OCTIC	OKLAHOMA COUNTER TERRORISM INTELLIGENCE CENTER
ODAFF	OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD AND FORESTRY
ODEMHS	OKLAHOMA DEPARTMENT OF EMERGENCY MANAGEMENT & HOMELAND SECURITY
ODOT	OKLAHOMA DEPARTMENT OF TRANSPORTATION
OHP	OKLAHOMA HIGHWAY PATROL
OIFC	OKLAHOMA INFORMATION FUSION CENTER
OKMRC	OKLAHOMA MEDICAL RESERVE CORPS

City of Midwest City Emergency Operations Plan

OKNG	OKLAHOMA NATIONAL GUARD
OKVOAD	OKLAHOMA VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS
OKWIN	OKLAHOMA WIRELESS INFORMATION NETWORK
OLETS	OKLAHOMA LAW ENFORCEMENT TELECOMM SYSTEM
OMD	OKLAHOMA MILITARY DEPARTMENT
OSART	OKLAHOMA STATE ANIMAL RESPONSE TEAM
OSBI	OKLAHOMA STATE BUREAU OF INVESTIGATION
OWRB	OKLAHOMA WATER RESOURCES BOARD
PIO	PUBLIC INFORMATION OFFICER
POC	POINT OF CONTACT
REACT	RADIO EMERGENCY ASSOCIATION COMMUNICATIONS TEAM
RACES	RADIO AMATEUR CIVIL EMERGENCY SERVICE
SAR	SEARCH AND RESCUE
SARA	SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT
SBA	SMALL BUSINESS ADMINISTRATION
SEOC	STATE EMERGENCY OPERATIONS CENTER
SITREP	SITUATION REPORT
SLA	STATE AND LOCAL ASSISTANCE
SME	SUBJECT MATTER EXPERT
SOP	STANDARD OPERATING PROCEDURE
TSA	THE SALVATION ARMY
USACE	UNITED STATES ARMY CORPS OF ENGINEERS
USDA	UNITED STATES DEPARTMENT OF AGRICULTURE
USPS	UNITED STATES POSTAL SERVICE
USAR	URBAN SEARCH AND RESCUE
USFS	UNITED STATES FOREST SERVICE
VOAD	VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS
WMD	WEAPONS OF MASS DESTRUCTION
ZULU	TIME ZONE CORRESPONDING TO GREENWICH, ENGLAND

City of Midwest City Emergency Operations Plan

APPENDIX 5: HAZARD ANALYSIS

The City of Midwest City has responded to and recovered from multiple natural disasters and has supported statewide responses and recovery as well. With each disaster, our community becomes better prepared for the next incident. The Midwest City Emergency Management Department continually assesses the community for new hazards.

Experience has shown that natural disasters associated with severe thunderstorms (Tornadoes, Floods, Hail, Strong Winds) have the greatest damage potential and occur most frequently. Other hazards that may threaten the city are as follows:

HAZARD	FREQUENCY	DURATION	AREAL EXTENT	SPEED OF ONSET	DISPERSION	TIMING	RISK
Natural							
Tornado	High	Short	Limited	Rapid	Citywide	Random	High
High Winds	High	Short	Variable	Rapid	Citywide	Random	Moderate
Lightning	High	Short	Variable	Rapid	Citywide	Random	High
Hail	High	Short	Variable	Rapid	Citywide	Random	Moderate
Winter Weather	High	Long	Widespread	Moderate	Citywide	Seasonal	Moderate
Flood	High	Long	Limited	Rapid	Concentrated	Random	High
Extreme Heat	High	Long	Widespread	Slow	Citywide	Seasonal	High
Drought	Medium	Long	Widespread	Slow	Citywide	Random	
Wildfire	High	Variable	Variable	Rapid	Variable	Seasonal	High
Earthquake	High	Short	Variable	Rapid	Variable	Random	High
Mosquito Borne Disease	High	Long	Widespread	Rapid	Variable	Seasonal	High
Human-caused							

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Cyber Incident	High	Variable	Limited	Rapid	Citywide	Random	High
Workplace Violence	Very Low	Short	Limited	Rapid	Citywide	Random	Moderate
Terrorism	Very Low	Short	Limited	Rapid	Concentrated	Random	Moderate
Human Pandemic	Very Low	Variable	Widespread	Variable	Variable	Random	Moderate
Civil Unrest	Very Low	Variable	Variable	Variable	Concentrated	Random	Low
Accidental							
Urban Fires-Non-arson	High	Variable	Limited	Rapid	Variable	Random	High
Hazardous Materials Releases	High	Variable	Limited	Rapid	Variable	Random	Moderate
Train Derailment	High	Variable	Limited	Rapid	Concentrated	Random	Moderate
Dam Failure	Low	Variable	Variable	Variable	Variable	Random/Seasonal	Moderate
Radiological Release	Very Low	Short	Limited	Rapid	Concentrated	Random	Moderate
Aircraft Crash	Low	Short	Limited	Rapid	Concentrated	Random	High

APPENDIX 6: COMMUNITY LIFELINES

The seven FEMA community lifelines, broken down into their respective components and subcomponents, are:



○ Safety and Security

- Law enforcement/Security
 - Police Stations
 - Law Enforcement
 - Site Security
 - Correctional Facilities
- Fire Service
 - Fire Stations
 - Firefighting Resources
- Search and Rescue
 - Local Search and Rescue
- Government Service
 - Emergency Operations Centers
- Essential Government Functions
 - Government Offices
 - Schools
 - Public Records
 - Historic/Cultural Resources
- Community Safety
 - Flood Control
 - Other Hazards
 - Protective Actions



○ Food, Water, Shelter

- Food
 - Commercial Food Distribution
 - Commercial Food Supply Chain
 - Food Distribution Programs (e.g. Food Banks)
- Water
 - Drinking Water Utilities (intake, treatment, storage, distribution)
 - Wastewater Systems
 - Commercial Water Supply Chain
- Shelter
 - Housing (e.g., homes, shelters)
 - Commercial Facilities (e.g., hotels)
- Agriculture
 - Animals and Agriculture

City of Midwest City Emergency Operations Plan



○ Health and Medical

- Medical Care
 - Hospitals
 - Dialysis
 - Pharmacies
 - Long-Term Care Facilities
 - VA Health System
 - Veterinary Services
 - Home Care
- Public Health
 - Epidemiological Surveillance
 - Laboratory
 - Clinical Guidance
 - Assessment/Interventions/Treatments
 - Human Services
 - Behavioral Health
- Patient Movement
 - Emergency Medical Services
- Medical Supply Chain
 - Blood/Blood Products
 - Manufacturing
 - Pharmaceutical Devices
 - Medical Gases
 - Distribution
 - Critical Clinical Research
 - Sterilization
 - Raw Materials
- Fatality Management
 - Mortuary and Post-Mortuary Services



○ Energy (Power and Fuel)

- Power Grid
 - Generation Systems
 - Transmission Systems
 - Distribution Systems
- Fuel
- Refineries/Fuel Processing
- Fuel Storage
- Pipelines
- Fuel Distributions (e.g., gas stations, fuel points)
- Off-shore Oil Platforms



○ Communications

- Infrastructure
- Wireless
- Cable Systems and Wireline
- Broadcast (TV and Radio)
- Satellite
- Data Centers/Internet
- Responder Communications
 - LMR Networks
- Alerts, Warnings, and Messages

City of Midwest City Emergency Operations Plan

- Local Alert/Warning Ability
- Access to IPAWS (WEA, EAS, NWR)



- Finance
 - Banking Services
 - Electronic Payment Processing
- 911 and Dispatch
 - Public Safety Answering Points
 - Dispatch



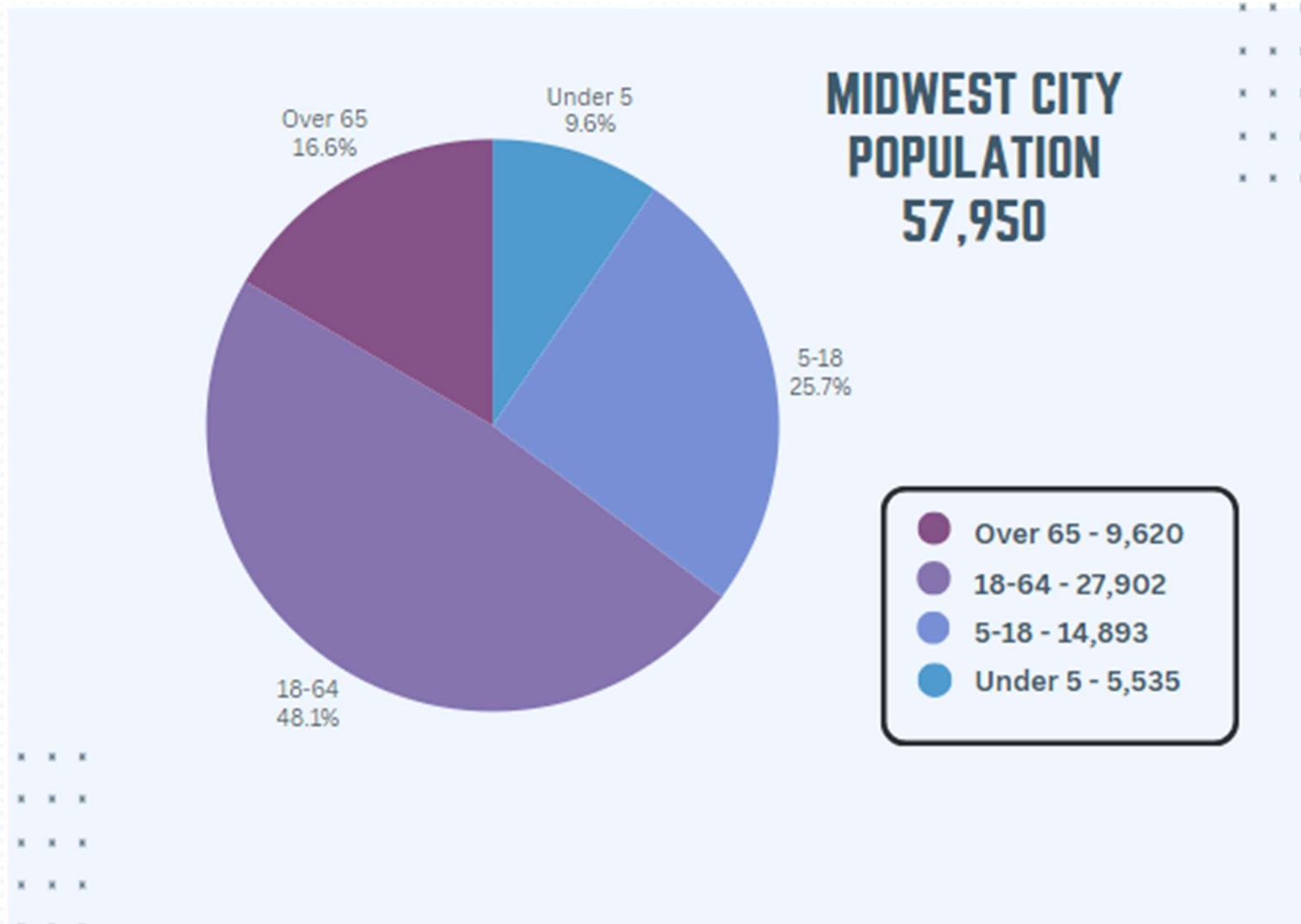
○ Transportation

- Highway/Roadway/Motor Vehicle
 - Roads
 - Bridges
- Mass Transit
 - Bus
 - Rail
 - Ferry
- Railway
 - Freight
 - Passenger
- Aviation
 - Commercial (e.g., cargo/passenger)
 - General
 - Military
- Maritime
 - Waterways
 - Port and Port Facilities

○ Hazardous Materials

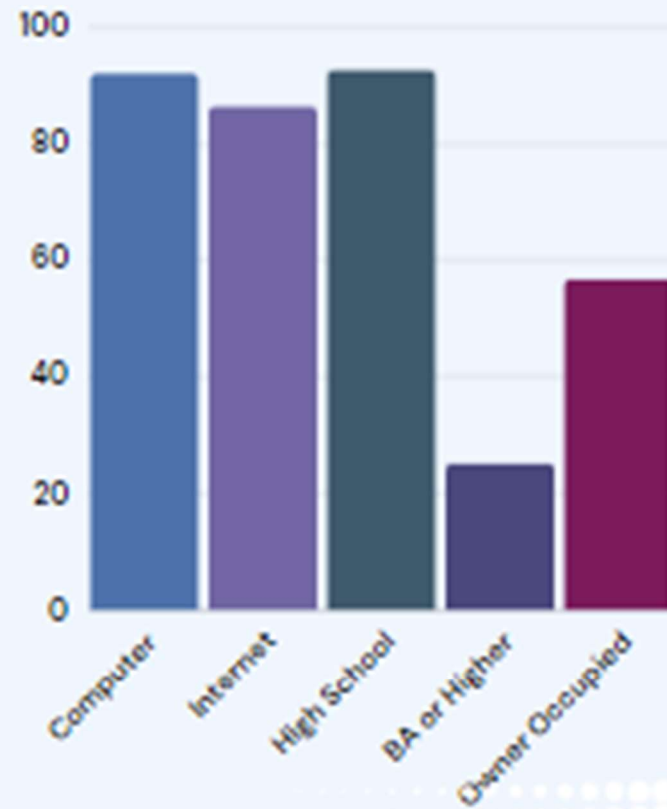
- Facilities
 - Oil/HAZMAT Facilities (e.g. chemical, nuclear)
- Oil/HAZMAT/Toxic Incidents from Facilities
- HAMAT, Pollutants, Contaminants
- Oil/HAZMAT/Toxic Incidents from
- Non-fixed Facilities
- Radiological or Nuclear Incidents

APPENDIX 7: COMMUNITY RISK INDEX



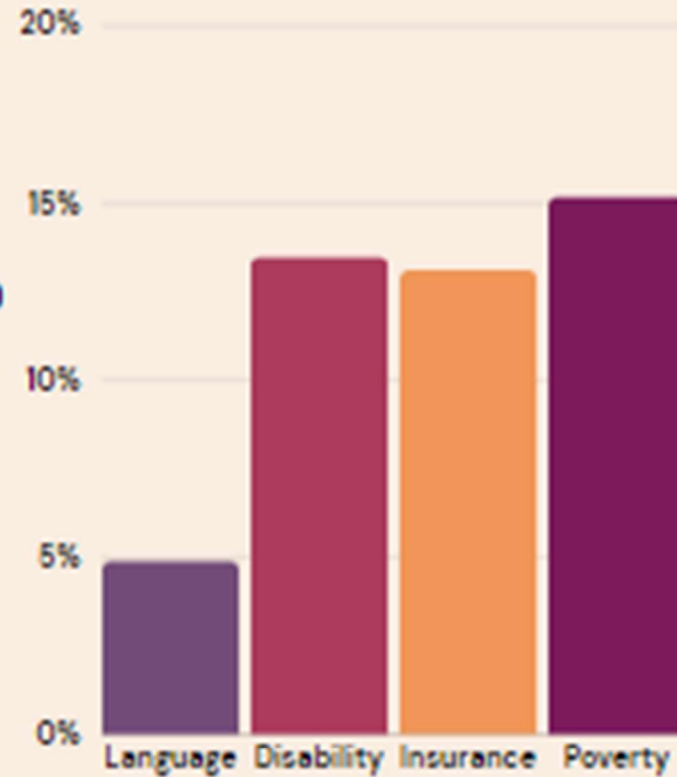
FACTORS THAT MAY DECREASE VULNERABILITY

- Have a computer-53,430
- Have Internet Subscription -50,185
- High School Graduate - 53,777
- Bachelor's Degree or Higher-14,603
- Owner Occupied Housing - 13,627



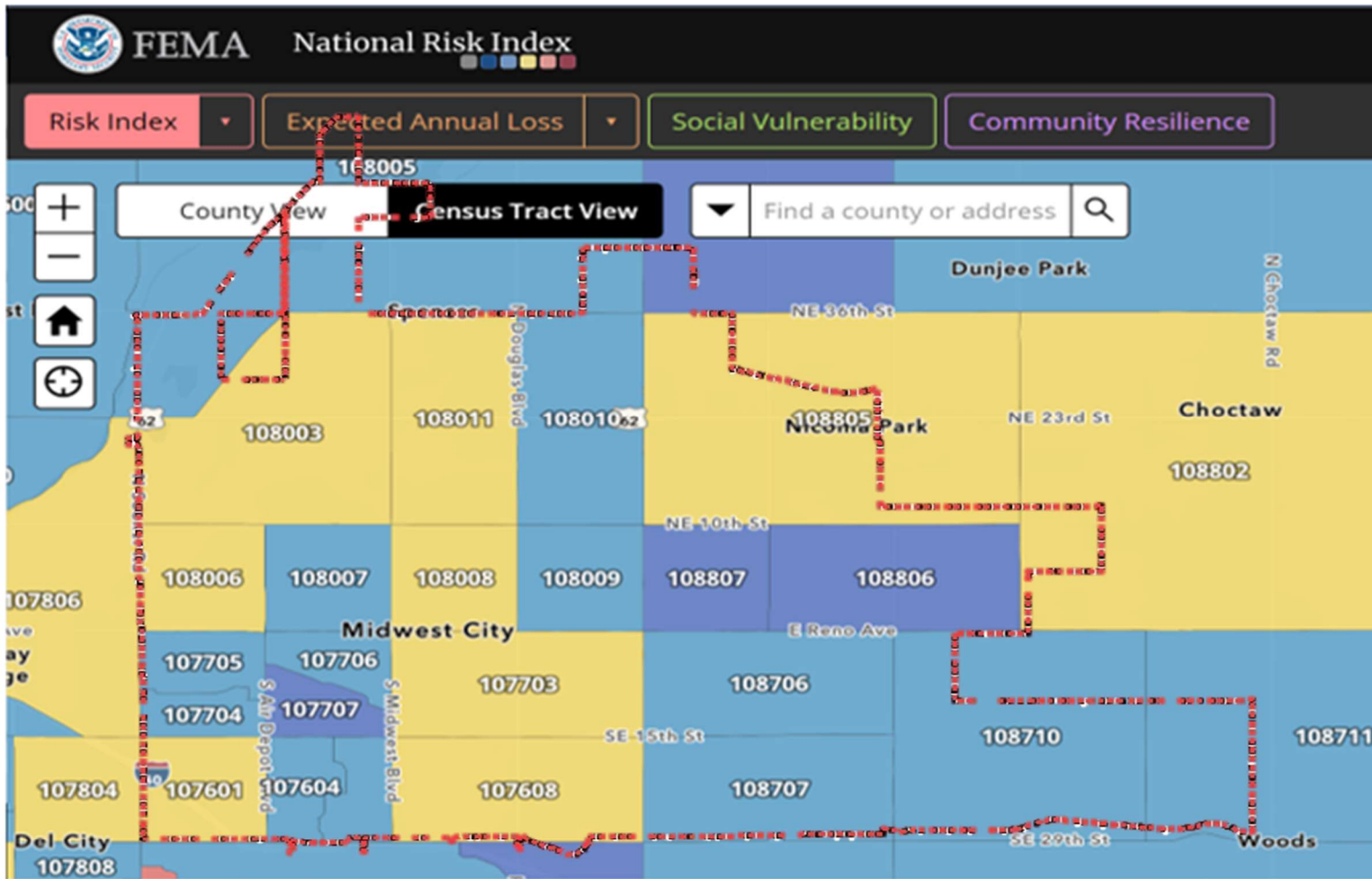
FACTORS THAT MAY INCREASE VULNERABILITY

- English Not Spoken at Home - 2,840
- Under 65 With a Disability -7,823
- No Health Insurance -7,591
- Below Poverty Level-8,808



City of Midwest City Emergency Operations Plan

NATIONAL RISK INDEX: ALL HAZARDS

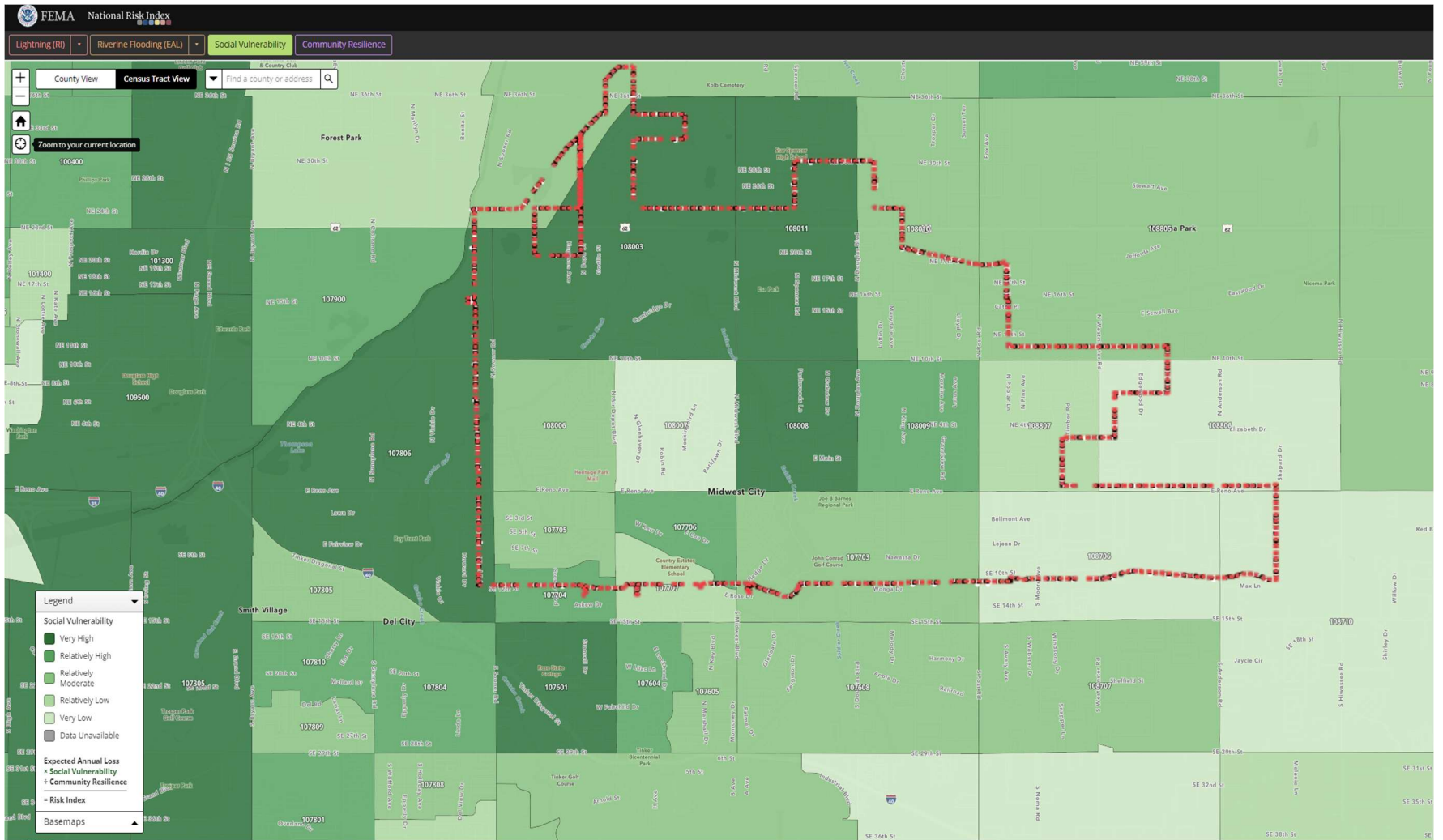


Risk Index Legend

- Very High
- Relatively High
- Relatively Moderate
- Relatively Low
- Very Low
- No Rating
- Not Applicable
- Insufficient Data

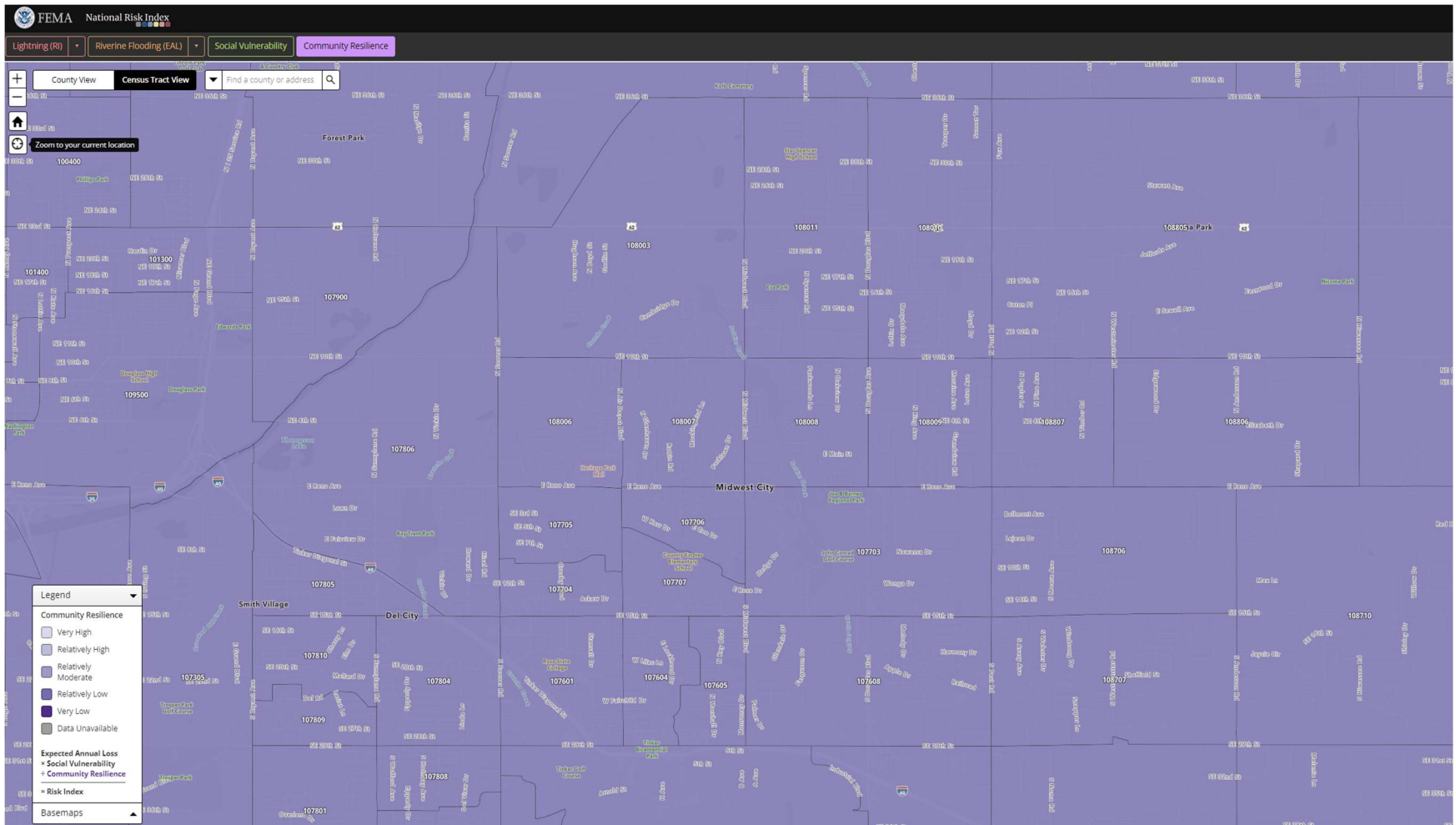
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SOCIAL VULNERABILITY



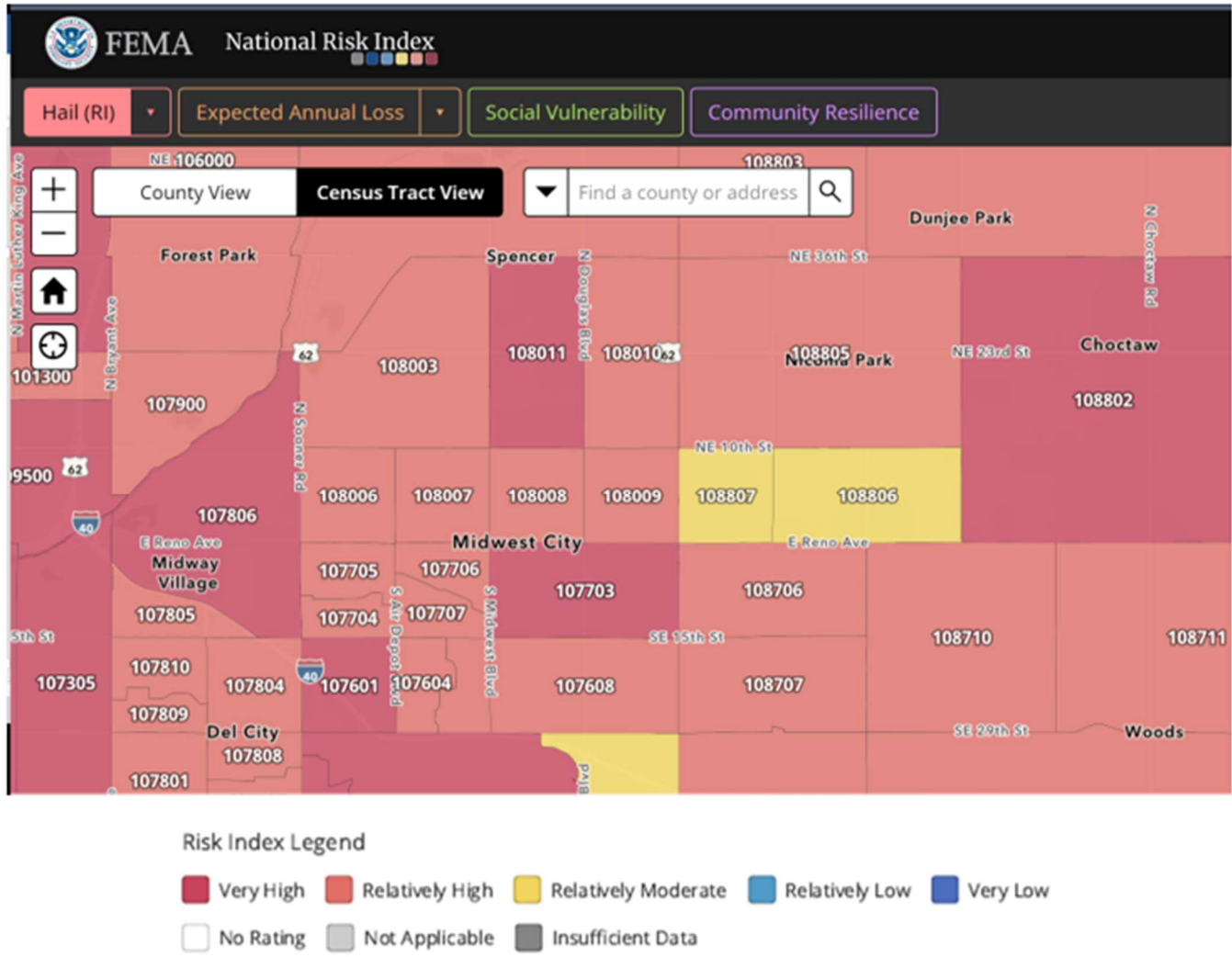
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COMMUNITY RESILIENCE



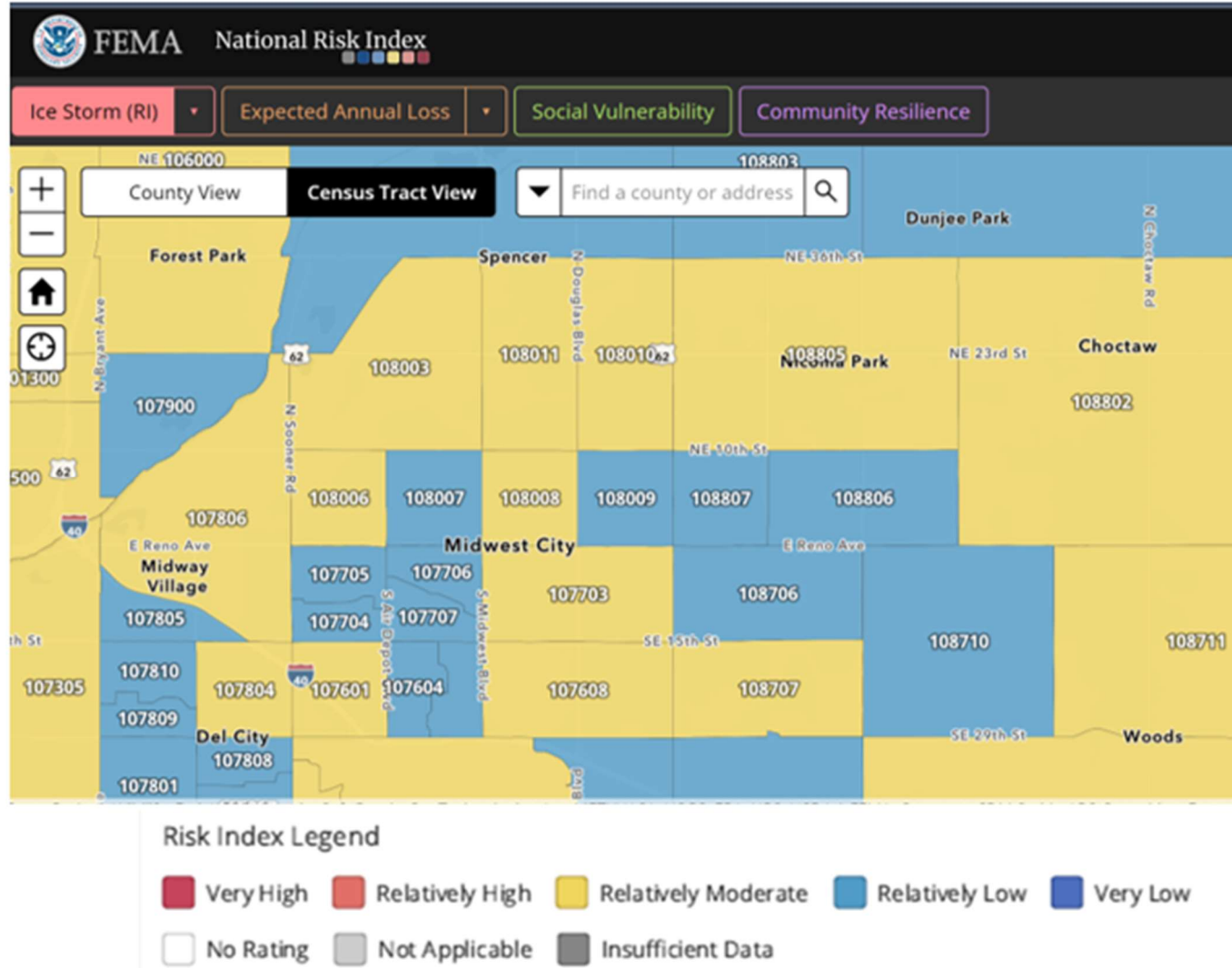
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NATIONAL RISK INDEX: HAIL



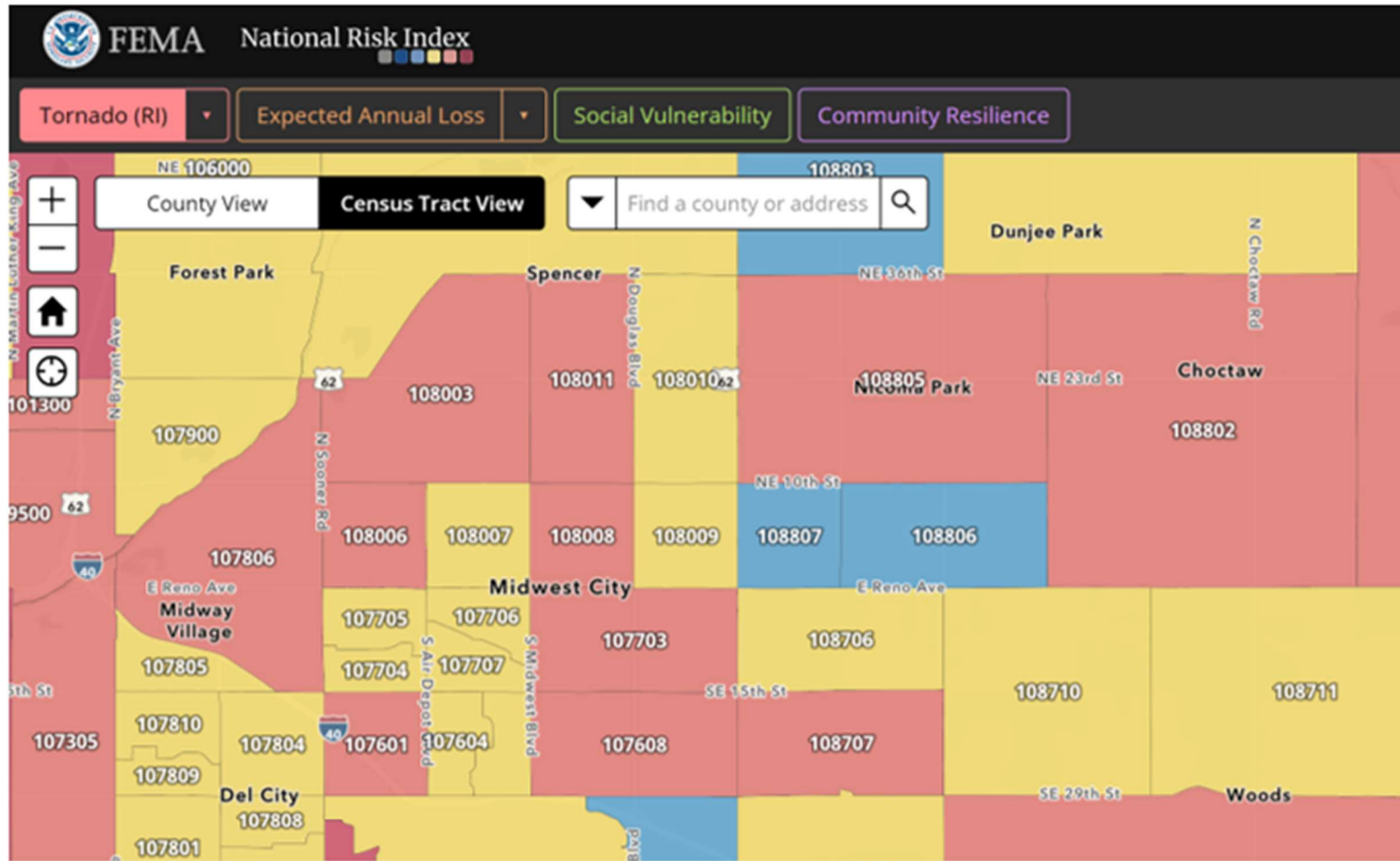
City of Midwest City Emergency Operations Plan

NATIONAL RISK INDEX: ICE STORM



City of Midwest City Emergency Operations Plan

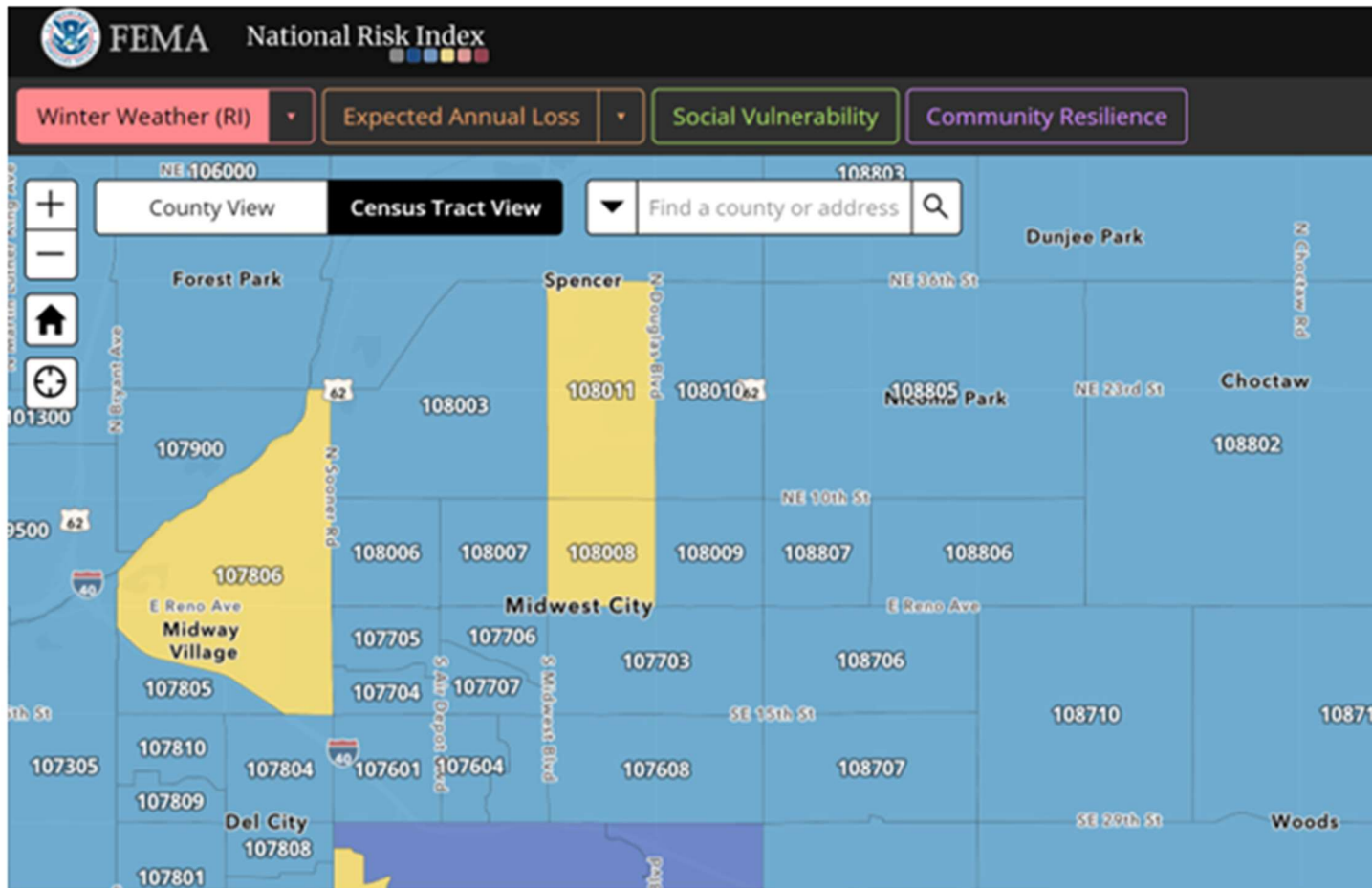
NATIONAL RISK INDEX: TORNADO



Risk Index Legend

- Very High
- Relatively High
- Relatively Moderate
- Relatively Low
- Very Low
- No Rating
- Not Applicable
- Insufficient Data

NATIONAL RISK INDEX: WINTER WEATHER



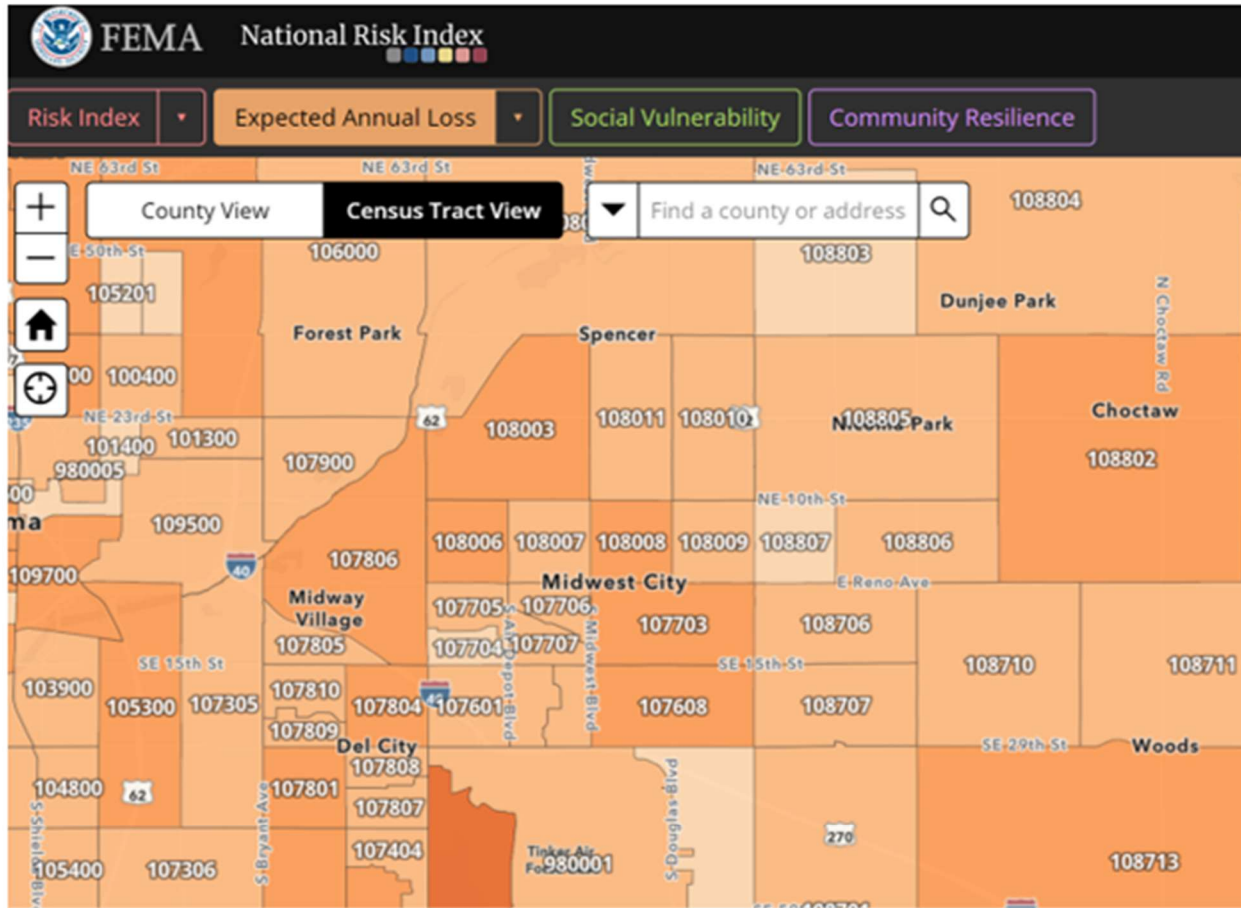
Risk Index Legend

- Very High
- Relatively High
- Relatively Moderate
- Relatively Low
- Very Low
- No Rating
- Not Applicable
- Insufficient Data

City of Midwest City Emergency Operations Plan

FEMA NATIONAL RISK INDEX: EXPECTED ANNUAL LOSS COMPOSITE

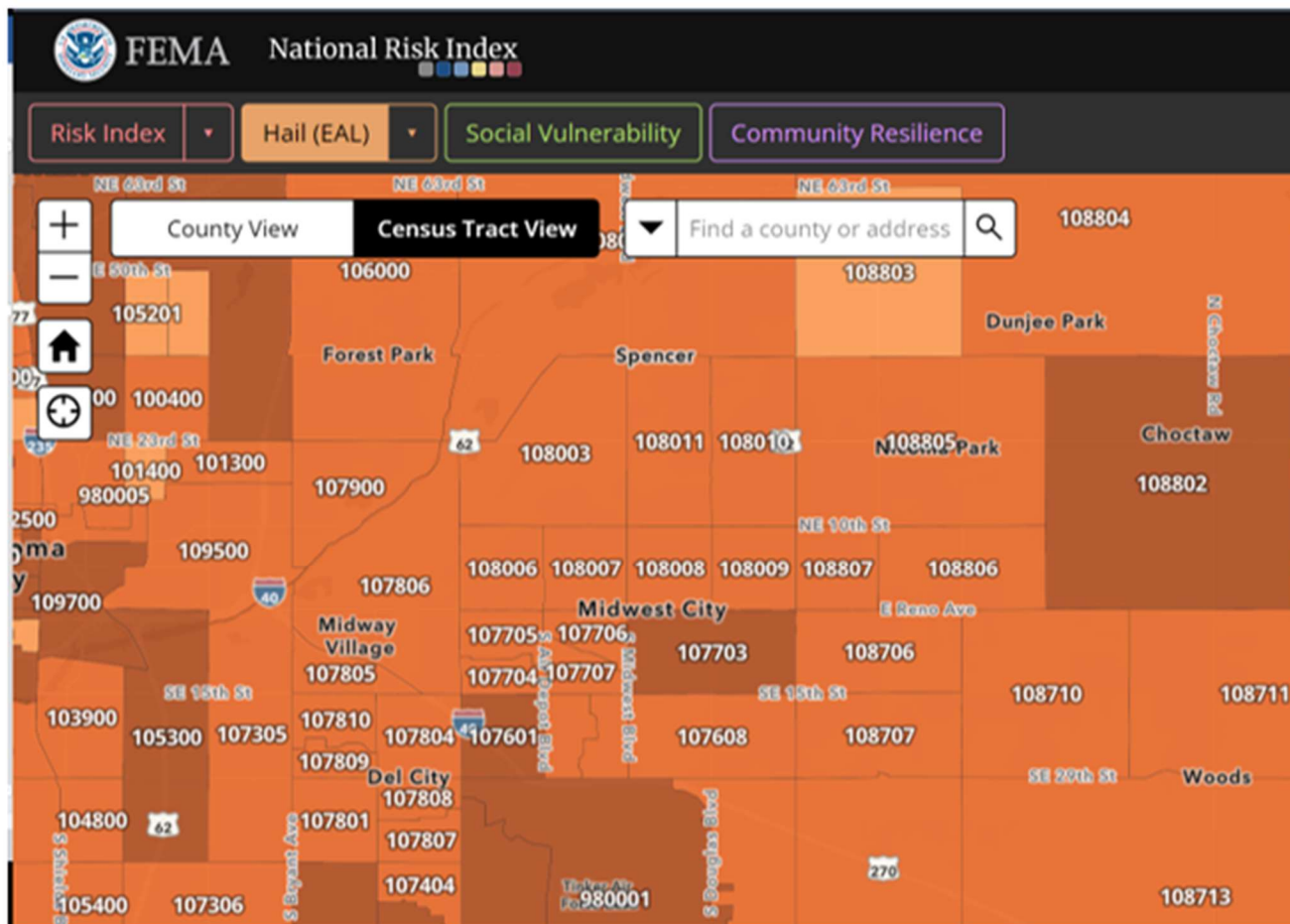
Expected Annual Loss refers to the expected loss each year due to natural hazards.



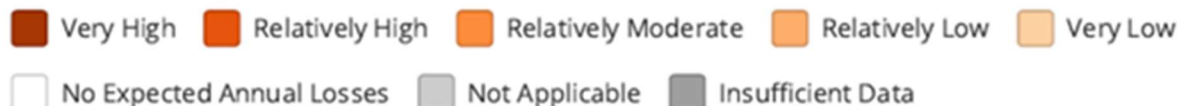
Expected Annual Loss Legend

- Very High
- Relatively High
- Relatively Moderate
- Relatively Low
- Very Low
- No Expected Annual Losses
- Not Applicable
- Insufficient Data

FEMA NATIONAL RISK INDEX: EXPECTED ANNUAL LOSS: HAIL

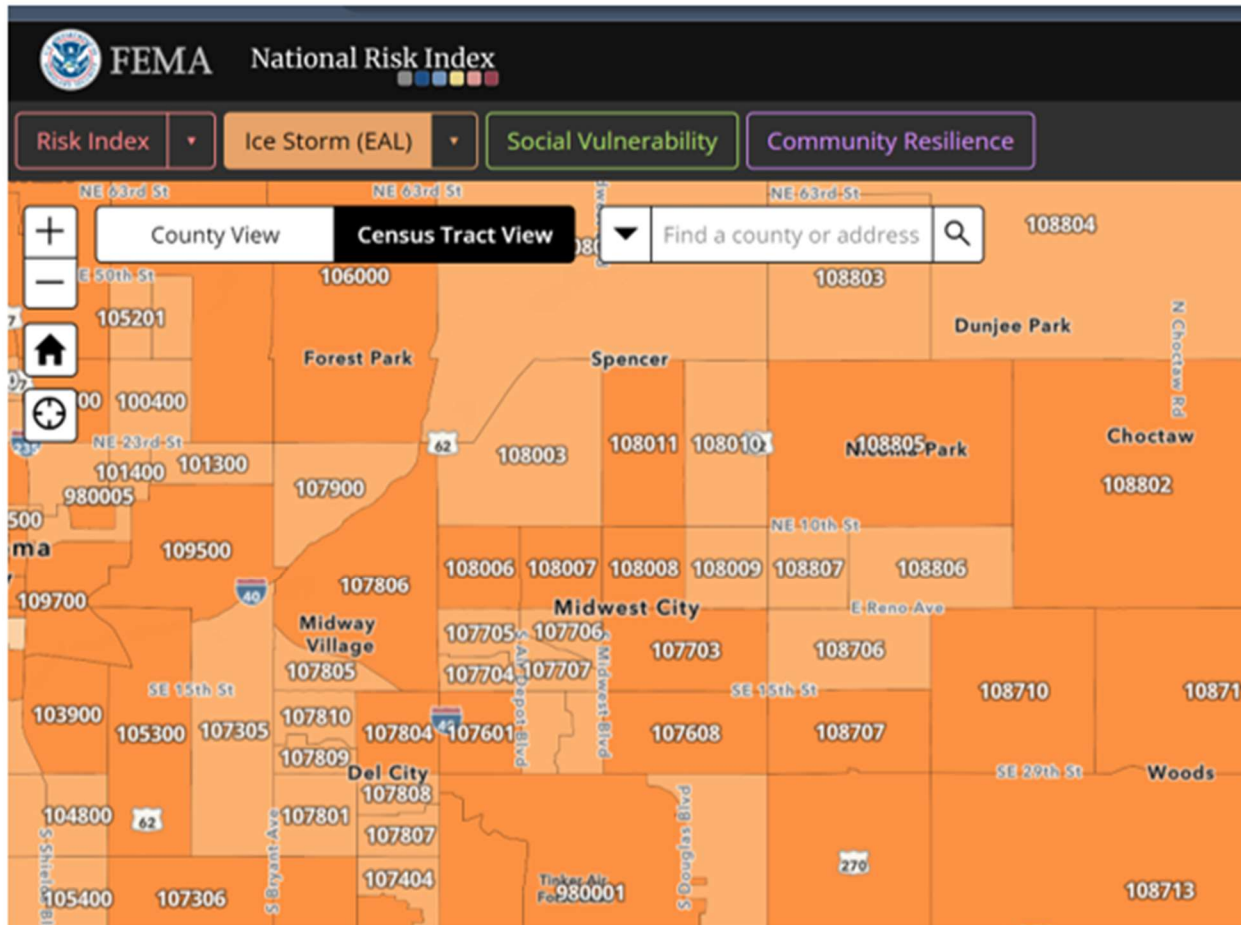


Expected Annual Loss Legend



City of Midwest City Emergency Operations Plan

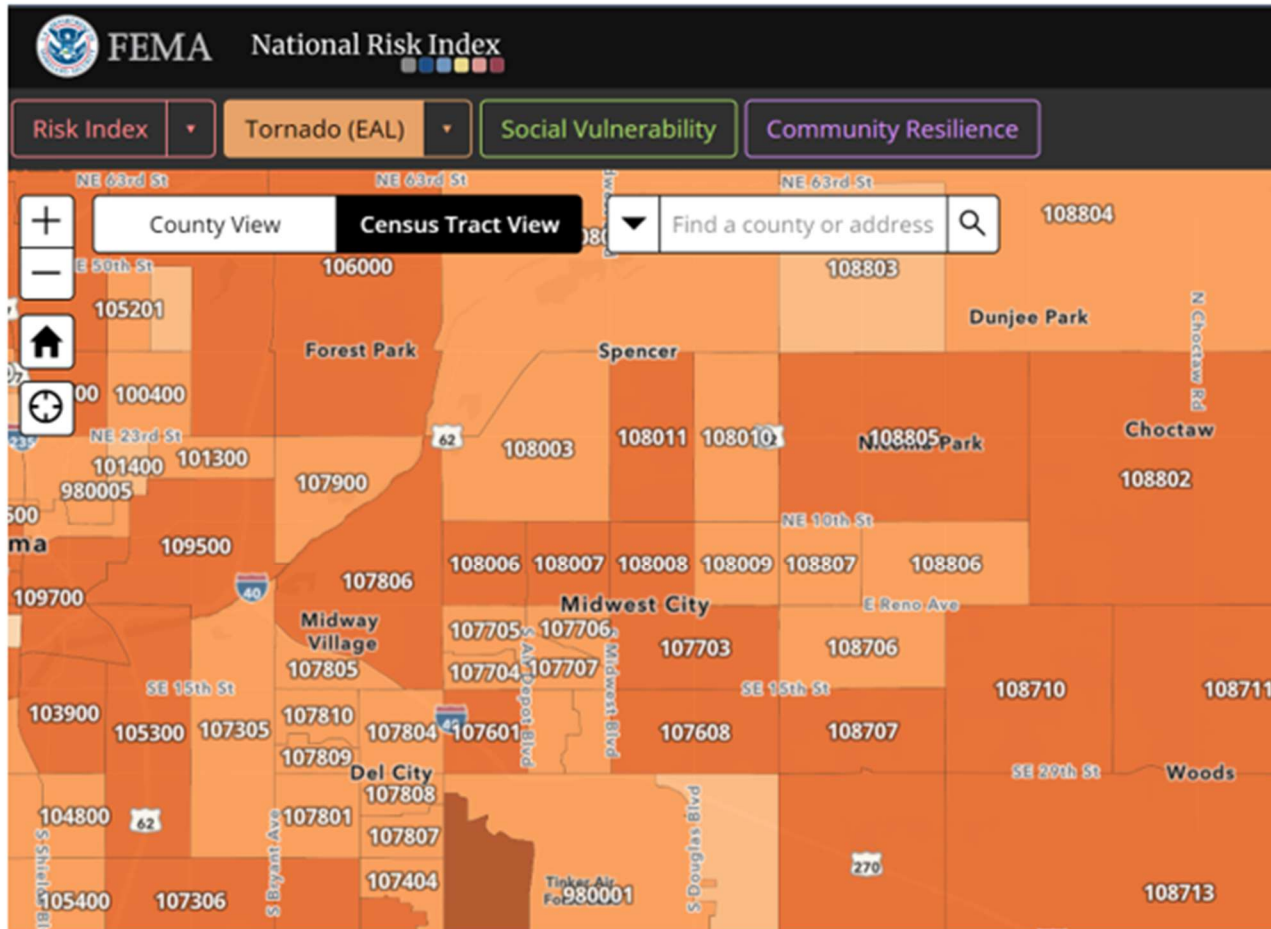
FEMA NATIONAL RISK INDEX: EXPECTED ANNUAL LOSS: ICE STORM



Expected Annual Loss Legend

- Very High
- Relatively High
- Relatively Moderate
- Relatively Low
- Very Low
- No Expected Annual Losses
- Not Applicable
- Insufficient Data

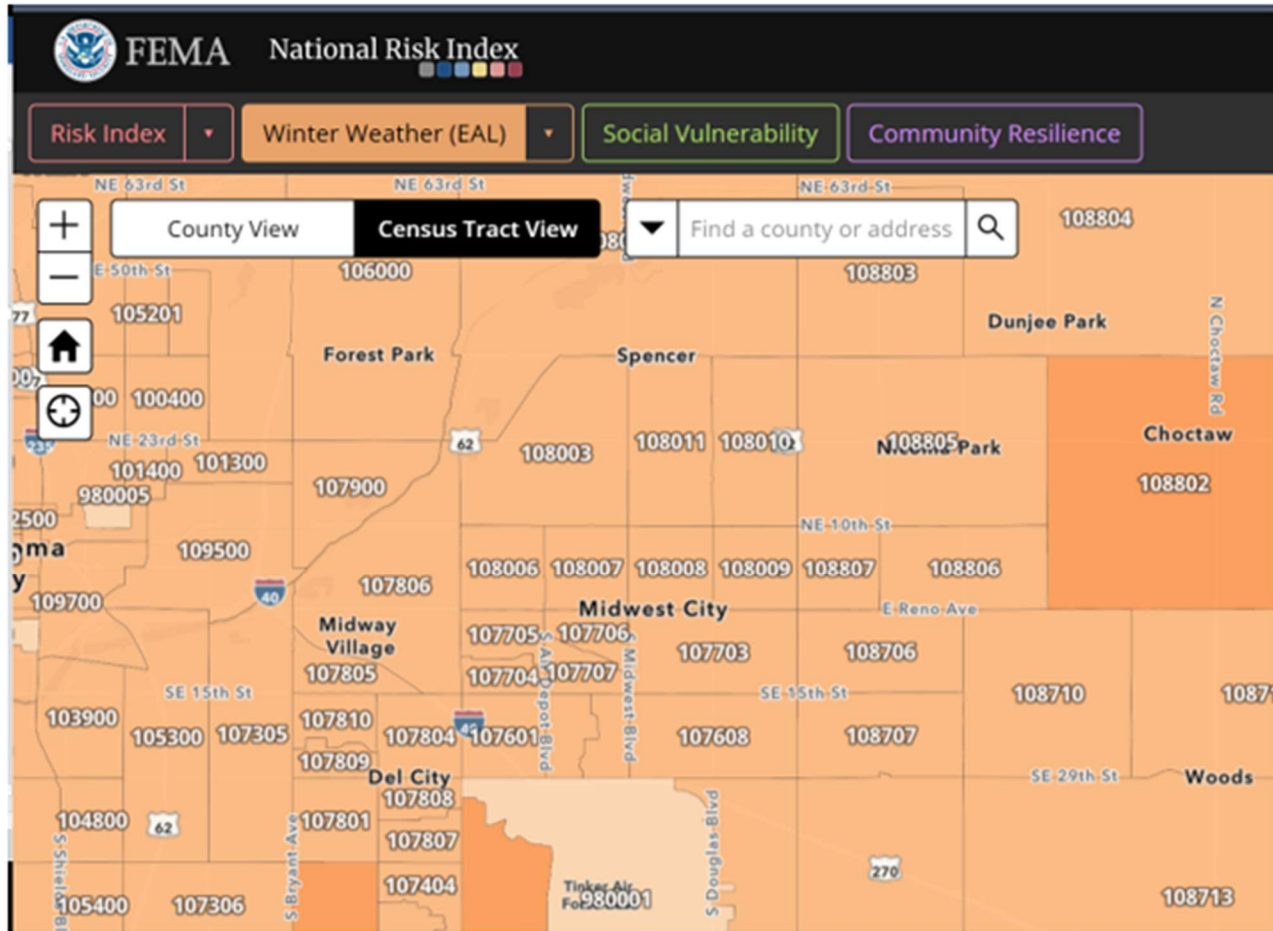
FEMA NATIONAL RISK INDEX: EXPECTED ANNUAL LOSS: TORNADO



Expected Annual Loss Legend

- Very High
- Relatively High
- Relatively Moderate
- Relatively Low
- Very Low
- No Expected Annual Losses
- Not Applicable
- Insufficient Data

FEMA NATIONAL RISK INDEX EXPECTED ANNUAL LOSS: WINTER WEATHER



Expected Annual Loss Legend

- Very High
- Relatively High
- Relatively Moderate
- Relatively Low
- Very Low
- No Expected Annual Losses
- Not Applicable
- Insufficient Data

City of Midwest City Emergency Operations Plan

APPENDIX 8: FEMA RESILIENCY AND PLANNING TOOL

The following images were taken from the FEMA Resilience Analysis and Planning Tool, or RAPT. RAPT is a GIS tool with over 100 pre-loaded data layers that supports emergency management decisions for outreach, planning, mitigation, response, and recovery.

The FEMA Resiliency Index is a composite of 22 indicators including social, economic, and infrastructure.

The three main indicators that drive Oklahoma County's resilience rating are:

1. Income inequality
2. Percentage of the population without health insurance
3. Percentage of the population with limited English proficiency

County-wide indicators:

1. Percent Without Religious Affiliation 27.5
2. Number of Hospitals per 10,000 people: 0.19
3. Social/Civic Organizations per 10,000 people 0.61
4. Percent Inactive Voters: 10.25

RAPT Data Analysis

RAPT Indicators are divided into different categories. Listed below are the census tracts that scored most vulnerable in each. Refer to the map on p. 57 for tract numbers.

Highest Composite Resilience Challenge Rating - 3 Next highest - 2, 16, 18, 20

POPULATION CHARACTERISTICS

Population without a High School Diploma - 4
Population 65 and older - 4,6,9,14,15,16,23
Population with a Disability - 3,18
Population by Race and Hispanic Origin

HOUSEHOLD CHARACTERISTICS

Households without a Vehicle - 18
Households with Limited English - 3,4,17,21
Single-Parent Households - 2,20
Households without a Smartphone - 16
Households without a Broadband Subscription - 21

HOUSING

Mobile Homes as a Percentage of Housing - 5
Owner-Occupied Housing - 2

ECONOMIC

Population below Poverty Level - 2,16,18
Median Household Income - 2,3,4,18
Unemployed Labor Force - 3,16,19
Income Inequality - 3
Workforce in Predominant Sector - 6,10,15,21

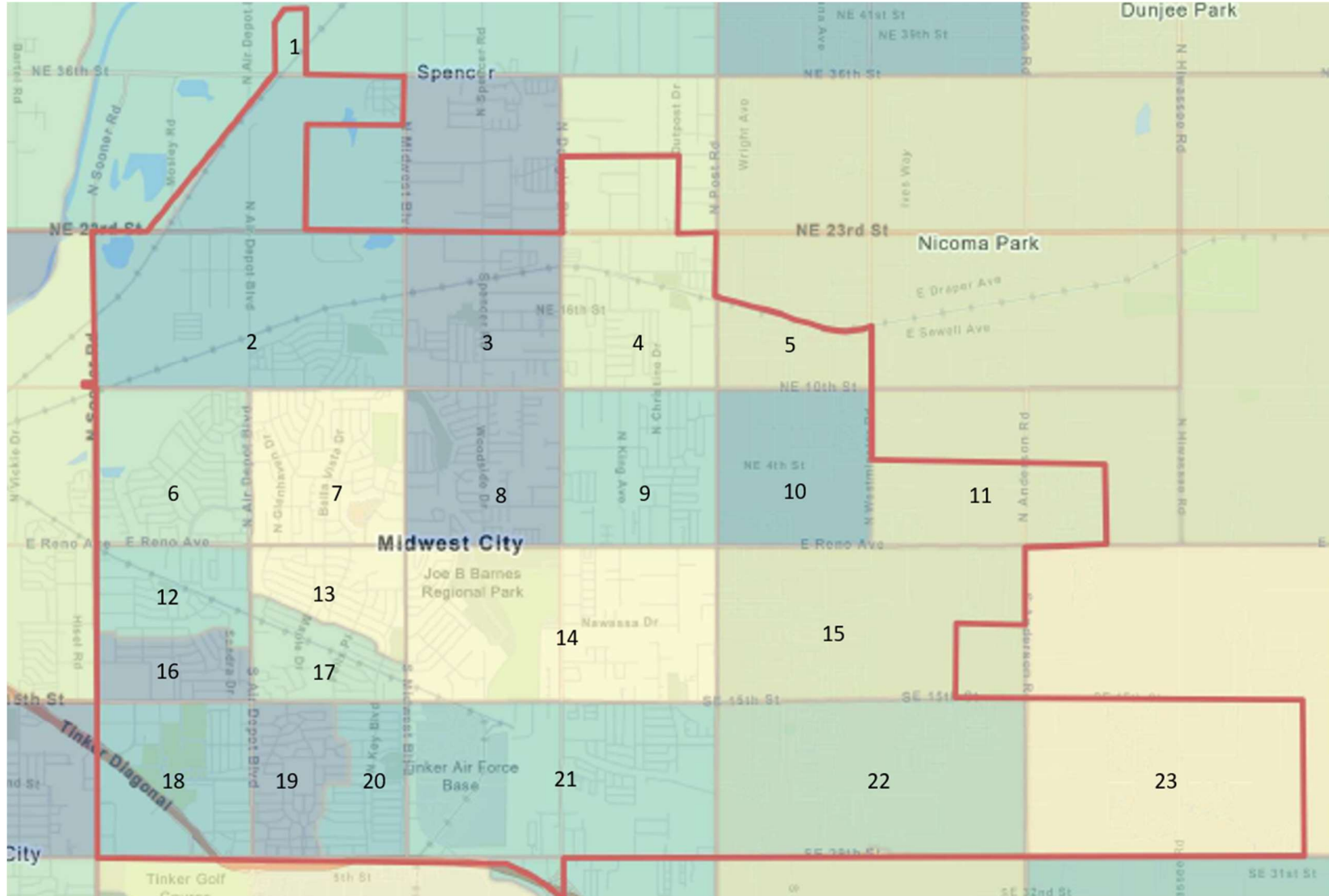
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COMMUNITY RESILIENCE INDICATORS

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Census Tract #	Tract on map	Population	% 65+	% Disability	% with no HS Diploma	% Unemployed	% No Health Insurance	% With Limited English	Median Income	% Mobile Homes	% Owner-Occupied Housing	% Households without a Vehicle	% Single Parent	Income Inequality (Gini Index)	# Health Practitioners per 1,000 people	% Unemployed Women	% Employed in Predominant Sector	% Below Poverty Level	% Without Smartphone	FEMA Community Resiliency Index
2	National	N/A	331,450,000	16	12.7	11.5	5.4	8.7	4.3	\$64,994	6	64.4	8.5	25.3	0.48	N/A	5.5	24.7	12.8	16.3	N/A
3	1080.05	1	2600	31.65	28.13	4.45	7.35	8.75	1.26	\$44,241	4.42	44.44	28.08	29.94	0.45	15.38	9.2	32.36	9.22	15.67	-0.24
4	1080.03	2	3970	8.14	14.7	7.87	8.07	13.06	0.29	\$38,438	4.72	83.19	13.47	76.37	0.37	17.88	7.93	25.47	27.33	15.66	-0.17
5	1080.11	3	2904	15.12	31.5	8.89	11.86	20.67	2.47	\$35,969	3.06	58.46	15.84	25.04	0.53	0	8.43	16.82	20.08	24.96	-0.38
6	1080.10	4	3113	25.35	24.94	14.95	3.05	21.08	1.16	\$33,482	1.15	61.35	0.71	31.02	0.37	10.6	0.54	18.34	8.99	26	-0.06
7	1088.05	5	3835	16.35	14.86	11.71	3.09	12.72	0.5	\$50,763	9.9	37.3	1.28	6.95	0.44	9.91	3.59	22.42	13.08	13.23	0.16
8	1080.06	6	4680	20.77	9.35	4.51	5.2	8.35	0.94	\$68,413	1.69	44.85	2.45	42.41	0.36	11.32	6.48	33.82	15.16	11.88	0.13
9	1080.07	7	3124	17.96	6.48	2.51	1.27	7.06	0	\$63,875	0	26.15	4.22	21.71	0.36	20.81	2.92	25.58	9.36	12.72	0.4
10	1080.08	8	4528	16.03	19.8	10.55	11.7	17.48	0.17	\$38,860	1.01	58.55	3.09	59.27	0.39	6.85	9.5	21.96	16.86	32.3	-0.25
11	1080.09	9	3185	19.78	23.45	6.44	7.47	9.91	0	\$47,563	0	35.61	0.34	53.32	0.32	21.35	0	26.48	8.7	12.76	0.15
12	1088.07	10	1377	15.76	18.57	10.02	9.45	9.65	0	\$72,750	0	12.81	0	10.64	0.33	50.84	8.65	22.09	3.56	12.72	0.4
13	1088.06	11	1523	18.52	10.2	1.59	2.89	0	0	\$97,639	0.89	18.51	0	6.08	0.32	13.13	6.32	17.75	9.19	0	0.62
14	1077.05	12	1958	16.65	14.86	6.57	6.05	6.25	0	\$48,210	0.82	46.3	2.41	27.29	0.32	9.19	2.74	22.48	14.3	14.81	0.23
15	1077.06	13	2734	12.66	15.75	12.14	1.74	11.2	0	\$40,408	2.45	49.66	9.86	32.08	0.4	0	3.32	21.31	22.05	20.07	0.04
16	1077.03	14	2954	23.12	16.14	5.15	0.64	4.96	0	\$58,384	0.74	35.75	8.33	36.35	0.47	20.31	0	21.75	10.64	16.01	0.21
17	1087.06	15	2622	20.37	18.77	8.9	2.23	8.01	0	\$64,500	0.74	21.74	2.49	17.83	0.34	21.74	1.03	24.49	5.3	16.83	0.34
18	1077.04	16	1767	17.66	18.82	6.58	14.96	13.27	0.76	\$39,596	0	35.09	2.9	39.45	0.48	2.83	16.99	15.12	31.29	40.15	-0.32
19	1077.07	17	1404	9.97	15.67	6	4.82	10.23	2.88	\$56,121	0	59.77	1.03	67.86	0.34	10.68	3.04	16.14	16.1	13.58	0.15
20	1076.01	18	2261	26.85	30.73	16.05	8.7	14.41	1.28	\$24,187	0	84.41	20.43	37.82	0.35	2.21	13.98	24.4	25.87	18.11	-0.44
21	1076.04	19	2340	9.19	11.5	18.37	15.33	28.29	0	\$44,063	0	54.84	3.05	29.82	0.37	4.27	21.44	21.9	19.23	12.3	-0.2
22	1076.05	20	2090	7.46	14.02	9.89	10.74	15.6	1.65	\$44,758	0	71.73	8.84	47.74	0.46	5.26	9.26	20.08	16.6	14.98	-0.11
23	1076.08	21	3607	17.16	12.3	6.87	7.74	11.66	2.79	\$47,917	8.6	29.55	1.23	29.06	0.38	12.75	0.7	26.04	6.98	21.87	0.14
24	1087.07	22	4132	16.12	15.79	5.44	4.59	6.18	0.32	\$77,039	2.87	20.67	3.98	23.19	0.32	25.17	5.99	24.28	6.88	10.92	0.38
25	1087.10	23	4038	16.07	7.65	1.78	1.95	3.47	0	\$89,352	8.14	18.05	0	23.86	0.35	13.37	2.02	19.95	3.81	14.51	0.51

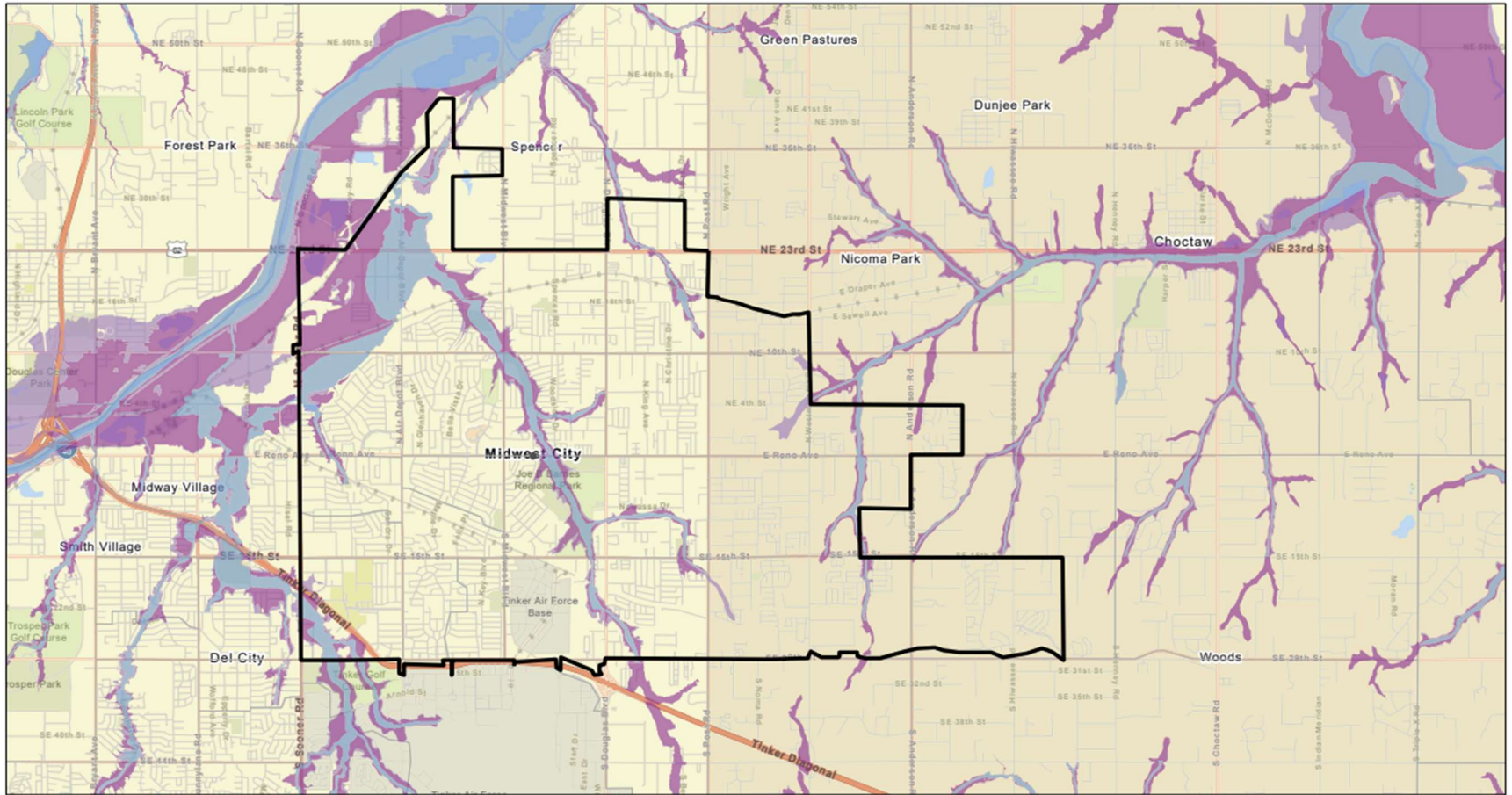
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MAP OF MIDWEST CITY WITH NUMBERED CENSUS TRACTS



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Flood Hazard - Updated 11/2022

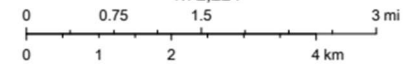


5/24/2023, 2:35:20 PM

Flood Hazard (zoom to activate)

- 1% Annual Chance Flood Hazard
- 0.2% Annual Chance Flood Hazard
- Regulatory Floodway
- Census-Tract Boundaries (click on tract for data on 22 CRCI Indicators)

1:72,224

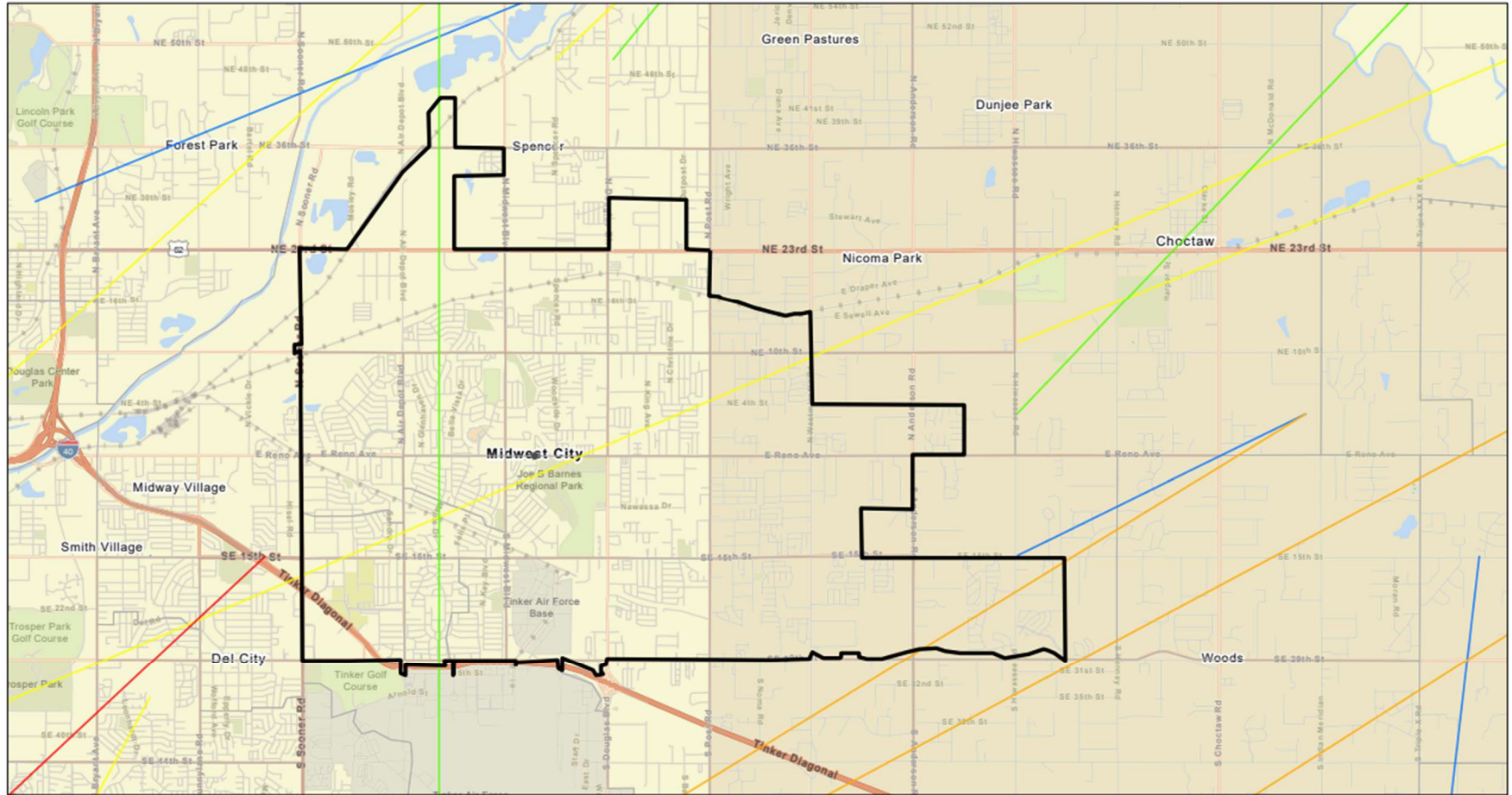


Texas Parks & Wildlife, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA

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Historical Tornado Tracks - Updated 4/2022

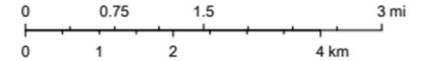


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Historical Tornado Tracks

- 1
- 2
- 3
- 4
- 5
- Census-Tract Boundaries (click on tract for data on 22 CRCI Indicators)

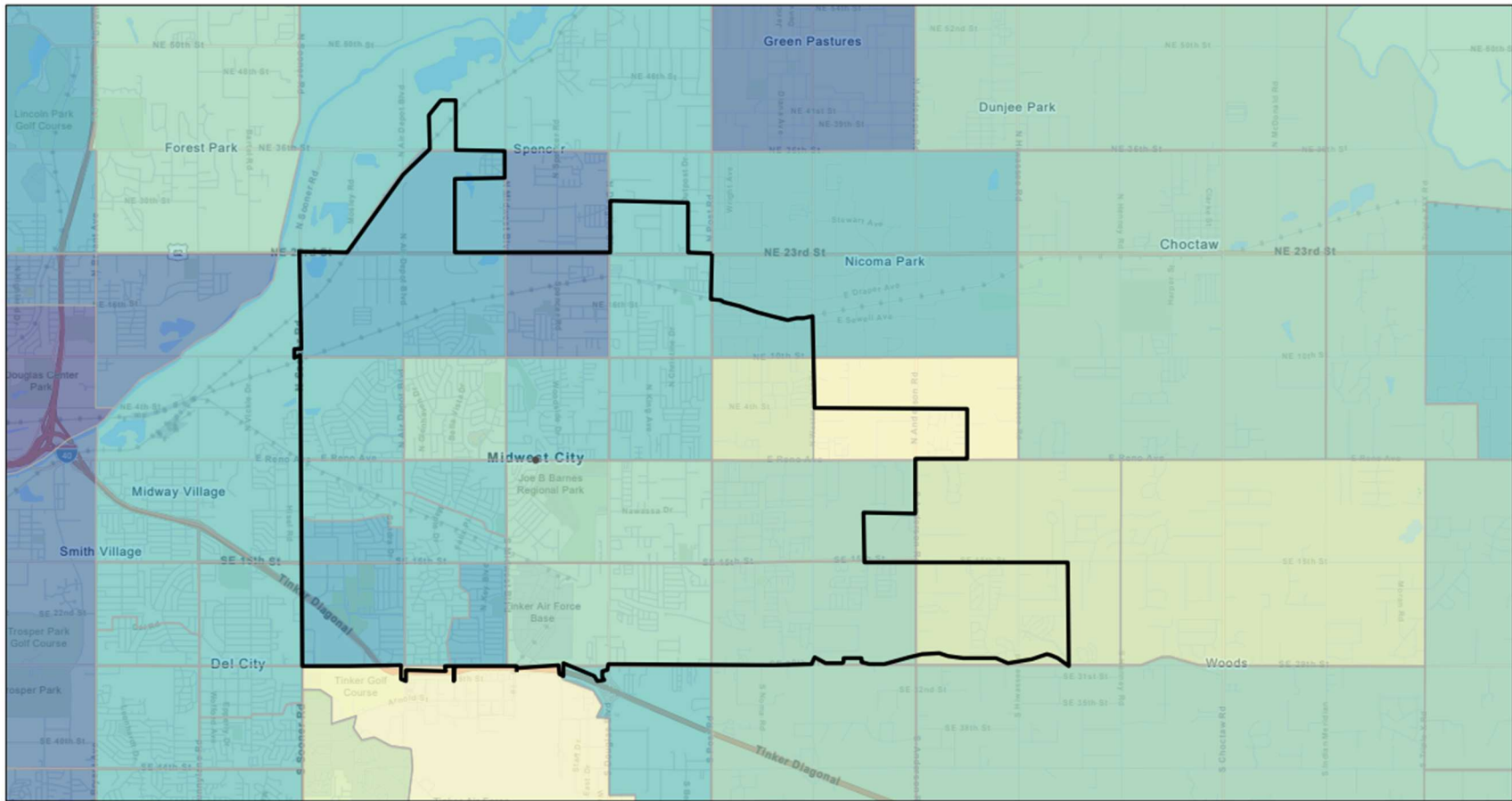
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FEMA Community Resilience Challenges Index - Updated 5/2023

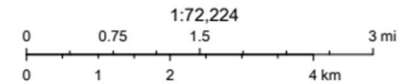


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Census Tracts - FEMA Community Resilience Challenges Index (CRCI): Potential Challenges to Resilience

- Highest challenges (95 – 100th percentile)
- High challenges (85 – 95th percentile)
- Medium-high challenges (70 – 85th percentile)
- Medium challenges (30th to 70th percentile)

- Medium-low challenges (15th to 30th percentile)
- Low challenges (5th to 15th percentile)
- Lowest challenges (up to 5th percentile)
- Census-Tract Boundaries (click on tract for data on 22 CRCI Indicators)

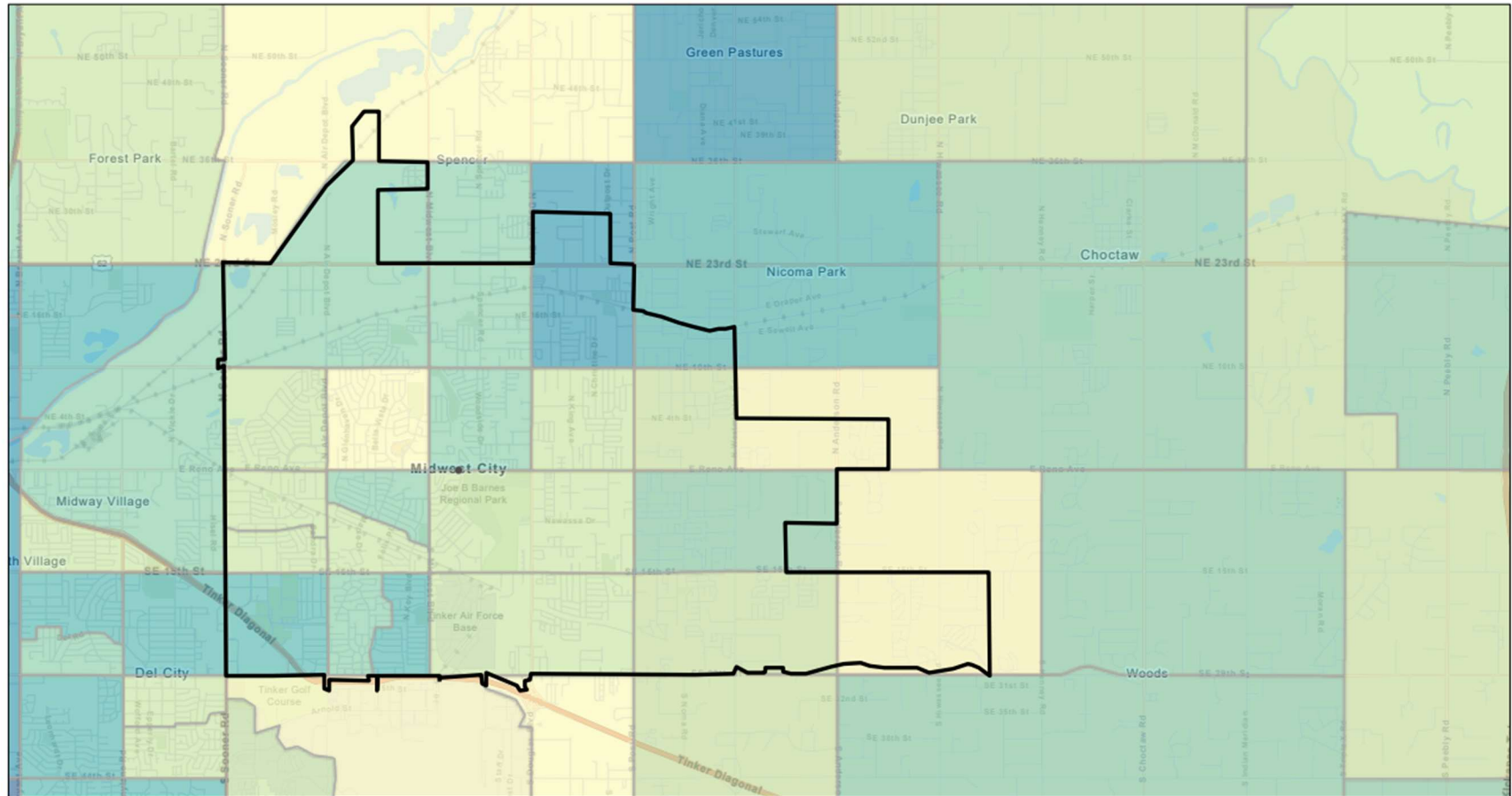


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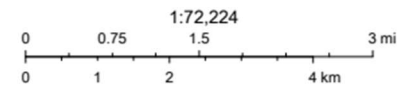
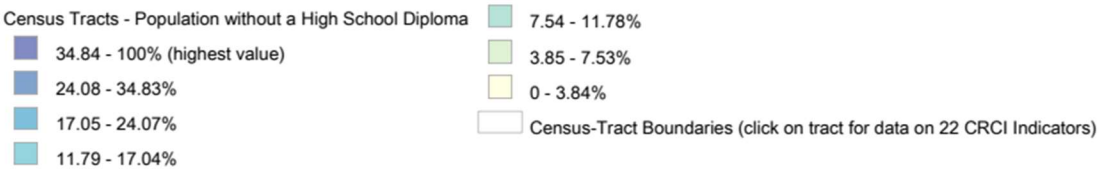
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Population Without a High School Diploma - Updated 4/2023



5/24/2023, 2:27:34 PM

Census Tracts - Population without a High School Diploma

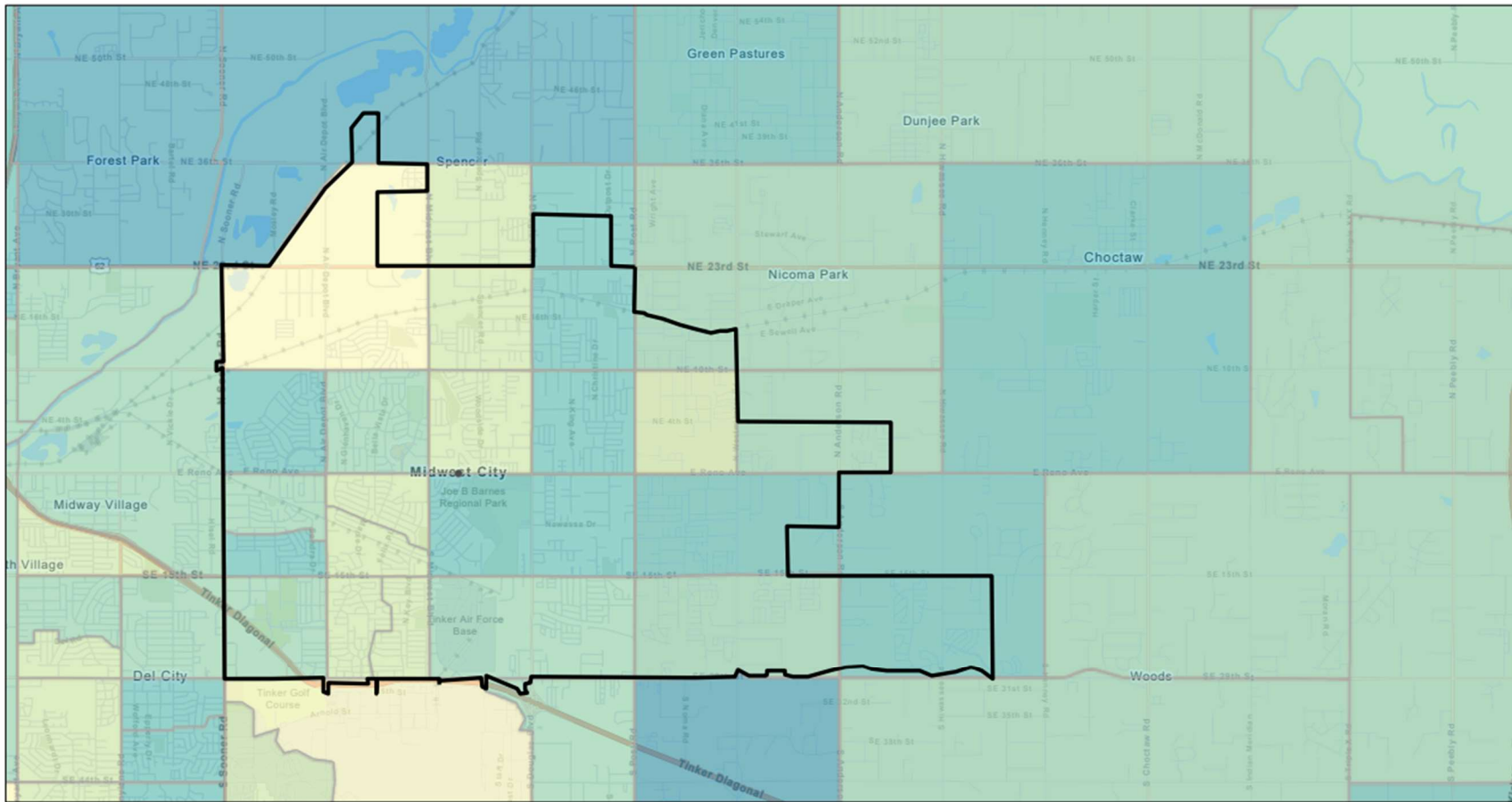


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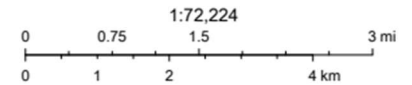
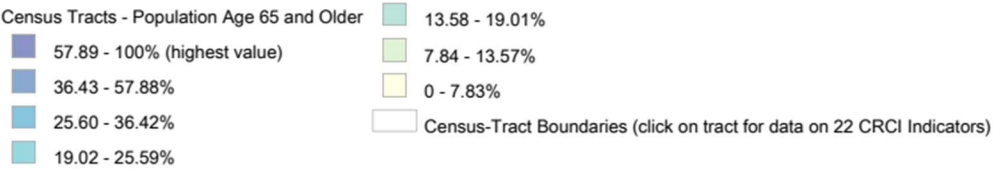
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Population Age 65+ - Updated 4/2023



5/24/2023, 2:25:08 PM

Census Tracts - Population Age 65 and Older

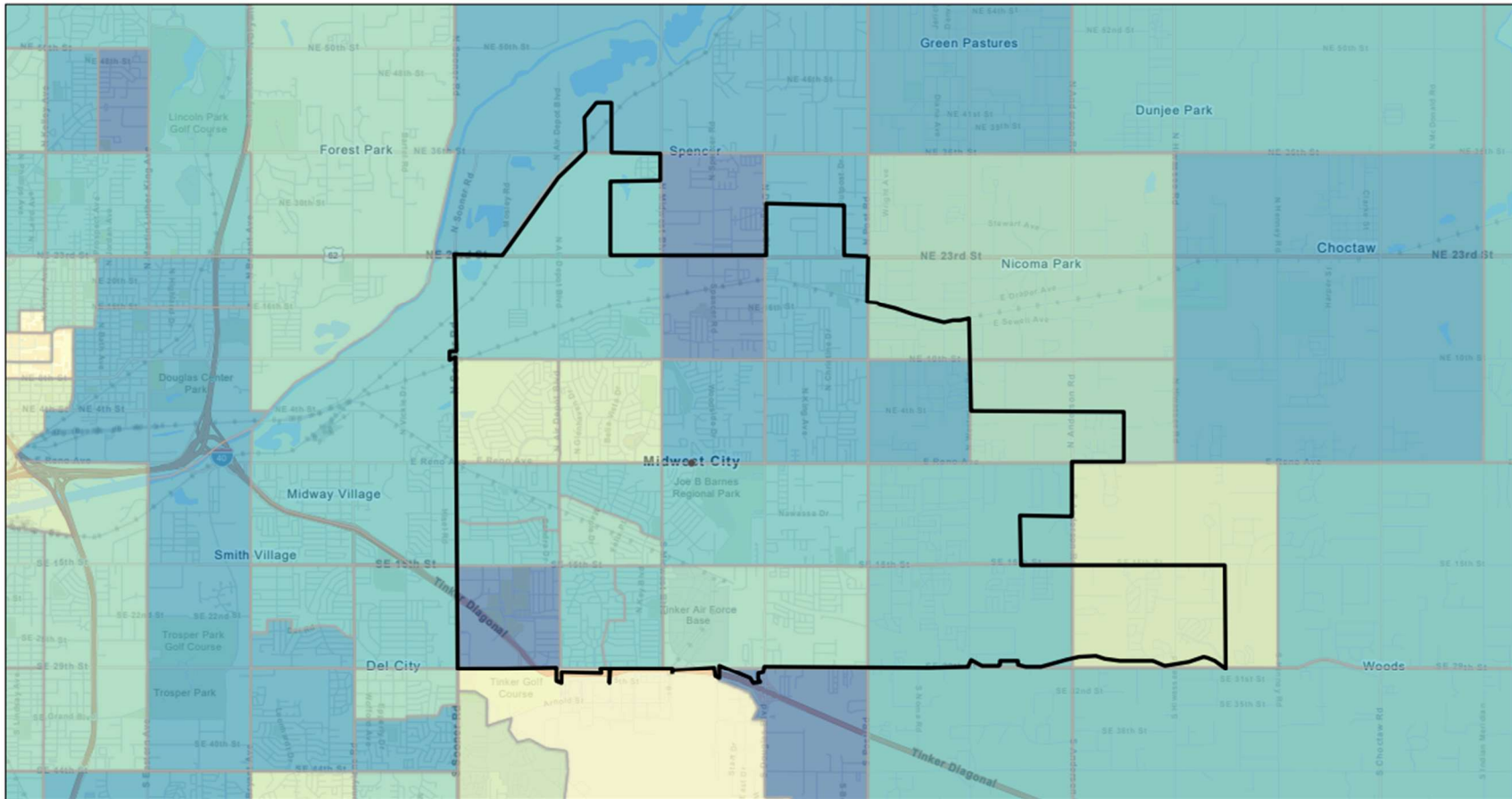


Texas Parks & Wildlife, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA

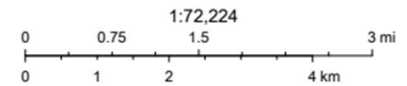
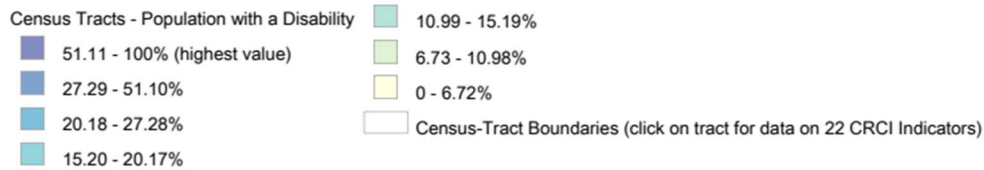
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Population with a Disability - Updated 4/2023



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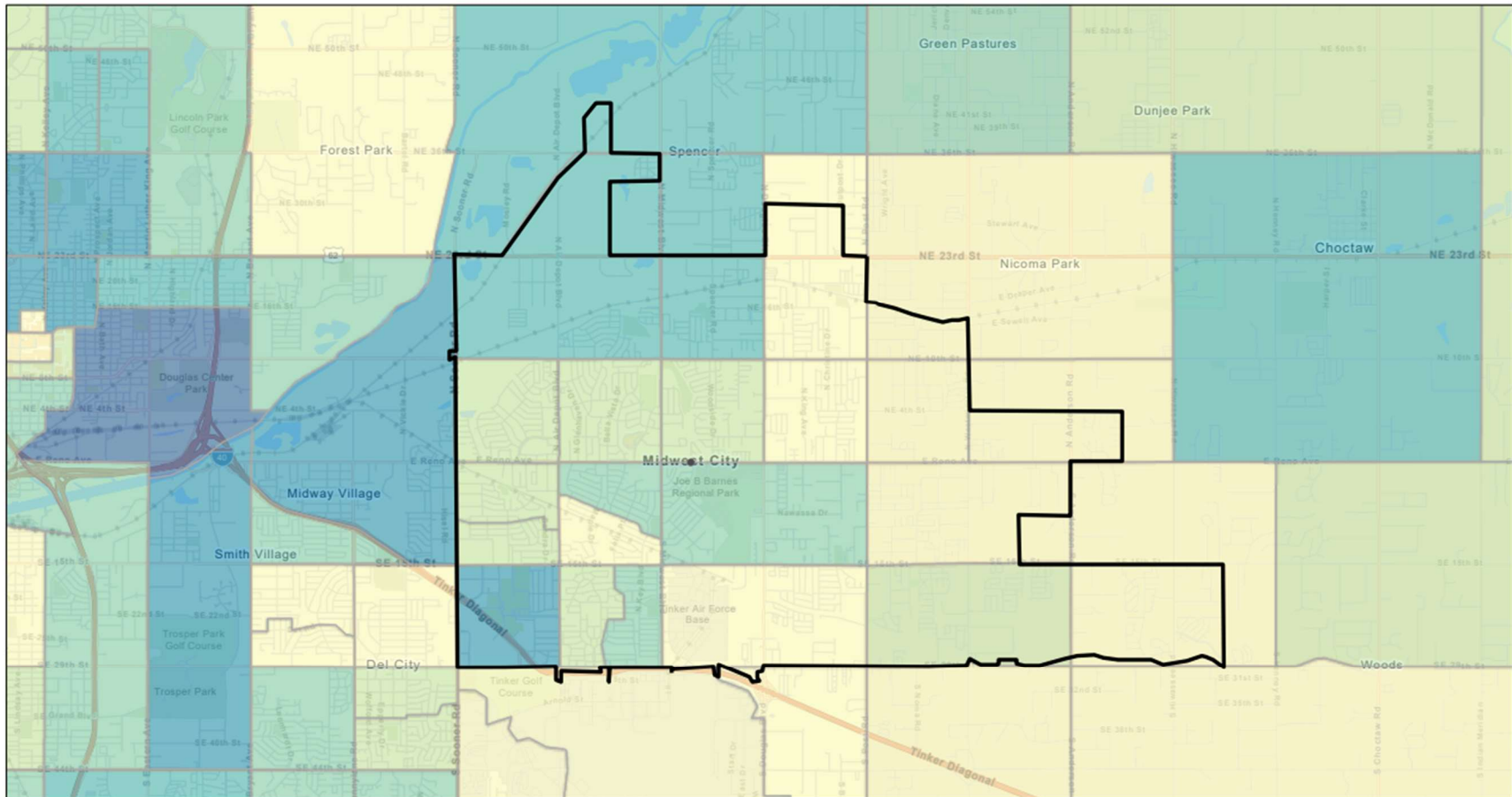


Texas Parks & Wildlife, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA

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Households Without a Vehicle - Updated 4/2023

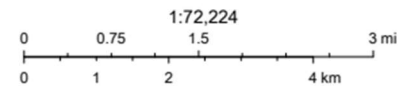


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Census Tracts - Households without a Vehicle

- 52.17 - 100% (highest value)
- 29.98 - 52.16%
- 17.51 - 29.97%
- 10.29 - 17.50%

- 5.68 - 10.28%
- 2.38 - 5.67%
- 0 - 2.37%
- Census-Tract Boundaries (click on tract for data on 22 CRCI Indicators)

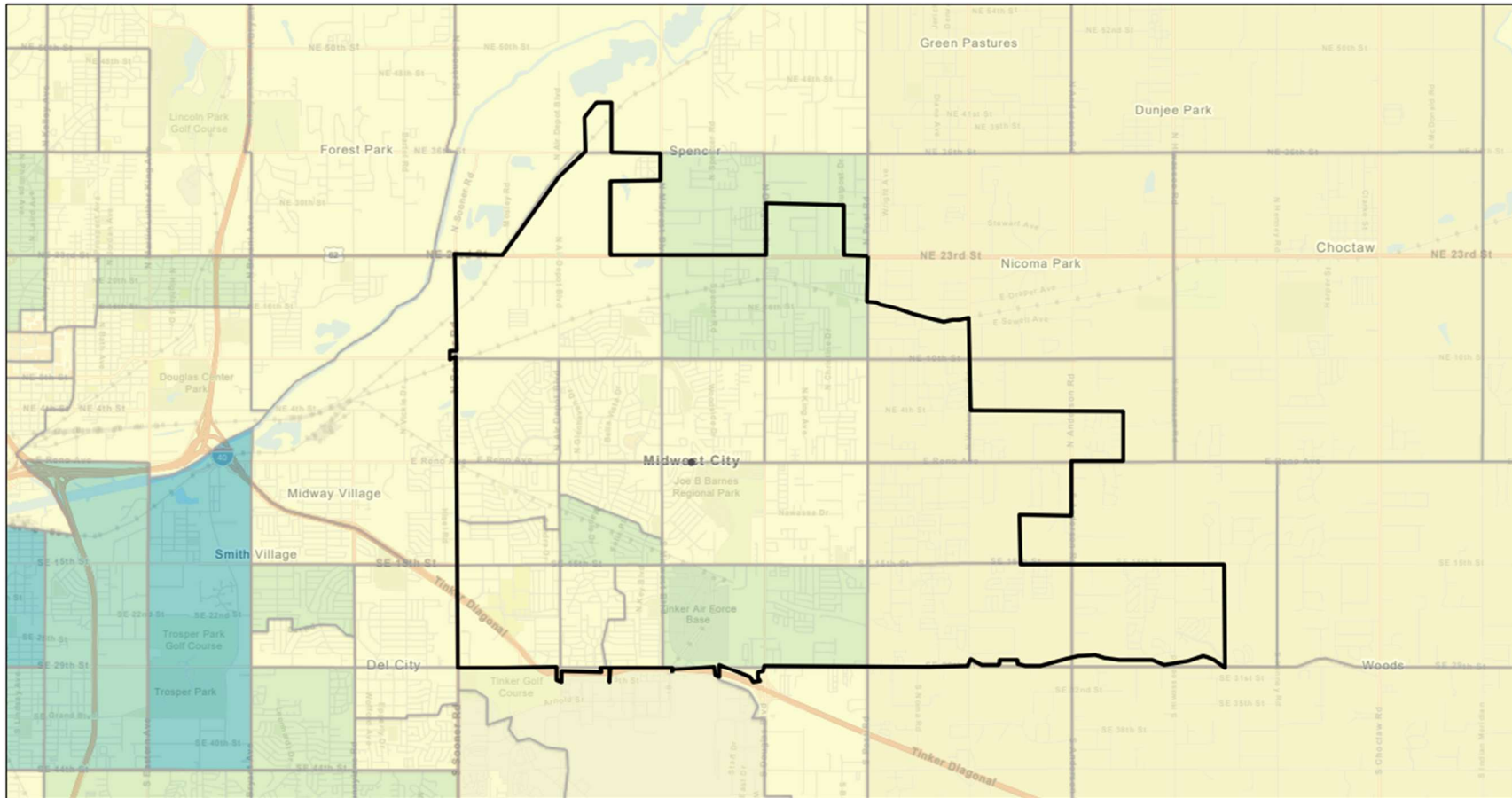


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Resilience Analysis and Planning Tool
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Households With Limited English - Updated 4/2023

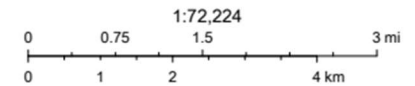


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Census Tracts - Households with Limited English

- 46.23 - 100% (highest value)
- 29.82 - 46.22%
- 19.42 - 29.81%
- 11.92 - 19.41%

- 6.24 - 11.91%
- 2.13 - 6.23%
- 0 - 2.12%
- Census-Tract Boundaries (click on tract for data on 22 CRCI Indicators)

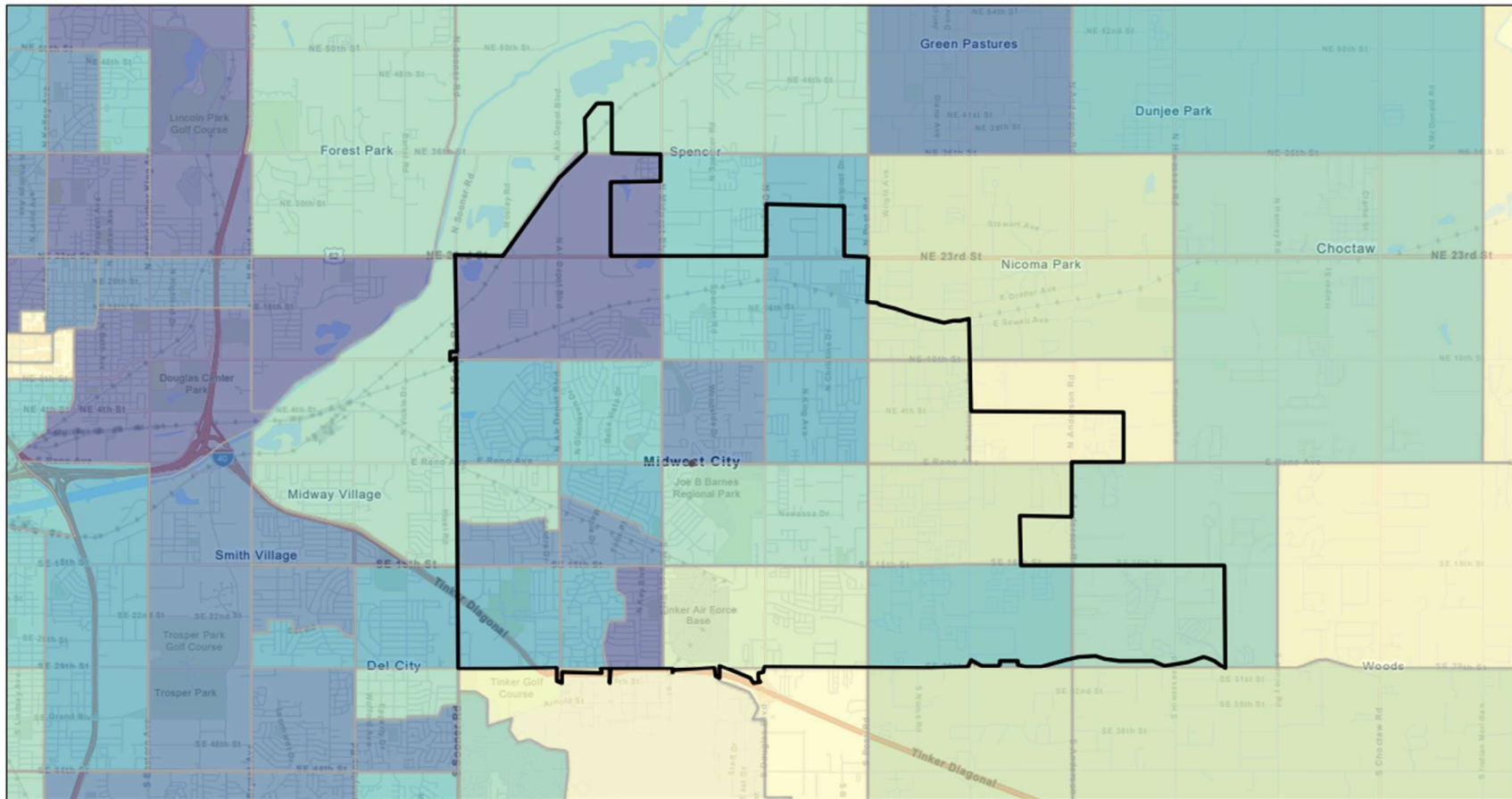


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Single Parent Households- Updated 4/2023



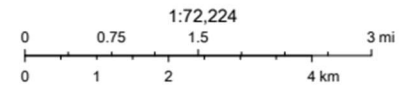
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Census Tracts - Single-Parent Households

- 64.74 - 100% (highest value)
- 46.79 - 64.73%
- 34.33 - 46.78%
- 24.46 - 34.32%

- 15.97 - 24.45%
- 7.78 - 15.96%
- 0 - 7.77%

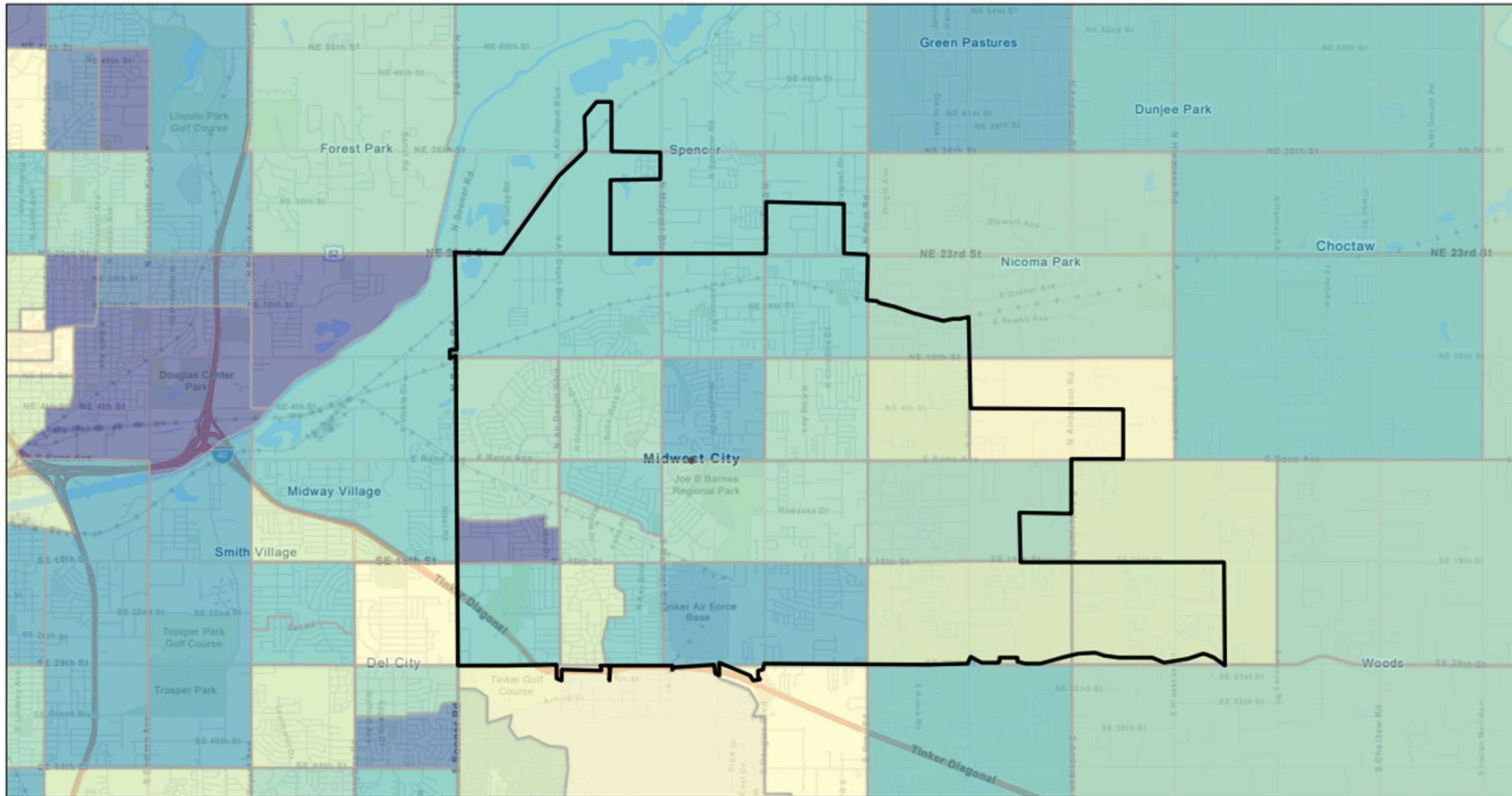
□ Census-Tract Boundaries (click on tract for data on 22 CRCI Indicators)



Texas Parks & Wildlife, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA

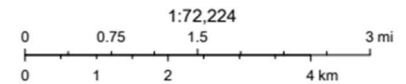
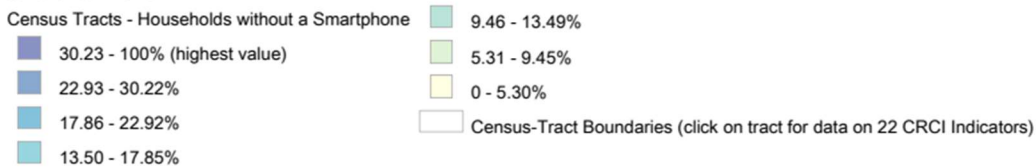
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Households Without a Smartphone Updated 4/2023



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Census Tracts - Households without a Smartphone

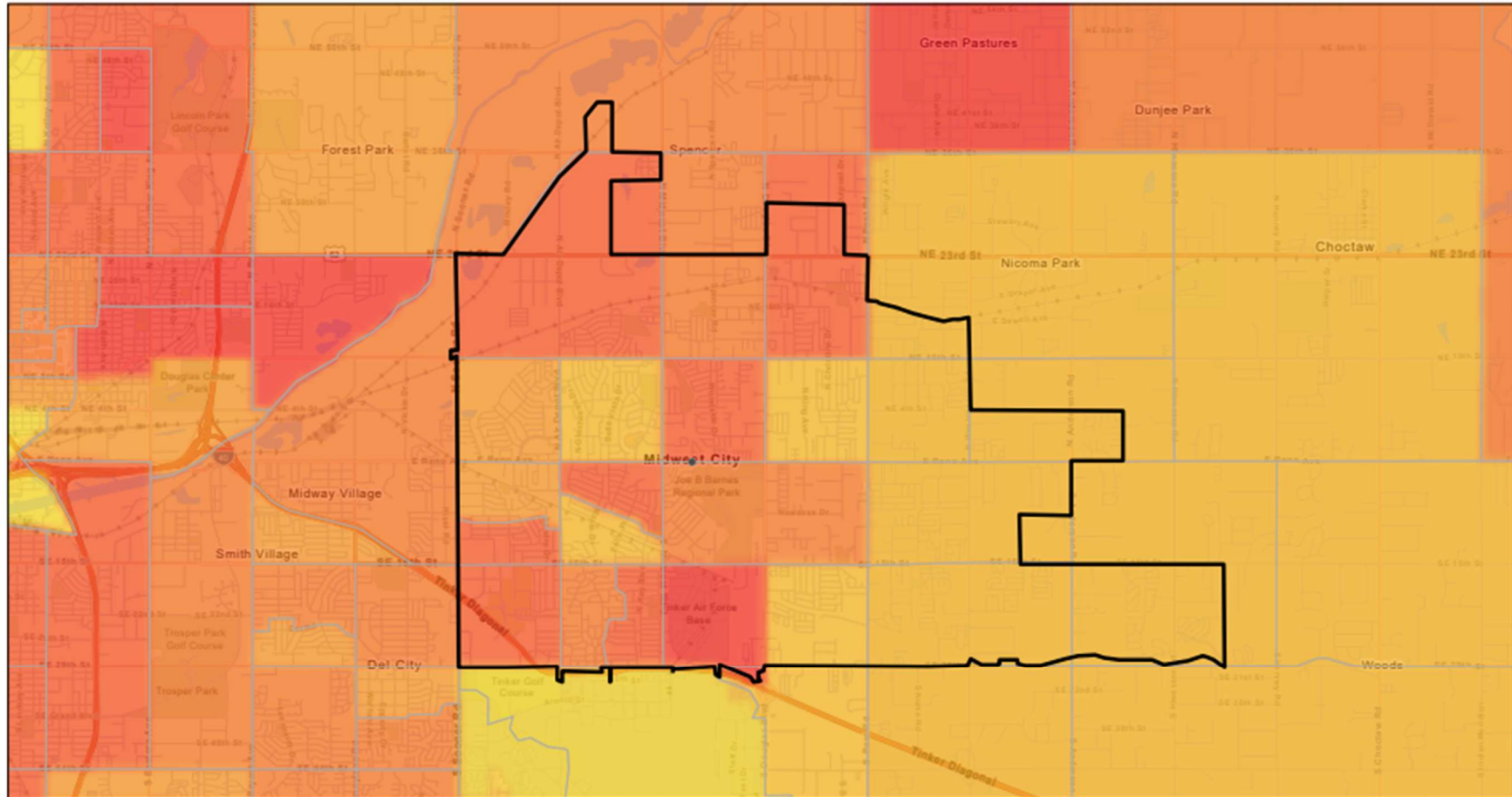


Texas Parks & Wildlife, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, USDA

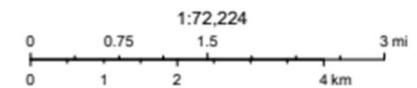
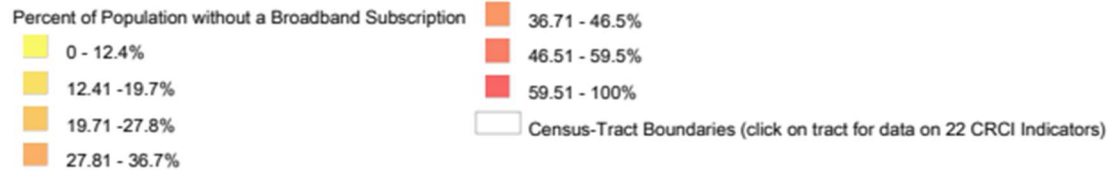
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City of Midwest City Emergency Operations Plan

Percentage of Population without a Broadband Subscription - Updated 9/2022



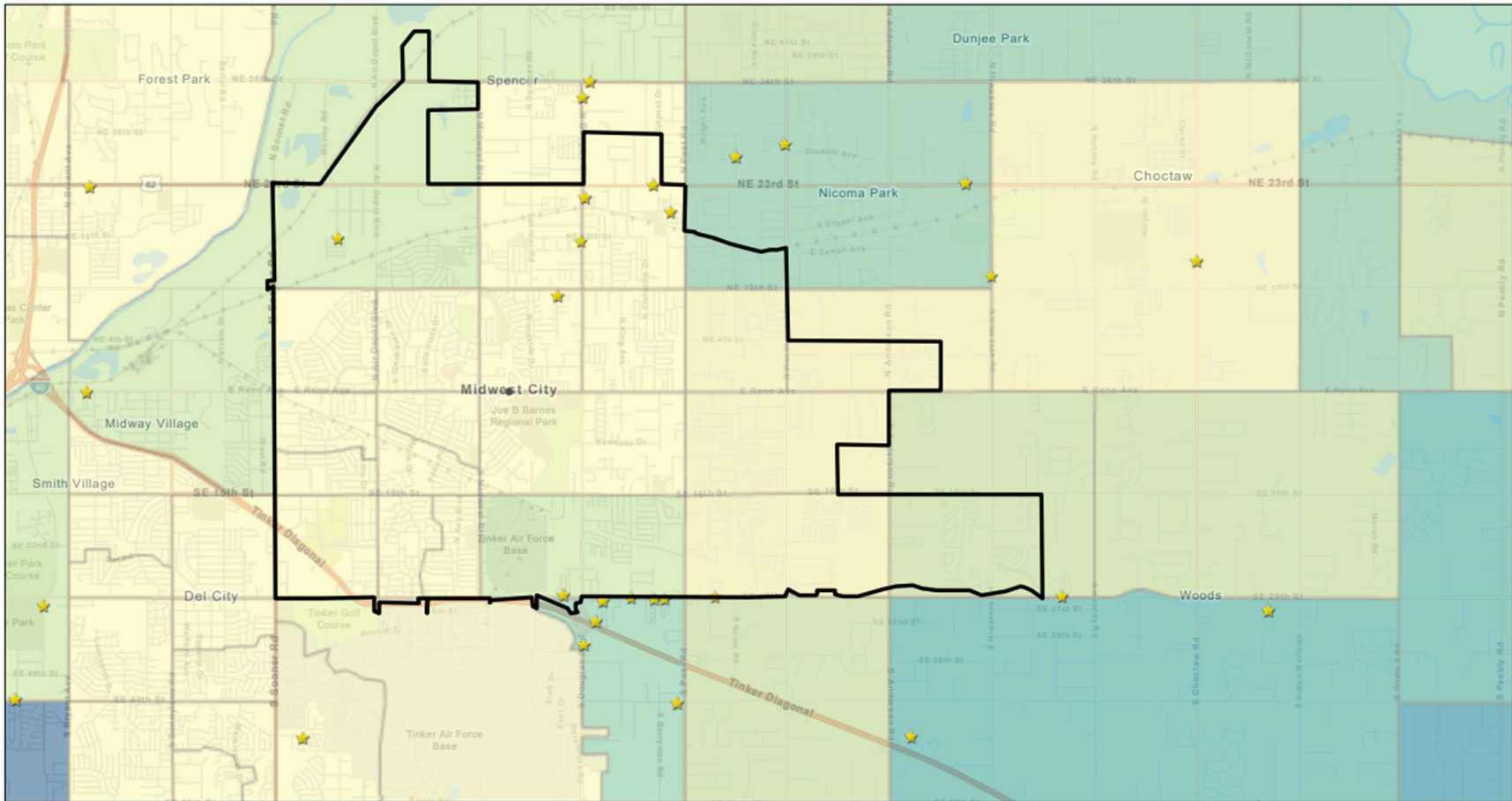
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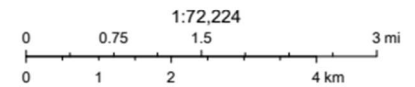
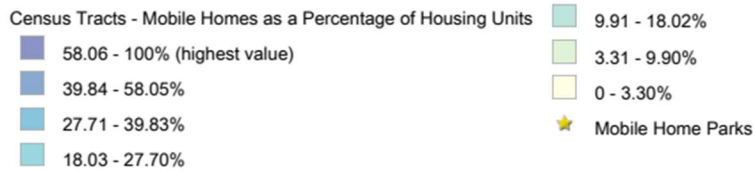
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City of Midwest City Emergency Operations Plan

Mobile Homes as Percentage of Housing Units - Updated 4/2023



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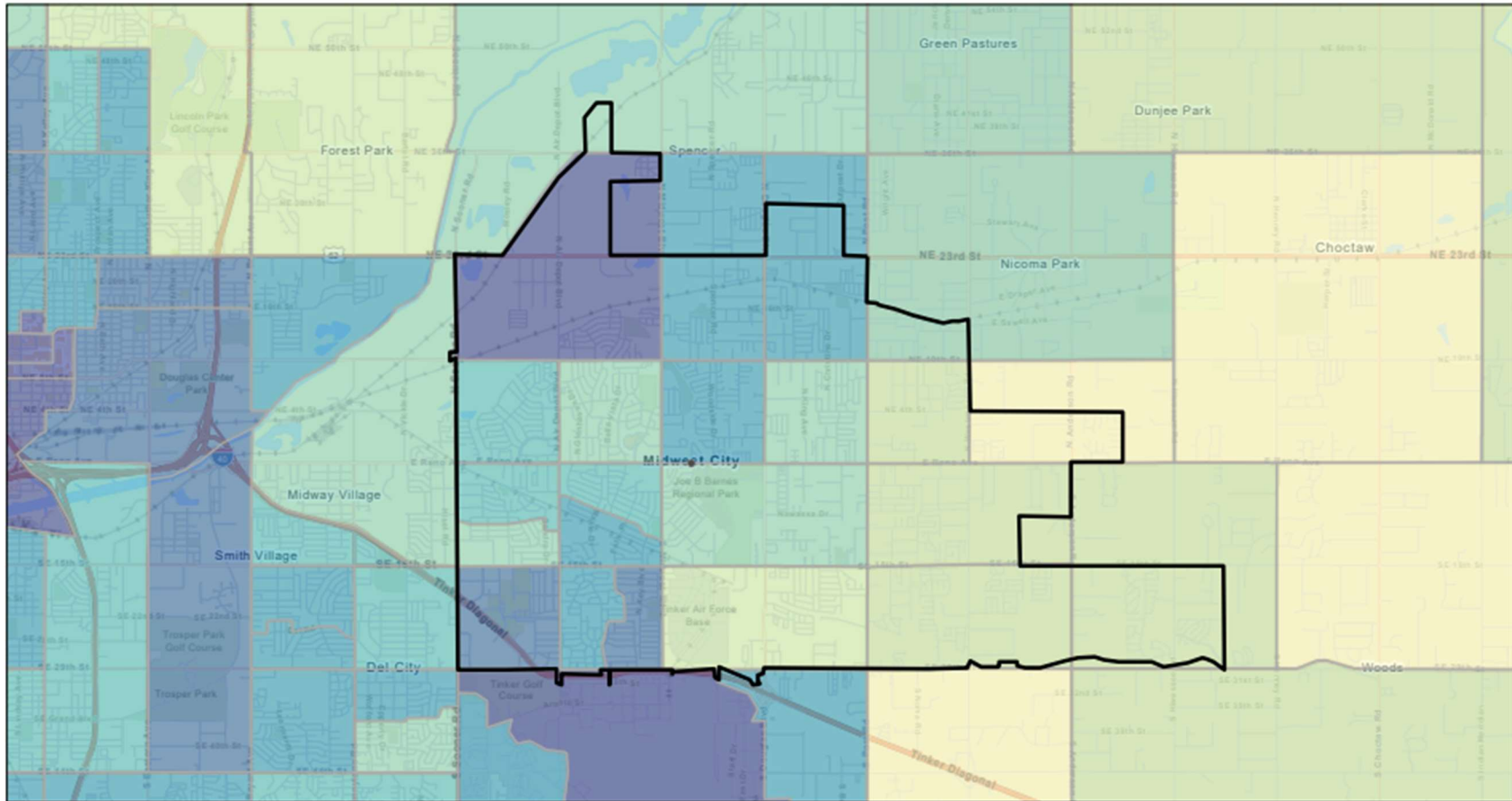


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City of Midwest City Emergency Operations Plan

Housing Units that are Owner Occupied - Updated 4/2023

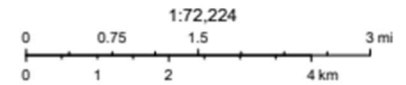


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Census Tracts - Housing Units that are Owner-Occupied

- 0 - 16.64%
- 16.65 - 34.53%
- 34.54 - 48.01%
- 48.02 - 59.51%
- 59.52 - 70.22%
- 70.23 - 81.47%
- 81.48 - 100% (highest value)

- 59.52 - 70.22%
- 70.23 - 81.47%
- 81.48 - 100% (highest value)
- Census-Tract Boundaries (click on tract for data on 22 CRCI Indicators)

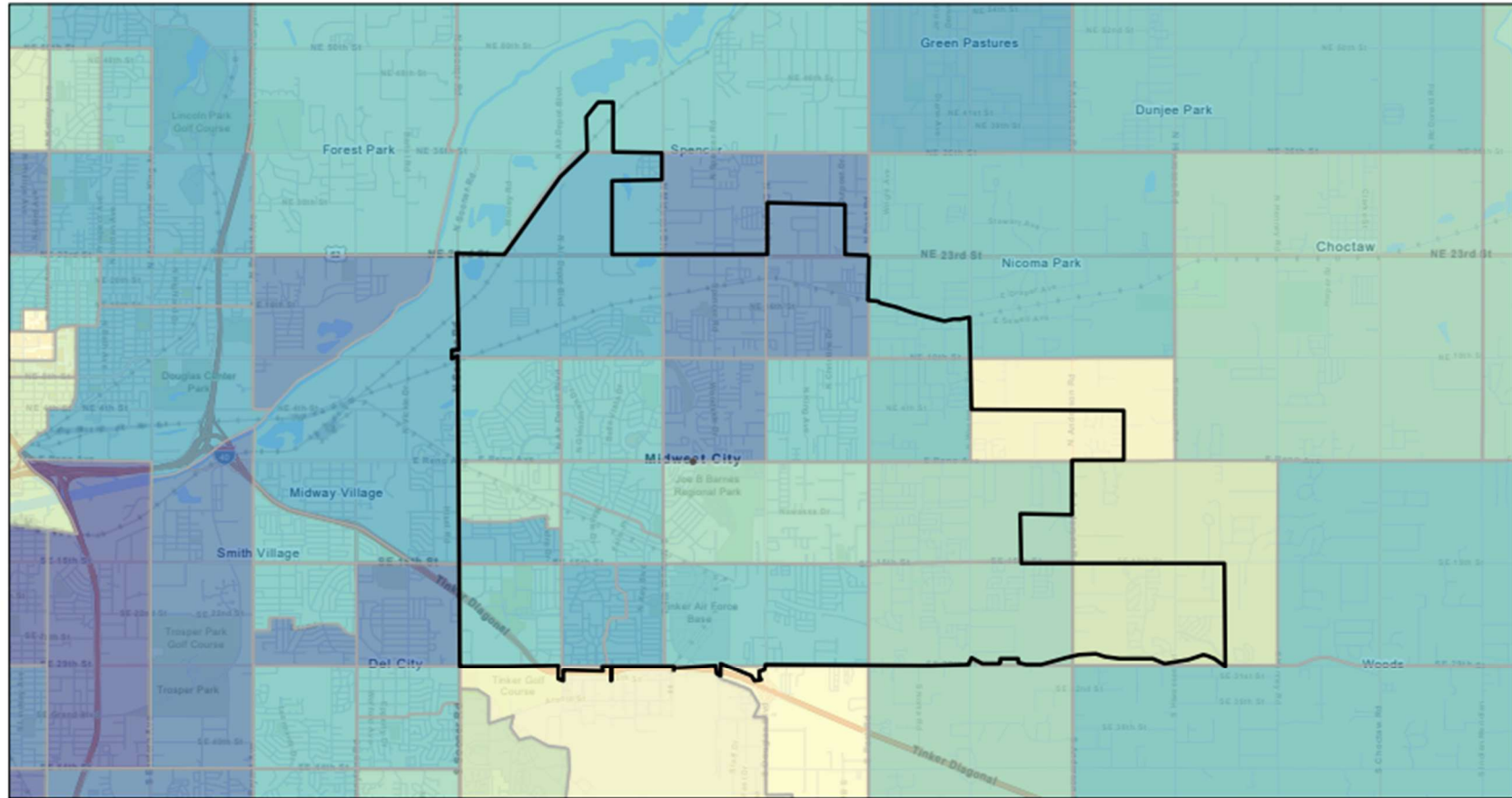


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City of Midwest City Emergency Operations Plan

Population Without Health Insurance- Updated 4/2023

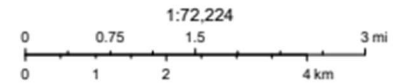


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Census Tracts - Population without Health Insurance

- 24.44 - 100% (highest value)
- 16.71 - 24.43%
- 11.93 - 16.70%
- 8.34 - 11.92%
- 5.45 - 8.33%
- 2.89 - 5.44%
- 0 - 2.88%

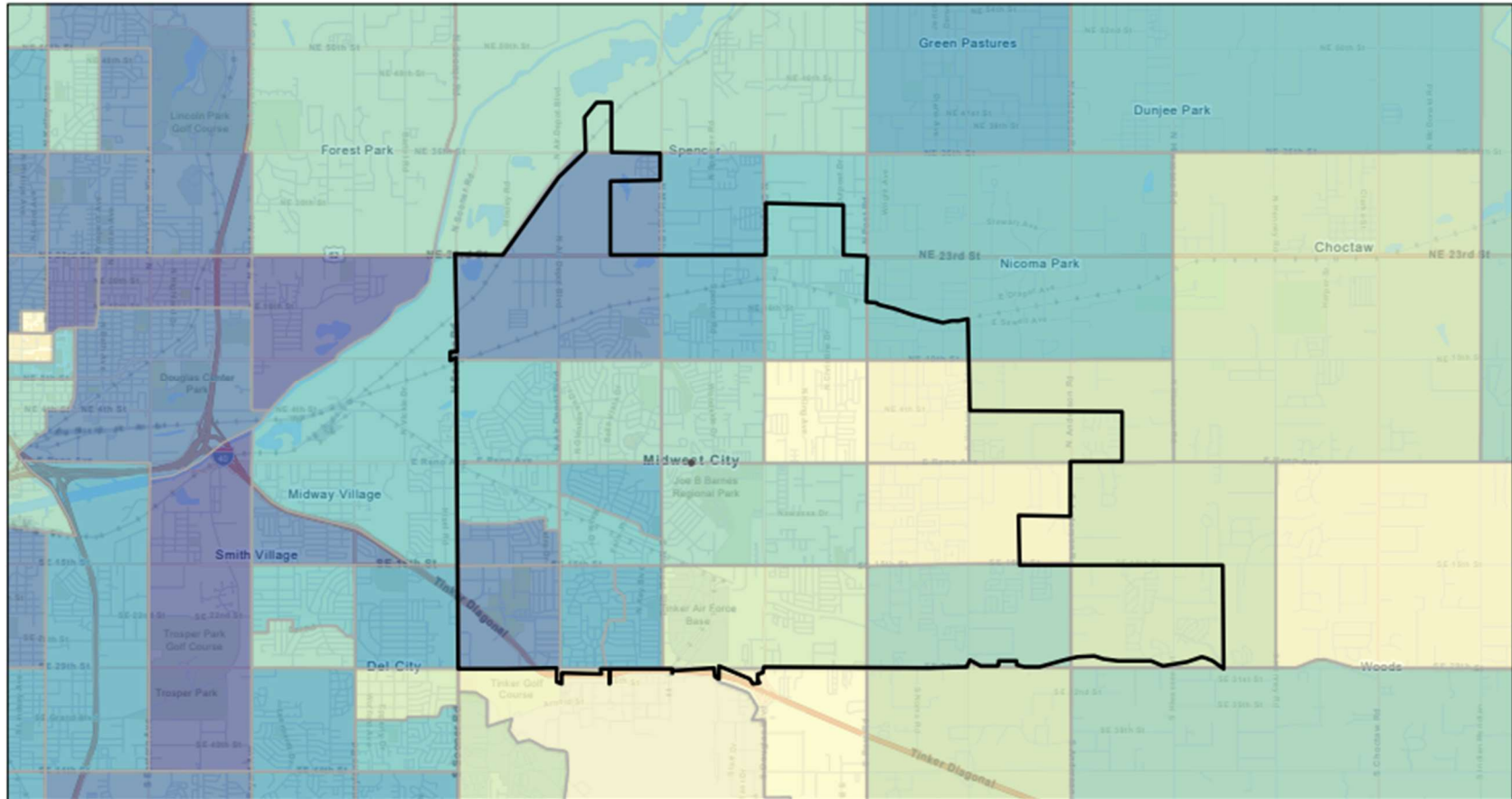
Census-Tract Boundaries (click on tract for data on 22 CRCI Indicators)



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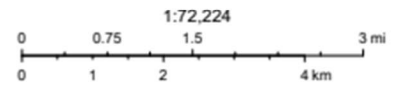
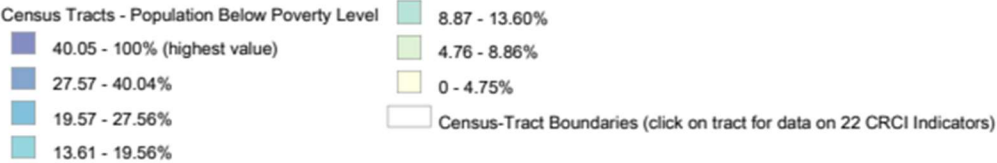
City of Midwest City Emergency Operations Plan

Population Below the Poverty Level - Updated 4/2023



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Census Tracts - Population Below Poverty Level

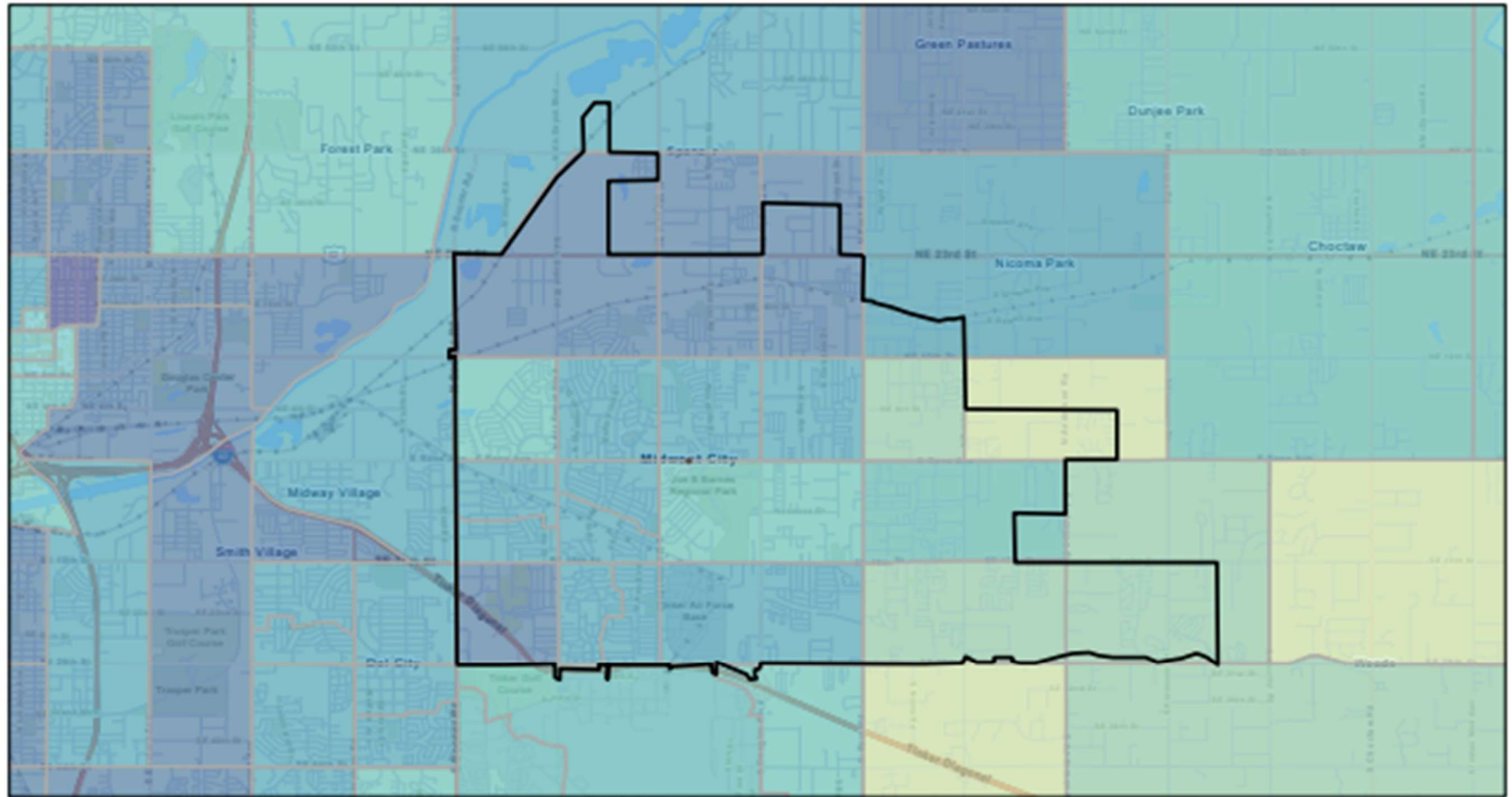


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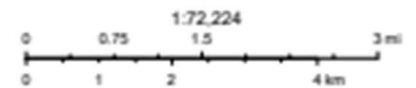
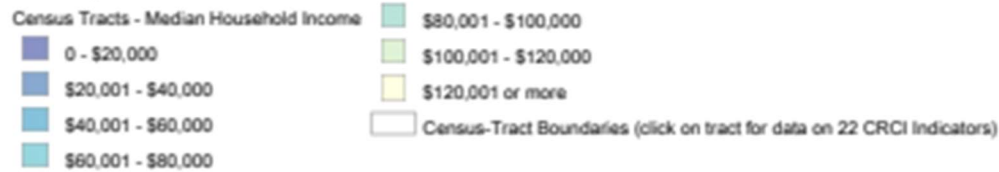
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City of Midwest City Emergency Operations Plan

Median Household Income- Updated 5/2023



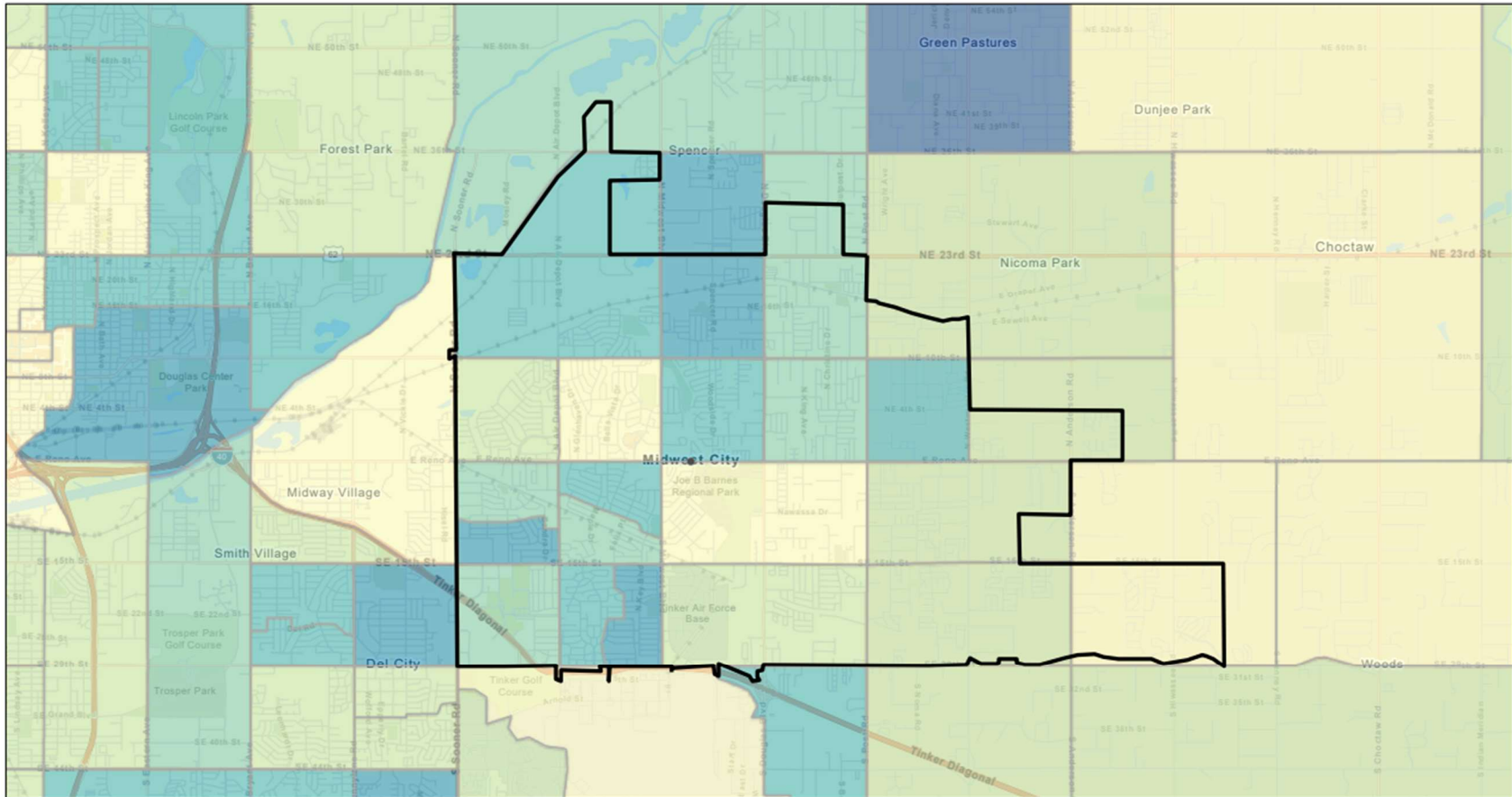
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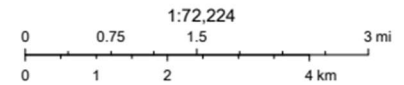
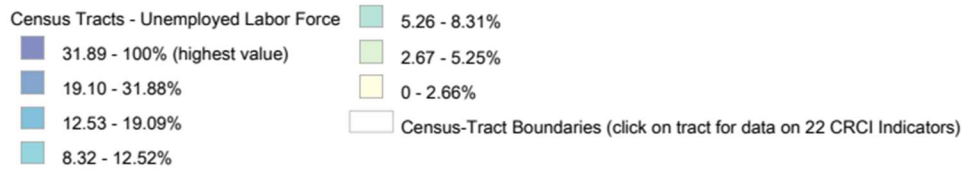
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City of Midwest City Emergency Operations Plan

Unemployed Labor Force- Updated 4/2023



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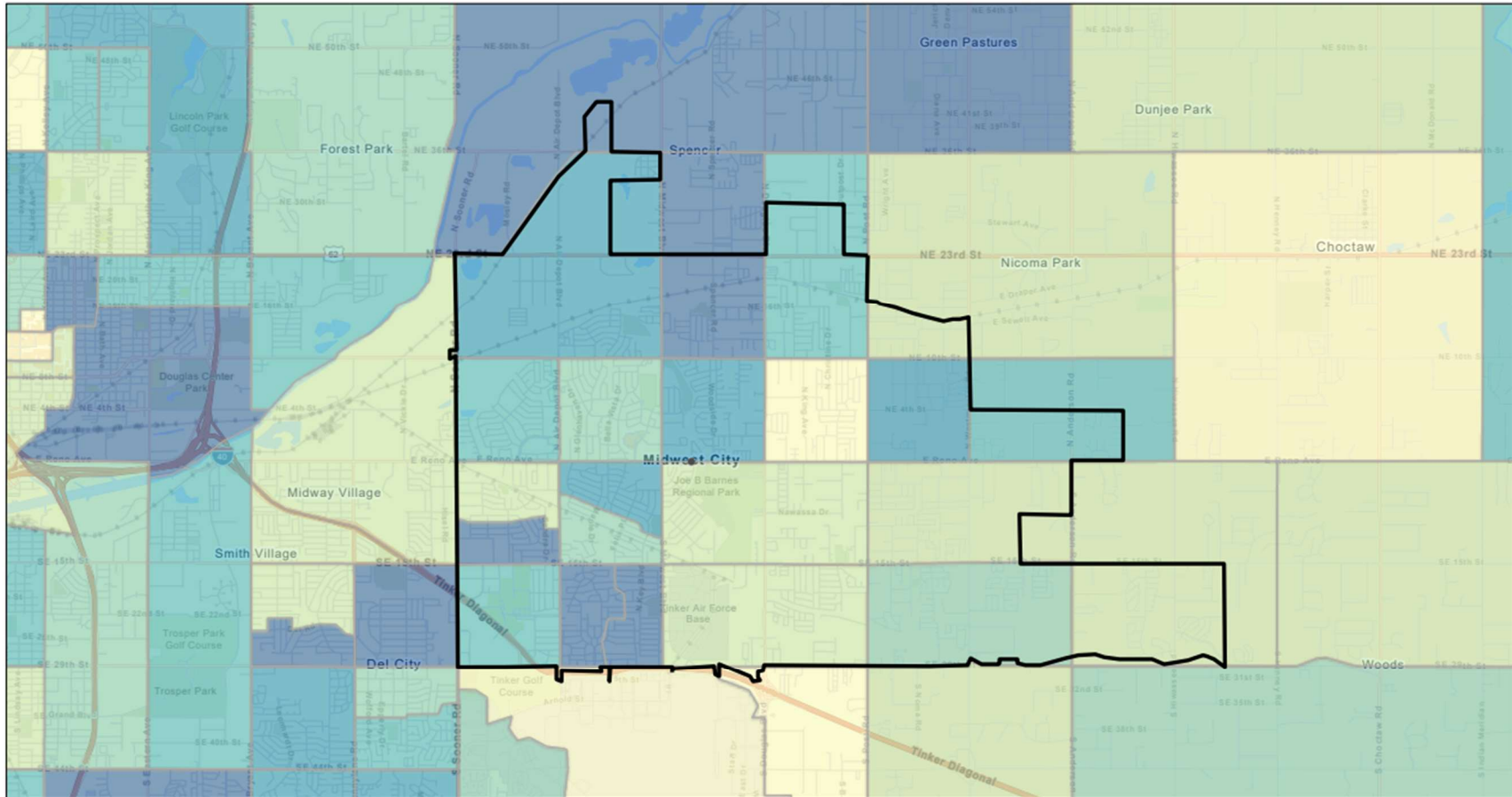


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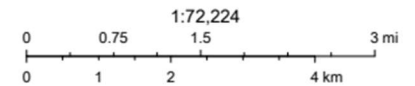
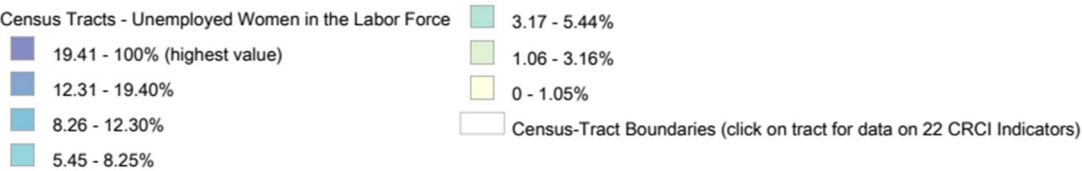
City of Midwest City Emergency Operations Plan

Unemployed Women in the Labor Force- Updated 4/2023



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Census Tracts - Unemployed Women in the Labor Force

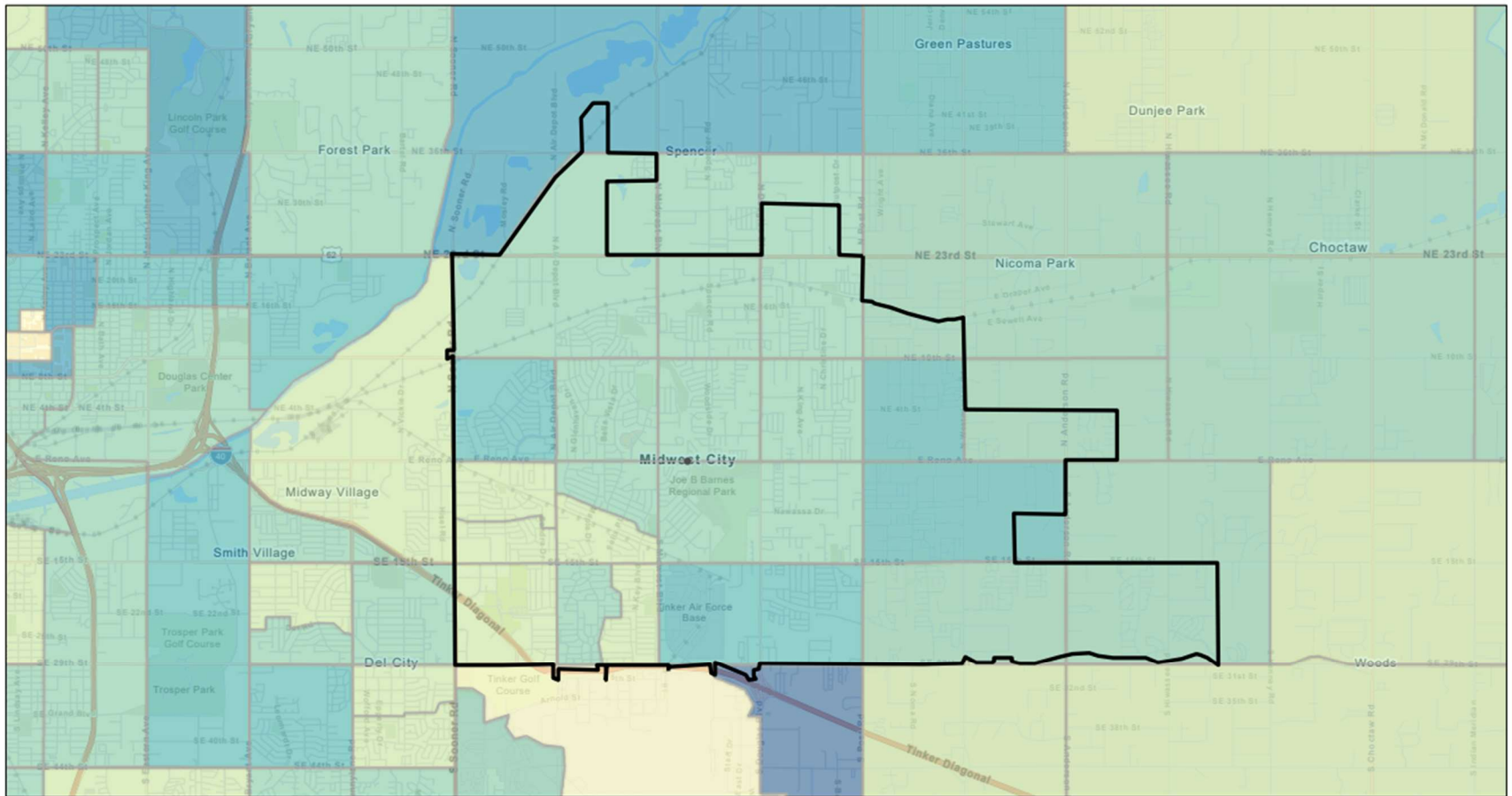


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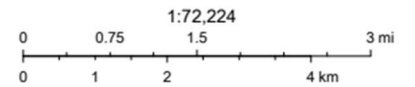
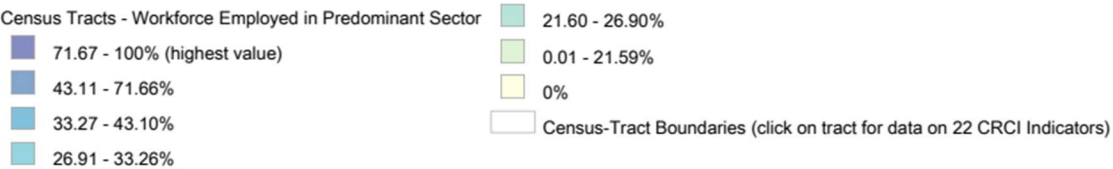
City of Midwest City Emergency Operations Plan

Workforce Employed in Predominant Sector - Updated 4/2023



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Census Tracts - Workforce Employed in Predominant Sector

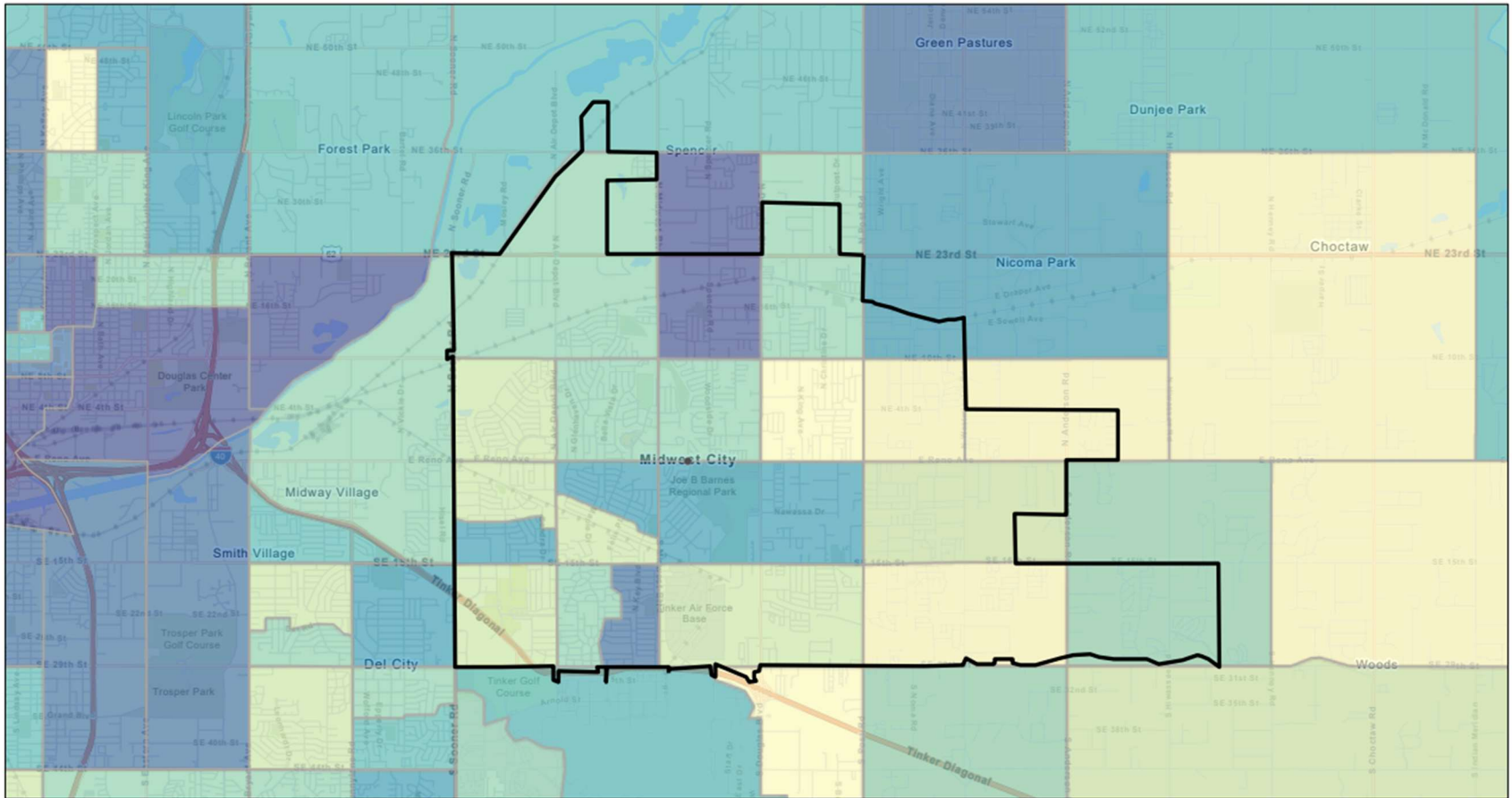


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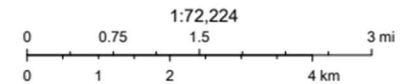
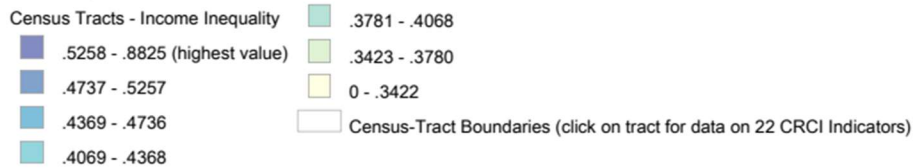
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City of Midwest City Emergency Operations Plan

Income Inequality- Updated 4/2023



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HEALTHCARE FACILITY MAP



City of Midwest City Emergency Operations Plan

DISASTER DECLARATION

WHEREAS, on [Click or tap here to enter text.](#), [Click or tap here to enter text.](#) Occurred in Midwest City, Oklahoma, causing [Click or tap here to enter text.](#) Known fatalities and [Click or tap here to enter text.](#) Injuries, with considerable damage to public and private properties; and

WHEREAS, immediate attention is required to protect public health, prevent further damage, ensure public safety, and render emergency relief, and

WHEREAS I [Click or tap here to enter text.](#), Mayor of Midwest City, Oklahoma do find the aforementioned conditions constitute a threat to the safety and welfare of the city, and create natural or human-caused disaster within the definition provided in Section 683.3 of the Oklahoma Emergency Management Act of 2003 as amended;

NOW, THEREFORE, I [Click or tap here to enter text.](#), Mayor, acting under the power vested in me do hereby declare [Click or tap here to enter text.](#) To be a disaster area, entitled to aid, relief, and assistance, and do hereby direct the implementation of the City's Emergency Operations Plan.

IN WITNESS WHEREOF, I have hereunto set my hand and seal to this instrument on this [Click or tap here to enter text.](#) day of [Click or tap here to enter text.](#) in the year of our Lord, Two Thousand, [Click or tap here to enter text.](#), at Midwest City, Oklahoma.

THIS DECLARATION SHALL EXPIRE AFTER SEVEN (7) DAYS UNLESS OTHERWISE EXTENDED.

Matthew D. Dukes, II, Mayor

APPROVED as to form and legality this [Click or tap here to enter text.](#) day of [Click or tap here to enter text.](#)

Donald Maisch, City Attorney

I, the undersigned city clerk of the City of Midwest City, Oklahoma, hereby certify that the foregoing is a true, correct and complete copy of a resolution of said city duly adopted by the governing body of said city at a meeting held on the date therein stated as the same appears in the minutes of said meeting on file in my office as part of the official records thereof.

Sara Hancock, City Clerk, City of Midwest City,
Oklahoma

EMERGENCY SUPPORT FUNCTION ANNEXES



ESF #1

TRANSPORTATION



FEMA LIFELINES:	Transportation; Food, Water, Shelter
LEAD AGENCY/DEPARTMENT:	MWC Public Works
SUPPORTING CITY DEPARTMENTS:	MWC Communications and Marketing MWC Emergency Communications MWC Emergency Management MWC Fire Department MWC Police Department
SUPPORTING PARTNERS:	Mid-Del Schools Oklahoma National Guard Oklahoma Water Resources Board
COUNTY COORDINATING AGENCY:	Oklahoma County Emergency Management
STATE COORDINATING AGENCY:	Oklahoma Department of Emergency Management Oklahoma Department of Transportation
FEDERAL COORDINATING AGENCY:	U.S. Department of Homeland Security

PURPOSE

The purpose of this annex is to establish procedures for using local transportation resources and for response to and recovery from an emergency or disaster, to include the transportation of evacuees and equipment.

When activated and as needed, ESF 1/Transportation will:

- Assess transportation system damage and determine the required resources to restore such systems if needed
- Ensure major and alternate routes are open and can be used by all City departments
- Coordinate evacuation transportation as an initial priority during disaster operations
- Prioritize and allocate all available and activated local transportation resources
- Facilitate movement of the public in coordination with other transportation providers
- As required, facilitate movement of personnel to specific areas of need

City of Midwest City Emergency Operations Plan

- Facilitate damage assessments with ESF 5 to establish priorities and determine needs
- Provide coordinated traffic control assistance as needed
- Communicate with surrounding jurisdictions and private organizations to ensure that potential transportation-related resources are available during disaster operations.

SITUATION AND ASSUMPTIONS

SITUATION

- A significant incident may cause extensive travel challenges and potential damage within Midwest City and/or surrounding jurisdictions, requiring activation of local transportation needs in support of coordinated response activities;
- Movement of resources into, and evacuees out of an impacted area will be predicated on, and require identification of, all surviving and available methods and routes of transportation;
- Damaged roadways, vehicles, facilities, equipment, and damaged or disrupted communications could significantly hamper emergency transportation support and coordination;
- In a large-scale incident, emergency transport requirements will likely exceed local capabilities, and outside assistance may be required to support local emergency operations, restoration, or a large-scale evacuation;
- Prioritization of transportation and evacuation participants will be required;
- The public will receive official emergency public information and warning related to evacuation;
- Roads and highways in Midwest City and surrounding areas will become congested during large-scale evacuation, limiting the movement of traffic and access for emergency vehicles and other essential resources;

ASSUMPTIONS

- Most of the public will act on its own and promptly self-evacuate areas when advised to do so, or before;
- Some people may refuse to evacuate, regardless of warnings;
- Most evacuees will seek shelter with relatives or friends rather than in a public shelter;
- The principal mode of transportation for evacuees will be private vehicles, however;
- Some people will lack transportation;
- Some residents who are ill or have Access and Functional Needs may require specialized transportation vehicles;
- When required, institutional residents will either be evacuated by the organization responsible for their care, e.g. nursing homes, assisted living centers, schools, daycare centers, etc., or the institution will make prior arrangements to have the resident evacuated;

City of Midwest City Emergency Operations Plan

- The Midwest City Police Department will provide most traffic control on major evacuation routes within Midwest City but may be assisted by other departments and agencies.

CONCEPT OF OPERATIONS

In conjunction with County and State resources, Midwest City Public Works is responsible for transportation infrastructure including coordinating resources needed to restore and maintain transportation routes necessary to protect lives and property during an emergency or disaster.

City departments with primary or secondary emergency functions connected with transportation will assign appropriate personnel to carry out these functions;

City departments will each organize themselves to conduct emergency operations effectively.

ACTIONS

Actions are grouped into the phases of emergency management; prevention, preparedness, response, recovery, and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies. ESF-1 encompasses a full range of activities from training to providing field services. It also coordinates and may assume direct operational control of the following:

- Transportation for Midwest City residents and/or other populations;
- Transportation of equipment and/or supplies;
- Catastrophic incident /infrastructure support.

The Public Works Department has primary responsibility for providing/assigning emergency transportation to organizations requesting resources through the EOC.

Mid-Del Schools shall assist Public Works when requested through the EOC, to provide necessary support (e.g., school buses and drivers) required to transport or evacuate survivors of a disaster to centers for emergency shelter and feeding.

MITIGATION AND PREPAREDNESS

Appoint and train a representative to act as the Evacuation Coordinator for ESF 1 in the EOC;

Review and update emergency procedures;

Identify potential hazards and their impacts as indicated in the Hazard-Risk Analysis and seek applicable resources;

Provide personnel with appropriate training and expertise to participate in activities designed to reduce or minimize the impact of future disasters;

Develop policies and procedures for requesting assistance from the Oklahoma Department of Transportation;

Develop procedures for providing confirmed information on the status of major transportation routes throughout the region following a disaster;

Be prepared to implement the requirements of the Response/Recovery sections.

- Prepare and maintain the current list of personnel, equipment and their locations needed to carry out their respective responsibilities;
- Develop a method to identify routes that can be used by resources moving into affected areas;

City of Midwest City Emergency Operations Plan

- Develop contingency plans for the personnel of their departments to ensure their safety and continuity of the functions of the department;
- Develop and exercise a plan for personnel of the departments to report their locations and availability for duty;
- Plan for the resumption of the department's functions with a minimum of disruption, including relocation of the department if required;
- Ensure administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations;
- Participate in emergency exercises.

RESPONSE AND RECOVERY

- Report to the EOC when activated. Attend briefings and coordinate activities with other departments;
- Provide emergency transportation service, as required, in, to, or from disaster-affected areas by utilizing the department vehicles for movement of survivors, survivors, essential food, medical supplies, and other supplies and equipment;
- Provide information on respective situations and any problems when assistance is needed to carry out their responsibility;
- Coordinate with the Federal Department of Transportation and other agencies in support of Emergency Support Functions #1 and #3 of the National and Regional Response Plans;
- Respond to requests from other ESFs during emergency operations.
- Continue to provide transportation assistance as required;
- Participate in compiling after-action reports and critiques;
- Revise emergency plans using lessons learned;
- Assist in acquisition of federal recovery and mitigation dollars.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

ESF 1- Coordinator, ESF 3-Public Works, and ESF 13-City Police Department will coordinate all traffic movement and around the affected areas in a disaster.

ORGANIZATION

ESF-1 is part of the Operations Section.

ESF 1 Coordinator will monitor the status of major evacuation routes and provide information to other ESFs as necessary.

ASSIGNMENT OF RESPONSIBILITIES

ESF COORDINATOR RESPONSIBILITIES

- In the event of evacuation, the ESF 1 Coordinator and the ESF 13 (Public Safety and Security-MWC Police Department) Coordinator will coordinate all traffic movement in and around the affected areas;

The ESF-1 Coordinator has primary responsibility for providing/assigning emergency transportation to requesting organizations and coordinating transportation with the City School District, AND Military Department. Midwest City Police Department;

Help ensure available transportation routes are kept open and that traffic moves in a safe and orderly manner;

City of Midwest City Emergency Operations Plan

- Provide escort services for vehicles assigned special functions or transporting critical incident-related resources;
- Help enforce any movement restrictions within affected areas;
- Assist with evacuation and relocation.

MIDWEST CITY PUBLIC WORKS:

Restoration/recovery of transportation infrastructure;

Provide barriers/signage to help enforce movement restrictions.

MID-DEL SCHOOLS

Provide buses and drivers as needed to assist with evacuation and relocation.

OKLAHOMA DEPARTMENT OF TRANSPORTATION

Provide any necessary transportation equipment to perform the functions of evacuation, hauling of equipment and supplies in, to, or from the disaster area.

OKLAHOMA DEPARTMENT OF EMERGENCY MANAGEMENT/HOMELAND SECURITY

Will provide support as requested and manage the State Emergency Operations Center.

SUPPORTING PARTNER RESPONSIBILITIES

Support Agencies will assist the Emergency Support Function by:

- Assisting with the above-outlined tasks as requested by the ESF Coordinator;
- Providing services, staff, equipment, and supplies that complement the entire response effort;
- Tracking and reporting current resource capabilities on a regular basis;
- Providing and coordinating transportation assets when requested and as available;
- Helping coordinate the provision of supplies, parts, and/or repair for utilized resources;
- Helping coordinate fuel delivery to emergency response vehicles.

DIRECTION AND CONTROL

- Direction and control for any disaster operation will be centralized. The designated operating official is to work in the MWC Emergency Operations Center, and act as coordinator for use of his/her department's assets and interface with assets of other departments;
- City Department and Agency leaders shall be responsible for directing primary activities of their organizations in connection with emergency transportation;
- The ESF 1 Coordinator shall be responsible for directing primary activities in connection with emergency transportation;
- The Oklahoma National Guard shall be responsible for directing the secondary activities of emergency transportation by the Military Department;
- The SAR Director shall be responsible for accessing, utilizing, and directing the general aviation resources within the state when needed for emergency transportation through the SAR plan.

CONTINUITY OF GOVERNMENT

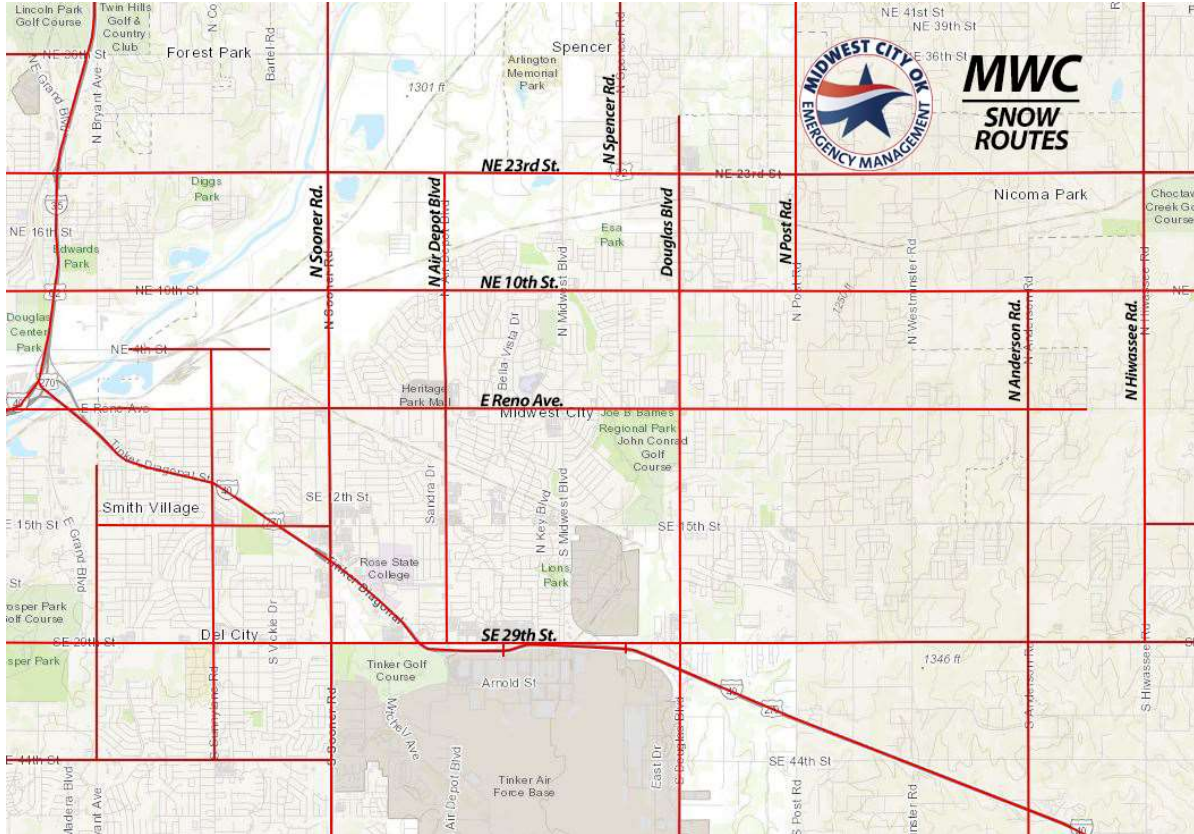
Each department with a primary or secondary transportation responsibility will assign/train at least three (3) lines of succession for every staff position.

City of Midwest City Emergency Operations Plan

ADMINISTRATION

The Public Works Director and School District Liaison will review and update this annex annually, with any needed assistance from the Emergency Operations Manager.

MIDWEST CITY SNOW ROUTES



ESF #2 COMMUNICATION



FEMA LIFELINES:	COMMUNICATIONS
LEAD AGENCY/DEPARTMENT:	MWC Information Technology
SUPPORTING DEPARTMENTS:	MWC Communications and Marketing MWC Emergency Communications MWC Emergency Management MWC Public Works MWC Public Information
SUPPORTING PARTNERS:	Mid-Del Amateur Radio Club
COUNTY COORDINATING AGENCY:	Oklahoma County Emergency Management
STATE COORDINATING AGENCY:	Oklahoma Department of Emergency Management
FEDERAL COORDINATING AGENCY:	US Department of Homeland Security

PURPOSE

The purpose of this annex is to ensure radio, telecommunications, and data systems are ready to support City emergency responders during emergency operations. This may include the use of County and/or State communication systems in the event that City capabilities are disrupted.

When activated and as needed, ESF 2/Communication will:

- Identify and organize resources available to Midwest City to address and support communications-related needs in the event of a disaster or other emergency;
- Identify the responsibilities of organizations charged with providing communications and communication-related support in the event of a large-scale disaster or emergency;
- Assure communication support to the Midwest City and private-sector response before, during, and after an incident;
- Provide personnel and resources to support prevention, preparedness, protection, response, recovery, and mitigation in support of the primary emergency management objectives regarding communication in disaster situations.

In this context, communications is defined as the technology-based systems such as public safety radio and data systems, amateur radio resources, technological and connectivity-related infrastructure, and other communications systems found in various city departments and private sector companies.

Specific ESF-2 objectives include:

City of Midwest City Emergency Operations Plan

- Ensuring that communications systems are prepared to provide the mission essential communications services required during normal operations;
- Ensuring that communications systems are prepared to respond to large-scale events, incidents, and emergencies, etc., supporting response, recovery, and mitigation efforts;
- Establishing and maintaining communications between, and among the key facilities and entities that are integral to efficient operations;
- Support basic public safety dispatching and communications missions;
- Assist with warning or alerting the community of a threatened or actual emergency;
- Coordinate with ESF-15/Public Information to continuously communicate with the community through a variety of media to inform of protective actions.

SITUATIONS AND ASSUMPTIONS

SITUATION

- Communications play a critical role in emergency operations, notification, and warning;
- Public safety communications are in many cases dependent on public infrastructure, or a combination of governmentally owned and public infrastructure, to provide and maintain system connectivity;
- All hazards may from time to time disrupt normal communications within and among local, state, and federal agencies and jurisdictions;
- The availability of emergency and backup communications is essential to all phases of emergency management;
- To avoid duplication of effort and to ensure proper utilization of state resources, a centralized communications center is necessary for message handling and coordination functions.

ASSUMPTIONS

- All communications systems in the City are operational except within the disaster area where only limited or no communications exist;
- All communications links between the City, County, and State Emergency Operations Center are operational;
- Communications to and within the disaster area require re-establishment or augmentation to provide communications for the State and Federal disaster relief operations. Temporary communication systems and mobile command units are available to augment the lack of communications within the disaster area;
- There will be situations when there will be no time or mechanism for warning the City's population or portions thereof;
- Local television and radio stations may be off the air due to power loss or other limiting circumstances.

CONCEPT OF OPERATIONS

Our City utilizes multiple communications systems. These range from switched telephone networks, cable, fiber optic, and microwave networks used by the public and government, to a dedicated radio network developed for use by our emergency response departments.

The Midwest City 911 Center is accessible to Authorized personnel only and is typically the first point of contact for the public during emergencies or significant events.

Emergency communications is defined as the ability of emergency responders to exchange information via voice, data, and video. Emergency response at all levels of government must have interoperable and seamless communications to effectively manage emergencies, establish

City of Midwest City Emergency Operations Plan

command and control, maintain situational awareness, and function under a common operating picture for events or incidents. These systems must provide uninterrupted 24 x 7 x 365 communications capability.

An Emergency Operations Center uses a combination of networks to receive and disseminate critical information contributing to a common operating picture, including:

- Indications, observations, and warnings;
- Incident notifications;
- Public communications;
- Public safety radio use and monitoring

At incident sites, the Incident Commander has primary responsibility for incident communication relative to that incident or event. Under ICS, this task may be delegated to a Communications Unit Leader (COML).

Amateur radio operators may provide emergency backup radio communications between the EOC and critical facilities, various regional jurisdictions and or EOCs, and the State EOC should normal communications be disrupted.

It is important to use common terminology during emergency communications, so all agencies and jurisdictions are better able to understand each other. In accordance with the NIMS, 10 and signal codes are not used at this time.

In the event of an evacuation, ESF 2 (Communication and ESF 15 (Public Information) will coordinate to distribute information to the public via radio, television, public address, social media, and door-to-door contact if necessary.

City departments with primary or secondary emergency functions connected with communication will assign appropriate personnel to carry out these functions.

City departments will each organize themselves to conduct emergency operations effectively.

WARNING

- Midwest City has a network of 10-10 cell Whelen omni-directional outdoor warning devices used to warn residents of threatening tornadic conditions;
- Emergency Alert System (EAS) and/or Wireless Emergency Alert (WEA) messages may be issued through the National Weather Service or through State Emergency Management: An EAS terminal is located within the State Emergency Operations Communications Center (SEOCC);
- NOAA Weather Radio (NWR);
- The National Warning System (NAWAS): The state portion of the NAWAS consists of the Emergency Operations Communications Center, twelve State Police District headquarters, two National Weather Service offices and 15 primary warning points (nodes) connected with leased, non-switched terrestrial voice circuits; The primary warning points using the most expedient method possible disseminate warnings to the non-NAWAS counties; National and

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State NAWAS phone systems are located in the State Emergency Operations Communications Center (SEOCC);

- The Midwest City Communications Center utilizes the Allworx commercial telephone system for daily use; WebEOC is used to log incidents and display current status of events and incidents;
- The Oklahoma Amateur Radio System: (which includes RACES (Radio Amateur Civil Emergency Services), MARS (Military Auxiliary Radio System) and ARES (Amateur Radio Emergency Services), and the Mid-Del Amateur Radio Club.
- The 911 Center may be overwhelmed by incoming calls for service during a large-scale incident; Re-routing plans are in place for call roll-over to backup facilities.

ACTIONS

Actions initiated by ESF-2 are grouped into the phases of emergency management. Each phase requires significant cooperation and collaboration between all agencies in the area and the intended service recipients. ESF-2 encompasses a full range of activities from training to field services, including, but not limited to:

- Assessment of potential event impacts and communication needs;
- Coordinating communications support assets;
- Developing and maintaining primary and alternate communications systems for contact with local jurisdictions, state agencies, non-governmental organizations, and private sector partners;
- The Director of Emergency Management or designee authorizes the use of the Emergency Alert System.

MITIGATION/PREPAREDNESS

- Weekly testing of outdoor warning devices;
- Regular maintenance of outdoor warning devices;
- Identifying mission-essential functions including 911 call processing, emergency dispatch services, and maintaining a 24-hour warning point;
- Assist in identifying and equipping alternate facilities, resources, and systems that will serve as a backup for communications and dispatching services should the primary location become inoperable or unsafe;
- Developing, presenting, or hosting training classes for ESF-2 personnel, including training in the Incident Command System and procedures for pre-staging communications assets for rapid deployment;

RESPONSE

- ESF-2 shall send a coordinator to the EOC at the request of the Emergency Operations Manager to perform the following duties:
 - Attend briefings and coordinate activities with other City, County, and State departments;
 - Assist with Incident Action Plan development;
 - Maintain logs of activities and messages;
 - Initiate internal notification and recall actions;
 - Other duties as requested.

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- Resource coordination into the affected areas from designated staging areas and coordination with other jurisdictions' ESFs or like functions to obtain resources and facilitate and effective response among all participating agencies.
At disaster sites, the Incident Commander shall have primary responsibility for site selection and parking control. Communication vans/vehicles should be parked in closed proximity to each other to enhance cooperation and coordination in exchanging information and resolving disaster assistance problems.

RECOVERY

- Assist with assessing damage to Communications systems and PSAP;
- Continue to provide communications-related support until response activities are concluded or until they can be managed and staffed utilizing normally available resources;
- Participate in all aspects of after-action reviews, reports, and subsequent quality improvement activities;
- Coordinate communications support to all governmental, support, and volunteer agencies as required.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

GENERAL

ESF-2 is part of the Logistics Section.

ASSIGNMENT OF RESPONSIBILITIES

MIDWEST CITY INFORMATION TECHNOLOGY

Duties include, but are not limited to:

- Monitoring communications capabilities and resources, providing and maintain communications and communications-related support during and event, emergency, or disaster;
- Providing updates on the potential impacts of communications resource damage, compromise, or interruption, resource shortfalls, and potential impacts on the ESF-2 mission;
- Coordinating the distribution of ESF-2 resources;
- Evaluating the event, making strategic decisions, identifying resource needs, and working with the EOC to secure resources required for field operations;
- Maintaining an inventory of personnel, equipment, and vendors for service restoration if needed
- Demobilizing resources and deactivation of the ESF-2 function upon direction from the EOC Director
- Maintain data networks and related services for the City
- Restoration of radio systems will be coordinated through ESF-2. Restoration of phone service will be done by telecommunication providers, in the following priorities:
 - Emergency numbers to City police, fire, and EMS;

City of Midwest City Emergency Operations Plan

- City EOC to County and State EOCs and other field sites;
- Numbers for city departments, community partners, and essential facilities;
- All other numbers.
- Protection, restoration, and sustainment of City cyber and Information Technology resources

MIDWEST CITY EMERGENCY COMMUNICATIONS

- Provide continuous 911 service for the City
- Identify potential or existing equipment issues and coordinate with IT for repair

Midwest City Emergency MANAGEMENT

- Oversight of communications within the jurisdiction incident management and response structures

SUPPORT AGENCY RESPONSIBILITIES

Support Agencies will assist the Emergency Support Function by:

- Performing or assisting with the above outlined tasks as requested by the ESF-2 Coordinator;
- Providing resources that will complement the emergency response/recovery effort;
- Reporting current resource capabilities, difficulties, etc. as requested.

DIRECTION AND CONTROL

- Direction and control for any disaster operation will be centralized. The designated operating official is to work in the MWC Emergency Operations Center, and act as coordinator for use of his/her department's assets and interface with assets of other departments;
- City Department and Agency leaders shall be responsible for directing primary activities of their organizations in connection with emergency transportation;
- The ESF-2 Coordinator shall be responsible for directing primary activities in connection with emergency communication.

CONTINUITY OF GOVERNMENT

Each department with a primary or secondary communication responsibility will assign at least three (3) lines of succession for any assigned staff.

ADMINISTRATION

The Communications Unit Leader will review and update this plan annually, with any needed assistance from the Emergency Operations Manager.

ESF #3 PUBLIC WORKS & ENGINEERING



FEMA LIFELINES:	COMMUNICATIONS; FOOD, WATER, SHELTER; ENERGY
COORDINATING AGENCY:	MWC Engineering & Construction MWC Public Works
SUPPORTING DEPARTMENTS:	MWC Communications and Marketing MWC Community Development MWC Emergency Management MWC WRRF
SUPPORTING PARTNERS:	Public Utilities
COUNTY COORDINATING AGENCY:	Oklahoma County Highway District Oklahoma City-County Health Department
STATE COORDINATING AGENCY:	Oklahoma Department of Transportation Oklahoma State Department of Health
FEDERAL COORDINATING AGENCY:	U.S. Army Corps of Engineers

PURPOSE

The purpose of this annex is to establish procedures for utilizing City resources for response to and recovery from an emergency, to include debris removal and disposal, engineering, construction and utilities restoration. ESF-3 functions also include maintaining fresh water, wastewater and solid waste facilities, emergency power supply, debris removal, and other missions relating to life saving or life protection humanitarian support.

ESF-3 support includes technical evaluation, engineering services, construction management and inspection, emergency contracting and property management assistance.

Activities within ESF-3 include, but are not limited to:

PUBLIC WORKS

- Emergency stabilization of damaged structures and facilities;
- Technical inspections of damaged structures;
- Developing guidelines for structural integrity;
- Determining condition of major City routes;
- Coordinating highway reopening;
- Provide for debris removal from unsafe structures, major roadways, and other areas.

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WATER RESOURCES

- Restoration of potable water supply and sanitary wastewater capability;
- With ESF 5, coordinate the distribution of ice and drinking water to areas with extended outages.

SITUATION AND ASSUMPTIONS

SITUATION

- Disasters of any magnitude may cause property damage; reduce or eliminate the City's ability to supply potable water; render roads unusable, and create debris that could impede recovery efforts;
- Extended outages at the water and/or wastewater facilities could result in development and spread of disease;
- Debris removal is vitally important; failure to open roadways or bridges may result in delayed emergency response to survivors. Ongoing delays in debris removal may inhibit community recovery.

ASSUMPTIONS

- Disasters often render roads unusable. Downed trees or power lines can prevent emergency medical and fire services from entering affected areas;
- The County Highway District and State DOT will mirror the City's efforts to clear roads and move debris on jurisdictional highways and bridges after an incident;
- The Oklahoma National Guard will assist with monitoring water quality and distributing water and ice where needed.

CONCEPT OF OPERATIONS

Following a significant incident or disaster, Midwest City Engineering & Construction and Midwest City Public Works and their partners will:

- Determine if City buildings are safe or need to be closed or otherwise secured, and coordinate with appropriate personnel to take necessary actions;
- Coordinate with other ESFs if there is damage to utilities or other infrastructure ;
- Clear debris according to the prioritized public safety routes;
- Coordinate with local, State, and Federal damage assessment teams.

City departments with primary or secondary emergency functions connected with transportation will assign appropriate personnel to carry out these functions;

City departments will each organize themselves to conduct emergency operations effectively.

ACTIONS

Actions initiated by ESF-3 are grouped into the phases of emergency management. Each phase requires significant cooperation and collaboration between all agencies in the area and the intended service recipients. ESF-3 encompasses a full range of activities from training to field services, including, but not limited to:

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- Alerting appropriate personnel to report to the EOC or other specifically identified location when activated;
- Reviewing building and construction plans according to local guidelines and requirements;
- Collecting detailed records of incident/disaster-related expenses for the duration of the event;
- Providing initial damage assessment and debris volume estimations in affected areas;
- Assisting in coordinating response and recovery support activities;
- Identifying private contractors and procurement procedures when necessary;
- Prioritizing debris removal activities;
- Posting appropriate signage to help secure unsafe public structures;
- Ensuring all repairs comply with any current building codes, land-use regulations, and any other City requirements.

MITIGATION AND PREPAREDNESS

- Review and update emergency procedures;
- Maintain utilities and public works maps as appropriate;
- Maintain detailed maintenance records, including photographs, for city roads, equipment, and buildings
- Complete mitigation projects from previous disasters with federal mitigation dollars;
- Maintain logs on public and private landfills including lists of landfills that will permit debris based on the following waste types:
 - Municipal solid waste;
 - Tires;
 - Construction and demolition;
 - Non-hazardous/inert materials;
 - Asbestos containing materials;
 - Materials containing flammable or hazardous chemicals.
- Train personnel in emergency procedures;
- Develop and execute emergency services contracts with local and national contractors to assist in repairs;
- Work with ESF 5 to organize and train damage survey teams. (OSHA 5610 Disaster Site Worker Train-the-Trainer);
- Ensure barrier, roadblock materials, light sets, mobile signs and other necessary equipment are available;
- Keep debris removal equipment in good repair;
- Participate in emergency preparedness exercises;
- Ensure administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations.

RESPONSE

- Send Public Works and Water Resources Coordinator to EOC as requested by Emergency Operations Manager, or indicated by activation level. Coordinator(s) will attend briefings and coordinate ESF activities;
- Survey disaster areas and evaluate in terms of engineering estimates;
- Repair EOC facilities and equipment as necessary ;
- Assess damage in conjunction with ESF 5;

City of Midwest City Emergency Operations Plan

- Clear roads, construct temporary bridges and/or channel crossing and provide technical assistance for restoring water supply systems and sewage systems;
- Barricade damaged areas as directed;
- Develop time estimates for repair of water and wastewater systems;
- Determine ability to adequately respond and/or the need to request federal assistance.

RECOVERY

- Repair roads and coordinate repair of utilities as necessary;
- Coordinate private and volunteer repairs to utilities;
- Assist in providing potable water and sanitary facilities, as needed;
- Participate in compiling after-action reports and critiques;
- Make necessary changes and improvements to emergency operations plans;
- Engage in mitigation projects with federal dollars from previous disasters.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

GENERAL

- The Public Works Department will identify an ESF-3 Coordinator as described in the Basic Plan, including at least 3 trained individuals who can fill this role if needed.
- City departments and partner agencies with primary or secondary emergency functions connected with public works will assign appropriate personnel to carry out these functions, and identify these personnel to ESF-5.
- County and State agencies with primary emergency functions connected with public works will assign appropriate personnel to assist the City in carrying out the ESF 3 functions.

ORGANIZATION

ESF-3 is part of the Operations Section.

ASSIGNMENT OF RESPONSIBILITIES

MIDWEST CITY EMERGENCY MANAGEMENT

- Coordinate damage assessment activities

MIDWEST CITY ENGINEERING AND CONSTRUCTION

- Engineering services and construction management
- Assist with structural damage assessment

MIDWEST CITY PUBLIC WORKS

- Infrastructure protection and emergency repair
- Emergency contracting for life-saving and life-sustaining services

City of Midwest City Emergency Operations Plan

- Debris removal-immediate, and on public property

OKLAHOMA DEPARTMENT OF EMERGENCY MANAGEMENT

The Emergency Management Department has primary responsibility to provide Public Works with a damage assessment capability by performing required initial (windshield) surveys, follow on assessment surveys or air video reconnaissance surveys through airborne video transmitting or on-the-ground assessment with video equipment.

Emergency Management shall inform the State Department of Health and Oklahoma Department of Agriculture, Food and Forestry of the exact locations of areas where there are extensive dead livestock and/or other agricultural debris problems.

MIDWEST CITY PUBLIC WORKS

- Infrastructure protection and emergency repair
- Emergency contracting for life-saving and life-sustaining services
- Debris removal-immediate
- Debris removal – public property
- Emergency water and sanitation:
 - Facility damage assessment
 - Water production/distribution repair
 - Water supply inspection

ARMY CORPS OF ENGINEERS

The U.S. Army Corps of Engineers stands ready to assist the city, county, and state by participation in exercises and disaster scenarios and can provide the following types of assistance to the City in the event of an emergency that may not ultimately result in a Federal Disaster Declaration:

- Damage Survey teams or support to City teams
- Flood fighting assistance and materials, e.g. sandbags and pumps
- Levee and Flood Control Works technical assistance
- Levee and Flood Control Works rehabilitation, if active under the Corps of Engineers Public Law 84-99 levee program, if damaged by flood events
- Engineering support and other expertise, including but not limited to Civil, Structural, and Geotechnical Engineering; Hazardous, Toxic, and Radiological Materials; Real Estate assistance; Floodplain Management, and various other Federal Regulatory Program Assistance.

In the event the City receives a Federal Disaster Declaration resulting in the activation of the ESF-3, the U.S. Army Corps of Engineer, though the Tulsa District, can provide the following assistance. These efforts are coordinated with FEMA and pre-scripted Mission Assignments exist for many of the following, expediting their activation:

- Provide Damage Survey Teams or assistance to City teams;

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- Assist with and Provide Urban Search and Rescue teams provision of bottled drinking water for basic human needs;
 - Provision of bagged ice;
 - Provision of emergency generator(s) to provide electrical power to critical facilities such as hospitals and clinics, law enforcement facilities, water and sewage treatment plants and facilities including lift/pump stations, etc.;
 - Debris removal and reduction;
 - Temporary roofing and material supplies and installation;
 - Construction or installation of temporary housing units either on individual properties or in a community setting with all utility support;
 - Actively participate with Hazard Mitigation Team efforts.
-

CIVIL AIR PATROL

The Civil Air Patrol may provide damage assessment capability upon request by performing require initial (windshield) surveys, follow on surveys, or air video reconnaissance survey through airborne video transmitting or on the ground assessment with video equipment. The CAP is requested through the State EOC and availability depends on their other current tasking.

OKLAHOMA DEPARTMENT OF TRANSPORTATION

The ODOT shall work with the Oklahoma Water Resources Board (OWRB) to ensure the integrity of ground water by locating wellheads utilizing GPS/GIS technology. In the event additional help is needed, assistance may be obtained from the Department of Agriculture, Food and Forestry, the Department of Health, Oklahoma Military Department, the Oklahoma Chapter of Voluntary Organizations Active in Disasters (VOAD), and local government.

OKLAHOMA MILITARY DEPARTMENT

The Oklahoma Military Department shall assist the State, County, and City with its equipment and personnel, when requested, to remove debris and wreckage in disaster areas that are essential to the health, safety, and welfare of the public.

The Oklahoma Military Department has a secondary mission to utilize its forces to assist the city, county, and state, when requested, to make emergency repairs to roads, bridges, public buildings, or other public facilities in the disaster areas, which are essential to the health, safety, and welfare of the public. Requests for assistance should be made through ODOT.

OKVOAD AGENCIES

- Debris removal on private property

DIRECTION AND CONTROL

- Direction and control for any disaster operation will be centralized. The designated Public Works official (ESF 3 Coordinator), is to be in the Emergency Operations Center and act as coordinator for use of his/her department's assets and interface of assets of other departments.
- The Public Works Director shall be responsible for directing primary activities of Public Works and coordinating the activities of supporting agencies in connection

City of Midwest City Emergency Operations Plan

with debris removal and disposal and engineering and construction and secondary activities in connection with utilities restoration.

- The department heads of the supporting departments shall direct all secondary activities in connection with debris removal and disposal.

CONTINUITY OF GOVERNMENT

- Lines of succession to each department head are according to the SOPs established by each department with a primary or secondary public works mission.
- Continuity of Operations for each department is according to the Continuity of Operations Plan (COOP) developed and published by each department with a primary or secondary public works mission.

ADMINISTRATION

The Public Works Director will review and update this annex annually, with any needed assistance from the Emergency Operations Manager.

ESF #4 FIREFIGHTING



FEMA LIFELINES:	Safety and Security; Food, Water, Shelter
COORDINATING DEPARTMENT:	Midwest City Fire Department
SUPPORTING DEPARTMENTS:	MWC Communications and Marketing MWC Emergency Management MWC Emergency Communications MWC Public Works
SUPPORTING PARTNERS:	Oklahoma City County Health Department Oklahoma State Department of Health SSM Health St. Anthony - Midwest EMS
COUNTY COORDINATING AGENCY:	Oklahoma County Department of Emergency Management Oklahoma County Wildland Taskforce
STATE COORDINATING AGENCY:	Oklahoma Department of Agriculture, Food and Forestry
FEDERAL COORDINATING AGENCY:	US Department of Agriculture

PURPOSE

- The purpose of this annex is to establish an effective system for coordinated response to fire suppression during emergency or disaster situations.
- The Midwest City Fire department is the coordinating agency with the state and federal governments for assistance provided with the National Response Framework's (NRF) Emergency Support Function (ESF) #4, Firefighting, in such areas as detecting and suppressing wildfires, rural and urban fires resulting from, or occurring coincidentally with, a catastrophic earthquake, significant natural disaster or other event requiring Federal response assistance.
- Oklahoma County does not have firefighting capabilities and would provide assistance as a support agency only.
- The State Department of Agriculture will be the State's coordinating agency for federal government assistance available from the National Response Plan's (NRP) Emergency Support Function (ESF) 4, Firefighting.

SITUATION AND ASSUMPTIONS

SITUATION

- Most fire suppression operations are handled effectively by the City's Fire Department. Most problems they will face during major emergencies will simply require an expansion of normal operations;
- Both natural and technological emergencies may result in the need for large-scale fire suppression. When extreme burning conditions occur, it is likely that wildfire incidents will be widespread and all fire protection forces may be committed very quickly, and for extended periods. Response to a wildfire emergency must be rapid to be effective;
- Catastrophic events such as tornados, hazardous materials incidents, lightning, etc. may cause major fires. Commitment of City Fire resources to two or more major operations may overextend the City Fire Department.

ASSUMPTIONS

- Fires will continue to occur throughout the City;
- During major or widespread emergencies, suppression requirements may exceed normal capabilities and require a coordinated response on a county or statewide basis.

CONCEPT OF OPERATIONS

Within the limit of their capabilities and jurisdictions, local emergency service agencies will perform basic fire suppression services. If requirements exceed local capabilities, require cross-jurisdictional action, or impact resources under State control, the appropriate State agencies or volunteer organizations should become involved. In some cases, State agencies may need to obtain local assistance for fire/rescue operations where initial responsibility rests with the State and the scope of the operations exceeds available State resources.

DETECTION AND MONITORING

The Oklahoma Forestry Services (OFS) cooperates with the National Weather Service and the U.S. Forest Service in the daily monitoring of weather conditions. The OFS utilizes MESONET weather stations located at sites throughout the state for purposes of observing and collecting fire weather data. The National Fire Danger Rating System (NFDRS) is used to rate fire conditions from day-to-day and area-to-area. This system provides the fire staff with information to make decisions about the risk of fire occurrence and severity. Current and forecast wind conditions are used to determine if they would support large and intense fires.

- Expected fire danger and smoke management information is broadcast each morning on NOAA weather radio;
- The OFS notifies the State EOC when very high and/or extreme conditions are forecast;
- Warnings are disseminated by the OFS communications system to the public and corroborators. The OFS uses two primary means of fire detection – aerial and public telephone – in its daily operations. Communications equipment is tested regularly to ensure that dispatching and reporting systems are working properly. Aircraft are assigned to areas of the state. First priority use of aircraft is for fire detection. The frequencies of detection flights are determined by forecast and current weather conditions, historic and present fire occurrence and public activity.

ACTIONS

ESF-4 encompasses a full range of activities from training to field services, including, but not limited to:

- Assessment of Fire/Rescue service needs and potential impacts:
 - Fire/Rescue service personnel;
 - Fire/Rescue service equipment and supplies;
 - Fire/Rescue department related evacuation and re-entry support;
 - Emergency responder health and safety;
 - Chemical, biological, radiological, nuclear, explosive hazard monitoring/mitigation;
 - Mental health and crisis counseling for responders;
 - Fire/Rescue service public information and risk communication;
 - Fire/Rescue service management, command, and control of assets;
 - Fire/Rescue service activities related to terrorist threats and/or incidents;
 - Logistical staging areas and Points of Dispensing.

Actions initiated by ESF-4 are grouped into the phases of emergency management. Each phase requires significant cooperation and collaboration between all agencies in the area and the intended service recipients.

- Develop and maintain plans and procedures to provide firefighting and technical rescue services when needed;
- Document expenses whenever activated for a significant event or incident
- When activated and necessary, Fire/Rescue department representatives report to the local EOC or other specifically identified location to assist with coordination and operations;
- Fire/Rescue Department personnel may be asked to assist with warning and alerting, evacuation, communications, and emergency medical services;
- Requesting or providing mutual aid from/to neighboring jurisdictions.

MITIGATION AND PREPAREDNESS

- Identifying and seeking funding for retrofitting critical facilities and providing auxiliary power;
- Providing personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters;
- Maintaining a proactive posture in regard to all fire and injury prevention strategies.
- Conducting planning with ESF-4 support agencies and other emergency support functions to refine Fire/Rescue service operations;
- Conducting public education for all-hazards and fire prevention programs;
- Developing and testing procedures to rapid field assessment, surveys, and information gathering;
- Conducting and participating in training and exercises for EOC and Fire/Rescue service response team members;
- Preparing and maintaining all emergency operating procedures, resource inventories, personnel rosters, and resource mobilization information necessary to perform lead agency functions;
- Maintaining liaison with support departments and agencies;
- Conducting and helping to facilitate all-hazard exercises involving ESF-4.

RESPONSE

- Coordinating operations at the ESF-4 position in the EOC and/or other locations as required;
- Establishing and maintaining a system to support on scene direction/control and coordination with the EOC, or other entities as appropriate;
- Supporting established mutual aid procedures for Fire/Rescue response and other resources or capabilities as appropriate;
- Coordinating resource management and logistical support;
- Participation in EOC briefings, development of Incident Action Plans and Situation Status Reports, and attending meetings as necessary;
- Fire suppression, salvage, and overhaul;
- Responding to hazardous material accidents/incidents;
- Assisting with radiological control measures;
- Assisting with emergency medical services as necessary.

RECOVERY

- Maintaining documentation for initial damage assessment and incident impact on personnel, equipment, supplies, and the ability to provide services;
- Consulting with EOC staff and obtaining additional Fire/Rescue resources via established mutual aid agreements as necessary.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

GENERAL

The Fire Department Incident Commander will coordinate the overall activities of firefighting during disasters.

Local Mutual Aid partners and Forestry Service firefighters will provide fire suppression assistance in support of local fire departments as requested and as fire conditions and available resources permit.

ORGANIZATION

ESF-4 is part of the Operations Section.

The Midwest City Fire Department is the primary coordinator in charge of ESF-4. Other City departments will support the Fire Department as outlined in the text. State agencies with primary emergency functions connected with firefighting capabilities will assign appropriate personnel to assist the City in carrying out ESF functions.

ASSIGNMENT OF RESPONSIBILITIES

MIDWEST CITY COMMUNICATIONS AND MARKETING

- Coordinate with Fire Dept. PIO for messaging

MIDWEST CITY EMERGENCY COMMUNICATIONS CENTER

- Provide primary and backup radio and telephone communications capabilities
- Provide communications operators at the ECC and Incident Command Post as needed
- Provide resources to act as outside contact operators

Midwest City Emergency Management

- Request assistance, in accordance with department procedures, from the State Department of Emergency Management;
 - Advise the State EOC of the development of any major wildfire. Also advise the State EOC if arson and/or state-owned property are involved;
 - Advise the State EOC of rural homes and businesses that require emergency assistance.
 - Coordinate with the U.S. Department of Agriculture and other Federal agencies in support of Emergency Support Function #4 of the National Response Framework;
 - Provide weather updates to on scene personnel, request national Weather Service support if needed
 - Provide other assistance as requested.
-

MIDWEST CITY FIRE DEPARTMENT

- Coordination of firefighting activities within the City.
 - Provide the necessary personnel, equipment, and materials to suppress fires on public or private forests or grasslands where the potential or actual destruction would be considered a major disaster;
 - Advise the EOC of any major fire, either urban or wildland. Also advise the EOC if arson and/or government-owned property are involved;
 - Advise the EOC of homes and businesses that require assistance;
 - Coordinate with the State Department of Agriculture as well as Federal Agencies in support of ESF 4 of the National Response Plan.
-

MIDWEST CITY FIRE MARSHAL

- Investigate and determine the cause of fires where the cause may be other than by natural means;
 - Upon request, assist the Chief Medical Examiner in the investigation of deaths caused by fire in a natural disaster;
 - Provide code enforcement;
 - Assist local governments with inspection of structures after disasters to prevent fire hazards.
-

MIDWEST CITY POLICE DEPARTMENT

- Assist with traffic control;
- Assist with evacuation, if needed;
- Provide protection for personnel working at the scene.

Midwest City Public Works

- Coordinate the disconnection of electric power and natural gas lines when a natural disaster causes the rupture of natural gas lines and the ignition by sparking electric lines for potential fires and/or explosions.

City of Midwest City Emergency Operations Plan

- As requested, provide personnel, equipment, and other appropriate resources in support of operations.
- Assist law enforcement officials in maintaining traffic flow into and away from the affected area.
- Work with Public Utilities to control hazards at the scene.
- Assure an adequate water supply for fire suppression

SSM HEALTH ST. ANTHONY - MIDWEST SSM HEALTH ST. ANTHONY - MIDWEST EMS

- Provide standby assistance at any incident
- Provide assistance at firefighter rehab site
- Provide medical services to firefighters, survivors, and citizens

OKLAHOMA CITY-COUNTY HEALTH

- Monitor the situation informing hospitals, long term care facilities, and assisted living centers of changing conditions in case evacuations are needed;
- Work with medical response system partners keeping them informed of dangers that may require action on their part.

DIRECTION AND CONTROL

Direction and control of fire suppression operations will be conducted by Midwest City Fire. If the State EOC is operational, requests for assistance should be coordinated by the Department through the EOC. If the EOC is not operational, requests for assistance should be made to the Department of Agriculture, Food and Forestry and the State EOC advised of the situation as soon as it is activated.

No administrative process shall interfere with operations essential to suppressing wildfires and thereby preventing injury, loss of life and significant property damage. During a fire emergency, the process to access supplemental state resources shall be simplified to expedite their use in a timely manner and prescribed in a Standard Operating Procedure (SOP).

For fire suppression, additional resources may be available from nearby public and private firefighting companies. Local emergency service agencies also represent a resource for search and rescue operations.

CONTINUITY OF GOVERNMENT

Each department with a primary or secondary ESF-4 responsibility will designate at least three (3) lines of succession for any assigned staff.

ADMINISTRATION

The Midwest City Fire Chief will review and update this annex annually, with any needed assistance from the Emergency Operations Manager.

ESF # 5 EMERGENCY MANAGEMENT



FEMA LIFELINES:	ALL
COORDINATING DEPARTMENT:	MWC Emergency Management
SUPPORTING DEPARTMENTS:	All City Departments, Boards and Commissions
SUPPORTING PARTNERS:	All State Voluntary Organizations Mid-Del Amateur Radio Club
COUNTY COORDINATING AGENCY:	Oklahoma County Emergency Management
STATE COORDINATING AGENCY:	Oklahoma Department of Emergency Management
FEDERAL COORDINATING AGENCY:	US Department of Homeland Security

PURPOSE

- The purpose of this ESF is to coordinate and organize emergency management resources in preparing for, responding to, and recovering from emergency/disaster incidents that affect the City of Midwest City.
- ESF-5 directs, controls, and coordinates emergency operations. ESF-5 must help ensure the implementation of actions as called for in this plan, coordinate emergency information to the public through ESF 2/Communication and ESF 15/Public Information, and coordinate with local jurisdictions and the Oklahoma State EOC should assistance be required.
- The Emergency Management Support Function (ESF-5):
 - Identifies and organizes the resources (human, technical, equipment, facility, materials, and/or supplies) available to Midwest City to address and support emergency management needs in the event of natural or man-made disasters or emergencies;
 - Identifies the responsibilities of organizations charged with providing emergency management in the case of a large-scale event or incident, disaster, or emergency;
 - Is established to help assure the provision of emergency management support to Midwest City and the private-sector response before, during, and after an incident/event;
 - Provides procedures and resources to help determine the severity and magnitude of natural or man-made events or incidents;
 - Helps ensure policymakers and responders at all levels receive coordinated, consistent, accurate, and timely information, analysis, advice, and support
 - Assesses impact and damage to help determine the resources required to restore emergency management systems

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- Coordinates with local governments and other resource Support Agencies in helping resource providers obtain necessary information, equipment, specialized labor, fuel, and transportation support, to repair and restore critical infrastructure and services;
- Coordinates information with local, State, Tribal, and Federal officials and resource providers regarding available emergency management response and recovery assistance;
- Provides technical assistance concerning emergency management systems and coordination

SITUATIONS AND ASSUMPTIONS

SITUATION

- During a period of increased readiness or extreme emergency in which loss of life or property damage has occurred within the City or appears imminent, the Midwest City Emergency Operations Center will be activated to the level dictated by the gravity of the situation. All departments and organizations having emergency responsibilities will be advised when the EOC is activated;
- All emergency operations will be conducted under the authority of the City Ordinances of Midwest City, and the laws of Oklahoma and/or executive orders or authorities delegated by law to the elected or appointed officials of the State of Oklahoma;
- Many disasters produce extensive property damage. When this occurs, a planned damage assessment strategy is essential for proper response and recovery operations;

ASSUMPTIONS

- Most emergency situations are handled routinely by local and state government agencies and volunteer service organizations;
- In large-scale disaster situations beyond the capabilities of the city or county emergency management organizations, the State EOC shall provide centralized direction, control and assistance;
- In the initial stages of an emergency, information from the affected areas may not be available, accurate or detailed. Through efforts of the City responders, initial information may be reported within a few minutes following the onset of the disaster;
- The Emergency Operations Center will support the dissemination of approved Emergency Public Information;
- Preliminary damage assessment information is critical to determine the need for state and federal response and recovery assistance;
- In very large-scale disaster situations that are beyond the capabilities of the City or county, the State shall provide centralized direction, and assistance.

CONCEPT OF OPERATIONS

GENERAL

- The EOC and staff may be activated by the Emergency Operations Manager, or City Manager or their designee, when it appears the City of Midwest City is or may be in great danger of loss of lives or great property damage;
- The Department of Emergency Management is the department primarily responsible for assessing a situation and the needs of the population affected. Based on the needs of

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- the situation, department heads or designated representatives may be requested to report to the EOC to coordinate that agency's activities when the EOC is activated;
- The Emergency Operations Manager or his/her designee, will activate alert procedures in accordance with department standard operating procedures;
 - During emergencies, the EOC is located in the training room in the basement of City Hall and the alternate EOC is located at the Charles Johnson Building, 2750 SE 15th Street, MWC, Meeting Room C;
 - ESF-5 typically operates from the EOC on a 24/7 schedule to maintain continuity of emergency management services. Schedule modification will occur according to incident needs or complexity. At times, or when specifically requested, ESF-5 may operate from field locations including within a designated Incident Command Post, or another jurisdiction's EOC;
 - During EOC activation, the MAC or Policy Group makes resource Allocation decisions, with assistance from the Emergency Operations Manager and the affected ESF organization. The local on-scene Incident Commander or other appropriate staff will control further mission tasking as needed;
 - Each Support Organization assisting in an ESF-5 assignment will retain administrative control over its own resources and personnel, but will be under the operational control of ESF-5.

PLANNING

- Emergency Management coordinates planning activities including immediate, short-term, and long range planning. Emergency Management helps maintain situational awareness of the threat or incident, in coordination with the appropriate local entities, state agencies and volunteer organizations. The EOC monitors potential or developing incidents and supports the mitigation and response efforts of regional and field operations. The EOC coordinates operations and situational reporting to the City Manager and State EOC when appropriate.
- The Planning Section provides for the collection, evaluation, development, dissemination, and use of information regarding incident status and Response. The Planning Section is responsible for the Incident Action Plan process. This includes preparing and documenting incident priorities, establishing the operational period and tempo, and developing staffing plans related to the incident as needed. The Planning Section enlists Subject Matter Expert (SME) support for incidents requiring specific technical knowledge. Examples of SMEs include: CSEPP Hazard Analysts, Radiation Control, the National Weather Service, and Geologic Survey personnel. The position of Planning Section Chief is a position within Incident Command.

ACTIONS

Actions taken by ESF-5 are grouped into the phases of emergency management: preparedness, mitigation, response, and recovery. Each phase requires specific skills and knowledge. Each phase requires significant cooperation and collaboration between all supporting agencies and the intended service recipients. ESF-5 encompasses a full range of activities from training to providing field services, to potentially include:

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MITIGATION AND PREPAREDNESS

- Define, identify and encourage hazard mitigation activities; thus helping reduce the probability or impact of a large-scale incident or disaster;
- Maintain the EOC in a state of operational readiness;
- Provide for adequate communications capabilities;
- Assign EOC staff positions to qualified personnel; provide training where needed;
- Provide a disaster-resistant EOC.
- Develop and maintain an emergency operations capability and illustrate that capability in the Emergency Operations Plan;
- Maintain a notification roster of EOC personnel and their alternates;
- Establish a system and procedure for notifying EOC personnel of activation or other critical information;
- Identify adequate facilities and resources to conduct emergency operations at the EOC, to include a secondary location;
- Inform officials of EOC operations;
- Maintain/obtain supplies and food for emergencies;
- Test and exercise plans and procedures and conduct community outreach/mitigation programs;
- Ensure compatibility between this plan and the emergency plans and procedures of key facilities and public or private organizations within the City;
- Help develop and/or recommend accounting and record-keeping procedures related to costs and expenses incurred during an incident, emergency, or disaster.

RESPONSE

- Activate the EOC, as required;
- Respond to the emergency as appropriate;
- Coordinate incident management and response efforts
- Estimate the nature and scope of the hazard, including the area of potential impacts, population(s) at risk, estimate the extent of the damage and loss of functionality to essential facilities and infrastructure;
- Coordinate all emergency operations;
- Coordinate with the State Department of Emergency Management, and DHS/FEMA and other Federal agencies in support of Emergency Support Function #5 of the National and Regional Response Plans;
- Collate and consolidate the incoming situation reports pertinent to the respective department, agency, or organization;
- Establish and maintain a system supporting on-scene direction/control and coordination with the State EOC and other applicable coordination entities as appropriate;
- Brief the County Emergency Management and Department of Emergency Operations Managers on the respective situations, enter into WebEOC if possible;
- Make individual EOC staff assignments as needed;
- Coordinate implementation of mutual aid requests or agreements with Supporting Organizations;
- Provide, track, and manage resources (personnel, teams, facilities, supplies, equipment) as necessary;
- Conduct initial and follow up damage assessments

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- Maintain severe weather monitoring and warning as needed. Request assistance from the national Weather Service if necessary.

RECOVERY

- Continue long-term response and coordination of resources;
- Plan for release of operations personnel;
- Provide required briefings and submit reports;
- Incorporate mitigation efforts into recovery activities when possible.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

GENERAL

- ESF-5 is coordinated by the Emergency Operations Manager.
- In the event of a disaster, the EOC or alternate EOC will exercise general supervision and coordination of all assets.
- Upon Level I EOC activation, each ESF coordinating agency will send a liaison to the EOC.
- The City must maintain personnel ready to fill key EOC staff positions.
- All City departments will support emergency operations when needed.

ORGANIZATION

MULTI-AGENCY COORDINATION (MAC)GROUP

- City Manager
- Mayor
- Vice Mayor
- Finance Director
- City Attorney
- Hospital Administrator
- School Superintendent

EOC PERSONNEL

- Director of Emergency Management
- Deputy Director, Emergency Management
- Fire Chief or designee
- Police Chief or designee
- EMS Director or designee
- Public Information Officer (s) if no JIC
- ESF Liaisons
- Planning/Resource Officer
- Support Staff
- County Sheriff or designee
 - County Chief of Health Services
 - Situation Unit/GIS mapping personnel
 - Subject Matter Experts

INCIDENT COMMAND POST PERSONNEL

- Incident Commander

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- Safety Officer
- Public Information Officer
- Liaison Officer
- Operations Section Chief
- Logistics Section Chief
- Planning Section Chief
- Finance/Admin Section Chief

Some of these positions may choose or need to operate at the EOC. All the Section Chiefs may or may not have Deputies, and branches and/or divisions as well as specific units under them, depending on the complexity and scope of the incident. Incident Command must identify a staging location where responding personnel will check in and out.

ASSIGNMENT OF RESPONSIBILITIES

The Director of Emergency Management (MWCEM), under the supervision of the City Manager, will be responsible for the implementation of plans and emergency operations for the protection of citizens of Midwest City.

MONITORING, DETECTION, ALERT AND WARNING

EMERGENCY COMMUNICATIONS CENTER (ECC)

The Department of Emergency Management (MWCEM) oversees a 24-hour emergency communications center. The Emergency Communications Center provides a single point to disseminate information and warnings to governmental officials that a hazardous situation could threaten or has threatened the general welfare, health, safety, and/or property of the city's population. In addition, the Emergency Communications Center provides continuous situational monitoring during non-emergency periods as well as in times of emergencies and disasters.

MWCEM monitors the National Weather Service on a daily basis to detect weather threats for the city and receives reports from the Fusion Center for possible threats and local jurisdictions regarding local events.

MWCEM will initiate warnings and emergency notifications when conditions threaten the safety of the City or its citizens. The Emergency Operations Manager will notify the State Emergency Operations Center as soon as is practical. Once Emergency Operations Personnel report to the Emergency Operations Center, the Emergency Operations Manager or designee will conduct a situational briefing and request all ESFs to plan accordingly and may request certain ESFs to deploy resources immediately.

DIRECTION AND CONTROL

Emergency Operations requires centralized control and management. The officials designated to work in the EOC will coordinate the use of resources and interface with other agencies in support of the primary agency.

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The Emergency Operations Manager will develop the criteria for transfer of control from the Primary to the alternate EOC(s) and will develop appropriate procedures for staffing and operating the alternate EOC consistent with plans to continue operations.

CONTINUITY OF GOVERNMENT

The line of succession for the Emergency Operations Manager will be Emergency Operations Manager, Deputy EOM Director, Fire Chief, and Police Chief

For the overall supervision of the ECC, the line of succession will be the Emergency Operations Manager, 911 Coordinator, and Lead Dispatcher.

Continuity of Operations for each department is according to the Continuity of Operations Plan (COOP) developed and published by each department with a primary or secondary mission.

ADMINISTRATION

The Emergency Operations Manager or City Manager or their designee will enter into any agreements or understandings between this office and local groups or organizations as necessary for the implementation of this plan.

The Emergency Operations Manager is responsible for maintaining and updating this annex annually.

ESF #6 MASS CARE, HOUSING, & HUMAN SERVICES



FEMA LIFELINES:	Food, Water, Shelter; Safety and Security
COORDINATING AGENCY:	American Red Cross/Midwest City Emergency Management
SUPPORTING PARTNERS:	OKVOAD Mid-Del Schools
COUNTY COORDINATING AGENCY:	Oklahoma City-County Health Department
STATE COORDINATING AGENCY:	Oklahoma Department of Emergency Management
FEDERAL COORDINATING AGENCY:	American Red Cross

PURPOSE

The purpose of this annex is to establish a procedure for providing sheltering, feeding, emergency first aid, bulk distribution of relief supplies and survivor registration to meet the immediate needs of the survivors during and after the occurrence of a disaster or emergency.

The Department of Emergency Management will coordinate with the federal government for assistance provided in the National Response Framework's (NRF) Emergency Support Function (ESF) #6, Mass Care, Housing and Human Services.

SITUATION AND ASSUMPTIONS

SITUATION

- Disasters may destroy the homes of persons living in the affected area. Disaster survivors whose homes were severely damaged or destroyed will be sheltered.
- All survivors who are housed at temporary emergency shelters will require food, water, emergency first aid, and other mass care services.
- Buildings pre-designated as shelters may be damaged and rendered unusable by the disaster. Alternate facilities must be identified
- Certain agencies provide daily services or assistance to citizens in need. There are occasions when similar services are needed during emergency situations. The coordination of feeding, congregate sheltering, emergency first aid, family reunification and bulk distribution of relief supplies will occur, as are essential during emergency conditions.

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ASSUMPTIONS

- OKVOAD volunteers or other shelter workers may not be able to report for assignments.
- Shelters and utilities in affected areas may be damaged or destroyed. Secondary hazards may also necessitate relocation of shelters.
- Relief supplies, tents, food, and potable water may not be available for several days.
- The Department of Emergency Management (MWCEM) will coordinate Mass Care and emergency individual assistance with assistance from OKVOAD. In most situations, ARC will manage and operate shelters.
- OKVOAD agencies will provide for emergency mass feeding, mass sheltering, emergency first aid, disaster welfare inquiry, and bulk distribution of disaster relief supplies for disaster displaced citizens.
- Mutual support agreements with volunteer service organizations and other support groups will be obtained as needed and their services utilized to the maximum.

CONCEPT OF OPERATIONS

- MWCEM and OKVOAD will coordinate and provide support to the mass care efforts, as well as provide support during the emergency and continue long-term support to the survivors during the recovery process.
- The OKVOAD will fully participate in planning for feeding, sheltering, emergency first aid, disaster welfare inquiry and recovery assistance to meet emergency disaster needs of disaster survivors.

ACTIONS

Actions initiated by ESF-6 are grouped into the phases of emergency management. Each phase requires significant cooperation and collaboration between all agencies and the intended service recipients. ESF-6 identifies the resources available to address and support mass care, temporary sheltering, and human services needs in the event of either a natural or man-made disaster.

MITIGATION AND PREPAREDNESS

- Participation in temporary shelter demand studies;
- Coordination with Midwest City Emergency Management and other entities regarding public education programs to reduce shelter demand;
- Education of citizens on disaster preparedness;
- Coordination to incorporate shelter features within public building projects as feasible.
- Identify and organize the resources (human, technical, equipment, facility. Materials and/or supplies) available to the City of Midwest City to address and support mass care, temporary sheltering and human service needs in the event of either a natural or man-made disaster or emergency;
- Review and update emergency services disaster plans to include written agreements when necessary;
- Identify and coordinate the responsibilities of agencies and organizations charged with providing mass care, temporary sheltering, and other disaster caused needs;
- Plan for a coordinated public information effort that respects and works with the existing public relations plans of all voluntary agencies. (See ESF #15);

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- Ensure administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations;
- American Red Cross will provide shelter operations and mass care training to City staff.

RESPONSE

- Coordinate the activation, staffing and management of shelter and feeding sites as needed. Coordinate the provision of food, shelter, disaster welfare inquiry and bulk distribution of relief supplies;
- In coordination with emergency management, the Mass Care Lead will manage mass care according to the State of Oklahoma's Multi-Agency Shelter Plan dated August 2016, with delivery of mass care through the American Red Cross, Salvation Army, Southern Baptists, and other NGOs in accordance with the requirements of their internal policies;
- Coordinate the notification to the public of all information on locations and hours of operation on emergency shelters, service centers and bulk distribution sites;
- Coordinate with OKVOAD, ARC and The Salvation Army to assign staff, when requested, to the Emergency Operations Center (EOC). Staff members will act as liaisons among the decision-making ARC Disaster Operational Team, other voluntary organizations present and Agency representatives at the EOC;
- Coordinate with ESF-13 to review communications, traffic control, and security for each shelter location.

RECOVERY

- Publish information on emergency services, locations and hours of operation in cooperation with all service providers;
- Coordinate with other agencies and organizations to provide assistance to meet disaster caused needs;
- Coordinate with OKVOAD to provide assistance in the form of staff for Multi-Agency Resource Centers and Disaster Recovery Centers in cooperation with voluntary agencies.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

GENERAL

ESF-6 encompasses multiple services. Successful ESF-6 implementation requires extensive collaboration between coordinating and supporting partners through all phases of emergency management.

ORGANIZATION

ESF-6 is part of the Operations section.

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ESF-6 is unique in that the lead agency is a non-governmental organization. The American Red Cross, Central and SW Oklahoma Chapter partners with local emergency management agencies to provide mass care and sheltering when necessary.

ASSIGNMENT OF RESPONSIBILITIES

AMERICAN RED CROSS

- Identify and validate shelter resources within Midwest City limits;
- Designate a Red Cross official to manage the activities at the shelter facility;
- With the facility coordinator, conduct a survey and inventory of the facility before it is turned over to the Red Cross;
- Coordinate with law enforcement resources regarding any security or safety issues at the facility;
- May post signage as appropriate;
- Provide a Public Information Officer for shelter operations;
- Conduct shelter operation activities according to DMWT Facility Use Agreement JT V 3.0 2021.03.31.

MIDWEST CITY EMERGENCY MANAGEMENT

- Provide support to all mass care providers by coordinating and facilitating actions as the primary coordinating agency.
- When applicable, and agreed upon, assist State Emergency Management officials in administering the Individual and Households Program (IHP) for the State following Presidentially declared disasters in accordance with the most recent IHP State Administrative Plan (SAP).
- Coordinate with all emergency welfare service groups, local and state government, and local emergency operations centers.
- Coordinate the development and maintenance of emergency aid agreements with agencies, organizations and groups active in disaster as needed to meet the situation.
- Ensure adequate resources are identified to support the disaster mission.
- Coordinate with the OKVOAD agencies to maintain adequately trained staff to support the disaster operation.
- Will cooperate with the American Red Cross to provide shelter operations according to DMWT Facility Use Agreement JT V 3.0 2021.03.31.

OKLAHOMA VOLUNTEER ORGANIZATIONS ACTIVE IN DISASTER (OKVOAD)

- Provide immediate response to meet the needs of disaster survivors. As stated in PL 93-288 as amended, the ARC will provide mass care in cooperation with all OKVOAD agencies.
- Provide damage assessment summaries for the EOC, state and local officials and other agencies as requested;
- Provide a liaison representative to the EOC.
- Coordinate with local, state and federal authorities (Joint Information Centers) on all public affairs information, and cooperate with all existing OKVOAD agency public information plans. (See ESF-15)

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OKLAHOMA CITY-COUNTY HEALTH

- Perform food inspections and coordinate Emergency Medical Service providers as needed. Upon request by emergency management, ESF-8 will coordinate with shelter operations to conduct assessments of residents in the shelters.

MID-DEL SCHOOLS

- Provide support as required in the areas of facilities, transportation and communications.

DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES

- Provide support as required in the areas of mental health and counseling; and write and oversee Crisis Counseling (immediate and regular service) grants as coordinated with MWCEM.

CONTINUITY OF GOVERNMENT

Lines of succession to each department head are according to the SOPs established by each department or agency with a primary or secondary mission.

ADMINISTRATION

The Emergency Operations Manager and Red Cross Liaison will review and update this annex annually.

ESF #7 LOGISTICS & RESOURCE SUPPORT



FEMA LIFELINES:	COMMUNICATIONS; FOOD, WATER, SHELTER; HEALTH AND MEDICAL
COORDINATING DEPARTMENT:	MWC Emergency Management
SUPPORTING DEPARTMENTS:	MWC Communications and Marketing MWC Finance Department MWC Fire Department MWC Information Technology MWC Police Department MWC Public Works
SUPPORTING PARTNERS:	OKVOAD organizations Public Sector Partners
COUNTY COORDINATING AGENCY:	Oklahoma County Emergency Management
STATE COORDINATING AGENCY:	Oklahoma Department of Emergency Management
FEDERAL COORDINATING AGENCY:	US General Services Administration

PURPOSE

The purpose of this annex is to establish effective procedures to coordinate support response and/or resources of city departments and agencies and preserve the continuity of their respective departmental and agency functions. It also provides for the resumption of such functions with a minimum of interruption in the event of natural or human caused emergency.

This ESF provides for the acquisition, tracking, and movement of several types of resources not available through a local government agency, including:

- Material resources (i.e., instrumentation, field and office supplies, body bags, etc.)
- Office and workspaces for disaster workers
- Temporary housing for incoming emergency relief personnel
- Communications equipment
- Personnel, including persons with specialized technical knowledge

The Department of Emergency Management will coordinate with the State Department of Emergency Management for assistance provided with the National Response Framework's (NRF) Emergency Support Function (ESF) #7, Resource Support.

SITUATION AND ASSUMPTIONS

SITUATION

- During the period of a natural or human caused emergency in which great damage may occur within Midwest City, a condition may exist in which emergency supplies and resources may be limited.
- Disasters may severely limit the City's ability to respond with adequate resources to the maximum extent possible before requesting assistance from other agencies or outside vendors.
- The City has several vendors ready to assist during an emergency.
- Obtaining resources from private vendors through any other means outside of City policy may not be reimbursable.

ASSUMPTIONS

- The City will exhaust all available resources before requesting assistance from outside vendors, County, or State government.
- The Logistics Section Chief will attempt to obtain resources needed by any agency in support of the emergency mission.
- The Finance Section must track all deployed resources, equipment utilized, and funds expended.

CONCEPT OF OPERATIONS

The principle executive or representative of the individual member agencies, boards, commissions or organizations designated as members of the resources group will report to the Emergency Operations Center on its activation or when requested as dictated by the emergency.

ACTIONS

ESF-7 actions are divided into the four phases of emergency management: mitigation, preparedness, response, and recovery.

MITIGATION AND PREPAREDNESS

- Develop procedures and policies to request resources from outside vendors, County, and State agencies;
- Prepare an Emergency Services Agreement template for outside vendors;
- Develop a mechanism with the Finance Department of tracking resource requests in the EOC during emergency operations;
- Maintain a list of vendor contacts for use after normal business hours;
- Develop Standard Operating Guidelines to coordinate with other local agencies to ensure that necessary resources do not exist elsewhere in City government;
- Develop a list of warehouses in the City for use in storing donated goods.
- Develop a Standard Operating Guidelines for routing resources to staging areas, including:
 - Coordination of routing requirements with ESF 1;
 - Handling communications incompatibilities;
 - Expected deployment for certain types of emergencies;
 - Resources each department plans to deploy to staging areas;

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- Weights and surface requirements for vehicles expected to be deployed to staging areas during emergency operations.
- Coordinate with the County and State to determine proper methods of requesting county, state and/or federally owned resources when needed;
- Prepare and maintain current list of personnel, materials and their locations needed to accomplish their assigned responsibilities;
- Develop contingency plans for the personnel of each department, agency or organization to ensure their safety and the continuity of the functions of the department, agency or organization.
- Develop plans for personnel of each department, agency or organization to report personnel locations and availability for duty;
- Develop plans for the resumption of the departmental or organizational functions with a minimum of disruption, including relocation of the department, agency or organization, if required;
- Ensure administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations.

RESPONSE

- Activate resource/volunteer staging areas at facilities requested by Incident Commander and initiate response activities;
- Implement staging area plans as necessary; Midwest City Fire Prevention Officers will staff and manage staging areas
- Receive and record data from ESFs concerning deployment of resources;
- The Red Cross should request logistical support according to their policies, as needed.
- Regularly update ESF 5 on staging area statuses;
- Request resources needed to support staging area operations from the pertinent ESF;
- Coordinate with the State Department of Emergency Management and Federal General Services Administration and other Federal agencies in support of ESF-7 and ESF-12.

RECOVERY

- Maintain logs of activities, messages, etc. for use in applying for federal disaster assistance, and for use in after action reports following demobilization;
- Initiate internal notification procedures as appropriate.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

GENERAL

- The resources group may be composed of the following: a. Midwest City Purchasing Agent. ., Fleet Manager Fire Department Logistics Officer, Police Department Logistics Officer, Donations Management Coordinator, Volunteer Coordinator
- State agencies with primary emergency functions connected with mass sheltering capabilities will assign appropriate personnel to assist the City with ESF 7 functions.

ORGANIZATION

- ESF-7 is part of the Logistics Section.

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- The responsibilities of the members of the resources group will be in accordance to the respective individual member departments, agencies and other organizations. All agencies will provide support as required;
- Staging areas should be spread evenly throughout the City. ESFs requiring specialized resources should choose staging area location based on the capability to resupply without barriers to transportation.

ASSIGNMENT OF RESPONSIBILITIES

In the absence of a designated Logistics Section Chief, the Emergency Operations Manager may coordinate ESF-7.

DIRECTION AND CONTROL

All logistics requests will go through ESF-7, coordinated with the EOC.

CONTINUITY OF GOVERNMENT

- Lines of succession will be in accordance with Standing Operating Procedures established by each department, agency or organization.
- Continuity of Operations for each department will be according to the Continuity of Operations Plan (COOP) developed and published by each department with a primary or secondary mission.

ADMINISTRATION

The Emergency Operations Manager will review and update this annex annually.

ESF #8 PUBLIC HEALTH & MEDICAL SERVICES



FEMA LIFELINES:	Public Health and Medical
COORDINATING DEPARTMENTS:	Oklahoma City-County Health Department and/or Regional Medical Response System
SUPPORTING DEPARTMENTS:	MWC Communications and Marketing MWC Emergency Management MWC Emergency Communications MWC Fire Department
SUPPORTING PARTNERS:	American Red Cross SSM Health St. Anthony - Midwest EMS SSM Health St. Anthony - Midwest
COUNTY COORDINATING AGENCY:	Oklahoma City-County Health Department, and/or Regional Medical Response System
STATE COORDINATING AGENCY:	Oklahoma State Department of Health Oklahoma Department of Agriculture, Food and Forestry
FEDERAL COORDINATING AGENCY:	US Department of Health and Human Services

PURPOSE

The purpose of this annex is to establish effective procedures to provide emergency health and medical service to the people of Midwest City during and after a natural or human-caused emergency. This annex also addresses maintaining Public Health standards throughout the duration of an emergency.

This ESF provides guidance, prioritization, and coordination of resources involved in the triage, treatment, and medical evacuation of disaster survivors.

ESF-8 is responsible for procedures for response to the environmental, health, and medical needs in the event of a natural or human-caused disaster.

In accordance with the Oklahoma Catastrophic Health Emergency Powers Act (O.S. 63:6101), the Oklahoma Catastrophic Health Emergency Plan was developed as an addendum to ESF #8. Its purpose is to prepare for (1) acts of terrorism, (2) resurgent infectious diseases, (3) mass casualty incidents and (4) foreign animal diseases.

SITUATION AND ASSUMPTIONS

SITUATION

- Natural or human caused emergencies could occur within the boundaries of the City of Midwest City and would require coordinated use of all health and medical resources available;
- Adequate resources are available within the boundaries of the State of Oklahoma to meet most foreseeable short-term emergencies.

ASSUMPTIONS

- Local resources will be fully employed before committing state assets;
- The Commissioner of Health will be responsible for coordination of all state health and medical services in response to man-made or natural emergencies;
- All Department of Health personnel will remain under direction and control of the Commissioner of Health during any activation of this plan.

CONCEPT OF OPERATIONS

The scope of medical and public health services will be adjusted to the size and type of disaster. For further details concerning response to a medical/ public health emergency, see the Following, or consult any ESF 8 agency:

- **Regional:** Region 6/8 Healthcare Coalition (HCC) Emergency Response Plan and associated annexes, approved 07012022
- **State:** Oklahoma State Department of Health's "Oklahoma Public Health & Medical System Emergency Response Plan" (2022).
Oklahoma State Catastrophic Health Emergency Response Plan (2019)
- **County:** Oklahoma City-County Health Department Public Health Emergency Response Plan (2019)

The Oklahoma City- County Health Department will keep the Commissioner of Health, the Director of the Department of Emergency Management and the Director of the Oklahoma Office of Homeland Security informed of the status of medical and health services during emergency operations.

The RMRS Director will keep the EMSA Chief Operating Officer, EMSA President, the Office of the Medical Director, the Oklahoma City-County Health Department, the Oklahoma State Department of Health, and the Midwest City Emergency Manager, if activated, informed of the status and needs of the medical system during emergency operations.

ACTIONS

MITIGATION AND PREPAREDNESS

- Develop and maintain contingency plans to ensure the continuity of functions;
- Develop and maintain plans for providing public health and medical services;
- Promote wellness among Oklahoma County residents with public outreach and education programs and services.
- Identify available medical facilities, personnel and medical supplies;

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- Conduct training sessions and exercises;

RESPONSE

- Locate and alert personnel;
- As requested, send a representative to the Midwest City EOC to perform the following functions:
 - Consolidate the incoming health and medical reports and maintain the situation report;
 - Brief the Emergency Operations Manager and City Manager;
 - Provide information and recommendations;
 - Coordinate the need for and distribution of medical personnel, supplies and services;
 - Coordinate the health needs in congregate shelters and other disaster related facilities with the American Red Cross;
 - Coordinate with Department of Mental Health and Substance Abuse Services to ensure mental health, behavioral health, and substance abuse needs are addressed.
 - Address specific medical considerations associated with mental health, behavioral health, and substance abuse for incident survivors as well as response workers;
 - Coordinate with the Department of Human Services and other state and local response agencies to address access and functional needs and enhanced care population needs in a multidisciplinary response effort;
 - Coordinate with Oklahoma Medical Reserve Corps (OKMRC) to activate, deploy and track OKMRC volunteers;
- Provide a communication system or personnel to the disaster coordination center at the scene to assist in the coordination of requests for assistance.

RECOVERY

- Provide advice and support for decontamination measures;
- Inspect food supplies;
- Institute vector control and quarantines to reduce the threat of epidemics;
- Restore medical care and treatment facilities and services;
- Institute immunization programs as required;
- Continue to coordinate health needs in congregate shelters and other disaster related facilities with the American Red Cross.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

GENERAL

ESF-8 is part of the Operations Section; providers in this section serve the public. A secondary Medical Unit can be established under Logistics to serve responders working in the Operations Section.

HEALTH AND MEDICAL SERVICES

- Emergency medical support

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- Distribution of medical supplies and services
- Immunization
- Mortuary services

PUBLIC HEALTH ENVIRONMENTAL SERVICES

- Vector control
- Inspection of food supplies
- General sanitation measures
- Activities necessary to resume normal public health community services

ASSIGNMENT OF RESPONSIBILITIES

DEPARTMENT OF AGRICULTURE, FOOD AND FORESTRY

With assistance from Veterinary Services and when medical facilities are unavailable, permit use of veterinary facilities and equipment for temporary medical care during extreme emergencies involving mass casualties.

CHIEF MEDICAL EXAMINER'S OFFICE FOR THE STATE OF OKLAHOMA

The Oklahoma Chief Medical Examiner's Office is the primary agency responsible for Fatality Management.

The disposition and handling of the fatalities will be managed by the Oklahoma State Medical Examiner's Office, with assistance from private mortuary services and transport companies according to the Medical Examiner's "Mass Fatality Plan" (2019). Further, the disposition of fatalities will be aided by the "Mass Fatalities Plan" (Annex F) of the Oklahoma State Health Department's "Oklahoma Public Health & Medical System Emergency Response Plan" (2022).

OKLAHOMA REGIONAL MEDICAL RESPONSE SYSTEM

The RMRS leads healthcare system preparedness planning efforts and coordinates health and medical response and recovery activities for the healthcare system in their jurisdiction. The RMRS works closely with system partners, emergency management, public health authorities, and various response agencies to provide a comprehensive, uniform, and consistent framework and infrastructure for response and recovery efforts, through a variety of targeted outreach activities and coordinated planning projects.

RMRS Region 6 & 8 supports the following counties: Canadian, Cleveland, Lincoln, Logan, McClain, Oklahoma (MWC), and Pottawatomie.

OKLAHOMA CITY-COUNTY HEALTH DEPARTMENT

The OCCHD is responsible for maintaining programs to promote wellness, protect health, and prevent disease of the citizens of Oklahoma County, including the City of Midwest City. It accomplishes these missions through planning, education, and a multitude of services. The health department has statutory authority that allows it to enforce codes and ensure the

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welfare of the population. OCCHD has a select group of staff dedicated to emergency preparedness and response, maintains a cache of response equipment, and regularly exercises its response capabilities. During a public health emergency, OCCHD will be the lead response agency.

OKLAHOMA DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES

The mental health needs of the families of fatalities and the mental health needs of emergency responders affected by the fatalities, will be met according to the Oklahoma Department of Mental Health and Substances Abuse Services “All Hazards Disaster Behavioral Health Plan” (2022).

- Mental health support for emergency responders
- Mental health support for families of fatalities

SSM ST. ANTHONY- MIDWEST EMS

In cooperation with the Midwest City Fire Department, SSM Health St. Anthony - Midwest EMS provides emergency medical triage, treatment, and transport to the pre-hospital patient

DIRECTION AND CONTROL

All health department, RMRS, and hospital assets and personnel will remain under the administrative direction and control of their respective agencies.

CONTINUITY OF OPERATIONS

Agency line of succession will be in accordance with internal standing operating procedures.

Continuity of Operations for each department will be according to the Continuity of Operations Plan (COOP) developed and published by each department with a primary or secondary mission.

ADMINISTRATION

The Oklahoma City-County Health Department and SSM Health St. Anthony - Midwest EMS will update this annex annually, with any needed assistance from the Emergency Operations Manager.

The County Health Director will make necessary plans and mutual support agreements to fulfill responsibilities outlined by law and this annex.

HEALTH STATISTICS

- The Department of Health will continue to collect and report vital statistics.
- Disease statistics will be collected and reported to appropriate state and federal officials.

TESTING AND INSPECTIONS

- All testing, inspections, and surveys will follow normal procedures but will be conducted more frequently.

ESF #9 SEARCH & RESCUE



FEMA LIFELINES:	Safety and Security
COORDINATING DEPARTMENT:	MWC Fire Department
SUPPORTING DEPARTMENTS:	MWC Communications and Marketing MWC Emergency Management MWC Emergency Communications MWC Police Department
SUPPORTING PARTNERS:	Civil Air Patrol Mid-Del Amateur Radio Club Oklahoma National Guard
COUNTY COORDINATING AGENCY:	Oklahoma County Sheriff OK City County Emergency Response Team Oklahoma County Emergency Management
STATE COORDINATING AGENCY:	Oklahoma Department of Public Safety / Oklahoma Highway Patrol Oklahoma Department of Emergency Management
FEDERAL COORDINATING AGENCY:	US Department of Homeland Security

PURPOSE

This ESF provides for coordination of search and rescue activities within the City.

ESF 9 coordinates Search and Rescue (SAR) for the following events:

- Search and Rescue following disasters from major hazards;
- Rescue of trapped persons;
- Searches for missing or lost persons;
- Dragging lakes, rivers, or ponds;
- Searching for downed aircraft;
- Searches for escaped prisoners/ inmates.

Search and Rescue is primarily the responsibility of county, city, town, tribal law enforcement and emergency management. They will prepare and respond in accordance to their emergency operations plans (EOPs) and standard operating procedures (SOPs). This annex establishes primary and support responsibilities for search and rescue operations.

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Responsible agencies will prepare appropriate internal plans and SOPs to cover all phases of emergency management.

The State of Oklahoma Department of Emergency Management and Homeland Security will coordinate with the federal government for assistance provided through the National Response Framework's (NRF) Emergency Support Function (ESF) #9, Search and Rescue and the National Search and Rescue Plan, and the State of Oklahoma Agreement with the Air Force Rescue Coordination Center, Langley A.F.B., Virginia.

SITUATION AND ASSUMPTIONS

SITUATION

- A major disaster or explosion may collapse buildings or structures, necessitating the attempt to locate and extricate trapped survivors;
- Occasionally, people including children and persons with access and functional needs become lost. Those situations require the commitment of large numbers of personnel and equipment;
- Civil Air Patrol and the National Guard can provide ground teams to conduct searches.
- Drownings may require dragging of lakes, rivers, and ponds for body recovery;
- Search and rescue (SAR) missions may be required when an Emergency Locating Transmitter (ELT) signal and/or FAA report of an overdue aircraft is received; a request is made by local government officials for assistance in locating a missing person; and to locate survivors of natural or human caused emergencies.

ASSUMPTIONS

- SAR may involve private, municipal, corporate, county, tribal, state, and/or federal resources to locate and bring to safety persons who are lost, injured, stranded or trapped, and to recover the deceased;
- Search, rescue, and recovery operations may occur underground, on or under water, or in natural or human built structures;
- SAR incidents may be crime scenes and evidence preservation must be considered at all times;
- A potential incident may result in the same level of mobilization as an actual search and/or rescue;
- Assistance from other agencies and the Civil Air Patrol (CAP) may be available, but must be requested.

CONCEPT OF OPERATIONS

- The Midwest City Fire Department has primary responsibility for coordinating search and rescue efforts involving more than one agency;
- Search and rescue missions will be managed under Incident Command;
- The Fire and Police Departments will coordinate their assigned activities. Each department will maintain control of their SAR responders;
- Specialized rescue units may be required to extricate survivors.

ACTIONS

ESF-9 actions are divided among the four phases of emergency management: Mitigation, Preparedness, Response, and Recovery. Activities within these phases are defined as follows:

MITIGATION AND PREPAREDNESS

- Develop Search and Rescue (SAR) Standard Operating Guidelines (SOGs) to coordinate local operations with SAR resources from other jurisdictions. Review and update SAR SOGs on a regular basis;
- Participate in developing local and regional mutual aid agreements including volunteer groups;
- Develop SOGs to coordinate County, State, and Federal assistance to support SAR activities.
- Prepare for and train in conducting SAR operations;
- Be familiar with the responsibilities of other local and state support agencies. Develop methods to assign response [priorities when multiple calls require simultaneous response, or when limited resources mean that some incidents wait for assistance];
- Participate in Emergency Response exercises with agencies such as the Civil Air Patrol. Exercises are an opportunity to find and correct issues before real incidents.

RESPONSE

- Send an ESF Coordinator to the EOC when requested by the Emergency Operations Manager. The Coordinator will attend briefings and coordinate ESF activities with other City departments.
- Determine the extent and nature of the SAR requirements for the emergency as request outside SAR resources as needed;
- Coordinate deployment of K9 and/or dive teams as needed;
- Barricade damaged areas as directed. Provide scene control by limiting access and assisting with evacuation;
- Determine ability to adequately responds and/or the need to request mutual aid, State, and Federal assistance;
- The Incident Commander must make requests for outside resources.

RECOVERY

- Maintain logs of activities, messages, etc. for use in applying for federal disaster assistance, and for use in after action reports following demobilization;
- Participate in after-action conferences, and improvement plans

Requests for assistance from local government officials in locating a missing person may go to MWC Fire or CAP. Either MWC Fire or CAP may respond and provide aerial and/or ground search assistance.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

GENERAL

- For emergency management planning, this annex incorporates the resources of all agencies that have the capabilities to provide direction and/or support for a search and rescue operation.

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- The City Fire Department is the primary Coordinator of ESF-9.
- Other City Departments will support the Fire Department as described.
- The organization for providing search and rescue support services for emergency operations are the following: 1. Midwest City Fire Department 2. Department of Public Safety (OHP) 3. Civil Air Patrol (CAP) 4. Oklahoma Military Department (OMD) 5. Department of Agriculture, Food and Forestry
- All responding departments and agencies will operate under ICS.

ASSIGNMENT OF RESPONSIBILITIES

MIDWEST CITY FIRE DEPARTMENT

- Develop and maintain this annex to the city EOP;
- Develop standard operating procedures (SOPs) and standards for reference by all agencies operating within the SAR system;
- Coordinate assisting resources during a SAR mission;
- Maintain current alert procedures to ensure rapid response during SAR operations;
- Provide training to agency personnel regarding SAR operations.

MIDWEST CITY POLICE DEPARTMENT

- Provide traffic control for affected areas;
- Coordinate deployment of K9 and dive teams, and other specialized teams and officers.

MIDWEST CITY EMERGENCY MANAGEMENT

- Track resources and locate specialized rescue equipment that may be available from outside vendors.
- Provide ongoing situational awareness to Incident Command
- The Emergency Communications Center will coordinate all communication requirements.
- Contact the National Weather Service for current weather conditions and ongoing weather forecast support

MIDWEST CITY PUBLIC WORKS DEPARTMENT

Deploy personnel and equipment in support of SAR activities as requested by the Incident Commander.

DIRECTION AND CONTROL

In all but the most complicated rescues, City responders will handle the rescue situations they encounter. Likely exceptions include searches that require the use of aircraft/helicopters, or those situations where specialized technical rescue capabilities are required.

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When SAR operations extend beyond a normal day, reach coordinator and the Incident Commander shall designate his/her replacement and will brief that individual prior to departing the EOC or incident Command Post.

For extensive SAR operations, additional resources may be available through the County and State. Note that the City may be required to augment the State's capabilities by providing resources, including personnel, and communications equipment. Volunteers may be required in large numbers.

CONTINUITY OF GOVERNMENT

Lines of succession to each department head will be according to the Standard Operating Procedures (SOPs) established by each department with a primary or secondary mission.

Continuity of Operations for each department will be according to the Continuity of Operations Plan (COOP) developed and published by each department with a primary or secondary mission.

ADMINISTRATION

The Midwest City Fire Chief will review and update this annex annually, with any needed assistance from the Emergency Operations Manager.

ESF #10 OIL & HAZARDOUS MATERIALS



FEMA LIFELINES:	Hazardous Materials
COORDINATING DEPARTMENT:	MWC Fire Department
SUPPORTING DEPARTMENTS:	MWC Communications and Marketing MWC Emergency Management MWC Emergency Communications MWC Police Department MWC Public Works
SUPPORTING PARTNERS:	SSM Health St. Anthony - Midwest EMS
COUNTY COORDINATING AGENCY:	Oklahoma City-County Health Department
STATE COORDINATING AGENCY:	Oklahoma Medical Examiner Oklahoma Department of Emergency Management Oklahoma Department of Environmental Quality Oklahoma Corporation Commission
FEDERAL COORDINATING AGENCY:	US Environmental Protection Agency

PURPOSE

The purpose of this annex is to ensure a coordinated and effective effort is made to remove or reduce the threat to public health and safety resulting from an incident involving hazardous materials. The City will coordinate with The Department of Environmental Quality, and federal government when necessary, for assistance provided through the National Response Framework's (NRF) Emergency Support Function (ESF) #10, Oil and Hazardous Materials Response.

SITUATIONS AND ASSUMPTIONS

SITUATION

- Hazardous materials are produced, transported, used and stored throughout the city;
- Accidents or incidents involving hazardous materials are one of the most common emergencies throughout Oklahoma. Releases can occur as a result of several reasons, including:
 - Technical and equipment malfunctions
 - Physical damage due to disasters and/or disrepair
 - Secondary result of another disaster
 - Sabotage or terrorist acts

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- Hazardous material releases require swift and decisive action by emergency personnel.

ASSUMPTIONS

- Emergencies involving hazardous materials are usually confined to a localized area;
- Emergency personnel will respond in their normal area of operation;
- It is the responsibility of the Owner/Operator to notify the National Response Center of any releases that fit into one or more of the reportable categories;
- Response to any act of sabotage or terrorism will also involve ESF 13, as well as any other state or federal law enforcement agencies that may be indicated by state or federal law.

CONCEPT OF OPERATIONS

- In all hazardous materials incidents, responders will always adhere to the following priorities: (1) Life Safety, (2) Incident Stabilization and (3) Property Conservation. For hazardous material incidents within corporate municipal limits, local government officials will, to the extent of available resources and capabilities, isolate and restore the area to normal, relying on the owner, supplier, vendor, shipping agent, carrier or the “primarily responsible party” (PRP) to remove the hazard if feasible.
- On private property outside of corporate limits, the initial contact point is the closest municipal fire department or law enforcement agency. Outside corporate limits on federal/state highways, public property, county roads, or railways, the Incident Commander shall be the Oklahoma Highway Patrol (OHP). While primary response is at the local or OHP level, all incidents may require additional action at the state level as indicated in the task assignments that follow.
- In most incidents, state level involvement is usually limited until the scope of the disaster exceeds local government capabilities. However, state level involvement may occur at any time since the state has certain jurisdictional responsibilities, complex federal and state statutes to enforce, and technical expertise that may not be available at the local level. Moreover, several state agencies are routinely involved in the mitigation of the impact of hazardous materials incidents on a day-to-day basis. In compliance with the Superfund Amendments and Reauthorization Act of 1986 (SARA), the Governor of Oklahoma has appointed the Oklahoma Hazardous Materials Emergency Response Commission to oversee the preparation of hazardous material emergency planning within the State. The City of Midwest City participates in the Oklahoma County LEPC.

LOCAL EMERGENCY PLANNING COMMITTEES

LEPCs within each district will be responsible for:

- Providing information to the public on the nature, amount and location of hazardous materials within the district.
- Developing a comprehensive emergency response plan to respond to accidental releases or spills of hazardous materials within the districts. Such plans shall be incorporated into the Emergency Operations Plan (EOP).

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- Overseeing the reporting of the presence of hazardous materials within the district by those persons or firms using or storing the material.
- Obtaining site-specific information from facilities subject to emergency planning to protect the public in the event of accidental release of hazardous materials allowed by law. This planning information will be incorporated into the LEPC district's plan as appropriate.
- Provide information to the public, as requested, on the nature and location of hazardous materials within Oklahoma covered under the law.

The State of Oklahoma has adopted the provisions of 49 CFR covering all facets of hazardous material transportation within the state. The Oklahoma Department of Emergency Management and Homeland Security facilitates training courses to qualify first responders and local planning district members in Hazardous Materials operations and planning requirements. The agency also identifies and coordinates the mobilization resources to be used in the event of a hazardous material incident that exceeds the resources of local government.

ACTIONS

MITIGATION AND PREPAREDNESS

- The City will develop procedures and policies concerning self-protection measures to be taken during hazardous materials operations (commensurate with the level of response), including:
 - The use of appropriate levels of Personal Protective Equipment (PPE) and the use of Self-Contained Breathing Apparatus (SCBA).
 - The use of the Incident Command Structure (ICS)
 - The recognition and identification of hazardous materials and their dangers.
 - The application of other appropriate protective actions on a case by case basis.
 - Participation in the County LEPC
- Public education/orientation;
- Train and exercise emergency response personnel;
- Develop plans and procedures for response to incidents;
- Identify sources of equipment and supplies;
- Ensure administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations.

RESPONSE

- The Midwest City Fire Department will be the primary City Department to respond to all hazardous material incidents and will provide resources needed to protect life, property, and the environment;
- The Fire Department will provide a liaison to the EOC as requested by the Emergency Operations Manager;
- Initiate response operations in accordance with the current Hazardous Material Response Plan;
- Provide technical expertise needed to confine, control, and neutralize hazardous material releases;

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- Maintain documentation of releases as notified by local hazardous materials users;
- Request that State agencies provide resources needed to protect life, property and the environment not readily available to local government.
- Contact the National Weather Service for current weather conditions and ongoing weather forecast support

RECOVERY

- Monitor and survey release site to determine continued threat to the public, when required;
- Consult legal counsel to:
 - Determine liability;
 - Determine ability to recover damages;
 - Determine means of resolving disputes.
- Monitor long-term clean-up operations by Owner/Operator. Establish standards to ensure public safety in coordination with Federal authorities.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

GENERAL

The tasks and responsibilities that are noted below pertain only to this plan and do not include the full scope of activities carried out by agencies in the enforcement of environmental statutes.

- Support Agencies - When activated by the EOC, and while operating under the city EOP, the following departments/agencies will perform the listed functions as necessary. This list of participating agencies is not all inclusive and other agencies may be activated under the authority of the EOP.

ASSIGNMENT OF RESPONSIBILITIES

MIDWEST CITY FIRE DEPARTMENT

- Hazardous material response and mitigation
- Decontamination

MIDWEST CITY POLICE DEPARTMENT

- Assist with perimeter and traffic control

OKLAHOMA MILITARY DEPARTMENT

- Substance detection and identification - requested through Oklahoma Department of Emergency Management and Homeland Security

SSM HEALTH ST. ANTHONY – MIDWEST EMS

- Provide emergency medical triage, treatment and transport

CONTINUITY OF OPERATIONS

Lines of succession to each department head will be according to the Standard Operating Procedures (SOPs) established by each department with a primary or secondary mission.

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Continuity of Operations for each department will be according to the Continuity of Operations Plan (COOP) developed and published by each department with a primary or secondary mission.

ADMINISTRATION

The Midwest City Fire Chief will review and update this annex annually, with any needed assistance from the Emergency Operations Manager.

RADIOLOGICAL INCIDENT OPERATIONS

This section provides actions to be taken by all response personnel in the event of an accident or incident involving radioactive materials.

SITUATION AND ASSUMPTIONS

SITUATION

- The widespread use of radioactive materials in our society creates the potential for accidents. These incidents include transportation accidents involving radioactive materials as well as the mishandling of source material at industrial sites and the exposure to radiological materials used in the medical community. In each case, first responders' tasks are complicated by the presence of radioactive material.

ASSUMPTIONS

- Emergency response organizations will continue to qualify people in radiological monitoring and provide training in radiological operations.
- Emergency response organizations will have access to radiation detection instruments.

CONCEPT OF OPERATIONS

IDENTIFICATION

At industrial or medical locations, site employees must identify the location(s) of radiation sources. Package labels and/or yellow storage containers may also indicate the presence of radioactive materials.

REPORTING INSTRUCTIONS

An accident involving the release/spilling of radiological materials (as with other hazardous materials) should be reported to the County Department of Environmental Quality and the Oklahoma Department of Environmental Quality, at 1-800-522-0206. Be prepared to provide the following information:

1. Incident location
2. Number and type of injuries if any
3. Name of carrier for transportation accidents and any placarding information
4. Type of radioactive material present if available (From shipping papers, package labels or employees.)
5. Amount of radioactivity in curies if known
6. Physical form of the material (liquid, solid or gas)

OPERATIONAL PROCEDURES

Consult the Emergency Response Guidebook (available on the internet at <http://hazmat.dot.gov/gydebook.htm>) for operations upon identification of a radiological hazard.

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DETECTION AND MONITORING

Local personnel (Midwest City Fire or Emergency Management) will notify the Oklahoma Department of Environmental Quality.

DEQ as the State Warning Point, upon notification, will contact the DEQ Emergency Response Coordinator/ESF #10 coordinator and State Emergency Operations Center (SEOC).

Notices received will be forwarded to the DEQ's Emergency Response Coordinator and State EOC. DEQ will sample, analyze and evaluate radiological agents in soils, vegetation and water and transmit this information to the Incident Commander and EOC.

DIRECTION AND CONTROL

Primary responsibility rests with Mayor of Midwest City or City Manager, or the senior Fire official, as appropriate, at the location. As in all local incidents, representatives from other organizations serve only in an advisory or support role.

ESF #11 AGRICULTURE & NATURAL RESOURCES



FEMA LIFELINES:	Food, Water, Shelter; Health and Medical
COORDINATING DEPARTMENT:	MWC Animal Welfare
SUPPORTING DEPARTMENTS:	MWC Communications and Marketing MWC Emergency Management MWC Emergency Communications MWC Parks and Recreation MWC Police Department MWC Public Works
SUPPORTING PARTNERS:	American Red Cross Mid-DeI Schools OKVOAD
COUNTY COORDINATING AGENCY:	Oklahoma City-County Health Department Oklahoma County Emergency Management
STATE COORDINATING AGENCY:	Oklahoma Department of Agriculture, Food, and Forestry Oklahoma Medical Reserve Corps
FEDERAL COORDINATING AGENCY:	US Department of Agriculture

*Any outside assisting agencies or groups operating during a disaster will only serve under appropriate Incident Command and in cooperation with local, regional or State Emergency Management officials as appropriate.

PURPOSE

This Emergency Support Function (ESF) identifies, secures, and delivers food assistance following a major disaster, as well as provides for disease prevention, and the well-being of household pets.

ESF 11 coordinates the following activities: 1. Locating and obtaining food supplies, 2. Transporting food supplies to staging areas or affected areas, 3. Distributing food to disaster survivors and emergency workers, 4. Provides for safety and well-being of household pets and non-commercial livestock, 5. Ultimate disposition of deceased or unclaimed animals.

SITUATIONS AND ASSUMPTIONS

SITUATION

- Natural or human-caused emergencies could occur within the boundaries of the City of Midwest City that could require the coordinated use of all veterinary resources available;
- Some disasters, particularly floods or earthquakes, create situations where survivors cannot gain access to food. Additionally, electric and gas supply interruptions will eliminate the ability to properly prepare food for human consumption;
- Foreign Animal Diseases, as well as certain zoonotic diseases, as incidents of national significance, activate ESF #11 of the National Response Framework (NRF).

ASSUMPTIONS

- After a disaster, a significant percentage of City residents may be unable to secure and/or prepare food for themselves and their families;
- The food transportation/delivery network may be damaged or disrupted due to disaster;
- Locally available food sources may become contaminated or infected. The State Department of Agriculture will assist the City ESF 11 Coordinator to obtain bulk food, especially federal surplus food commodities;
- All City emergencies involving veterinary services and animal care will be supported by the Oklahoma Department of Food, Forestry and Agriculture (ODAFF). The ODAFF represents animal health concerns of the state and maintains close liaison with the USDA/APHIS/VS/OVMA, OSDH, and other departments or agencies representing veterinary medicine, public health, agriculture, native and nonnative wildlife, humane societies, and animal welfare agencies;
- The ODAFF has statutory authorities with regard to agriculture, animal agriculture, animals and safe food production concerns in the state and maintains close liaison with USDA/APHIS, the Department of Health and other departments, Tribal Authorities and agencies representing veterinary medicine, public health, agriculture, native and non-native wildlife, humane societies, and animal control agencies;
- The Incident Command System (ICS) will be utilized and the Commissioner of Agriculture or other appropriate ODAFF authority (Division Director) or his/her designee will assign a qualified Incident Command Team with proper Delegation of Authority to manage response activities. All incident responders are to be part of the existing Incident Command Structure.

CONCEPT OF OPERATIONS

Midwest City Animal Welfare manages companion animal issues within the City, as well as addressing issues with wild animals as needed. Services provided by MWC Animal Welfare include:

- Adoptions
- Lost and Found
- Permitting
- Sheltering
- Volunteer opportunities

Midwest City Animal Welfare is located at 8485 E. Reno Ave.

ACTIONS

Actions for ESF-11 are divided into four phases; mitigation, preparedness, response, and recovery. Activities within these phases are defined as follows:

MITIGATION AND PREPAREDNESS

- Develop procedures to assess feeding needs (current and projected) in the City.
- Develop database and assess feeding capabilities at individual sites preselected as potential shelter sites;
- Develop procedures for obtaining damage assessments of food and dairy production;
- Develop plans, procedures, and organizational structure needed to ensure that domestic animals and native and non-native wildlife are effectively controlled and cared for in the event of an emergency;
- Develop a network of state and local government offices, non-government organizations, and volunteers to assist in the preparation and operational phases of emergency veterinary services and animal care.
 - Prepare and maintain current list of personnel, materials and their locations needed to accomplish their assigned responsibilities;*
 - Develop contingency plans for the personnel of the Department to ensure their safety and the continuity of the functions of the Department;*
 - Develop plans for personnel of the Department to report their location and readiness for duty.*
 - Develop plans for the resumption of the Departmental functions with a minimum of disruption, including relocation of the department, if required;*
 - Ensure that administrative and accounting procedures are in place to document all actions taken and all costs incurred during emergency operations;*

*In accordance with the SOPs established in the ODAFF Continuity of Operations Plan (COOP).

- Stock department trucks and the adoption trailer with emergency supplies
- When severe weather is expected, move department vehicles to Waste Water facility carports.
- Maintain emergency contracts with other cities.
- Secure Memoranda of Agreement with National Response Organizations for assistance if needed.

RESPONSE

- Send a coordinator to the EOC at the request of the Emergency Operations Manager to perform the following duties:
 - Attend briefings and coordinate activities with other City, County, and State departments;
 - Maintain logs of activities, messages, etc.;
 - Initiate internal notification and recall actions.
- Coordinate with the Incident Command to determine feeding needs in affected areas to arrange for procurement of food items for use in supporting disaster response requirements.

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- Arrange for emergency feeding at shelter sites, staging areas, or in other identified areas.
- Request that state or national Red Cross food acquisition procedures be started.
- Following notification of an emergency by ODEMHS of any type of emergency potentially involving animals, will perform the following functions:
 - Select and contact appropriate animal care personnel;
 - Designate personnel authorized to enter disaster area, provide updated information to ODEMHS;
- Consolidate incoming animal management reports and maintain situation reports;
- Coordinate with other governmental authorities in establishment of emergency aid stations and staging of emergency relief;
- Coordinate with other governmental authorities in any evacuation operations;
- Cooperate with other governmental authorities for equipment use and transportation;
- Coordinate with law enforcement personnel in providing security for veterinary medical facilities and supplies;
- Coordinate with public information operations to communicate alert status, volunteer mobilization, and casualty and damage information;
- Temporarily arrange for or provide food, water, shelter, and medical care for all affected animals;
- Recommend methods of proper disposal of deceased animals in coordination with ODAFF and OCCHD;
- Coordinate initial identification and rescue efforts to facilitate reunification of displaced animals with their owners;
- Coordinate distribution of donated resources such as pet food and veterinary supplies.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

GENERAL

In most emergencies, i.e. tornadoes, fires, etc., the local America Red Cross Chapter and other agencies will distribute food and water to survivors, either in shelters or in the field. The ARC and other OKVOAD agencies have the ability to obtain large quantities of food in most cases. In larger disasters, however, larger numbers of survivors will greatly tax the local ability to feed people. County and State assistance may be required.

ORGANIZATION

ESF-11 is part of the Operations Section.

ASSIGNMENT OF RESPONSIBILITIES

MWC ANIMAL WELFARE

- Provide rescue and shelter for displaced companion animals.
- Coordinate animal identification and reunification
- Disposition of unclaimed animals

AMERICAN RED CROSS/OKVOAD

- Develop planning information for ESF-11 and School District concerning the potential need for food preparation, storage, and delivery during disasters;
- Provide feeding services at shelter locations throughout the City

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- Provide sheltering for displaced persons; coordinate with Animal Welfare per the PETS Act of 2006

THE OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY (ODAFF)

- Animal Industry Services – Lead division for animal disease and pest response, support for zoonotic disease response. Oversight to and assist with protection of household pets and non-commercial livestock in evacuations and other responses;
- Consumer Protection Services (CPS) – Lead division for plant disease and pest response.
- Food Inspection – Lead division in assuring the safety and security of the commercial food supply;
- Agriculture Environmental Management Services (AEMS) – Lead division addressing protection of natural resources in these scenarios;
- The Oklahoma State Animal Response Team (OSART or SART), as a functional entity within the Oklahoma Veterinary Medical Association and the Oklahoma Medical Reserve Corps, will focus upon and assist regions, counties, local and/or private entities in preparing for and conducting animal response activities focused upon companion animals and non-commercial livestock. County Animal Response Teams (CARTs) are encouraged to organize, prepare for, and conduct such activities.

DIRECTION AND CONTROL

All responders will remain under the authority of their respective agencies while integrating into the established Incident Command structure.

ADMINISTRATION

The Animal Welfare Supervisor will update this annex as needed, with any needed assistance from the Emergency Operations Manager.

ESF # 12 ENERGY



FEMA LIFELINES:	Energy
COORDINATING DEPARTMENT:	MWC Fire
SUPPORTING DEPARTMENTS:	MWC Communications and Marketing MWC Emergency Management MWC Emergency Communications MWC Parks and Recreation MWC Police Department MWC Public Works
SUPPORTING PARTNERS:	Oklahoma Gas & Electric Oklahoma Natural Gas
COUNTY COORDINATING AGENCY:	Oklahoma County Emergency Management
STATE COORDINATING AGENCY:	Oklahoma Department of Emergency Management
FEDERAL COORDINATING AGENCY:	US Department of Energy

PURPOSE

- The purpose of this annex is to facilitate planning and communication with the major utility providers in the City. This process should occur prior to emergencies, during the actual restoration of energy systems damaged by a disaster, and during recovery operations after the majority of energy customers have been restored.
- “Energy” systems, within the scope of this function group, include:
 - Power generating, transmission grid, electrical distribution facilities, and local electricity providers
 - Natural gas and other pipeline systems that traverse the City.

SITUATION AND ASSUMPTIONS

SITUATION

- Disasters can destroy or seriously damage major energy lifelines, thereby curtailing or eliminating the supply of electricity and/or natural gas to survivors of an incident.
- A petroleum shortage can create major problems as a result of resource shortages within the City.

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ASSUMPTIONS

- A significant disaster may produce long periods of time where electrical service to City customers is interrupted. This will reduce communications capabilities, degrade traffic control activities, and have other widespread impacts on public safety.
- A disaster could damage natural gas and petroleum product pipelines, substantially reducing or eliminating the availability of these products in affected areas.

CONCEPT OF OPERATIONS

Midwest City Public Works is the coordinating department for this ESF. However, due to the many different aspects, sources and needs of various types of energy there are shared responsibilities necessary to ensure the public needs are met.

ACTIONS

Actions for ESF-12 is divided into four phases, mitigation, preparedness, response, and recovery. Activities within these four phases are as follows:

MITIGATION AND PREPAREDNESS

- Develop/review and update emergency energy plans and procedures;
- Develop procedures for assessing damages to local utility distribution systems, and pipeline/delivery systems in the City;
- Coordinate with the State with respect to the development of regional energy plans and programs for dealing with disaster effects on statewide power transmission networks;
- Maintain/update energy transportation pipeline maps as appropriate;
- Establish and maintain directory of energy supplier's emergency liaison personnel;
- Maintain restoration of service plans for regulated electric, natural gas, telephone (landline and wireless) and water;
- Arrange mutual aid agreements with neighboring power generators for assistance during emergency periods.
- Participate in local and state emergency preparedness exercises, include emergency response organizations to enhance communications;
- Organize and train personnel into emergency response teams to move and work at the Emergency Operations Center and incident locations;
- Train personnel designated to report to incident locations in emergency procedures;
- Ensure that administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations.

RESPONSE

- Survey disaster area and evaluate the situation and submit report (SITREP) to the EOC in terms of damage to immediate and long-term energy needs;
- ESF-12 shall send a coordinator to the EOC at the request of the Emergency Operations Manager to perform the following duties;
 - Attend briefings and coordinate activities with other City, County, and State departments;
 - Initiate internal notification and recall actions;
 - Complete notification/call out actions;

City of Midwest City Emergency Operations Plan

- Begin system restoration;
- Request mutual aid, if necessary;
- Coordinate with private and public utility companies to determine if repair efforts will be adequate or if additional assistance from state or federal resources will be required for damaged facilities;
- Maintain logs of messages, activities, and costs incurred during repair operations.
- Initiate necessary actions to request any state or federal assistance if required.
- Submit SITREPS to the EOC as requested/required;
- Coordinate public, private and volunteer activities for the repairs to area utility activities.
- Determine status of power supplies at critical facilities and initiate communications with local energy providers to arrange for rapid restoration.
- Determine long-term energy requirements for the affected area and initiate long-term recovery plan.
- Assist ESF-5 (Emergency Management) in acquiring and delivering generators to those critical facilities for which power restoration will take an unacceptable amount of time.

RECOVERY

- Participate in compiling after-action reports and critiques;
- Make necessary changes and improvements to emergency operations plans.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

GENERAL

- For planning, this annex incorporates the assets of all agencies and activities that would normally have the capability to assist in the mitigation, preparedness, response, and recovery of energy related emergency operational functions.
- In the immediate aftermath of an emergency, local utility providers will assess the scope of damage to their systems and estimate length of repairs. They will communicate this information to the Emergency Operations Manager at the earliest opportunity. Emergency Management understands that crews must physically assess the entire system before reporting on the complete extent of any disaster.
- City department heads and local utility companies with primary or secondary emergency functions will organize, assign, train, and exercise the key personnel in their respective agencies to effectively conduct emergency operations.

ORGANIZATION

ESF-12 is part of the Operations Section.

ASSIGNMENT OF RESPONSIBILITIES

MIDWEST CITY PUBLIC WORKS

- Provide support for ESF 12;
 - Assist with damage assessment for City utility connections.
-

MIDWEST CITY EMERGENCY MANAGEMENT

- Coordinate distribution of generators to sites where critical needs exist and restoration will be delayed
-

PUBLIC UTILITIES

Each type of utility will review their damaged areas and determine if outside resources are necessary.

- Oklahoma Gas and Electric
 - Oklahoma Natural Gas
 - Have own mutual aid agreements and may provide assistance to municipal-owned gas systems.
 - LP Gas. Emergency incidents shall be directed to the Liquefied Petroleum Gas Board, (405) 521-2458.
-

OKLAHOMA COUNTY EMERGENCY MANAGEMENT

Oklahoma County Emergency Management will provide assistance as requested.

OKLAHOMA DEPARTMENT OF EMERGENCY MANAGEMENT/HOMELAND SECURITY

The Oklahoma Department of Emergency Management and Homeland Security will activate the State EOC if necessary, and coordinate state-level resource requests and communications as needed.

THE DEPARTMENT OF ENVIRONMENTAL QUALITY (DEQ)

DEQ has primary responsibility to provide guidance and support to the response and recovery from hazardous material incidents (except as provided by the OCC) in accordance with state and federal regulations.

In the event of emergency incidents involving LP Gas (known as Propane), the LP Gas Administration will become the lead agency for this annex and will perform those responsibilities. In addition, the LP Gas Administration will assist with rerouting and redistribution of LP gas resources as required.

DIRECTION AND CONTROL

The administrative heads of supporting departments and agencies listed in this annex will direct all activities within their respective areas in connection with utility and energy restoration.

CONTINUITY OF OPERATIONS

- Lines of succession within each department are in accordance with the SOPs established by each department.
- Continuity of Operations for each department will be in accordance to the Continuity of Operations Plan (COOP) developed and published by each department with a primary or secondary mission.

ADMINISTRATION

The Midwest City Public Works Director, in collaboration with Public Utility partners, will review and update this annex annually, with any needed assistance from the Emergency Operations Manager.

The following table is not for public distribution.

ESF #13 LAW ENFORCEMENT



FEMA LIFELINES:	SAFETY AND SECURITY
COORDINATING DEPARTMENT:	MWC Police Department
SUPPORTING DEPARTMENTS:	MWC City Attorney MWC Communications and Marketing MWC Emergency Management MWC Emergency Communications MWC Public Works
SUPPORTING PARTNERS:	Del City Police Department Nicoma Park Police Department Oklahoma City Police Department Edmond Police Department Spencer Police Department Office of the Attorney General Office of Inspector General Oklahoma Military Department
COUNTY COORDINATING AGENCY:	Oklahoma County Sheriff's Office
STATE COORDINATING AGENCY:	Oklahoma State Bureau of Investigation Oklahoma Department of Public Safety
FEDERAL COORDINATING AGENCY:	US Department of Justice- Federal Bureau of Investigation

PURPOSE

This Emergency Support Function (ESF) establishes responsibility for public safety and security during periods of natural or man-made emergencies within the City. Responsible agencies will prepare appropriate internal plans and Standard Operating Procedures (SOPs) to cover all phases of emergency management.

The Midwest City Police Department is the coordinating agency for this ESF. Emergency responders will always adhere to the following priorities: (1) Life Safety, (2) Incident Stabilization (3) Property Conservation and (4) Society Restoration – Business Continuity.

City of Midwest City Emergency Operations Plan

This ESF provide for an orderly flow of traffic in and around areas affected by emergencies, for the security of survivors and emergency workers, for operation of City jails and detention facilities during emergencies, and for the evacuation of residents and/or emergency workers as needed. Understanding the importance of and identifying the locations of critical infrastructure is very important to being prepared; we must protect and/or replace them as necessary.

SITUATION AND ASSUMPTIONS

SITUATION

Emergency operations for law enforcement personnel are simply an expansion of their normal daily responsibilities. They include maintaining law and order, traffic, and crowd control. The Midwest City Police Department is the primary organization in this ESF.

ASSUMPTIONS

- The Midwest City Police Department has the primary responsibility for coordination of law enforcement efforts within the boundaries of the City of Midwest City.
- Supporting agencies will provide assistance when mutual aid is requested.
- Assistance from state agencies, such as the Oklahoma Department of Public Safety, (DPS) Oklahoma State Bureau of Investigation (OSBI), Oklahoma Bureau of Narcotics (OBN), Department of Wildlife Conservation, Office of the State Attorney General, Alcoholic Beverage Law Enforcement Commission, Department of Agriculture, Food and Forestry, Oklahoma Tourism and Recreation Department, Department of Corrections, Fire Marshal, Oklahoma Department of Human Services, Office of Inspector General. and Oklahoma Military Department will be made available when requested through proper channels.
- The Oklahoma Office of Homeland Security will coordinate homeland security efforts with jurisdictions in the State of Oklahoma, including initiatives to prevent, reduce our vulnerability and prepare to respond and recover from any terrorist attacks.

CONCEPT OF OPERATIONS

When emergencies require implementation of this plan, the Chief of Police is responsible for maintenance of law and order, protection of lives and property, and control of traffic and search and rescue operations. He will serve as coordinator for all law enforcement agencies that provide assistance.

ACTIONS

MITIGATION AND PREPAREDNESS

Mitigation may include but is not limited to arranging for backup services, alternate means of communication, additional facility security, alternate highway routes, and protection of facilities/stations with barriers/blockades, backup power, safety glass for windows or basic employee awareness of possible threats.

- Maintain mutual support agreements with other agencies and service organizations required to respond during times of emergencies;

City of Midwest City Emergency Operations Plan

- Evaluate state installations and public utilities and determine which will require protection. Update security plans accordingly;
- Maintain and update alert plan to ensure notification of off duty personnel;
- Review Traffic control plans for emergencies annually, with any needed assistance from the Emergency Operations Manager, and update as needed.
- Planning with ESF-13 supporting partners and other ESFs to refine law enforcement and security operations;
- Conducting training and exercises for law enforcement and supporting partners;
- Preparing and maintaining emergency SOPs/SOGs, resource inventories, personnel rosters, and resource mobilization information necessary for implementation of Lead agency responsibilities;
- Developing, coordinating, and presenting training courses for ESF-13 personnel;
- Developing protocols for frequently provided services;
- Maintaining liaison with support partners;
- Conducting vulnerability analyses at critical facilities and making recommendations to improve the physical security, resiliency and sustainability of those facilities;
- Developing and testing appropriate alert plans, both internal and external;
- Conducting all-hazards exercises with ESF-13 and partners

RESPONSE

- ESF 13 shall send a coordinator to the EOC at the request of the Emergency Operations Manager to perform the following duties:
 - Attend briefings and coordinate activities with other City, County, and State departments;
 - Initiate internal notification and recall actions;
 - Maintain logs of messages, activities, and costs incurred during response operations.
- Activate appropriate traffic control, security and search and rescue operations plans.
- Activate mutual support agreements as required.
- Provide SITREPS to the EOC as requested, at least one per operational period
- This situation analysis continues throughout the response and short-term recovery phase and should include the following:
 - A general description of the situation as it pertains to ESF #13 and an analysis of the ESF's operational support requirements;
 - A prioritized listing of significant actions that the ESF #13 will initiate to provide operational support;
 - Initiate notification of the required personnel and support organizations to achieve the required level of response;
 - Mobilize resources and coordinate response for approved mission assignments;
 - Prepare electronic briefings on status of ESF #13 response operations;
 - Prepare an ESF #13 After-Action Report (AAR) to identify lessons learned and improvements needed.

RECOVERY

- Return to normal operations as dictated by the situation.
- Demobilize personnel according to demobilization plan.
- Participate in compiling after-action reports and critiques.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

GENERAL

For planning, this annex incorporates the assets of all agencies that would normally have the capability to provide for law enforcement search and rescue, traffic or crowd control and public safety.

ORGANIZATION

The organizations responsible for providing law enforcement and related support services for emergency operations are:

1. Oklahoma County Sheriff's Office
2. Other local police and sheriff agencies
3. Department of Public Safety (Oklahoma Highway Patrol)
4. Office of the State Attorney General
5. Oklahoma State Bureau of Investigation
6. Alcoholic Beverage Laws Enforcement Commission
7. Oklahoma Military Department
8. Department of Agriculture, Food and Forestry
9. Oklahoma Tourism and Recreation Department
10. Wildlife Conservation Commission
11. Department of Corrections
12. Fire Marshal
13. Oklahoma Bureau of Narcotics
14. Oklahoma Department of Human Services, Office of Inspector General
15. Chief Medical Examiner
16. Department of Emergency Management
17. Oklahoma Office of Homeland Security
18. Oklahoma Highway Patrol

ASSIGNMENT OF RESPONSIBILITIES

MIDWEST CITY POLICE DEPT.

- Exercise coordination and/or supervision of all traffic control, search and rescue operations; security operations, riot control operations and other law enforcement requirements within city limits;
- Prepare law enforcement plans such as traffic control, crowd control, and area and installation security;
- Designate key personnel to operate from the Emergency Operations Center.
- Monitor communications for warnings

City of Midwest City Emergency Operations Plan

- Provide security for key facilities; not listed for security reasons.
- Provide warnings to affected areas when localized flood conditions exist.
- Provide for the security, protection, and relocation of jail inmates.
- Prepare mutual support agreements with other agencies or departments who may render or request assistance.
- Maintain SOPs to ensure immediate response.

CITY ATTORNEY

- Provide a legal representative to the Emergency Operations Center as requested;
- Provide legal advice to the City Manager or Emergency Management Staff on the legality or interpretation of laws and regulations related to disaster remedial or relief actions.

MIDWEST CITY PUBLIC WORKS

- Provide barricades and other traffic control devices as needed
Oklahoma County Sheriff's Office
- Coordinate all law enforcement in the county;
- Disseminate warnings throughout the county as needed;
- Coordinate relocation traffic control;
- Coordinate mutual aid agreements;
- Support emergency public safety activities;
- Provide for the security, protection, and relocation of inmates in county custody;
- Provide explosive containment and disposal services;
- Rural search and rescue operations outside the jurisdiction of Midwest City

63RD CST

The 63rd WMD Civil Support Team, available through the Military Department, is capable of detecting and identifying most biological, chemical and nuclear agents.

- The OKNG will retain an NGRF (National Guard Reaction Force), consisting of a Quick Reaction Force (QRF) which will on orders, Alert, Assemble, and Deploy within 4 hours and a Follow on Force (FOF), which will on orders, Alert, Assemble, and Deploy within 24 hours in order to prevent or respond to natural disasters, terrorist attacks or incidents in support of civil authorities within the borders of Oklahoma and/or the United States;
- Submit reports as required by the Emergency Operations Manager, Midwest City Police Department, and own local SOPs;
- Designate one representative to operate from the Emergency Operations Center;
- Maintain current SOP to be used in emergency operations.

Other supporting Law Enforcement agencies will respond as requested and operate within the established Incident Command.

The Oklahoma State Bureau of Investigation (OSBI) will be the primary State Coordinating Agency with the Federal Bureau of Investigation (FBI) to coordinate assistance as needed during a terrorist incident.

City of Midwest City Emergency Operations Plan

The Oklahoma Office of Homeland Security (OKOHS) is the primary point of contact for homeland security related issues at the state and local levels and has developed State Regional Weapons of Mass Destruction (WMD) and Hazardous Material Response Teams.

The Oklahoma Highway Patrol will respond to any active assailant incident at a school.

Each department and agency with responsibilities concerning national, state and/or community infrastructure should identify such infrastructure and take actions to mitigate the results of a possible act of terrorism on those capabilities.

CONTINUITY OF OPERATIONS

- The Midwest City Police Department, in coordination with all law enforcement agencies and law enforcement support agencies identified above will develop succession of leadership plans in support of emergency operations.
- Continuity of Operations for each department will be in accordance with Continuity of Operations Plan (COOP) developed and published by each department.

ADMINISTRATION

The Midwest City Police Chief will review and update this annex annually, with any needed assistance from the Emergency Operations Manager.

ESF #14 LONG TERM COMMUNITY RECOVERY & MITIGATION



FEMA LIFELINES:	ALL
COORDINATING DEPARTMENT:	MWC City Emergency Management
SUPPORTING DEPARTMENTS:	MWC Economic Development MWC Engineering and Construction MWC Fire Department and Fire Marshal MWC Public Information MWC Grants Management MWC Parks and Recreation MWC Communication and Marketing MWC Public Works
SUPPORTING PARTNERS:	American Red Cross Midwest City Chamber of Commerce Mid-Del Schools Oklahoma Department of Mental Health and Substance Abuse Services Oklahoma Insurance Commission Oklahoma Medical Reserve Corps OKVOAD Private Sector Partners Small Business Administration The Salvation Army
COUNTY COORIDNATING AGENCY:	Oklahoma County Emergency Management Oklahoma City-County Health
STATE COORDINATING AGENCY:	Oklahoma Department of Emergency Management
FEDERAL COORDINATING AGENCY:	US Department of Homeland Security

INTRODUCTION

ESF 14 has largely been superseded by the National Recovery Framework. This ESF will remain in place until a Community Recovery Plan is adopted.

City of Midwest City Emergency Operations Plan

This ESF is structured in two parts - Assistance Programs, and Recovery and Reconstruction

The primary focus of this ESF is:

- The establishment and location of Disaster Recovery Centers (DRCs).
- The collocation of all local and state agencies with roles in delivering disaster assistance or assisting survivors with disaster assistance problems at a single site.
- The collocation of all federal agencies with roles in delivering disaster assistance or assisting survivors with disaster assistance problems at a single site jointly with local and state relief agencies.
- The provision of assistance to state and local agencies for compiling damage and expense reports for submission to FEMA for reimbursement under the public assistance provisions of PL 93-288.
- The declaration of a state of emergency by the Mayor.
- The assessment of long-term economic impact of the disaster on the economy of the disaster area(s), and the subsequent development of plans for the restoration of the economic infrastructure therein.

The Midwest City Department of Emergency Management, acting under the authority of the Mayor and City Manager, will do everything in its power to ensure rapid delivery of disaster assistance programs to the survivors in impacted areas.

PURPOSE

To provide for the delivery of local, state, and federal recovery assistance to survivors in areas of the state affected by a disaster.

To assist local communities with the development of long-range recovery and redevelopment plans following a disaster.

SITUATION AND ASSUMPTIONS

SITUATION

- Many disasters have the potential to create extensive damage, both in terms of physical structures and bodily injuries and in terms of the economic impact on the affected area;
- The city must follow specific guidelines for requesting state and federal assistance in the aftermath of a major disaster. These guidelines are spelled out in PL 93-288, and various FEMA administrative regulations. Recovery operations generally fall into one of three broad categories: Public Assistance, Individual Assistance and Mitigation. The specifics of these programs are contained in the Oklahoma State Strategic Natural Hazard Mitigation Plan and separate Administrative Plans on file at the State EOC;
- State and federal assistance programs are available to assist individual survivors, businesses, and state and local governments and certain private non-profit organizations in dealing with the financial ramifications associated with major disasters.

City of Midwest City Emergency Operations Plan

ASSUMPTIONS

- There will continue to be small, non-Presidentially declared disasters that may create an economic hardship on our community;
- Grants and low interest loans will be available to assist local communities with recovery and reconstruction issues following a disaster in Oklahoma;
- The State of Oklahoma Public Assistance Program will, in some cases, provide funds to help local jurisdictions when damages are not severe or widespread enough to warrant a Presidential declaration.

CONCEPT OF OPERATIONS

Following a disaster, many survivors may require assistance in addition to or in lieu of the assistance provided by their insurance carriers. The Federal government, and to a lesser extent the State government, has a wide variety of assistance programs to assist individual survivors of the disaster, as well as the various public and private entities that responded to or suffered damage as a result of the disaster. This process is outlined in the State Emergency Operations Plan.

ACTIONS

MITIGATION AND PREPAREDNESS

- Provide personnel with the appropriate training to participate in activities designed to increase the ability to respond and affect short and long-term recovery and mitigation strategies, thus reducing the impact of future events or disasters;
- Actively participate in the creation, review and regular update of the City's Hazard Mitigation Plan.
- Review and update disaster procedures related to ESF-14
- Participate in recovery based drills and exercises as appropriate.

RESPONSE

- Maintain direction and control of disaster response and recovery operations;
- Begin performing recovery functions as response continues.

RECOVERY

- Assess the social and economic impact to the jurisdiction and coordinate efforts to address short and long-term recovery issues;
- Continue recovery operations until all necessary actions have been completed. This may be long after the response concludes.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

GENERAL

Recovery is a whole-community process and requires input and assistance from everyone to be successful. Time and money spent developing mitigation, preparedness and response capabilities will pay dividends in shorter recovery times for our community.

ORGANIZATION

Emergency Management coordinates long-term recovery with assistance and support from all City departments and many community partners.

During the transition to recovery, Emergency Support Functions are grouped into core recovery capabilities which provide a structure to facilitate problem solving, improve access to resources, and foster coordination among all response partners. The six RSFs are:

- Community Planning and Capacity Building
- Economic Recovery
- Health and Social Services
- Housing
- Infrastructure Systems
- Natural and Cultural Resources

ASSIGNMENT OF RESPONSIBILITIES

MIDWEST CITY EMERGENCY MANAGEMENT

- Compile damage assessment information and provide results to State EOC;
- Locate potential sites for DRCs in areas affected by the disaster and provide information to State EOC;
- Coordinate damage assessment activities at the local level;
- Arrange for use of buildings, facilities, equipment and supplies for DRCs and JFOs, and other needed sites during disaster recovery operations;
- Work with OKVOAD to coordinate the establishment of Long Term Recovery Committees.
- Compile financial records associated with response to the disaster for use in Federal reimbursement programs;
- Facilitate sharing of information and identification of issues among agencies and ESFs to minimize delays for survivors receiving assistance.

MIDWEST CITY GRANTS MANAGEMENT

- Administer the CDBG program and other grant/loan programs;
- Develop economic projections for disaster-affected communities;
- Assist Emergency Management with Public Assistance applications;
- Provide assistance to the community with redevelopment issues.

MIDWEST CITY ENGINEERING & CONSTRUCTION

- Responsible for implementing the floodplain management policies associated with the National Flood Insurance Program.

MIDWEST CITY CHAMBER OF COMMERCE

- Provide assistance to the community in redeveloping tourism-based industries;
- Develop products for media outlets concerning the availability of tourist destinations in our community.

DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES.

- Develop and submit applications for immediate services and regular services crisis; counseling grants and other applicable grants as appropriate and as needed;
- Operate/over-see crisis counseling programs;
- Coordinate mental health, substance abuse, and domestic violence services to survivors of the disaster, first responders, and others as needed;
- Provide consultation and support to the Governor's office, Department of Emergency Management, and other agencies as needed regarding necessary mental health, substance abuse, and domestic violence services after a disaster;
- Develop, coordinate and/or provide relevant training curriculum to persons providing services to disaster survivors, first responders, and others.

OKVOAD

- Provide disaster assistance services to disaster survivors and relief workers.

WHOLE COMMUNITY PLANNING GROUP

MITIGATION, PREVENTION, AND PREPAREDNESS

- Meet regularly to ensure program/contact information are up to date, discuss lessons learned from incidents and exercises, and explore ways to leverage available resources.
- Coordinate development of strategies and plans to address key issues for disasters; These may include incident housing and permanent housing, contaminated debris management, decontamination and environmental restoration, restoration of public facilities/utilities and infrastructure, restoration of parks, recreational facilities, and long-term community recovery;
- Involve, as appropriate, state, local, federal government representatives, local planning and building science organizations, NGOs, and private-sector partners in pre-event planning;
- Participate in drills and exercises, as appropriate.

RESPONSE

- Gather information to assess the scope and magnitude of social and economic impacts
- Develop an agency-specific plan to delineate specific agency participation to support specific community recovery and mitigation activities using pre-incident plans to the extent appropriate and take actions to avoid duplication of assistance to recipients.
- Facilitate sharing of information and identification of issues among agencies and ESFs to coordinate early resolution of issues and the delivery of federal assistance to minimize delays for assistance recipients.
- Coordinate recommendations for long-term community recovery with appropriate state and/or federal departments
- Facilitate recovery decision-making among ESFs

RECOVERY

In the aftermath of a disaster affecting Midwest City, the Mayor and/or City Manager's Office are responsible for making a determination of how greatly the incident will affect the city's economy;

- The Midwest City Whole Community Planning Group will develop a plan of action relative to those economic impacts, and appoint a task force to oversee implementation of that plan, if requested.

ASSISTANCE PROGRAM ACTIVITIES

MIDWEST CITY EMERGENCY MANAGEMENT

- Develop plans and procedures for coordinating and providing respective disaster assistance activities (i.e., the administration of disaster assistance programs offered through the state or federal government, providing assistance to state or local agencies with respect to damage assessment activities, etc.);
- Develop policies and procedures for compiling damage assessment information concerning agency-owned/managed facilities;
- Develop procedures and policies concerning the assignment of personnel to DRCs when requested by ODEMHS.

MIDWEST CITY CITY COUNCIL

Develop procedures and policies for coordinating with local officials the incorporation of mitigation strategies into new construction following a disaster.

RESPONSE AND RECOVERY

MIDWEST CITY EMERGENCY MANAGEMENT

- Attend briefings, coordinate activities with other participant organizations;
- Set up work area(s), report needs to the EOC Director, and initiate response/recovery activities as dictated by the situation;
- Maintain logs of activities, messages, etc.;
- Initiate internal notification/recall actions as appropriate;
- Deploy personnel and activate procedures for collecting and processing damage assessment information;
- Activate procedures for providing technical and regulatory assistance to state and local jurisdictions with respect to damage assessment, hazard mitigation, response, and recovery and reconstruction activities as dictated by disaster situation.
- Provide liaison to the State Hazard Mitigation Team and attend meetings as appropriate;
- Work towards the development of a strategy for dealing with the potential effects of disasters upon our community;
- Identify agencies/organizations in the private and public sector that could provide technical or financial assistance to the affected local communities.

MIDWEST CITY ENGINEERING & CONSTRUCTION

- Implement the requirements of the National Flood Insurance Program.

MIDWEST CITY COMMUNICATIONS AND MARKETING

- Provide public information services to news media and government officials, including DRC locations and service hours.

MIDWEST CITY MAYOR/CITY MANAGER'S OFFICE

- Receive briefings and situation reports from the MWCEM Director regarding scope of disaster; review preliminary damage assessment intelligence; and make decisions regarding any declarations necessary with respect to the disaster;
- Submit request to State Department of Emergency Management for Presidential disaster declaration.

OKVOAD

- Activate plans for each organization's individual and family assistance programs.
- Coordinate disaster assistance programs for individuals and families offered by OKVOAD, and all other non-governmental voluntary and charitable organizations through the DRC(s). In addition to OKVOAD agencies, DRC participants may include, but are not limited to:
 - Department of Housing and Urban Development
 - Small Business Administration
 - Farm Service Agency
 - Internal Revenue Service
 - Department of Veteran's Affairs
 - Social Security Administration
 - Department of Justice
 - Oklahoma Department of Human Services
 - Oklahoma Department of Employment Security
 - Department of Mental Health and Substance Abuse Services
 - Young Lawyer's Conference, Oklahoma
 - Insurance Commission
 - Oklahoma Department of Commerce

CONTINUITY OF GOVERNMENT

- Lines of succession to each department head will be according to the SOPs established by each department with a primary or secondary mission.
- Continuity of Operations for each department will be according to the Continuity of Operations Plan (COOP) developed and published by each department with a primary or secondary mission.

ADMINISTRATION

The Emergency Operations Manager will review and update this annex annually.

APPENDIX 1. DISASTER RECOVERY CENTERS

PURPOSE

The purpose of the Disaster Recovery Center (DRC) is to provide individual disaster survivors one-stop access to disaster assistance as quickly and conveniently as possible.

II. SITUATION

In the event of a major disaster declaration, the provisions of PL 93-288, as amended, becomes effective. This authorizes the establishment of DRCs to provide information to disaster survivors and receive applications for assistance. A DRC will house all Federal, State,

local and private sector disaster agencies.

III. CONCEPT OF OPERATIONS

A. After a major disaster declaration has been requested by the Governor and declared by the President, FEMA is responsible for administering and coordinating federal disaster assistance programs in the affected area(s). Federal assistance is designed to supplement the efforts of state and local governments.

B. To provide assistance quickly and conveniently to disaster survivors, FEMA may establish DRCs in several locations throughout the affected area(s). The magnitude of the disaster and the number of survivors will determine the number of centers to be established.

C. OEM and local Emergency Management Directors will pre-identify potential DRC sites for use during emergencies affecting the individual counties, considering population densities and the specific hazards that might affect the jurisdiction.

IV. ORGANIZATION AND RESPONSIBILITIES

A. Federal

1. The Federal Coordinating Officer (FCO) is responsible for the coordination of all federal disaster assistance efforts in the affected areas. The FCO works closely with the State Coordinating Officer (SCO) to ensure effective implementation of assistance programs. The FCO and his staff are usually located in the JFO established to serve as the central management point for all Federal disaster operations in the affected areas(s).

2. The Individual Assistance Officer (IAO) is the principal officer on the FCO's staff for all matters pertaining to individual assistance programs, including the establishment, location, and operation of the DRCs and mobile teams.

3. The Public Assistance Officer (PAO) is the principal officer on the FCO's staff responsible for all matters pertaining to the administration of public assistance to the state and local government and nonprofit organizations in the area(s) affected by the disaster.

4. The Mitigation Officer is the principal officer on the FCO's staff responsible for coordinating all mitigation matters relative to the disaster.

5. The DRC Manager is the FEMA representative in the operation of the DRC; appointed by and working for the IAO.

6. DRC agency representatives may include federal personnel from the following:

a. Department of Housing and Urban Development

i. Temporary housing assistance

ii. Mortgage and rental assistance

b. Small Business Administration.

Disaster loans for the rebuilding, repair, or refinancing of damaged real and personal property which are not fully covered by private insurance.

City of Midwest City Emergency Operations Plan

c. Farm Service Agency.

- i. Financial assistance to farmers who perform emergency conservation measures on farmlands damaged by a natural disaster.
- ii. The Farm Service Agency also will provide low interest emergency loans to qualifying producers affected by a disaster.

d. Internal Revenue Service.

Tax assistance in computing tax credits based on disaster losses.

e. Department of Veteran's Affairs.

VA assistance, including VA death benefits, pensions, insurance settlements, and adjustments to VA-insured home mortgages.

f. Social Security Administration.

Social Security assistance for recipients in expediting delivery of checks delayed by the disaster, and assistance in applying for disability, death, and survivor benefits.

g. Department of Justice.

Provide legal services to individuals who are otherwise unable to secure such services.

B. State

1. The State Coordinating Officer (SCO) works closely with the FCO to ensure effective implementation of disaster assistance programs.

2. Individual Assistance Officer (IAO) is the principal staff officer for the SCO for all matters pertaining to individual assistance, including the establishment, location, and operation of the DRCs.

3. The DRC Assistance Manager is appointed by the IAO to assist the Federal DRC Manager with the state components of the operation.

4. The following state agencies may have representatives at the DRC:

a. Department of Human Services. Distribution of food coupons (USDA programs) to eligible survivors. Coordinate services for the elderly.

b. Department of Employment Security. Disaster unemployment assistance and job placement assistance for those who lost jobs due to the disaster.

5. Department of Mental Health and Substance Abuse Services. Referrals to appropriate mental health agencies to relieve mental health problems related to the disaster.

6. Young Lawyer's Conference, Oklahoma. Legal services to low-income individuals who are otherwise unable to secure such services.

7. Insurance Commission. Insurance claims counseling to disaster survivors requiring such assistance.

8. Department of Commerce. Assistance to disaster survivors with problems associated with unfair consumer practices.

9. OEM will arrange for and coordinate, as required, DRC facility space and/or equipment in the event that support requirements exceed local government

capabilities.

10. Private Relief Agencies

American Red Cross/Salvation Army. Provide representatives in the DRC to assist survivors and will refer survivors to respective service centers or other appropriate facility as dictated by the situation.

V. SELECTION OF DRC SITES

Local jurisdictions, in coordination with OEM and FEMA, will assist in the selection of potential DRC sites, subject to the approval of the FCO and SCO. OEM will always assist with this task.

Potential sites should include a large open floor space on a ground floor, should include restrooms, utilities, and sizable parking facilities, and should be handicapped accessible. FEMA will provide signs for the DRC.

The Chief, Recovery and Mitigation Division, OEM, maintains the specific requirements that are needed when establishing a DRC.

VI. PROCEDURES

A. The disaster survivor reports to the DRC and is greeted by a receptionist. The receptionist provides the survivor with a registration form and insures that the form is understood by the survivor.

B. The survivor is then directed to a registrar and interviewed using the registration form. Once the registrar determines the survivor's problems and needs, the survivor will be directed to the appropriate assistance provider(s).

C. Once the survivor has completed the circuit through the agencies, the survivor will receive an exit interview to insure that he/she has seen the proper agencies, that he/she is satisfied with the assistance being offered, and that he/she understands the next steps to take.

ESF #15 EXTERNAL AFFAIRS



FEMA LIFELINES:	COMMUNICATIONS
COORDINATING DEPARTMENT:	MWC Communications and Marketing MWC Emergency Management MWC Fire MWC Police
SUPPORTING DEPARTMENTS:	All City Departments
SUPPORTING PARTNERS:	All Community Partners
COUNTY COORDINATING AGENCY:	Oklahoma County Emergency Management
STATE COORDINATING AGENCY:	Oklahoma Department of Emergency Management

PURPOSE

- The purpose of this annex is to provide and maintain operational consistency throughout the city in the area of emergency information, legislative and congressional affairs and community relations. With one shared philosophy and mission, Public Information Officers (PIOs) for State, County and Municipal entities will be able to provide information to our citizens in a responsive, well-managed manner during emergencies and disasters.
- For the purpose of this annex, PIOs will represent their own agency and speak about their agency's involvement in response and recovery operations in an incident driven environment.
- This annex provides for public information, education, and media relations functions incorporating a Joint Information System (JIS) as the information source and Joint Information Center (JIC) operations, either from the State Emergency Operations Center (EOC), at a media center set up at the site of the incident, or a Joint Field Office, as the contact point for information delivery.
- In addition to the JIS and JIC, information may be provided to or from one or more disaster sites for information, education and media and public education through one or more of the following resources, cable channels and/or satellite uplink operations, special publications, radio feeds, special projects such as teleconferencing, as well as interagency photo and video documentation utilized as shared resources with agencies of government, and the media. The merits of each and/or all of these information gathering and delivery sources will be evaluated, based on need, and procedures to acquire and use each or all sources, used as applicable and necessary.

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- Resource requirements, including staffing, equipment, office supplies, and office facilities required will be tailored to the type and magnitude of each specific disaster and full, or partial activation of this plan will be addressed on a case-by-case basis. It is recommended that all Public Affairs elements be integrated into the JIS on a daily basis where possible. In the event of an emergency, disaster other entities should be added as the event demands. PIOs for all agencies participating in the disaster should be integrated into a JIC if one is established.

SITUATION AND ASSUMPTIONS

SITUATION

- During emergencies and disasters the public needs detailed information regarding protective actions which need to be taken to minimize the loss of life and property. The City of Midwest City will make every effort to provide timely, accurate emergency information through both conventional non-conventional news media sources. A community outreach program of public education for responding to, recovering from and mitigating hazards that pose a threat to a community to ensure necessary protective measures should be in place and work as foundation for emergency public information efforts.
- In many incidents, the Fire Department or Police Department PIO will serve as PIO for Incident Command. The City's Communications and Marketing Director will serve as the PIO for the EOC. They may establish a Joint Information Center to enable seamless communication and messaging.

ASSUMPTIONS

An effective public information program which combines both education and emergency information will significantly reduce disaster casualties and property damage. It is recognized, however, that people are generally unconcerned about hazards until affected, despite educational programs. Thus, special emphasis must be placed on the effectiveness of the emergency information program at the policy-making level of government.

CONCEPT OF OPERATIONS

Upon activation, the PIO is responsible for providing the community with information on known or existing emergencies that affect Midwest City or the surrounding areas. Emergency public information includes such details as protective actions the public should take, such as sheltering or evacuation.

Should the situation warrant, Midwest City may activate a Joint Information Center (JIC) to include representatives from all involved jurisdictions and partners. All involved organizations will provide staff to help answer calls and coordinate media activities under the supervision of the Emergency management PIO. When implemented, periodic briefings and press releases will be coordinated through the JIC.

It is the PIO's responsibility to provide the public, via the news media, social media, and other outlets, accurate and timely information about emergency and disaster response and recovery operations. This will reduce or eliminate inaccurate information that may arise and

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ensure vital emergency and disaster information is delivered to the residents and businesses of Midwest City. It is critical that the PIO be the sole spokesperson for the City during emergencies, and that all messages are coordinated through him/her and approved by the Incident Commander before distribution.

Personnel/staffing will be tailored to the needs of the situation. A functional organization will be established with responsibilities for ongoing activities. Participating PIOs may have duties assigned to fulfill the needs of the information collection and dissemination process. Assignments will be in addition to performing duties for their own agencies. PIOs participating in the JIC may perform additional functions as outlined in the JIC-SOP.

Office space, equipment and supplies, as appropriate to support the effort will be provided, either at the EOC, a site near the Incident Command Post, or at a Joint Field Office, as appropriate to the situation.

ACTIONS

Initial Actions for the Public Information Officer following the notification of an incident will be notification of the Mayor and/or City Manager to discuss involvement of PIOs from other affected agencies and through mutual agreement determine their level of involvement in JIS-JIC operations. During this phase, the PIO and all concerned agency PIOs will jointly craft news releases and determine input and release procedures for the JIS according to the needs of the emergency or disaster situation. As a part of this communication process, the JIS will function to serve our community and establish contact with media outlets necessary to reach those audiences.

The information collection and dissemination process will conform to the following phases of management.

MITIGATION AND PREPAREDNESS

- Conduct public awareness programs;
- Coordinate with public and private sector partners and the media.
- Conduct public education programs;
- Coordinate with PIOs from community partners and other jurisdictions, establish and maintain a robust Joint Information System
- Prepare external affairs plans and exercise those plans.
- Create pre-scripted messages for common incidents

RESPONSE

- Release public information;
- Coordinate rumor control;
- Schedule news conferences and other events;
- Handle legislative inquiries.
- Establish a Joint Information Center (JIC) if needed

RECOVERY

- Provide public information;

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- Handle legislative inquiries;
- Provide community relations;
- Compile records of and document event;
- Assess effectiveness of information and educational programs.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

GENERAL

The Public Information Officer is responsible for all education and informational programs conducted to exercise this plan. He/she will coordinate with MWC Emergency Management to develop and implement these programs.

Lines of succession to Public information Officer will be in accordance with departmental SOPs.

ORGANIZATION

The Public Information Officer is a member of the Command Staff.

ASSIGNMENT OF RESPONSIBILITIES

DESIGNATED PUBLIC INFORMATION OFFICER

- Create and maintain public confidence in emergency management through public awareness campaigns, presentations, information on the agency web site, and nondisaster news stories;
- Assist state agencies, local jurisdictions, private industry, and non-profit organizations with public information planning;
- Promote goodwill and cooperation among state and local news media that will ensure the accurate dissemination of emergency information;
- During emergency operations, the Public Information Officer has the primary responsibility for providing emergency public information and general situation information;
- Those departments and organizations not previously identified in this EOP are responsible for establishing their respective line of succession and the publication of their respective Continuity of Operations Plan (COOP).

CONTINUITY OF GOVERNMENT

The Public Information Officer must have at least two (2) trained backups available who have access to all City media accounts.

ADMINISTRATION

The Director of Communications and Marketing will review and update this annex annually, with any needed assistance from the Emergency Operations Manager.

ESF #16 DONATIONS & VOLUNTEER MANAGEMENT



FEMA LIFELINES:	FOOD, WATER, SHELTER; HEALTH AND MEDICAL
COORDINATING DEPARTMENT:	Midwest City Emergency Management
SUPPORTING DEPARTMENTS:	Midwest City Communications and Marketing, Midwest City Human Resources
SUPPORTING PARTNERS:	OKVOAD Donation and Volunteer Management Committee ODEMHS Volunteer Coordinator/Donations Coordination Team
COUNTY COORDINATING AGENCY:	Oklahoma City-County Health Department (OKMRC)
STATE COORDINATING AGENCY:	Oklahoma Department of Emergency Management
FEDERAL COORDINATING AGENCY:	FEMA

PURPOSE

- The purpose of this annex is to define the organization, operational concept, responsibilities and procedures to accomplish emergency donations management requirements.
- Donations management includes all undesignated in-kind donations, volunteers, donated services, contributions and funding. This annex provides procedures for the coordination, acceptance, control, receipt, storage, distribution and disposal of donation management responsibilities.
- This annex is applicable to all agencies, organizations, and personnel with donations management support function responsibilities.
- This annex outlines a donation management coordination program which can be implemented once it is determined that the emergency situation or disaster is of such magnitude, or is receiving high media attention, that donations management is needed. It will be available in any local, state or federal disaster situation.

SITUATION AND ASSUMPTIONS

SITUATION

Certain agencies have established systems of accepting, warehousing and distributing donated goods, funds and use of volunteer management systems. There are occasions when similar services are needed during emergency situations. The coordination of donated goods,

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funds and use of volunteer management systems are essential to responding to the emergency as well as recovering from the emergency to provide feeding, congregate sheltering, emergency first aid, coordinating emergency volunteer response and other recovery operations during emergency conditions.

ASSUMPTIONS

- Lack of an organized management system for donations and volunteers will result in chaos and detract from an otherwise effective disaster response. Without controls, large amounts of unsolicited, unusable donations and volunteers will be sent to the disaster area;
- Midwest City Emergency Management will be the lead agency for donation management and coordination of city resources. MWCEM will work with applicable government support and volunteer agencies (VOAD) who will form the Donations Coordination Teams (DCTs);
- That the DCT will coordinate with the MWC Chief Communications Officer for the timely release of information regarding the needs of survivors, agencies involved in disaster relief, acceptable donations, volunteers and readily available points of contact to ensure appropriate and essential donations management;
- Cash donations are the most desirable form of assistance. Monetary donations require little personnel to process. They can be used directly to relieve suffering, buy needed disaster items and assist the recovery of the affected economy;
- This management system applies to those undesignated donations, financial donations, in-kind goods and volunteers that are offered due to the declared local, state or federal emergencies and disasters.

CONCEPT OF OPERATIONS

- Providing the expedient, effective delivery of donated goods, services and volunteers to meet the needs of the affected area is of primary importance for all response and recovery operations. In all probability, the outpouring of goods and services will exceed the needs of local agencies and government. Due to this inequity, a local DCT comprised of voluntary agencies (VOAD) and state agencies will be activated to facilitate the delivery of donations based on assessed needs.
- The distribution of volunteers and donations will necessitate cooperation with other emergency support operations. Close coordination among relief center(s), staging areas, and federal and volunteer organizations and agencies will be essential for the Donation Coordination Team.
- The OK Department of Emergency Management and OKVOAD will establish and staff with volunteers a 1-800 hotline and phone bank to receive calls of all donations of goods, services and volunteers. These calls will be distributed through the Donations Coordination Team to ensure proper and expedient use of donations and volunteers.
- Recovery activities will be the primary focus of most volunteer agencies. The team leader must assure close coordination among all groups within the Donations Coordination Team. The Coordination Group's role will be critical in matching goods, services and volunteers to needs.

ACTIONS

MITIGATION AND PREPAREDNESS

- Provide consistent public messaging:
 - Why cash donations are preferable after disasters;
 - Encouraging volunteers to affiliate with disaster-related organizations if they want to help after a disaster.
- Assist volunteer organizations with recruiting efforts
- Develop volunteer and donation management framework suitable for adaptation to any jurisdiction;
- Arrange for potential warehouse space and warehousing staff;
- Develop volunteer intake and training materials;
- Participate in training and exercises with emergency management partners for testing donations and volunteer management processes.

RESPONSE

- When requested, activate the volunteer registration portal and volunteer reception center as well as work order tracking system;
- Conduct volunteer intake, screening, and safety briefings;
- Secure warehouse space as needed;

RECOVERY

- Continue to operate work order tracking and volunteer assignment system as long as necessary;
- Document and sort all received donations, distribute according to accepted protocol.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

GENERAL

The OK Department of Emergency Management will oversee the donations management process according to the state Donation Coordination Team process outlined in the State Emergency Operations Plan

DONATIONS COORDINATION TEAM DEVELOPMENT

Team development requires the involvement of as many volunteer groups and social services agencies as possible. Voluntary Organizations Active in Disasters (VOADs) with national affiliations will be primary contact groups. The FEMA/OEM Volunteer Agency Coordinator and the FEMA/OEM Donations Coordinator will be included in the planning and organizational efforts to lend expertise and assure interface with the Federal relief programs and the Federal Response Plan. Regular meetings during an activation period and specific tasking of a variety of agencies will assure continuity and active participation.

The Donation Coordination Team will activate upon direction of the policy group within the Emergency Operations Center (EOC) or at the direction of the Emergency Operations Manager.

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The Donation Coordination Team will participate in the identification of the roles and responsibilities of the members and other participating agencies. The team may consist of five components: Team Leader, Donations Group, Needs Group, Coordination Group, and Support Group.

Local and State Emergency Management will establish a coordination system with the Public Information Officers from all involved agencies and the Public Information Officer of OEM to ensure timely and appropriate dissemination of public information. Media statements must be coordinated and be non-conflicting.

The OK Department of Emergency Management will identify warehouse spaces available for donated goods, and secure agreements, if necessary, to use this space during disasters.

The OK Department of Emergency Management will identify staging areas (reception centers) for collection of donations in key areas and will identify staffing and management of these centers.

State and Local Emergency Management will use the FEMA Donation Management course to train all volunteers and paid staff on the Donations Coordination Team. Training will include EOC operations, policies, and procedures relating to the volunteer service and donations program. Recognizing that members of the DCT will encounter thousands of citizens and private and government agencies, it is extremely important that team members be knowledgeable and competent.

VOLUNTEER MANAGEMENT

Volunteers in an emergency or disaster are used for many purposes other than Donations Management. Volunteers are managed during the response phase, in conjunction with the Oklahoma Department of Emergency Management, by the Oklahoma Volunteer Organizations Active in Disasters (OKVOAD). The OKVOAD Volunteer Management Framework (9/10/13) governs the management of volunteers and is a tool designed to maximize use of volunteers in any situation.

Midwest City Emergency Management will convene partners from the community to help provide the management of affiliated and unaffiliated volunteers, and the OKVOAD will support the local effort in multiple ways.

The Framework is composed of three major, distinct elements:

- a coordinated work order system;
- a digital volunteer registration portal; and
- plans for spontaneous, unaffiliated volunteer reception centers.

The Framework is necessary to maximize use of affiliated volunteers and ensure, in cases with large numbers of unaffiliated volunteers, all resources are in place to direct the correct volunteers to the greatest need.

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If needed, the Oklahoma Department of Emergency Management will activate the MOU it has with the Texas Conservation Corps to provide volunteer management and tracking services.

ORGANIZATION

ESF-16 is often part of the Logistics Section but may be placed under Planning by the IC. This function may also be managed by the EOC if staffing is available.

RESPONSIBILITIES

MIDWEST CITY EMERGENCY MANAGEMENT

Midwest City Emergency Management will work with the OK Department of Emergency Management to assure essential information is updated annually, with any needed assistance from the Emergency Operations Manager.

The Midwest City Emergency Operations Manager currently co-chairs the OKVOAD Volunteer and Donations Management Committee.

OKVOAD VOLUNTEER AND DONATION MANAGEMENT COMMITTEE

- Maintain and update volunteer and donation management framework and annexes.
- Provide resource support and technical expertise

OKLAHOMA DEPARTMENT OF EMERGENCY MANAGEMENT

Contact: 405-521-2481 or 1-800-800-2481

In incidents where the volume of donated goods received exceeds the City's ability to store and distribute it, The OK Department of Emergency Management will coordinate establishing and staffing a 1-800-Hotline and phone bank to receive calls of all donations of goods and services, and provide adequate personnel, phones, and space. The OK Department of Emergency Management will establish a standard operational policy regarding donations issues. Agencies involved in donations issues should participate in evaluation and monitoring of this policy. As cash donations are preferred, all agencies should agree on how solicitation of donations will be managed.

The OK Department of Emergency Management will establish a system to manage unsolicited goods and services.

The OK Department of Emergency Management will establish a computer database to track the donations from offer to acknowledgement of donation.

CONTINUITY OF OPERATIONS

Participating agencies will operate according to their own Continuity of Operations plans.

ADMINISTRATION

The Emergency Operations Manager will review and update this annex annually.

ESF #17 BUSINESS & INFRASTRUCTURE



FEMA LIFELINES:	ALL
COORDINATING DEPARTMENT:	MWC Economic Development and City Manager's Office
SUPPORTING DEPARTMENTS:	MWC Communications and Marketing MWC Emergency Management MWC Grants Department MWC Information Technology MWC Public Works
SUPPORTING PARTNERS:	Midwest City Chamber of Commerce OKVOAD Agencies The Willard Group Walgreens Pharmacies
COUNTY COORDINATING AGENCY:	Oklahoma County Emergency Management
STATE COORDINATING AGENCY:	Oklahoma Department of Emergency Management
FEDERAL COORDINATING AGENCY:	Department of Homeland Security/Cybersecurity and Infrastructure Security (CISA)

PURPOSE

- The physical safety and economic security of the citizens, business and industry of Midwest City are issues of common concern to the public and private sectors. There are actions these entities can take to prepare for, respond to, and quickly recover from an impact to Midwest City's business and industry. These actions will minimize business interruption and ensure the City's economic engine remains strong.
- The purpose of Emergency Support Function #17 is to provide a framework for coordination and cooperation among public and private sector partners before, during and after disasters, emergencies or planned events in Midwest City. Close collaboration between public and private sector partners throughout all phases of emergency management improves community resilience and ensures effective use of resources during emergencies.

SITUATION AND ASSUMPTIONS

SITUATION

- The private sector plays a leading role in designing and executing the coordination functions and other priorities of private-public collaboration under ESF-17.
- The multi-sector nature of ESF-17 present unique opportunities for whole community integration throughout all phases of Emergency Management.
- The private sector includes for-profit and nonprofit organizations, formal and informal structures, commerce, and industries that comprise the national economy and are not part of a government structure. Nongovernmental organizations (NGO) are a distinct category of organizations within the private sector and can include voluntary, ethnic, faith-based, veteran-based, disability, relief agency, and animal welfare organizations, among others.

ASSUMPTIONS

- Incident response is locally executed, state managed, and federally supported;
- Public-private partnerships are critical to community resiliency;
- If local and state support assets are inadequate for meeting requests for assistance to stabilize community lifelines, states will forward requests to the Federal Government, consistent with the National Response Framework (NRF) and other sources of guidance.

CONCEPT OF OPERATIONS

- Local, state, tribal, territorial, and insular area governments typically have close collaborative relationships with critical infrastructure in their respective jurisdictions, such as with publicly-and privately-operated utilities. Increasingly, businesses and critical infrastructure sectors essential for maintaining and stabilizing community lifelines are represented at fusion centers and Emergency Operations Centers (EOC) operated by the government, providing situational awareness to homeland security and emergency management officials.
- The Midwest City Chamber of Commerce represents the business community in our area. Collaborative relationships provide the foundation for coordinating cross-sector operations and enabling readiness through multi-sector planning and exercises that are supported, as appropriate, by Federal agencies.

ACTIONS

Actions for ESF-17 are divided into four phases: Mitigation, Preparedness, Response, and Recovery.

MITIGATION AND PREPAREDNESS

- Conducts public outreach and supports private-sector preparedness with “Storm-Ready Business” type program and other initiatives;
- Supports deliberate planning by identifying critical nodes among infrastructure sectors.
- Analyzes the requirements for stabilizing lifelines and restoring critical supply chains and identifies critical options for emergency service restoration;
- Serves as the interface with businesses, industries, and critical infrastructure sectors not aligned to other ESFs;

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- In collaboration with other ESFs, works to enable information sharing between the public and private sectors and to help ensure partner organizations have the information required to make informed incident-related decisions to promote resilient recovery;
- Collaborates with government coordinating structures, including other ESFs and RSFs, to share vital information about the status of critical infrastructure and commerce, response activities, and persistent vulnerabilities with national- and regional-level partners to foster shared situational awareness;
- Cooperate with Federal and State entities and continue to support sharing of information about physical and cyber threats, vulnerabilities, incidents, potential protective measures, and best practices.
- Develop strategies in coordination with MWCEM to incorporate private sector/business into ESF -17;
- Participate in local or State exercises or conduct an exercise to validate this Annex and supporting SOPs;
- Integrate NIMS principles in all aspects of planning for ESF -17;
- Maintain notification systems to support emergency/disaster response;
- Maintain a system to recognize credentials of associated agencies/personnel;
- Assist Emergency Management planners with protection, response, restoration and recovery priorities, and plans for such private sector critical lifelines as:
 - Health and Medical
 - Food processing, distribution, and sale
 - Electrical power generation and distribution
 - Communications
 - Transportation
 - Banking
 - Insurance
 - Fuel
 - Building trades industry/forest products
 - Large building supply retailers
 - Hospitality and related service businesses
 - Light and heavy manufacturing and distribution

RESPONSE

- Assign and schedule sufficient personnel to cover an emergency activation for an extended period;
- Gather situational awareness and provide information on impacts, key events, status of Response, and the like, in particular:
 - Status of businesses (open, closed, damaged, etc.) in and around impacted area.
 - Status of key commodities at stores (and in transit) in and around impacted area.
 - Status and needs of survivors and communities as reported by the private sector.
 - Significant issues that businesses are facing, particularly those for which the public sector can facilitate or expedite solutions, in particular issues relating to critical infrastructure or disruption to commodity supply chains.

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- Assist, receive reports, and analyze private sector damage assessment information, e.g., insurance industry reports;
- Provide updates and briefings for personnel reporting for ESF-17 duty;
- Notify ESF-17 counterparts in the threatened or impacted areas;
- Generate information to be included in EOC briefings, situation reports, and/or action plans;
- Provide broad assessments of visitor volume in impacted destination sites;
- Coordinate with the Insurance Department for credentialing of adjusters;
- Monitor and report on business/industry specific response, recovery, and restoration teams;
- Assist EOC planners with developing protection and response priorities and plans for private sector critical lifelines and other economic/business sectors;
- Facilitate information sharing between government entities and private sector partners;
- Provide referrals to ESF-16 for offers of volunteers or need for volunteer assistance;
- Consult incident specific annexes for specialized actions;
- Support requests and directives resulting from a Governors State of Emergency Declaration and/or Presidential Disaster Declaration;
- Ensure ESF-17 Lead and Support Agencies document event related costs for any potential reimbursement;
- Evaluate the probability and period of the recovery phase for the event. Contribute to development of an After-Action Report.

RECOVERY

- Continue to coordinate activities and requests with partner ESFs;
- Coordinate with Oklahoma Insurance Department who will monitor the deployment/activities of insurance claims adjusters;
- In coordination with State and Federal government, the Oklahoma Insurance Department, assist in identifying and documenting economic and insurance impacts and losses;
- In case of a Small Business Administration (SBA) eligible disaster, assist in communicating eligibility criteria to affected businesses;
- Assist EOC planners with restoration and recovery priorities and plans for private sector critical lifelines and other economic and business sectors;
- Coordinate with business community members who need assistance, as well as the business community who can donate support;
- As requested, and as information is available, provide reports on impacts to affected businesses.
- Conduct business registration for post-disaster reentry as requested;
- Generate information to be included in EOC briefings, situation reports, and/or action plans.
- Participate in after-action meeting and any improvement plans.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

GENERAL

Businesses and infrastructure owners have primary responsibility for managing their individual systems in emergencies, and unequalled expertise to do so. ESF #17 supports

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growing efforts to enable collaboration among critical infrastructure sectors and helps coordinate and sequence operations to mitigate cascading failures and risks.

The successful execution of cross-sector operations depends overwhelmingly on the resources possessed by infrastructure owners and operators and other commercial elements. Government agencies can support these partners in important ways by providing analytic products, conducting more traditional missions such as road clearing and debris removal, and through other means such as regulatory relief and synchronizing operational priorities. Ultimately, however, private companies and public utilities are responsible for identifying the capabilities needed to stabilize their systems, just as they have primary responsibility for conducting their own emergency operations when incidents occur.

ORGANIZATION

ESF-17 is a cross-sector ESF and coordinates across all of the other ESFs during each phase of emergency management.

RESPONSIBILITIES

All public sector partners share responsibility for ESF-17 functions in collaboration with ESF-5 (Emergency Management).

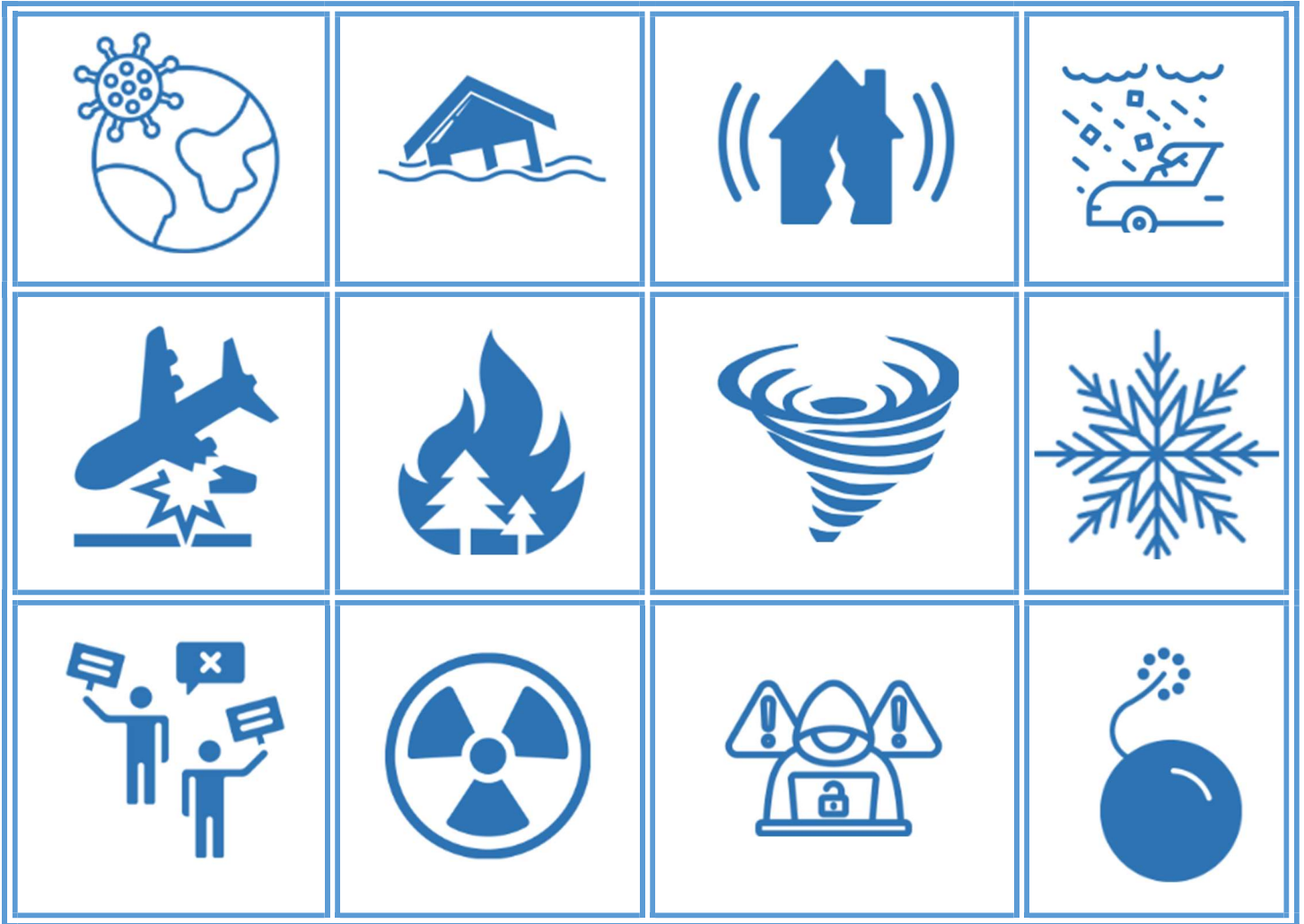
CONTINUITY

- All businesses and agencies should appoint and train at least 3 personnel for every critical position.
- Businesses must identify critical functions and develop plans to continue those functions regardless of resource availability.

ADMINISTRATION

The Economic Development Director will review and update this annex annually, with any needed assistance from the Emergency Operations Manager.

HAZARD SPECIFIC ANNEXES



PURPOSE

The purpose of these Hazard specific annexes is to focus on special planning needs generated by individual incidents. They do not duplicate information in the Basic Plan or Emergency Support Function Annexes, other than to supply reference material.

Hazard specific annexes contain unique and regulatory planning details as well as essential operational actions. These annexes follow the same format as the other sections of the Emergency Operations Plan.

ACTIONS

The actions listed below are common to all-hazards. Hazard specific actions are listed in each annex.

MITIGATION AND PREPAREDNESS

- Review and update emergency procedures;
- Identify potential hazards and their impacts as indicated in the Hazard-Risk Analysis and seek applicable resources;
- Prepare and maintain current list of personnel, equipment and their locations needed to carry out their respective responsibilities;
- Ensure administrative and accounting procedures are in place to document actions taken and all costs incurred during emergency operations;
- Participate in emergency exercises.

RESPONSE AND RECOVERY

- Respond uphill, upwind, and upstream of the incident
- Ongoing communication with representative of the facility where release occurred
- Timely, accurate messaging to the population in the affected area
- Capture cost data in accordance with NIMS and ICS;
- Participate in compiling after-action reports and critiques;
- Revise emergency plans using lessons learned;
- Assist in acquisition of federal recovery and mitigation dollars.

OBJECTIVES

Potential incident management objectives that will be common to most incidents, and remain ongoing throughout:

- Protect the life and safety of all first responders and city residents.
- Provide for the protection of critical facilities and city workforce throughout the incident

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- Provide current, accurate, and consistent public information in a timely manner; provide regular updates via social media and city website.
- Monitor and communicate changing weather and fire weather conditions
- Work collaboratively with all stakeholders throughout the incident.
- Maintain accurate records of all resources used during the incident.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Duties and responsibilities are as assigned in the Basic Plan and Emergency Support Function annexes.

ANNEX DEVELOPMENT AND MAINTENANCE

The Emergency Manager will develop these annexes, and review and update them as needed with input and assistance from the Whole Community Planning Group.

CIVIL UNREST



FEMA LIFELINES: COMMUNICATIONS, ENERGY, FOOD, WATER, SHELTER, HEALTH and MEDICAL, TRANSPORTATION

LEAD AGENCY/DEPARTMENT: MWC Police Department

Supporting CITY Departments: MWC Communications and Marketing
MWC Emergency Communications
MWC Emergency Management
MWC Fire Department
MWC Risk Management
MWC Public Works

SUPPORTING PARTNERS: Del City Police
Oklahoma County Sheriff's Office
SSM Health St. Anthony - Midwest EMS
Tinker AFB Fire

COUNTY COORDINATING AGENCY: Oklahoma County Emergency Management

STATE COORDINATING AGENCY: Oklahoma State Department of Emergency Management

FEDERAL COORDINATING AGENCY: Federal Emergency Management Agency

PURPOSE

The purpose of this annex is to provide effective guidelines for response to and recovery from a civil unrest event affecting the City of Midwest City.

SITUATION AND ASSUMPTIONS

SITUATION

- There have been incidents of Civil Unrest in recent history in our area
- Some protests have lasted multiple days
- Protesters may disrupt critical city services by damaging facilities

- The effects of civil unrest may be direct or indirect

ASSUMPTIONS

- The Midwest City Police Department maintains respectful working relationships with special interest groups in the community. This may have helped keep protests in our city peaceful in the past
- Civil Unrest may occur at any time in response to events anywhere in the world
- Social media posts contribute to the development of civil unrest throughout the country and world when initial incidents are localized – rumor control will be critical

CONCEPT OF OPERATIONS

GENERAL

Civil unrest is any domestic situation such as a demonstration, strike, riot, or public panic that has the potential of causing casualties and/or major property damage and requires intervention to maintain public safety. Civil unrest typically occurs in response to political or social events occurring here or elsewhere in the world.

HAZARD SPECIFIC DEFINITIONS

- **Casualty** – a person or thing badly affected by an event or situation
- **Civil Unrest** – gathering of three or more people, typically in reaction to an event, with the intention of causing public disturbance in violation of the law
- **Disturbance** – breakdown of peaceful and law-abiding behavior
- **Riot** – violent disturbance of the peace by a crowd

INITIAL RESPONSE

Initial concerns in the event of civil unrest are:

- Personal safety
- Protection of city facilities and assets
- Incident stabilization

POTENTIAL INCIDENT-SPECIFIC OBJECTIVES

- Protect the rights of people to peacefully assemble, demonstrate, protest, or rally
- Provide public safety to people working in or passing through the area
- Identify and monitor potential contributors to and perpetrators of violent acts
- Establish a JIC including all involved jurisdictions to provide consistent messaging and rumor control

HAZARD SPECIFIC VULNERABILITIES

Anyone residing or working in the protest area is vulnerable if the situation becomes violent. Even if protesters remain calm, traffic and regular workflow may be interrupted.

MESSAGING

- Immediate protective actions
- Areas to avoid
- Rumor control

ACTIONS

Actions are grouped into the phases of emergency management; prevention, preparedness, response, recovery, and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies.

MITIGATION, PREVENTION, AND PREPAREDNESS

- Expand Whole Community Planning Group to include underrepresented groups
- Review insurance coverage to ensure proper limits and terms are included
- Maintain active awareness of protests and movements in the area
- Harden critical facilities with walls, fences, and restricted areas
- Provide effective de-escalation training for all Public Safety personnel
- Continually monitor and analyze social media accounts related to potential protest activities; monitor Fusion Center bulletins and notifications.
- Develop and enforce employee social media policy
- Maintain and test emergency communications equipment
- Develop and exercise communication, evacuation, and relocation plan for critical city services

RESPONSE AND RECOVERY

- Enhance monitoring of large crowds
- Implement emergency communications for employees to receive updates
- Implement employee security measures regarding wearing uniforms, commute routes, etc.
- Establish security perimeter and staff as needed
- Debrief, interviews and written reports for all personnel
- Conduct damage assessments as quickly as possible
- Be sure to preserve evidence of any criminal activity
- Repair and/or replace damaged/destroyed facilities and equipment
- Use lessons learned for enhanced mitigation

- Provide mental health support/services as needed

REFERENCES

<https://www.securitymagazine.com/articles/88297-when-critical-infrastructure-encounters-civil-unrest>

DATA BREACH INCIDENT



FEMA LIFELINES:	ALL
LEAD AGENCY/DEPARTMENT:	MWC Information Technology
Supporting CITY Departments:	MWC City Attorney MWC Communications and Marketing MWC Emergency Communications MWC Emergency Management MWC Fire Department MWC Police Department MWC Risk Management
SUPPORTING PARTNERS:	Infragard Oklahoma
COUNTY COORDINATING AGENCY:	Oklahoma County Sheriff's Office
STATE COORDINATING AGENCY:	Oklahoma State Department of Emergency Management/Homeland Security
FEDERAL COORDINATING AGENCY:	Cybersecurity and Infrastructure Security Agency (CISA) Federal Bureau of Investigation

PURPOSE

The purpose of this annex is to provide effective guidelines for response to and recovery from a data breach incident affecting the City of Midwest City.

SITUATION AND ASSUMPTIONS

SITUATION

Cyber-attacks are becoming more sophisticated and more common

ASSUMPTIONS

Midwest City will need to continue to maintain a rigid stance against cyber-attacks.

CONCEPT OF OPERATIONS

GENERAL

HAZARD SPECIFIC DEFINITIONS

Authentication-the process of confirming the correctness of a claimed identity

Cookie-Data exchanged between an HTTP server and a browser (a client of the server) to store state information on the client side and retrieve it later for server use. An HTTP server, when sending data to a client, may send along a cookie, which the client retains after the HTTP connection closes. A server can use this mechanism to maintain persistent client-side state information for HTTP-based applications, retrieving the state information in later connections.

Denial of Service (DOS) – The prevention of authorized access to a system resource or the delaying of system operations and functions.

Malware- a generic term used for malicious code

Phishing- The use of e-mails that appear to originate from a trusted source to trick a user into entering valid credentials at a fake website. Typically, the e-mail and the web site look like they are part of a company with which the user is doing business

Ransomware- A type of malware that is a form of extortion. It works by encrypting a victim's hard drive denying them access to key files. The victim must then pay a ransom to decrypt the files and gain access to them again

INITIAL RESPONSE

Initial concerns in the event of a data breach incident are:

- Containment
- Preventing further access
- Restoration of compromised systems

POTENTIAL INCIDENT-SPECIFIC OBJECTIVES

- Identify and isolate compromised systems
- Prevent further intrusion
- Notify anyone potentially affected by the breach to minimize data misuse

HAZARD SPECIFIC VULNERABILITIES

- Unprotected computer systems
- Lack of employee vigilance

MESSAGING

- Immediate protective actions

- Rumor control

ACTIONS

Actions are grouped into the phases of emergency management; prevention, preparedness, response, recovery, and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies.

MITIGATION, PREVENTION, AND PREPAREDNESS

- Maintain offline, encrypted backups of critical data
- Test backup procedures on a regular basis
- Regularly update critical systems
- Store applicable source codes or executables with offline backups
- Retain backup hardware to rebuild systems if rebuilding the primary system is not preferred
- Consider using a multi-cloud system to avoid vendor lock-in for cloud-to-cloud backups
- Create, maintain, and regularly exercise a basic cyber incident response plan and associated communications plan that includes response and notifications procedures
 - Ensure a hard copy of the plan and an offline version is available
 - Ensure data breach notification procedures adhere to applicable state laws
- Ensure the response plan and communications plan are reviewed and approved by City leadership and understood across the chain of command
- Conduct regular vulnerability scanning to identify and address vulnerabilities
- Regularly update and patch software and operating systems to their latest available versions
- Implement phishing resistant MFA for all services
- Conduct comprehensive cybersecurity awareness training
 - Educate all employees on proper passwords; consider using passwordless MFAs
- Use automatic updates for antivirus and anti-malware software
-

RESPONSE

- Determine which systems were impacted, and immediately isolate them
- Power down affected devices or disconnect from the network
- Examine intrusion detection system logs
- Initiate threat hunting activities
- For breaches involving personally identifiable information (PII), notify affected individuals so they can take steps to reduce the chance that their information will be misused.
- Take a system image and memory capture sample of affected devices

City of Midwest City Emergency Operations Plan

- Consult federal law enforcement, even if mitigation actions are possible, regarding possible decryptors available
- Conduct extended analysis to identify outside-in and inside-out persistence mechanisms
- Rebuild systems based on prioritization of critical services
- The designated IT authority declares the ransomware incident over based on established criteria

RECOVERY

- Reconnect systems and restore data from offline, encrypted backups based on prioritization of critical services
- Document lessons learned from the incident and associated response activities, consider sharing with CISA or your sector ISAC to benefit others in the community

REFERENCES

CISA Stop Ransomware Guide- https://www.cisa.gov/sites/default/files/2023-05/StopRansomware_Guide_508c_0.pdf

Computer Fraud and Abuse Act - <https://www.justice.gov/jm/jm-9-48000-computer-fraud>

EARTHQUAKE



- FEMA LIFELINES:** ENERGY, FOOD, WATER, SHELTER, HAZARDOUS MATERIALS, HEALTH and MEDICAL TRANSPORTATION
- LEAD AGENCY/DEPARTMENT:** MWC Emergency Management
- Supporting CITY Departments:** MWC Communications and Marketing
MWC Emergency Communications
MWC Fire
MWC Police Department
MWC Public Information
MWC Public Works
- SUPPORTING PARTNERS:** Oklahoma County Sheriff's Office
Oklahoma National Guard
SSM Health St. Anthony – Midwest, Midwest EMS
Tinker AFB Fire
- COUNTY COORDINATING AGENCY:** Oklahoma County Emergency Management
- STATE COORDINATING AGENCY:** Oklahoma Department of Homeland Security
- FEDERAL COORDINATING AGENCY:** Department of Homeland Security

PURPOSE

The purpose of this annex is to provide effective guidelines for response to and recovery from an earthquake affecting the City of Midwest City.

SITUATION AND ASSUMPTIONS

SITUATION

- Midwest City does not generally experience major earthquakes, but they do occasionally happen; buildings here are not typically designed to withstand them
- According to the United States Geological Survey, Oklahoma experienced 6 earthquakes of magnitude 4 or higher between 2010 and 2017

- The number and size of earthquakes in Oklahoma has decreased since 2018
- Central Oklahoma did experience the effects of an earthquake registering 4.5 on Monday, January 31, 2022. The epicenter was just south of the Oklahoma-Kansas border in Central Oklahoma. The area also experienced an aftershock of 2.6 that same day.

ASSUMPTIONS

- Based on history and location, Oklahoma County is unlikely to experience frequent major earthquakes in the future
- The decrease in seismic activity in Oklahoma may be due to efforts by state regulators and the oil industry to control wastewater injection
- The greatest concern for a significant earthquake is from the Meers Fault near Lawton in Comanche County. The probability of a significant event from the Meers Fault is still under debate

CONCEPT OF OPERATIONS

GENERAL

An earthquake is the sudden movement of the Earth's crust at a fault line.

Earthquakes can range in size from those that are so weak that they cannot be felt to those violent enough to propel objects and people into the air and wreak destruction across entire cities. The seismicity, or seismic activity, of an area is the frequency, type, and size of earthquakes experienced over a particular time period. The word tremor is also used for non-earthquake seismic rumbling.

HAZARD SPECIFIC DEFINITIONS

- **Aftershocks** - Aftershocks are earthquakes that follow the largest shock of an earthquake sequence. They are smaller than the mainshock and within 1-2 rupture lengths distance from the mainshock. Aftershocks can continue over a period of weeks, months, or years. In general, the larger the mainshock, the larger and more numerous the aftershocks, and the longer they will continue.
- **Earthquake** - Earthquake is a term used to describe both sudden slip on a fault, and the resulting ground shaking and radiated seismic energy caused by the slip, or by volcanic or magmatic activity, or other sudden stress changes in the earth.
- **Epicenter** - The epicenter is the point on the earth's surface vertically above the hypocenter (or focus), point in the crust where a seismic rupture begins.
- **Fault** - A fault is a fracture along which the blocks of crust on either side have moved relative to one another parallel to the fracture.
- **Magnitude** - The magnitude is a number that characterizes the relative size of an earthquake. Magnitude is based on measurement of the maximum motion recorded by a seismograph

- **Plate Tectonics** - Plate Tectonics is the theory supported by a wide range of evidence that considers the earth's crust and upper mantle to be composed of several large, thin, relatively rigid plates that move relative to one another. Slip on faults that define the plate boundaries commonly results in earthquakes.
- **Richter Scale** - The Richter magnitude scale was developed in 1935 by Charles F. Richter of the California Institute of Technology as a mathematical device to compare the size of earthquakes. The magnitude of an earthquake is determined from the logarithm of the amplitude of waves recorded by seismographs. Adjustments are included for the variation in the distance between the various seismographs and the epicenter of the earthquakes. On the Richter Scale, magnitude is expressed in whole numbers and decimal fractions. For example, a magnitude 5.3 might be computed for a moderate earthquake, and a strong earthquake might be rated as magnitude 6.3. Because of the logarithmic basis of the scale, each whole number increase in magnitude represents a tenfold increase in measured amplitude; as an estimate of energy, each whole number step in the magnitude scale corresponds to the release of about 31 times more energy than the amount associated with the preceding whole number value.
- **Seismic Zone** - A seismic zone is an area of seismicity probably sharing a common cause. Example: "The New Madrid Seismic Zone."
- **Seismology** - Seismology is the study of earthquakes and the structure of the earth, by both naturally and artificially generated seismic waves.
- **Tectonic** - Tectonic refers to rock-deforming processes and resulting structures that occur over large sections of the lithosphere.

INITIAL RESPONSE

Initial concerns in the event of an earthquake are:

- How many people are injured/killed?
- Where was the epicenter of the quake?
- What infrastructure is damaged or destroyed?
- Should we expect aftershocks?

POTENTIAL HAZARD SPECIFIC INCIDENT OBJECTIVES

- Identify and secure any ruptured gas and water lines
 - Identify and mitigate any hazardous materials releases
 - Evacuate unsafe structures as determined by City Engineer
 - Create and enforce a secure perimeter around any unstable structures
-

HAZARD SPECIFIC VULNERABILITIES

Everyone is vulnerable to earthquakes; they occur without warning and can affect areas a great distance from the epicenter. The extent of damage depends on the density of the population, as well as the soil type and the quality of the construction and age of homes in the area. Some places may be more vulnerable than others due to older construction and/or less prescriptive building codes.

MESSAGING

- Immediate protective actions
- Messages regarding changes to services due to damaged facilities
- Messaging regarding expected aftershocks

ACTIONS

Actions are grouped into the phases of emergency management; prevention, preparedness, response, recovery, and mitigation. They are further divided into pre- and post- incident activities; however, mitigation may appropriately be listed in either. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies.

MITIGATION AND PREPAREDNESS

- Install and maintain alternate power sources for critical city facilities
- Secure heavy furniture and fixtures to wall studs to prevent falling
- Plan storage of heavy objects in a way that prevents them falling on individuals taking shelter
- Plan ahead for response to an earthquake, exercise your plan – participate in the Great ShakeOut
- How will employees evacuate if a building is damaged?
- Plan for personnel accountability in the event of a building evacuation.
- How will critical facilities function in the event of an extended power outage?

RESPONSE AND RECOVERY

- Provide area for family reunification
- Remove debris
- Repair or replace damaged facilities and equipment
- Provide mental health support as needed

REFERENCES

- Oklahoma County Hazard Mitigation Plan
- https://earthquake.usgs.gov/cfusion/external_grants/reports/G16AP00142.pdf
- https://www.searchanddiscovery.com/pdfz/documents/2016/51239cullen/ndx_cullen.pdf.html

FLOOD



FEMA LIFELINES: COMMUNICATION, ENERGY, FOOD, WATER, SHELTER, HAZARDOUS MATERIALS HEALTH AND MEDICAL, TRANSPORTATION

LEAD AGENCY/DEPARTMENT: MWC Emergency Management

SUPPORTING CITY DEPARTMENTS: MWC Communications and Marketing
MWC Emergency Communications
MWC Fire
MWC Police Department
MWC Public Information
MWC Public Works

SUPPORTING PARTNERS: Mid-Del Schools
Oklahoma Gas & Electric
Oklahoma Natural Gas
Oklahoma National Guard
SSM Health St. Anthony – Midwest, Midwest EMS
US Army Corps of Engineers

COUNTY COORDINATING AGENCY: Oklahoma County Emergency Management

STATE COORDINATING AGENCY: Oklahoma State Department of Emergency Management

FEDERAL COORDINATING AGENCY: Federal Emergency Management Agency

PURPOSE

The purpose of this annex is to provide effective guidelines for response to and recovery from a flooding event affecting the City of Midwest City.

SITUATION AND ASSUMPTIONS

SITUATION

- Oklahoma County has some history of significant flood events
- Midwest City has experienced damaging flooding as recently as 2019
- Midwest City has had significant repetitive loss claims since 2011
- Low-lying areas of the city are subject to periodic flooding caused by overflow of Crutcho, Soldier, and Silver Creeks. Most flooding occurs upstream from roadways that restrict the flow.

ASSUMPTIONS

- Oklahoma County will likely experience the direct and indirect effects of flooding annually
- Evidence points to increasing frequency and intensity of heavy rainfall events over the 21st century, which increases the chance of flooding
- Urban expansion and future development in floodplains could increase the severity of flooding in the city.

CONCEPT OF OPERATIONS

GENERAL

Not only is flooding one of the most common and costly disasters, but flood risk can also change over time because of new building and development, weather patterns and other factors.

HAZARD SPECIFIC DEFINITIONS

- **Base Flood Elevation** - The elevation of surface water resulting from a flood that has a 1% chance of equaling or exceeding that level in any given year.
- **Five-hundred-year flood** – flood that statistically has a 0.2% chance of occurring in any given year
- **Flood** - an overflowing of a large amount of water beyond its normal confines, especially over what is normally dry land
- **Floodplain** - Any land area susceptible to being inundated by floodwaters from any source.
- **One-hundred-year flood** - flood that statistically has a 1% chance of occurring in any given year
- **Repetitive loss property**- properties for which two or more losses of at least \$1,000 each were paid under the National Flood Insurance Program within any 10-year period since 1978

INITIAL RESPONSE

Initial concerns in the event of a flood are:

- Injuries and trapped persons

- Ruptured natural gas lines

POTENTIAL HAZARD SPECIFIC INCIDENT OBJECTIVES

- Relocate critical functions located in flooded areas
- Assess and provide necessary repairs to water and wastewater facilities
- Identify and secure flooded roads until water recedes
- Provide safe drinking water to residents if needed
- Collect and dispose of any animal carcasses in flood waters

HAZARD SPECIFIC VULNERABILITIES

- Living in flood-prone areas
- Landscaping/land use that promotes rather than restricts flooding

MESSAGING

- Reminding residents to stay out of floodwaters: Turn Around, Don't Drown
- Any relevant evacuation or traffic rerouting information
- Flood Watch vs. Warning

ACTIONS

Actions are grouped into the phases of emergency management; prevention, preparedness, response, recovery, and mitigation. They are further divided into pre- and post- incident activities; however, mitigation may appropriately be listed in either. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies.

MITIGATION, PREVENTION, AND PREPAREDNESS

- Identify and adopt continuity plans for businesses and government
- Utilize zoning regulations and building codes to prevent future flood losses
- Create a City communications plan
- Stage flood control supplies near flood-prone areas when heavy rains are expected

RESPONSE AND RECOVERY

- Search and rescue in destroyed or damaged buildings
- Coordinate with utilities
- Fire suppression where needed
- Traffic control and redirection where roads are blocked or damaged
- Design recovery and redevelopment activities to reduce or eliminate future flood hazards

REFERENCES

<https://www.fema.gov/flood-insurance/terminology-index>

HAIL



FEMA LIFELINES: COMMUNICATION, ENERGY, FOOD, WATER, SHELTER, HEALTH and MEDICAL, TRANSPORTATION

LEAD AGENCY/DEPARTMENT: MWC Emergency Management

SUPPORTING CITY DEPARTMENTS: MWC Communications and Marketing
MWC Emergency Communications
MWC Fire
MWC Police Department
MWC Public Information
MWC Public Works

SUPPORTING PARTNERS: Oklahoma Gas & Electric
Oklahoma Natural Gas
Oklahoma National Guard
National Weather Service
SSM Health St. Anthony - Midwest EMS

COUNTY COORDINATING AGENCY: Oklahoma County Emergency Management

STATE COORDINATING AGENCY: Oklahoma State Department of Emergency Management

FEDERAL COORDINATING AGENCY: Federal Emergency Management Agency

PURPOSE

The purpose of this annex is to provide effective guidelines for response to and recovery from a hail event affecting the City of Midwest City.

SITUATION AND ASSUMPTIONS

SITUATION

Oklahoma County experienced 106 hail events 2.0" or greater in diameter between April 30, 1950, and May 1, 2018

ASSUMPTIONS

Based on historical events, it is likely that Oklahoma County will experience two hail events over 1.5" each year, and less than one severe hail event of 2" or greater

CONCEPT OF OPERATIONS

GENERAL

Hailstones form when raindrops are carried upward by thunderstorm updrafts into extremely cold areas of the atmosphere and freeze. Hailstones then grow by colliding with liquid water drops that freeze onto the hailstone's surface. Hail falls when it becomes heavy enough to overcome the strength of the thunderstorm updraft and is pulled toward the earth by gravity. Hail size is estimated by comparing it to a known object such as a golf ball or grapefruit.

HAZARD SPECIFIC DEFINITIONS

- **Hail** - Hail is a form of precipitation consisting of solid ice that forms inside thunderstorm updrafts
- **Hail Core** – the area within a thunderstorm where hail is forming
- **Hail Spike** – A spike shaped image that appears below a supercell thunderstorm on radar. Also called a three-body scatter spike, it indicates that large hail is present in a thunderstorm, but it is actually an erroneous return of weak energy back to the radar
- **Hailstone** – An individual piece of hail

INITIAL RESPONSE

Initial concerns in the event of a hail event are:

- Injured persons
- Power Outages
- Property Damage that leaves homes unlivable

POTENTIAL HAZARD SPECIFIC INCIDENT OBJECTIVES

Identify and secure any structures rendered unsafe

HAZARD SPECIFIC VULNERABILITIES

Anyone located outdoors – moving indoors immediately reduces risk to all

MESSAGING

- Timely weather information and warning
- Contractor permitting requirements afterwards

ACTIONS

Actions are grouped into the phases of emergency management; prevention, preparedness, response, recovery, and mitigation. They are further divided into pre-

and post- incident activities; however, mitigation may appropriately be listed in either. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies.

MITIGATION, PREVENTION, AND PREPAREDNESS

- Fortify roofing, build with resistant materials
- Park vehicles under cover when hail is in the forecast
- Provide timely weather information

RESPONSE AND RECOVERY

- Search and rescue in destroyed or damaged buildings
- Coordinating with utilities
- Fire suppression where needed
- Traffic control and redirection where roads are blocked or damaged
- Conduct damage assessments within 12 hours of event

REFERENCES

National Severe Storms Laboratory -
<https://nssl.noaa.gov/education/svrwx101/hail/>

HAZARDOUS MATERIALS RELEASE



FEMA LIFELINES: ENERGY, FOOD, WATER, SHELTER, HAZARDOUS MATERIALS HEALTH and MEDICAL, TRANSPORTATION

LEAD AGENCY/DEPARTMENT: MWC Fire

SUPPORTING CITY DEPARTMENTS: MWC Communications and Marketing
MWC Emergency Communications
MWC Emergency Management
MWC Police Department
MWC Public Information
MWC Public Works

SUPPORTING PARTNERS: Mid-Del Schools
National Weather Service
Oklahoma Gas & Electric
Oklahoma Natural Gas
Oklahoma National Guard
SSM Health St. Anthony - Midwest EMS
Tinker AFB Fire

COUNTY COORDINATING AGENCY: Oklahoma County Emergency Management

STATE COORDINATING AGENCY: Oklahoma State Department of Emergency Management

FEDERAL COORDINATING AGENCY: Federal Emergency Management Agency

PURPOSE

The purpose of this annex is to provide effective guidelines for response to and recovery from a Hazardous Materials event affecting the City of Midwest City.

SITUATION AND ASSUMPTIONS

SITUATION

- Multiple companies store and utilize hazardous materials within Midwest City limits daily
- Midwest City is adjacent to Tinker Air Force Base, which also has hazardous materials in use
- Midwest City is also adjacent to Interstate 40, which has semi-trucks traffic carrying hazardous materials throughout the day

ASSUMPTIONS

A hazardous material release is possible at any time, either accidental or intentional

CONCEPT OF OPERATIONS

GENERAL

A hazardous materials release is the improper leak, spillage, discharge, or disposal of hazardous materials or substances such as explosives, toxic chemicals, and radioactive materials. It poses a significant threat to human health and safety, property, and the surrounding environment. HazMat related incidents might include accidental spills and intentional acts of criminality or terrorism.

HAZARD SPECIFIC DEFINITIONS

Buddy system - a system of organizing employees into work groups in such a manner that each employee of the work group is designated to be observed by at least one other employee in the work group. The purpose of the buddy system is to provide rapid assistance to employees in the event of an emergency.

Clean-up operation - an operation where hazardous substances are removed, contained, incinerated, neutralized, stabilized, cleared-up, or in any other manner processed or handled with the ultimate goal of making the site safer for people or the environment.

Decontamination - means the removal of hazardous substances from employees and their equipment to the extent necessary to preclude the occurrence of foreseeable adverse health effects.

Hazardous substance -any substance designated or listed under (A) through (D) of this definition, exposure to which results or may result in adverse effects on the health or safety of employees:

[A] Any substance defined under section 103(14) of the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) (42 U.S.C. 9601).

[B] Any biologic agent and other disease causing agent which after release into the environment and upon exposure, ingestion, inhalation, or assimilation into any person, either directly from the environment or indirectly by ingestion through food

chains, will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions (including malfunctions in reproduction) or physical deformations in such persons or their offspring.

[C] Any substance listed by the U.S. Department of Transportation as hazardous materials under 49 CFR 172.101 and appendices; and

[D] Hazardous waste as herein defined.

INITIAL RESPONSE

- Initial concerns in the event of a hazardous materials release are:
 - Determining what was released, and how much
 - Wind speed and direction, evacuation distance
 - Messaging to the population in the affected area
 - Appropriate PPE for responders

Creation of a required Incident Action Plan with specific operational periods

POTENTIAL HAZARD SPECIFIC INCIDENT OBJECTIVES

- Identify material released and potential health/property risks
- Determine affected area and evacuation plan
- Provide accurate, timely messaging to residents and businesses in the affected area
- Identify and secure site of release and necessary perimeter

HAZARD SPECIFIC VULNERABILITIES

- Respiratory compromise
- Difficulty evacuating quickly
- Unable to understand messages due to language barrier or access and functional needs
- Political or racial similarities to groups suspected of committing the acts of terrorism

MESSAGING

- Immediate protective actions – including pets and livestock
- Evacuation information
- Reunification information

ACTIONS

Actions are grouped into the phases of emergency management; prevention, preparedness, response, recovery, and mitigation. They are further divided into pre- and post- incident activities; however, mitigation may appropriately be listed in either.

City of Midwest City Emergency Operations Plan

Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies.

MITIGATION, PREVENTION, AND PREPAREDNESS

- Develop relationships with companies that utilize/store hazardous materials, engage in whole community planning
- Participate in emergency exercises, including decontamination

RESPONSE AND RECOVERY

- Respond/establish Command Post uphill, upwind, and upstream of the incident
- Ensure all response personnel have and use appropriate PPE
- Ongoing communication with representative of the facility where release occurred
- Timely, accurate messaging to population in the affected area
- Any needed medical follow up and monitoring

REFERENCES

Department of Homeland Security Hazardous Materials Release Resource page - <https://www.dhs.gov/hazardous-materials-release>

HUMAN PANDEMIC



- FEMA LIFELINES:** HEALTH and MEDICAL
- LEAD AGENCY/DEPARTMENT:** Oklahoma City-County Health Department
- SUPPORTING CITY DEPARTMENTS:** MWC Communications and Marketing
MWC Emergency Communications
MWC Emergency Management
MWC Fire
MWC Police Department
MWC Public Information
MWC Public Works
- SUPPORTING PARTNERS:** Valu-Med Pharmacy
Walgreens Pharmacy
- COUNTY COORDINATING AGENCY:** Oklahoma County Emergency Management
- STATE COORDINATING AGENCY:** Oklahoma State Department of Health
- FEDERAL COORDINATING AGENCY:** Centers for Disease Control
Department of Health and Human Services

PURPOSE

The purpose of this annex is to provide effective guidelines for response to and recovery from a human pandemic affecting the City of Midwest City.

SITUATION AND ASSUMPTIONS

SITUATION

- A pandemic may be caused by several different pathogens
- Seasonal influenza will occur annually; however, an influenza pandemic is unpredictable and may occur with little warning.
- Depending on the virus strain, approximately 30-50% of the population will be affected.

City of Midwest City Emergency Operations Plan

- The anticipated fatality rate may be significant.
- It will last approximately 10-15 weeks.
- All levels of government, some schools, private businesses and other institutions may close or suspend operations.
- Public information will be critical.
- The capabilities of the health services (hospitals, clinics, doctors, EMS, pharmacies, etc.) will be stretched to the limit.

ASSUMPTIONS

- A human pandemic, although initially affecting public health, can have far-reaching effects on the community including educational, economic, and political changes
- The number of hospitalizations and deaths will depend on the virulence of the pandemic virus.
- Rates of absenteeism will depend on the severity of the pandemic

CONCEPT OF OPERATIONS

GENERAL

- In the United States alone, 45, 000 flights and 2,900,000 passengers fly every day. Internationally, the number of flights is closer to 100,000, and the number of passengers close to 6,000,000. With that many people traveling all over the world, it's easy to see why a localized virus outbreak can quickly become a global pandemic.
- A pandemic occurs when a disease spreads over a large region, for instance multiple continents or even worldwide, affecting a substantial number of individuals.
- If affected, the City of Midwest City will monitor the severity of the pandemic and establish continuity activation protocols to address the unique nature of the pandemic threat.

HAZARD SPECIFIC DEFINITIONS

- **Communicable** - able to be transmitted from one sufferer to another; contagious
- **Infectious**- likely to be transmitted to people, organisms, etc., through the environment.
- **Influenza** – an infectious disease caused by the influenza virus, “the flu”
- **Pandemic** – a widespread occurrence of an infectious disease over a whole country or the world at a particular time.
- **Virus**- an infective agent that typically consists of a nucleic acid molecule in a protein coat, is too small to be seen by light microscopy, and is able to multiply only within the living cells of a host.

INITIAL RESPONSE

Initial concerns in the event of a pandemic are:

- Identifying means of transmission for the pathogen

City of Midwest City Emergency Operations Plan

- Implementing infection control measures immediately
- Protecting the most vulnerable in the community

POTENTIAL HAZARD SPECIFIC INCIDENT OBJECTIVES

- Provide consistent and accurate public information throughout the incident
- Provide first responders with adequate PPE for every shift

HAZARD SPECIFIC VULNERABILITIES

- Medical comorbidities
- Aged over 65

MESSAGING

- Information about the disease and how to control its spread
- Information about where and how to obtain vaccinations
- Any change in status or alerts issued by the CDC or a state health agency.
- School and university closures.
- Significant business closures.
- Essential service departments that approach a critical “stop work” manning situation.
- Infection rates and related deaths in community, Local hospital capacity and status.

ACTIONS

Actions are grouped into the phases of emergency management; prevention, preparedness, response, recovery, and mitigation. They are further divided into pre- and post- incident activities; however, mitigation may appropriately be listed in either. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies.

MITIGATION, PREVENTION, AND PREPAREDNESS

- Enter into an MOU with City/County Health Department or other health service providers as applicable.
- Review personnel policies to ensure all necessary policies are current and applicable.
- Cross-train staff to ensure no critical positions are fillable by one person only.
- Educate staff and citizens on proper health issue avoidance techniques.
- Stock up on health and PPE items, and emergency preparedness items.

RESPONSE AND RECOVERY

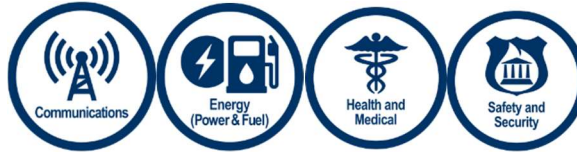
- Implement teleworking situations (home or offsite work locations).
- Review emergency staffing and scheduling procedures.
- Stagger shifts to minimize exposure and cross-contamination.
- Facilitate the administration of vaccines according to CDC and/or other recommendations and guidelines.
- Consider providing psycho-social support to city staff and family members.

REFERENCES

https://www.faa.gov/air_traffic/by_the_numbers/

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

LIGHTNING



FEMA LIFELINES: COMMUNICATION, ENERGY, HEALTH and MEDICAL, SAFETY AND SECURITY

LEAD AGENCY/DEPARTMENT: MWC Emergency Management

SUPPORTING CITY DEPARTMENTS: MWC Communications and Marketing
MWC Emergency Communications
MWC Fire
MWC Police Department
MWC Public Information
MWC Public Works

SUPPORTING PARTNERS: National Weather Service
Oklahoma Gas & Electric
Oklahoma Natural Gas
Oklahoma National Guard
SSM Health St. Anthony - Midwest EMS

COUNTY COORDINATING AGENCY: Oklahoma County Emergency Management

STATE COORDINATING AGENCY: Oklahoma State Department of Emergency Management

FEDERAL COORDINATING AGENCY: Federal Emergency Management Agency

PURPOSE

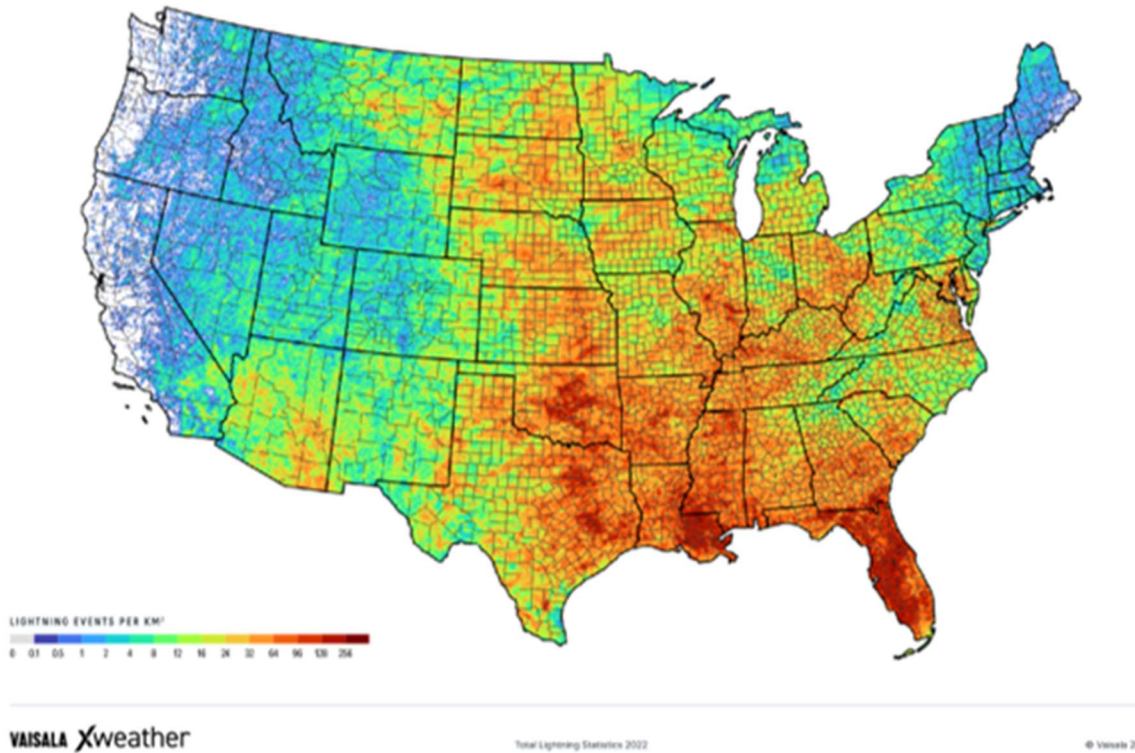
The purpose of this annex is to provide effective guidelines for response to and recovery from a lightning event affecting the City of Midwest City.

SITUATION AND ASSUMPTIONS

SITUATION

- If you encounter someone who has been struck by lightning, it is safe to touch them to render first aid.
- Lightning strikes the United States about 25 million times per year
- Lightning kills about 20-50 people per year and injures hundreds
- Oklahoma is #4 in the nation in lightning strikes in 2022, with 11,373,431. In 2020, Oklahoma was #3
- Oklahoma is #4 in total lightning density at 62.82. In 2021, Oklahoma was #5.

Total lightning density map 2022



ASSUMPTIONS

- Given the history of occurrence of lightning events in Oklahoma, it is highly likely that Midwest City will experience direct and indirect impacts from these events in the future

- Lightning events may have secondary impacts such as infrastructure deterioration or failure, utility failures, power outages, and fires

CONCEPT OF OPERATIONS

GENERAL

- Lightning can occur between opposite charges within the thunderstorm cloud (intra-cloud lightning) or between opposite charges in the cloud and on the ground (cloud-to-ground lightning).
- Lightning is hotter than the surface of the sun. It can reach temperatures of 50,000 degrees Fahrenheit.
- Lightning is one of the oldest observed natural phenomena on earth. It can be seen in volcanic eruptions, extremely intense forest fires, surface nuclear detonations, heavy snowstorms, in large hurricanes, and obviously, thunderstorms.
- It is lightning that causes thunder, which is why we count after seeing lightning to estimate how far away the storm is.

HAZARD SPECIFIC DEFINITIONS

- **Charge** – the property of matter that is responsible for electrical phenomena, existing in a positive or negative form
- **Lightning** – a spark of electricity in the atmosphere between clouds, the air, or the ground

INITIAL RESPONSE

Initial concerns in the event of a lightning strike are:

- Injured persons
- Ruptured natural gas lines
- Fire ignition and Utility failure

POTENTIAL HAZARD SPECIFIC INCIDENT OBJECTIVES

- Treat any casualties
- Establish a secure perimeter around any damaged utility lines
- Provide fire suppression as needed

HAZARD SPECIFIC VULNERABILITIES

- Anyone who is outside. The State Hazard Mitigation Plan lists the following locations as more vulnerable:
 - In water
 - Under a tree
 - On the Phone
 - Out in the open
 - On a ball field

- Golfing
- Boating
- Operating heavy equipment
- Camping
- Close to antennas, towers, or transmitters

Going inside immediately reduces the threat; however, being indoors does not completely protect someone from lightning. Lightning will travel through electrical wiring and plumbing, so the National Weather Service recommends not using corded phones, electrical appliances, or taking a bath or shower during a storm.

MESSAGING

- When Thunder Roars, Go Indoors!
- Share facts about lightning vs. common myths

ACTIONS

Actions are grouped into the phases of emergency management; prevention, preparedness, response, recovery, and mitigation. They are further divided into pre- and post- incident activities; however, mitigation may appropriately be listed in either. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies.

MITIGATION, PREVENTION, AND PREPAREDNESS

- Adopt rigorous building codes that provide for lightning resistant construction
- Identify and adopt continuity plans for businesses and government
- Have a plan to postpone outdoor activities in the event of lightning
- Don't wait too long to take shelter

RESPONSE AND RECOVERY

- Treat and transport all casualties
- Search and rescue in destroyed or damaged buildings
- Coordinating with utilities
- Fire suppression where needed
- Traffic control and redirection where roads are blocked or damaged
- Any needed medical follow up and monitoring
- Repair or replace damaged facilities and buildings with lightning resistant features

REFERENCES

- The National Weather Service - <https://www.weather.gov/media/safety/Lightning-Brochure18.pdf>
- Vaisala 2022 Lightning Report <https://www.xweather.com/annual-lightning-report>

PIPELINE EMERGENCY



FEMA LIFELINES: ENERGY, HAZARDOUS MATERIALS,
TRANSPORTATION

LEAD AGENCY/DEPARTMENT: MWC Fire

SUPPORTING CITY DEPARTMENTS: MWC Communications and Marketing
MWC Emergency Communications
MWC Emergency Management
MWC Police Department
MWC Public Information
MWC Public Works

SUPPORTING PARTNERS: Oklahoma Gas & Electric
Oklahoma Natural Gas
Oklahoma National Guard
Phillips 66
Plains Pipeline
SSM Health St. Anthony - Midwest EMS
Southern Star Pipeline
Tinker AFB Fire

COUNTY COORDINATING AGENCY: Oklahoma County Emergency Management

STATE COORDINATING AGENCY: Oklahoma State Department of Emergency
Management

FEDERAL COORDINATING AGENCY: Federal Emergency Management Agency

PURPOSE

The purpose of this annex is to provide effective guidelines for response to and recovery from a pipeline emergency event affecting the City of Midwest City.

SITUATION AND ASSUMPTIONS

SITUATION

- There are multiple companies operating pipelines through Midwest City
- These pipelines transport both natural gas and hazardous liquids
- Pipeline emergencies are rare, but they do happen

ASSUMPTIONS

- Many pipeline incidents are caused by failure to follow safe digging practices
- Pipeline emergencies are often dispatched as a call about a strange odor in the area or an unknown substance leak or spill

CONCEPT OF OPERATIONS

GENERAL

According to the National Transportation Safety Board, pipelines are the safest mode of transportation of energy products. Despite this exemplary safety record, safety risks exist, and emergencies can occur.

HAZARD SPECIFIC DEFINITIONS

- **Crude Oil** – oil that is extracted from the ground before it is refined into usable products such as gasoline
- **Pig** – a tool that is sent down a pipeline and propelled by the pressure of the product flow. Pigs are used for product separation, internal cleaning, inspection of the condition of the pipeline, and recording geometric information relating to pipelines. These tools are referred to as pigs because of the occasional squealing noises that can be heard as they travel through the pipe.
- **Pipeline** – a long pipe or series of pipes, used for conveying oil, gas, etc. over long distances
- **Pipeline Markers** – signs that signal the presence and identify the general location of a pipeline, they do not identify the exact location or depth of the pipeline

INITIAL RESPONSE

Initial concerns in the event of a pipeline emergency are:

- Notifying the pipeline operator
- Identifying the material leaked and size of area affected
- Evacuating the affected area

POTENTIAL HAZARD SPECIFIC INCIDENT OBJECTIVES

- Coordinate response activities and messaging with pipeline operator
 - Establish and maintain a secure perimeter around affected area
 - Fire suppression if needed, in cooperation with pipeline operator
-

HAZARD SPECIFIC VULNERABILITIES

- Unable to understand evacuation messaging due to language barrier or access and functional needs
- Difficulty mobilizing quickly

MESSAGING

- Emergency response information
- Any evacuation instructions
- Repopulation information

ACTIONS

Actions are grouped into the phases of emergency management; prevention, preparedness, response, recovery, and mitigation. They are further divided into pre- and post- incident activities; however, mitigation may appropriately be listed in either. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies.

MITIGATION, PREVENTION, AND PREPAREDNESS

- Know the location of pipelines and storage facilities in the community
- Review the Emergency Response Action Plans provided by the different pipeline companies
- Always call 811 before digging
- Watch for unusual or suspicious activity around pipelines
- Develop and maintain relationships with pipeline operators in the area
- Participate in pipeline training opportunities

RESPONSE AND RECOVERY

- Move away from the area heading upwind, call 911 and the pipeline operator's emergency number
- Keep public away from the area
- Avoid any potential ignition sources
- Do not drive into a leak or vapor cloud
- Do not attempt to make repairs or operate the pipeline yourself
- Continue to maintain secure perimeter until the pipeline company says it is clear

REFERENCES

Pipeline Safety Awareness Organization - <https://pipelineawareness.org/safety-information>

TERRORISM



FEMA LIFELINES: ALL

LEAD AGENCY/DEPARTMENT: MWC Police Department

SUPPORTING CITY DEPARTMENTS: MWC Communications and Marketing
MWC Emergency Communications
MWC Emergency Management
MWC Police Department
MWC Public Information
MWC Public Works

SUPPORTING PARTNERS: 63rd CST
Oklahoma County Sheriff's Office
Oklahoma Highway Patrol (schools)
Oklahoma National Guard
SSM Health St. Anthony - Midwest EMS
Tinker AFB Fire

COUNTY COORDINATING AGENCY: Oklahoma County Emergency Management

STATE COORDINATING AGENCY: Oklahoma Department of Homeland Security

FEDERAL COORDINATING AGENCY: Department of Homeland Security/ Federal Bureau of Investigation

PURPOSE

The purpose of this annex is to provide effective guidelines for response to and recovery from a terrorist attack affecting the City of Midwest City.

SITUATION AND ASSUMPTIONS

SITUATION

- The threat of terrorism is certainly real in this area. Midwest City is adjacent to Tinker AFB and Oklahoma City

City of Midwest City Emergency Operations Plan

- Oklahoma City was the site of the bombing of the Alfred P. Murrah building on April 19, 1995. It was the deadliest act of homegrown terrorism on US soil; 168 people, including 19 children, were killed and 850 were injured.

ASSUMPTIONS

- The threat of terrorism still persists and continues to evolve
- Terrorism can happen anywhere and at any time
- Threats may come from within our borders or from foreign lands
- Threats may consist of coordinated attacks at multiple locations, or may be carried out as cyber crimes
- Military bases have historically been considered likely terrorist targets

CONCEPT OF OPERATIONS

GENERAL

Terrorist attacks, regardless of the weapons used, are often intended to produce large numbers of casualties or illness and significant property damage to create fear or generate publicity for a specific cause. The response to these incidents depends upon the mechanism of attack, but the priorities are consistent with any other Public Safety response: life safety, incident stabilization, and property protection.

Nuclear, chemical, biological, and radiological incidents have some specific requirements for protecting responders, as well as safety measures the public can take to keep themselves and their families safe.

HAZARD SPECIFIC DEFINITIONS

- **Domestic terrorism** - Violent, criminal acts committed by individuals and/or groups to further ideological goals stemming from domestic influences, such as those of a political, religious, social, racial, or environmental nature.
- **Electromagnetic Pulse** - an intense pulse of electromagnetic radiation, especially one generated by a nuclear explosion and occurring high above the earth's surface. IT is a high voltage, high frequency, high energy pulse.
- **International terrorism** - Violent, criminal acts committed by individuals and/or groups who are inspired by, or associated with, designated foreign terrorist organizations or nations (state-sponsored).
- **Terrorism** - the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion, or ransom.

INITIAL RESPONSE

Initial concerns in the event of a terrorist event are:

- What weapon (s) was (were) used?
- What is the extent of the damage?
- How many people are injured/killed?

- Should we expect more attacks?

POTENTIAL HAZARD SPECIFIC INCIDENT OBJECTIVES

- Neutralize and contain the threat
- Triage and transport all casualties as quickly as possible
- Establish secure perimeter area affected area and restrict access
- Avoid disturbing the incident scene; Preserve any evidence of criminal activity

HAZARD SPECIFIC VULNERABILITIES

Everyone is vulnerable to terrorist activities; some people may be more vulnerable to various types of chemical or biological weapons

MESSAGING

- Immediate protective actions
- Radioactive fallout times if applicable

ACTIONS

Actions are grouped into the phases of emergency management; prevention, preparedness, response, recovery, and mitigation. They are further divided into pre- and post- incident activities; however, mitigation may appropriately be listed in either. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies.

MITIGATION, PREVENTION, AND PREPAREDNESS

- Develop relationships in the community. Having relationships established before an incident occurs can help speed up response when something happens – this is from the FBI website, but it is the basis of Emergency Management!
- Train employees on what to look for in terms of suspicious people, packages, and behavior
- Be sure all required or suggested immunizations are up to date
- Install HEPA filters in city facilities to reduce the effects of biological weapons
- Install and maintain alternate power sources for critical city facilities
- Plan ahead for response to a terrorist event, exercise your plan
- How will employees evacuate if a building is damaged?
- Relocation / accountability
- How will critical facilities function in the event of an extended power outage?
- How will employees shelter from a radiological or nuclear incident?

RESPONSE AND RECOVERY

- Response actions may depend on the type of weapon used
- Biological
- Move away from suspected substance quickly
- Wash with soap and water

City of Midwest City Emergency Operations Plan

- Notify authorities
- Restrict access to area
- Chemical
- Respond upwind, uphill, and upstream of agent
- Decontaminate personnel and equipment as soon as possible
- Explosives
- Quickly establish perimeter around explosive area and debris fallout
- Be vigilant about the possibility of secondary devices
- Nuclear
- Provide warning if any advance notice is given
- Monitor projected fallout times
- Radiological
- Distance, shielding, and time are critical in protection from radioactive material
- Treat patients exposed to radiological material as you would any other patient using universal precautions. Even if the patient is contaminated, it is highly unlikely that the levels of radioactivity would be high enough to pose a significant risk to health care providers.
- Provide area for family reunification/assign individual PIOs if needed
- Remove debris, preserving evidence of criminal activity
- Repair or replace damaged facilities and equipment
- Access and provide mental health support as needed

REFERENCES

- <https://www.cdc.gov/nceh/radiation/emergencies/training.htm>
- <https://www.cisa.gov/connect-plan-train-report>
- <https://www.fbi.gov/investigate/terrorism>

TRANSPORTATION ACCIDENT-AIRCRAFT



FEMA LIFELINES: HAZARDOUS MATERIALS, TRANSPORTATION

LEAD AGENCY/DEPARTMENT: MWC Fire

SUPPORTING CITY DEPARTMENTS: MWC Communications and Marketing
MWC Emergency Communications
MWC Emergency Management
MWC Police Department
MWC Public Information
MWC Public Works

SUPPORTING PARTNERS: Oklahoma National Guard
SSM Health St. Anthony - Midwest EMS
Tinker AFB Fire

COUNTY COORDINATING AGENCY: Oklahoma County Emergency Management

STATE COORDINATING AGENCY: Oklahoma State Department of Emergency Management

FEDERAL COORDINATING AGENCY: Federal Emergency Management Agency

PURPOSE

The purpose of this annex is to provide effective guidelines for response to and recovery from an aircraft accident event affecting the City of Midwest City.

SITUATION AND ASSUMPTIONS

SITUATION

- Midwest City is adjacent to Tinker Air Force Base
- Multiple aircraft fly patterns over Midwest City daily

City of Midwest City Emergency Operations Plan

- In both 1974 and 1985, military aircraft from Tinker crashed in Midwest City, destroying homes. In the 1974 crash, both pilots were killed. In the 1985 crash, two people on the ground were killed and one injured.

ASSUMPTIONS

- An aircraft accident could occur in, or affect Midwest City at any time
- Aircraft accidents may be caused by a multitude of threats

CONCEPT OF OPERATIONS

GENERAL

An airplane crash in an accident in which an aircraft hits land or water and is damaged or destroyed. The crew and/or passengers may be injured or killed. The crash may also result in casualties and property damage on the ground. The term airplane is used in this annex to include rotary and fixed wing aircraft.

HAZARD SPECIFIC DEFINITIONS

- **Aircraft** – a machine or device, manned or unmanned, such as an airplane, helicopter, glider, dirigible, or drone, capable of atmospheric flight
- **Commercial Aircraft**– Aircraft operated for hire to transport passengers or multiple loads of cargo
- **Crew** – all personnel operating or serving aboard an aircraft
- **Military Aircraft** – Aircraft designed for and used by the Armed Forces

INITIAL RESPONSE

Initial concerns in the event of an aircraft accident are:

- Number and extent of personal injuries
- Extent of affected area
- Fire suppression if needed

POTENTIAL HAZARD SPECIFIC INCIDENT OBJECTIVES

- Triage and transport all incident related casualties
- Establish secure perimeter around crash site and restrict access
- Preserve evidence for transportation officials' investigation
- Identify and contain any fuel or other hazardous material spills
- Establish a JIC with respective stakeholders

HAZARD SPECIFIC VULNERABILITIES

- Being in the area of the accident

MESSAGING

- Immediate traffic rerouting
- Family reunification information

ACTIONS

Actions are grouped into the phases of emergency management; prevention, preparedness, response, recovery, and mitigation. They are further divided into pre- and post- incident activities; however, mitigation may appropriately be listed in either. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies.

MITIGATION, PREVENTION, AND PREPAREDNESS

- Develop relationships with Base and Airport personnel to facilitate efficient response
- Avoid building directly under regular flight patterns
- Train and exercise with Tinker AFB personnel
- Be aware of the different hazards associated with commercial and military aircraft

RESPONSE AND RECOVERY

- Scene safety is extremely important; an aircraft incident scene presents a multitude of hazards
- Restrict access to the area as soon as possible
- Shield survivors and from media and public cameras
- Establish a field morgue if needed, also shielded from cameras
- Facilitate accident investigation as needed
- Remove aircraft debris
- Provide / seek mental health support if needed

REFERENCES

<https://www.firerescue1.com/disaster-management/articles/how-to-respond-to-plane-crashes-zxze0WKFouTtYdLc/>

WILDFIRE



FEMA LIFELINES: FOOD, WATER, SHELTER, HEALTH and MEDICAL

Lead Agency/Department: MWC Fire

SUPPORTING CITY DEPARTMENTS: MWC Communications and Marketing
MWC Emergency Communications
MWC Emergency Management
MWC Police Department
MWC Public Information
MWC Public Works

SUPPORTING PARTNERS: American Red Cross
National Weather Service
SSM Health St. Anthony - Midwest EMS
Tinker AFB Fire

COUNTY COORDINATING AGENCY: Oklahoma County Emergency Management

STATE COORDINATING AGENCY: Oklahoma State Department of Forestry

FEDERAL COORDINATING AGENCY: Federal Emergency Management Agency

PURPOSE

The purpose of this annex is to provide effective guidelines for response to and recovery from a wildfire event affecting the City of Midwest City.

SITUATION AND ASSUMPTIONS

SITUATION

- Midwest City has experienced 2 federally declared wildfire events since 2009
- Many wildfires have been caused accidentally or by human carelessness
- Wildfires cost thousands of taxpayer dollars to suppress and control
- Midwest City Fire Department is fully paid and has an ISO rating of 1

ASSUMPTIONS

- Humans will likely continue to cause wildfires, whether intentionally or not
- Oklahoma's fire season is from July through April, therefore Midwest City is vulnerable to wildfire 10 months of the year

CONCEPT OF OPERATIONS

GENERAL

Wildfires are common disasters that spread quickly, especially in dry or windy conditions.

HAZARD SPECIFIC DEFINITIONS

- **Wildfire** – uncontrolled fire in a rural or wilderness area
- **Wildland/Urban Interface** – an area within or adjacent to an at-risk community as defined in the Federal Register notice or as an area where conditions are conducive to a large-scale wildland fire disturbance event, thereby posing significant threat to human life or property.

INITIAL RESPONSE

Initial concerns in the event of a wildfire are:

- Life Safety
- Fire Suppression
- Property Preservation

POTENTIAL HAZARD SPECIFIC INCIDENT OBJECTIVES

- Identify size and extent of fire, and its direction and speed of travel
- Provide timely warning information to stakeholders and the public

HAZARD SPECIFIC VULNERABILITIES

- Respiratory compromise due to smoke
- Living in the path of the fire
- Unable to evacuate quickly due to access and functional needs, language barrier, or lack of transportation
- Having large numbers of animals such as horses or cattle

MESSAGING

- Evacuation information
- Restricted areas
- Sheltering information

ACTIONS

Actions are grouped into the phases of emergency management; prevention, preparedness, response, recovery, and mitigation. They are further divided into pre- and post- incident activities; however, mitigation may appropriately be listed in either.

City of Midwest City Emergency Operations Plan

Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies.

MITIGATION, PREVENTION, AND PREPAREDNESS

- Establish defensible spaces around buildings and facilities
- Use xeriscaping where possible
- Maintain adequate insurance policies
- Have an evacuation plan and conduct regular fire drills with all personnel
- Monitor NWS Fire Weather information;
- Participate in emergency exercises, update plans based on lessons learned.

RESPONSE AND RECOVERY

- Evacuate all personnel immediately, perform accountability checks
- Follow Fire Department personnel instructions
- Search and Rescue where needed
- Traffic control and redirection where roads are blocked or damaged
- Ensure all clean-up workers have proper PPE

REFERENCES

- The National Weather Service <https://www.weather.gov/safety/wildfire-ready>
- Occupational Safety and Health Administration - <https://www.osha.gov/wildfires/preparedness>
- UDSA - https://www.fs.usda.gov/Internet/FSE_DOCUMENTS/fsbdev3_053107.pdf

WIND & TORNADO



FEMA LIFELINES: COMMUNICATION, ENERGY, FOOD, WATER, SHELTER, HEALTH AND MEDICAL, TRANSPORTATION

LEAD AGENCY/DEPARTMENT: MWC Emergency Management

SUPPORTING CITY DEPARTMENTS: MWC Communications and Marketing
MWC Emergency Communications
MWC Fire
MWC Police Department
MWC Public Information
MWC Public Works

SUPPORTING PARTNERS: American Red Cross
Mid-Del Schools
National Weather Service
Oklahoma City – County Health
Oklahoma Gas & Electric
Oklahoma Medical Reserve Corps
Oklahoma Natural Gas
Oklahoma National Guard
Oklahoma VOAD
SSM Health St. Anthony - Midwest EMS

COUNTY COORDINATING AGENCY: Oklahoma County Emergency Management

STATE COORDINATING AGENCY: Oklahoma State Department of Emergency Management

FEDERAL COORDINATING AGENCY: Federal Emergency Management Agency

PURPOSE

The purpose of this annex is to provide effective guidelines for response to and recovery from a high wind or tornado event affecting the City of Midwest City.

SITUATION AND ASSUMPTIONS

SITUATION

- In a typical year, approximately 1,000 tornadoes affect the United States
- Since the year 2000, Midwest City has been mentioned in 4 tornado descriptions in the NWS record
- Midwest City has experienced a tornado that produced high F4 / low F5 damage in this area (1999). This was prior to the adoption of the Enhanced Fujita Scale in 2007.
- Midwest City has also experienced QLCS type tornadoes which develop and diminish very rapidly (October 9, 2018)

ASSUMPTIONS

- Tornadoes and high winds can both produce significant property damage and cause bodily injury
- Some tornadoes strike with little or no warning, and present a significant challenge for warning operations
- Although April –June is considered “tornado season”, tornadoes can happen any day of the year

CONCEPT OF OPERATIONS

GENERAL

- High winds often occur during thunderstorms, but may also result from strong cold front passages, or gradient winds between high and low pressure.
- Tornadoes occur during severe thunderstorms. They come in many shapes and sizes, and may last only a few seconds, or over an hour. Tornadoes can have wind speeds over 200 mph and the larger, more intense ones cause tremendous devastation and often loss of life.

HAZARD SPECIFIC DEFINITIONS

- **Supercell** - a system producing severe thunderstorms and featuring rotating winds sustained by a prolonged updraft that may result in hail or tornadoes
- **Tornado** - violently rotating column of air that reach from the bottom of a cumulonimbus cloud to the ground.
- **QLCS** – Quasi-Linear Convective System, or a line of strong thunderstorms, sometimes called a squall line. These often produce weak, short-lived tornadoes that are difficult to identify and warn on
- **Wind** - the movement of air relative to the earth’s surface.

INITIAL RESPONSE

Initial concerns in the event of a high wind event are:

- Personal safety
 - Timely warning
 - Property damage
-

POTENTIAL HAZARD SPECIFIC INCIDENT OBJECTIVES

- Monitor weather conditions and provide timely warning throughout
 - Triage and transport storm related casualties, beginning with more distant facilities first when possible
 - Search and rescue in all damaged structures
 - Search all known storm shelters for trapped individuals, check all damaged lots
 - Establish secure perimeter around affected area and restrict access
 - Secure unstable structures
 - Provide tetanus vaccinations to all responders and survivors without a current one
 - Establish JIC with affected jurisdictions to provide consistent messaging
 - Conduct preliminary damage assessments within 12 hours
-

HAZARD SPECIFIC VULNERABILITIES

- Difficulty evacuating or seeking shelter quickly
 - Economically disadvantaged who may not have means to evacuate
 - Unable to follow warning messages due to language barrier or access and functional needs
 - Living in poorly constructed homes or mobile homes or homeless
 - Being outdoors or in an automobile at the time of the tornado
-

MESSAGING

- Preparatory messaging leading up to the day of the event
 - Ongoing weather messaging as the weather develops
 - Warning messaging if tornadoes or high winds threaten the City
 - Response messaging as needed
 - Ongoing reunification and recovery information
 - Donation and Volunteer management information
-

ACTIONS

Actions are grouped into the phases of emergency management; prevention, preparedness, response, recovery, and mitigation. They are further divided into pre- and post- incident activities; however, mitigation may appropriately be listed in either. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies.

MITIGATION AND PREPAREDNESS

- Adopt protective building codes that require reinforcement of roofing, walls, and garage doors
- Provide storm shelter rebates to residents who wish to install one in their home
- Install and maintain sufficient outdoor warning devices to cover the entire city
- Require existing mobile home parks and apartment complexes to provide shelters for all residents
- Deny future mobile home and mobile home park permits
- Have safe sheltering locations for all employees and policies that allow them to be near by
- Conduct drills and make changes to plan based on lessons learned
- Activate EOC to monitor the weather when high winds/ tornadoes are possible
- Share messaging with the public to be sure they are aware of the potential
- Plan to move outdoor equipment to sheltered areas, do so far in advance of expected storms
- Working with OKVOAD and ODEMHS, plan to manage spontaneous volunteers and unsolicited donations

RESPONSE AND RECOVERY

- Activate warning devices and other methods as needed
- Search and rescue if buildings are damaged or destroyed
- Traffic control or redirection if roads are blocked or damaged, or power lines are down
- Fire suppression if needed
- Activate donations and volunteer management plan
- Use caution when working with or walking through debris
- Provide messaging about contractor permits to prevent residents being scammed
- Work with City-County Health to provide tetanus vaccinations for people working on clean up
- Arrange for sheltering, MARCs, and DRCs if needed
- Conduct Preliminary Damage Assessments within 12 hours, provide information to State Dept. of Emergency Management

REFERENCES

National Weather Service - <https://www.weather.gov/safety/tornado-prepare>

WINTER STORM



FEMA LIFELINES: COMMUNICATION, ENERGY, FOOD, WATER, SHELTER, HEALTH AND MEDICAL, TRANSPORTATION

LEAD AGENCY/DEPARTMENT: MWC Emergency Management

SUPPORTING CITY DEPARTMENTS: MWC Communications and Marketing
MWC Emergency Communications
MWC Fire
MWC Police Department
MWC Public Information
MWC Public Works

SUPPORTING PARTNERS: American Red Cross
Mid-Del Schools
National Weather Service
Oklahoma Gas & Electric
Oklahoma Natural Gas
Oklahoma National Guard
SSM Health St. Anthony - Midwest EMS

COUNTY COORDINATING AGENCY: Oklahoma County Emergency Management

STATE COORDINATING AGENCY: Oklahoma State Department of Emergency Management

FEDERAL COORDINATING AGENCY: Federal Emergency Management Agency

PURPOSE

The purpose of this annex is to provide effective guidelines for response to and recovery from a winter weather event affecting the City of Midwest City.

SITUATION AND ASSUMPTIONS

SITUATION

- The City of Midwest City is vulnerable to severe winter storms
- Between 1974 and 2021, Oklahoma County experienced 12 declared winter storm events

ASSUMPTIONS

- Midwest City will continue to experience occasional severe winter storms

CONCEPT OF OPERATIONS

GENERAL

The term “winter storm” may refer to a combination of winter precipitation, including snow, sleet, and freezing rain. Winter storms may bring any or all of these and may last anywhere from a few hours to several days.

HAZARD SPECIFIC DEFINITIONS

- **Blizzard** – when falling and blowing snow combine with high winds of 35 mph or greater reducing visibility to near zero
- **Blowing snow** – wind-driven snow that reduces visibility and causes significant drifting. It may be snow that is falling, or loose snow that is picked up by the wind.
- **Freezing Rain** – rain that falls as a liquid onto a surface that is below freezing. This causes the rain to freeze on contact, forming a coating or glaze of ice.
- **Ice Storm** – extended freezing rain events that last several hours or even days, causing a thick accumulation of ice on surfaces, damaging trees and power lines, and causing travel hazards.
- **Severe snowstorm**- snow storm that drops 4 or more inches of snow during a 12-hour period, or 6 or more during 24 hours
- **Sleet** - frozen precipitation that consists of ice pellets, often mixed with rain or snow

INITIAL RESPONSE

Initial concerns in the event of a winter storm are:

- Travel hazards
- Power outages
- Cold exposure for individuals trapped in motor vehicles
- Debris and snow/ice removal from roadways
- Potential hazard specific incident objectives
- Clear and maintain snow routes

POTENTIAL HAZARD SPECIFIC INCIDENT OBJECTIVES

City of Midwest City Emergency Operations Plan

- Clear all main city roads (snow routes) within 12 hours of snowfall
- Provide ongoing weather updates to the public throughout the incident
- Open and staff a warming shelter if power outages last more than 6 hours

HAZARD SPECIFIC VULNERABILITIES

- Regular health needs/treatments, such as dialysis
- Poorly built or insulated housing

MESSAGING

- Check on your neighbors;
- Shelter and warming center locations and hours of service;
- Extent of damage;
- Safety information; hypothermia, driving, carbon monoxide poisoning, obey road closed and other warning signs;
- What the City is doing to respond to the incident;
- Status of City services, changes in hours of operation for City programs;
- Where to get information and assistance;
- Protect pipes and water services from freezing; and
- Clear storm drains in the event of snowmelt or flooding.

ACTIONS

Actions are grouped into the phases of emergency management; prevention, preparedness, response, recovery, and mitigation. They are further divided into pre- and post- incident activities; however, mitigation may appropriately be listed in either. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies.

MITIGATION AND PREPAREDNESS

- Install and maintain alternate power sources for all critical infrastructure facilities;
- Prepare and equip workforce for telework possibility in the event travel becomes difficult or risky
- Participate in emergency exercises;
- Purchase and store supplies for sheltering individuals if needed: cots, blankets, pillows, meals, etc.
- Identify and equip alternate facilities for critical services

RESPONSE AND RECOVERY

- Provide ongoing weather information to city employees and public;
- Clear roadways blocked by downed limbs or excess snow;
- Work with utility companies to expedite power restoration;
- Rescue stranded motorists;
- Open and staff warming, or overnight shelters as needed
- Debris removal;
- Any needed road and/or building repair

REFERENCES

Oklahoma County Hazard Mitigation Plan

City of Midwest City Emergency Operations Plan

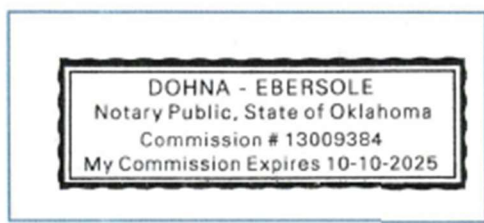
ESF	Coordinator Name	Signature	Date
1	Clint Arnold, Mid-Del Schools	<i>[Signature]</i>	8/7/2024
2	Scott Walsh, Midwest City Communications Coordinator	<i>[Signature]</i>	8/5/2024
3	R. Paul Streets Midwest City Public Works Director	<i>[Signature]</i>	8/6/24
4	Bert Norton Midwest City Fire Chief	<i>[Signature]</i>	8/2/24
5	Debra Wagner Midwest City Emergency Manager	<i>[Signature]</i>	8/5/24
6	Debra Wagner Midwest City Emergency Manager	<i>[Signature]</i>	8/5/24
7	David Richardson Midwest City Fire Department	<i>[Signature]</i>	8/12/24
8	Tre Williams Oklahoma City-County Health Dept	<i>[Signature]</i>	08/09/24
9	Bert Norton Midwest City Fire Chief	<i>[Signature]</i>	8/18/24
10	Bert Norton Midwest City Fire Chief	<i>[Signature]</i>	8/12/24
11	Teresa Coplen Midwest City Animal Welfare Supervisor	<i>[Signature]</i>	8-5-24
12	Duane Helmberger Midwest City Fire Marshal	<i>[Signature]</i>	8-5-24
13	Greg Wipfli Midwest City Police Chief	<i>[Signature]</i>	8-14-24
14	Debra Wagner Midwest City Emergency Manager	<i>[Signature]</i>	8/5/24
15	Josh Ryan Midwest City Communications and Marketing Director	<i>[Signature]</i>	8/6/2024
16	Debra Wagner Midwest City Emergency Manager	<i>[Signature]</i>	8/5/24
17	Robert Coleman Midwest City Economic Development Director	<i>[Signature]</i>	8/5/2024

Name: Debra M. Wagner Signature *[Signature]* Date 8/14/24
Emergency Manager

Name: Matthew Dukes, III Signature *[Signature]* Date 8-14-24
Mayor

Name: *[Signature]*

Notary:





**Engineering and
Construction Services**
100 N Midwest Boulevard
Midwest City, OK 73110
Office 405.739.1220

To: Honorable Mayor and Council

From: Patrick Menefee, P.E., City Engineer

Date: November 12th, 2024

Subject: Discussion, consideration, and possible action of the acceptance of maintenance bonds from Arrow Contracting & Utilities, LLC in the amount of \$14,864.70, \$7,984.10, and \$5,315.80 respectively.

The one year maintenance bonds from Arrow Contracting & Utilities, LLC are for the public water improvements and public sanitary sewer line improvements constructed for the Urban Edge Addition, located off East Main Street west of Douglas Boulevard.

The five year maintenance bonds from Arrow Contracting & Utilities, LLC. are for the public drainage improvements constructed for the Urban Edge Addition, located off East Main Street west of Douglas Boulevard.

Patrick Menefee, P.E.,
City Engineer
Attachment

DEVELOPMENT - PAVING, WATER MAINS, STORM AND SANITARY SEWERS

CBB0067078

MAINTENANCE BOND

KNOW ALL BY THESE PRESENTS that we, Arrow Contracting & Utilities, LLC,
as Principal, and National American Insurance Company,
as Surety, are held and firmly bound unto the City of Midwest City, Oklahoma, a municipal corporation
in the state of Oklahoma, in the full and just sum of Fourteen Thousand Eight Hundred Sixty Four & 70/100 dollars
(\$ 14,864.70), such sum being not less than ten percent (10%) of the total contract price to
construct or install Water lines to serve Urban Edge Addition (the
"Improvement"), for a period of One (1) years after acceptance of the Improvement by the
City Council of the City of Midwest City (the "Maintenance Period"), for the payment of which, well and
truly to be made, we, and each of us, bind ourselves, our heirs, executors and assigns, jointly and
severally, firmly by these presents:

The conditions of this obligation are such that the Principal has by a certain contract between the
Principal and Groundworx, dated the 7th day of
March, 2024, agreed to construct or install the Improvement in the city of
Midwest City and to maintain the Improvement against any failures due to defective materials or
workmanship during the Maintenance Period.

NOW, THEREFORE, if the Principal, during the Maintenance Period, shall maintain the Improvement
against any failures due to defective materials or workmanship, then this obligation shall be void;
otherwise it shall remain in full force and effect.

It is further agreed that if the Principal or the Surety shall fail to maintain the Improvement against any
failures due to defective materials or workmanship for the Maintenance Period, and at any time
repairs shall be necessary, that the cost of making the repairs shall be determined by the City Council
of the City of Midwest City, or some person or persons designated by them to ascertain the cost of
making the repairs. If, upon thirty (30) days notice, the Principal or the Surety do not make the repairs
or pay the amount necessary to make the repairs, the amount necessary to make the repairs shall be
due upon the expiration of thirty (30) days, and suit may be instituted to obtain the amount necessary
to make the repairs and shall be conclusive upon the parties as to the amount due on this bond to
make the repairs, and that the cost of all repairs shall be so determined from time to time during the
Maintenance Period, as the condition of the Improvement may require.

Signed, sealed and delivered this 14th day of March, 2024.

Arrow Contracting & Utilities, LLC

Principal

ATTEST:

Secretary

By [Signature]

National American Insurance Company

Surety

ATTEST:

Secretary Brianna Tislow

By [Signature]

Shelli R. Samsel, Attorney-in-Fact

APPROVED as to form and legality this _____ day of _____, 20____.

City Attorney

ACCEPTED by the City Council of the City of Midwest City this _____ day of _____, 20____.

City Clerk

Mayor

NATIONAL AMERICAN INSURANCE COMPANY
CHANDLER, OKLAHOMA
POWER OF ATTORNEY

NUMBER: CBB0067078

DUPLICATES SHALL HAVE THE SAME FORCE AND EFFECT AS AN ORIGINAL ONLY WHEN ISSUED IN CONJUNCTION WITH THE ORIGINAL.

KNOW ALL MEN BY THESE PRESENTS: That the National American Insurance Company, a corporation duly organized under the laws of the State of Oklahoma, having its principal office in the city of Chandler, Oklahoma, pursuant to the following resolution, adopted by the Board of Directors of the said Company on the 8th day of July, 1987, to wit:

"Resolved, that any officer of the Company shall have authority to make, execute and deliver a Power of Attorney constituting as Attorney-in-fact, such persons, firms, or corporations as may be selected from time to time.

Resolved that nothing in this Power of Attorney shall be construed as a grant of authority to the attorney(s)-in fact to sign, execute, acknowledge, deliver or otherwise issue a policy or policies of insurance on behalf of National American Insurance Company.

Be It Further Resolved, that the signature of any officer and the Seal of the Company may be affixed to any such Power of Attorney or any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such powers so executed and certified by facsimile signature and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond and documents relating to such bonds to which it is attached."

National American Insurance Company does hereby make, constitute and appoint

Travis E. Brown; Mark A. Nowell; Kyle Bradford; Deborah L. Raper; Stephen M. Poleman; J. Kelly Deer;
Vaughn Graham, Jr.; Jamie M. Burris; Vaughn P. Graham; Dwight A. Pilgrim; Shelli R. Samsel,
Bobby Young, Gary Liles, Randy Webb, Aaron Woolsey, Carey Kennemer
Joshua David Bryan, Kristin Lewis, Vicki Wilson

its true and lawful attorney(s)-in-fact, with full power and authority hereby conferred in its name, places and stead, to sign, execute, acknowledge and deliver in its behalf, and its act and deed, as follows:

To bind the company for bonds, not to exceed \$4,000,000.00 for any single bond, And to bind National American Insurance Company thereby as fully and to the same extent as if such bonds and documents relating to such bonds were, signed by the duly authorized officer of the National American Insurance Company, and all the acts of said Attorney(s) pursuant to the authority herein given, are hereby ratified and confirmed.

IN WITNESS WHEREOF, the National American Insurance Company has caused these presents to be signed by any officer of the Company and its Corporate Seal to be hereto affixed.



NATIONAL AMERICAN INSURANCE COMPANY

W. Brent LaGere

W. Brent LaGere, Chairman & Chief Executive Officer

STATE OF OKLAHOMA)
COUNTY OF LINCOLN) SS:

On this 21st day of March, A.D. 2022, before me personally came W. Brent LaGere, to me known, who being by me duly sworn, did depose and say; that he resides in the County of Lincoln, State of Oklahoma; that he is the Chairman and Chief Executive Officer of the National American Insurance Company, the corporation described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation and that he signed his name, thereto by like order.



Crystal Exp

Notary Public
My Commission Expires August 27, 2025
Commission #13007877

STATE OF OKLAHOMA)
COUNTY OF LINCOLN) SS:

I, the undersigned, Secretary of the National American Insurance Company, an Oklahoma Corporation, DO HEREBY CERTIFY that the foregoing and attached POWER OF ATTORNEY remains in full force.

Signed and Sealed at the City of Chandler.

Dated the 14th day of March, 2024



R. Patrick Gilmore

R. Patrick Gilmore, Secretary

DEVELOPMENT - PAVING, WATER MAINS, STORM AND SANITARY SEWERS

CBB0067076

MAINTENANCE BOND

KNOW ALL BY THESE PRESENTS that we, Arrow Contracting & Utilities, LLC,
as Principal, and National American Insurance Company,
as Surety, are held and firmly bound unto the City of Midwest City, Oklahoma, a municipal corporation
in the state of Oklahoma, in the full and just sum of Seven Thousand Nine Hundred Eighty Four & 10/100 dollars
(\$ 7,984.10), such sum being not less than ten percent (10%) of the total contract price to
construct or install Sewer to serve Urban Edge Addition (the
"Improvement"), for a period of One (1) years after acceptance of the Improvement by the
City Council of the City of Midwest City (the "Maintenance Period"), for the payment of which, well and
truly to be made, we, and each of us, bind ourselves, our heirs, executors and assigns, jointly and
severally, firmly by these presents:

The conditions of this obligation are such that the Principal has by a certain contract between the
Principal and Groundworx, dated the 7th day of
March, 2024, agreed to construct or install the Improvement in the city of
Midwest City and to maintain the Improvement against any failures due to defective materials or
workmanship during the Maintenance Period.

NOW, THEREFORE, if the Principal, during the Maintenance Period, shall maintain the Improvement
against any failures due to defective materials or workmanship, then this obligation shall be void;
otherwise it shall remain in full force and effect.

It is further agreed that if the Principal or the Surety shall fail to maintain the Improvement against any
failures due to defective materials or workmanship for the Maintenance Period, and at any time
repairs shall be necessary, that the cost of making the repairs shall be determined by the City Council
of the City of Midwest City, or some person or persons designated by them to ascertain the cost of
making the repairs. If, upon thirty (30) days notice, the Principal or the Surety do not make the repairs
or pay the amount necessary to make the repairs, the amount necessary to make the repairs shall be
due upon the expiration of thirty (30) days, and suit may be instituted to obtain the amount necessary
to make the repairs and shall be conclusive upon the parties as to the amount due on this bond to
make the repairs, and that the cost of all repairs shall be so determined from time to time during the
Maintenance Period, as the condition of the Improvement may require.

Signed, sealed and delivered this 14th day of March, 2024.

Arrow Contracting & Utilities, LLC

Principal

By [Signature]

National American Insurance Company

Surety

By [Signature]

Shelli R. Samsel, Attorney-in-Fact

ATTEST:

[Signature]
Secretary

ATTEST:

[Signature]
Secretary Brianna Tislow

APPROVED as to form and legality this 18th day of March, 2024.

City Attorney

ACCEPTED by the City Council of the City of Midwest City this _____ day of
_____, 20____.

City Clerk

Mayor

NATIONAL AMERICAN INSURANCE COMPANY
CHANDLER, OKLAHOMA
POWER OF ATTORNEY

NUMBER: CBB0067076

DUPLICATES SHALL HAVE THE SAME FORCE AND EFFECT AS AN ORIGINAL ONLY WHEN ISSUED IN CONJUNCTION WITH THE ORIGINAL.

KNOW ALL MEN BY THESE PRESENTS: That the National American Insurance Company, a corporation duly organized under the laws of the State of Oklahoma, having its principal office in the city of Chandler, Oklahoma, pursuant to the following resolution, adopted by the Board of Directors of the said Company on the 8th day of July, 1987, to wit:

"Resolved, that any officer of the Company shall have authority to make, execute and deliver a Power of Attorney constituting as Attorney-in-fact, such persons, firms, or corporations as may be selected from time to time.

Resolved that nothing in this Power of Attorney shall be construed as a grant of authority to the attorney(s)-in fact to sign, execute, acknowledge, deliver or otherwise issue a policy or policies of insurance on behalf of National American Insurance Company.

Be It Further Resolved, that the signature of any officer and the Seal of the Company may be affixed to any such Power of Attorney or any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such powers so executed and certified by facsimile signature and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond and documents relating to such bonds to which it is attached."

National American Insurance Company does hereby make, constitute and appoint

Travis E. Brown; Mark A. Nowell; Kyle Bradford; Deborah L. Raper; Stephen M. Poleman; J. Kelly Deer;
Vaughn Graham, Jr.; Jamie M. Burris; Vaughn P. Graham; Dwight A. Pilgrim; Shelli R. Samsel,
Bobby Young, Gary Liles, Randy Webb, Aaron Woolsey, Carey Kennemer
Joshua David Bryan, Kristin Lewis, Vicki Wilson

its true and lawful attorney(s)-in-fact, with full power and authority hereby conferred in its name, places and stead, to sign, execute, acknowledge and deliver in its behalf, and its act and deed, as follows:

To bind the company for bonds, not to exceed \$4,000,000.00 for any single bond. And to bind National American Insurance Company thereby as fully and to the same extent as if such bonds and documents relating to such bonds were, signed by the duly authorized officer of the National American Insurance Company, and all the acts of said Attorney(s) pursuant to the authority herein given, are hereby ratified and confirmed.

IN WITNESS WHEREOF, the National American Insurance Company has caused these presents to be signed by any officer of the Company and its Corporate Seal to be hereto affixed.



NATIONAL AMERICAN INSURANCE COMPANY

W. Brent LaGere

W. Brent LaGere, Chairman & Chief Executive Officer

STATE OF OKLAHOMA)
COUNTY OF LINCOLN) SS:

On this 21st day of March, A.D. 2022, before me personally came W. Brent LaGere, to me known, who being by me duly sworn, did depose and say; that he resides in the County of Lincoln, State of Oklahoma; that he is the Chairman and Chief Executive Officer of the National American Insurance Company, the corporation described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation and that he signed his name, thereto by like order.



Crystal Ears

Notary Public
My Commission Expires August 27, 2025
Commission #13007877

STATE OF OKLAHOMA)
COUNTY OF LINCOLN) SS:

I, the undersigned, Secretary of the National American Insurance Company, an Oklahoma Corporation, DO HEREBY CERTIFY that the foregoing and attached POWER OF ATTORNEY remains in full force.

Signed and Sealed at the City of Chandler.

Dated the 14th day of March, 2024



R. Patrick Gilmore

R. Patrick Gilmore, Secretary

DEVELOPMENT - PAVING, WATER MAINS, STORM AND SANITARY SEWERS

CBB0067077

MAINTENANCE BOND

KNOW ALL BY THESE PRESENTS that we, Arrow Contracting & Utilities, LLC
as Principal, and National American Insurance Company
as Surety, are held and firmly bound unto the City of Midwest City, Oklahoma, a municipal corporation
in the state of Oklahoma, in the full and just sum of Five Thousand Three Hundred Fifteen & 80/100 dollars
(\$ 5,315.80), such sum being not less than ten percent (10%) of the total contract price to
construct or install Storm to serve Urban Edge Addition (the
"Improvement"), for a period of Five (5) years after acceptance of the Improvement by the
City Council of the City of Midwest City (the "Maintenance Period"), for the payment of which, well and
truly to be made, we, and each of us, bind ourselves, our heirs, executors and assigns, jointly and
severally, firmly by these presents:

The conditions of this obligation are such that the Principal has by a certain contract between the
Principal and Groundworx, dated the 7th day of
March, 2024, agreed to construct or install the Improvement in the city of
Midwest City and to maintain the Improvement against any failures due to defective materials or
workmanship during the Maintenance Period.

NOW, THEREFORE, if the Principal, during the Maintenance Period, shall maintain the Improvement
against any failures due to defective materials or workmanship, then this obligation shall be void;
otherwise it shall remain in full force and effect.

It is further agreed that if the Principal or the Surety shall fail to maintain the Improvement against any
failures due to defective materials or workmanship for the Maintenance Period, and at any time
repairs shall be necessary, that the cost of making the repairs shall be determined by the City Council
of the City of Midwest City, or some person or persons designated by them to ascertain the cost of
making the repairs. If, upon thirty (30) days notice, the Principal or the Surety do not make the repairs
or pay the amount necessary to make the repairs, the amount necessary to make the repairs shall be
due upon the expiration of thirty (30) days, and suit may be instituted to obtain the amount necessary
to make the repairs and shall be conclusive upon the parties as to the amount due on this bond to
make the repairs, and that the cost of all repairs shall be so determined from time to time during the
Maintenance Period, as the condition of the Improvement may require.

Signed, sealed and delivered this 14th day of March, 2024.

Arrow Contracting & Utilities, LLC

Principal

ATTEST:

[Signature]
Secretary

By [Signature]

National American Insurance Company

Surety

ATTEST:

Brianna Tislow
Secretary Brianna Tislow

By [Signature]
Shelli R. Samsel, Attorney-in-Fact

APPROVED as to form and legality this _____ day of _____, 20____.

City Attorney

ACCEPTED by the City Council of the City of Midwest City this _____ day of _____, 20____.

City Clerk

Mayor

NATIONAL AMERICAN INSURANCE COMPANY
CHANDLER, OKLAHOMA
POWER OF ATTORNEY

NUMBER: CBB0067077

DUPLICATES SHALL HAVE THE SAME FORCE AND EFFECT AS AN ORIGINAL ONLY WHEN ISSUED IN CONJUNCTION WITH THE ORIGINAL.

KNOW ALL MEN BY THESE PRESENTS: That the National American Insurance Company, a corporation duly organized under the laws of the State of Oklahoma, having its principal office in the city of Chandler, Oklahoma, pursuant to the following resolution, adopted by the Board of Directors of the said Company on the 8th day of July, 1987, to wit:

"Resolved, that any officer of the Company shall have authority to make, execute and deliver a Power of Attorney constituting as Attorney-in-fact, such persons, firms, or corporations as may be selected from time to time.

Resolved that nothing in this Power of Attorney shall be construed as a grant of authority to the attorney(s)-in fact to sign, execute, acknowledge, deliver or otherwise issue a policy or policies of insurance on behalf of National American Insurance Company.

Be It Further Resolved, that the signature of any officer and the Seal of the Company may be affixed to any such Power of Attorney or any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such powers so executed and certified by facsimile signature and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond and documents relating to such bonds to which it is attached."

National American Insurance Company does hereby make, constitute and appoint

Travis E. Brown; Mark A. Nowell; Kyle Bradford; Deborah L. Raper; Stephen M. Poleman; J. Kelly Deer;
Vaughn Graham, Jr.; Jamie M. Burris; Vaughn P. Graham; Dwight A. Pilgrim; Shelli R. Samsel,
Bobby Young, Gary Liles, Randy Webb, Aaron Woolsey, Carey Kennemer
Joshua David Bryan, Kristin Lewis, Vicki Wilson

its true and lawful attorney(s)-in-fact, with full power and authority hereby conferred in its name, places and stead, to sign, execute, acknowledge and deliver in its behalf, and its act and deed, as follows:

To bind the company for bonds, not to exceed \$4,000,000.00 for any single bond. And to bind National American Insurance Company thereby as fully and to the same extent as if such bonds and documents relating to such bonds were, signed by the duly authorized officer of the National American Insurance Company, and all the acts of said Attorney(s) pursuant to the authority herein given, are hereby ratified and confirmed.

IN WITNESS WHEREOF, the National American Insurance Company has caused these presents to be signed by any officer of the Company and its Corporate Seal to be hereto affixed.



NATIONAL AMERICAN INSURANCE COMPANY

W. Brent LaGere

W. Brent LaGere, Chairman & Chief Executive Officer

STATE OF OKLAHOMA)
COUNTY OF LINCOLN) SS:

On this 21st day of March, A.D. 2022, before me personally came W. Brent LaGere, to me known, who being by me duly sworn, did depose and say; that he resides in the County of Lincoln, State of Oklahoma; that he is the Chairman and Chief Executive Officer of the National American Insurance Company, the corporation described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation and that he signed his name, thereto by like order.



Crystal Exp

Notary Public
My Commission Expires August 27, 2025
Commission #13007877

STATE OF OKLAHOMA)
COUNTY OF LINCOLN) SS:

I, the undersigned, Secretary of the National American Insurance Company, an Oklahoma Corporation, DO HEREBY CERTIFY that the foregoing and attached POWER OF ATTORNEY remains in full force.

Signed and Sealed at the City of Chandler.

Dated the 14th day of March, 2024



R. Patrick Gilmore

R. Patrick Gilmore, Secretary

ARROW CONTRACTING & UTILITIES

Oklahoma City, Oklahoma
Tel : 405-658-8722
Email : estimating@acu-ok.com

COMMERCIAL & RESIDENTIAL
SITE UTILITIES

SITE DRAINAGE
20 PLUS YEARS EXPERIENCE

Arrow Contracting & Utilities would like to Submit a proposal for the utilities package for Urban Edge.

1) This Proposal EXCLUDES:

- Staking and soil testing, dewatering, rock excavation
- Meter Fees, Impact Fees, Calibration Fees.
- Erosion control
- Relocation or support of existing utilities is excluded unless specifically quoted.
- Any landscape or irrigation work(Including meter & Backflow Preventer).
- Conduit, electrical, sleeves, gas, concrete, asphalt, and Rip Rap
- Clearing, channel excavation, demo, removal of debris, grade to drain, landscape protection, and final connections.
- Oil-Water Separator, Buster Pump, Water Reclamation Tanks, Canopy Drains, Grease Traps, Air Lines, Elevator Drains, Backflow Preventers, Lift Stations, Pumps, Trench Drains, French Drains, and Culvert Drains.

1) Price is good for 30 DAYS

2) This proposal is based on ONE mobilizations and an uninterrupted work progression. Delays due to others may result in additional labor and or material costs.


WATER - \$148,647

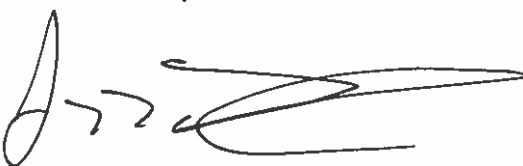
STORM - \$53,158

SEWER - \$79,841

Sawyer Barnard
VPO
Sbarnard@acu-ok.com

405-519-2448







**Engineering and
Construction Services**
100 N Midwest Boulevard
Midwest City, OK 73110
Office 405.739.1220

To: Honorable Mayor and Council

From: Patrick Menefee, P.E., City Engineer

Date: November 12th, 2024

Subject: Discussion, consideration, and possible action of the acceptance of maintenance bonds from GWX Construction, LLC. in the amount of \$21,015.83 respectively.

The five year maintenance bonds from GWX Construction, LLC are for the public paving improvements constructed for the Urban Edge Addition, located off East Main Street west of Douglas Boulevard.

Patrick Menefee, P.E.,
City Engineer
Attachment

DEVELOPMENT - PAVING, WATER MAINS, STORM AND SANITARY SEWERS

Bond No. 2297154

MAINTENANCE BOND

KNOW ALL BY THESE PRESENTS that we, GWX Construction, LLC, as Principal, and West Bend Insurance Company, as Surety, are held and firmly bound unto the City of Midwest City, Oklahoma, a municipal corporation in the state of Oklahoma, in the full and just sum of Twenty One Thousand Fifteen & 83/100 dollars (\$ 21,015.83), such sum being not less than ten percent (10%) of the total contract price to construct or install Urban Edge Addition Paving (the "Improvement"), for a period of 5 years after acceptance of the Improvement by the City Council of the City of Midwest City (the "Maintenance Period"), for the payment of which, well and truly to be made, we, and each of us, bind ourselves, our heirs, executors and assigns, jointly and severally, firmly by these presents:

The conditions of this obligation are such that the Principal has by a certain contract between the Principal and Amani Develeopers LLC, dated the 30th day of December, 2023, agreed to construct or install the Improvement in the city of Midwest City and to maintain the Improvement against any failures due to defective materials or workmanship during the Maintenance Period.

NOW, THEREFORE, if the Principal, during the Maintenance Period, shall maintain the Improvement against any failures due to defective materials or workmanship, then this obligation shall be void; otherwise it shall remain in full force and effect.

It is further agreed that if the Principal or the Surety shall fail to maintain the Improvement against any failures due to defective materials or workmanship for the Maintenance Period, and at any time repairs shall be necessary, that the cost of making the repairs shall be determined by the City Council of the City of Midwest City, or some person or persons designated by them to ascertain the cost of making the repairs. If, upon thirty (30) days notice, the Principal or the Surety do not make the repairs or pay the amount necessary to make the repairs, the amount necessary to make the repairs shall be due upon the expiration of thirty (30) days, and suit may be instituted to obtain the amount necessary to make the repairs and shall be conclusive upon the parties as to the amount due on this bond to make the repairs, and that the cost of all repairs shall be so determined from time to time during the Maintenance Period, as the condition of the Improvement may require.

Signed, sealed and delivered this 27th day of March, 2024.

GWX Construction, LLC
Principal

By R. Fith

ATTEST:

Connie S Bawn
Secretary

West Bend Insurance Company
Surety

By Becky Killman
Becky Killman, Attorney-in-Fact

ATTEST:

Debbie Raper
~~Secretary~~ Debbie Raper, Witness



APPROVED as to form and legality this _____ day of _____, 20_____.

City Attorney

ACCEPTED by the City Council of the City of Midwest City this _____ day of _____, 20_____.

City Clerk

Mayor

POWER OF ATTORNEY

Know all men by these Presents, that West Bend Insurance Company (formerly known as West Bend Mutual Insurance Company prior to 1/1/2024), a corporation having its principal office in the City of West Bend, Wisconsin does make, constitute and appoint:

Travis E. Brown, Joshua Bryan, Faith Bureson, Jamie M. Burris, J. Kelly Deer, Vaughn P. Graham, Vaughn Graham, Jr, Austin K. Greenhaw, Carey Kennemer, Becky Killman, Kristin Lewis, Tom Perrault, Dwight A. Pilgrim, Stephen M. Poleman, Deborah L. Raper, Shelli R. Samsel, Ryan Matthew Sanders, Vicki Wilson

lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf as surety and as its act and deed any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of: Thirty Million Dollars (\$30,000,000)

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of West Bend Insurance Company by unanimous consent resolution effective the 1st day of January 2024.

Appointment of Attorney-In-Fact. The president or any vice president, or any other officer of West Bend Insurance Company may appoint by written certificate Attorneys-In-Fact to act on behalf of the company in the execution of and attesting of bonds and undertakings and other written obligatory instruments of like nature. The signature of any officer authorized hereby and the corporate seal may be affixed by facsimile to any such power of attorney or to any certificate relating therefore and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the company, and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the company in the future with respect to any bond or undertaking or other writing obligatory in nature to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any said officer at any time.

Any reference to West Bend Mutual Insurance Company in any Bond and all continuations thereof shall be considered a reference to West Bend Insurance Company.

In witness whereof, West Bend Insurance Company has caused these presents to be signed by its president undersigned and its corporate seal to be hereto duly attested by its secretary this 1st day of January 2024.

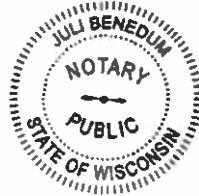
Attest Christopher C. Zwygart
Christopher C. Zwygart
Secretary



Robert J. Jacques
Robert J. Jacques
President

State of Wisconsin
County of Washington

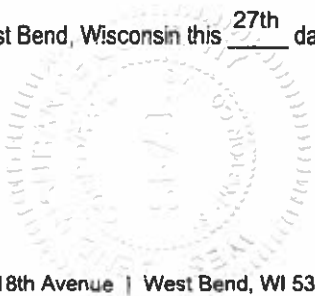
On the 1st day of January 2024, before me personally came Robert Jacques, to me known being by duly sworn, did depose and say that he is the President of West Bend Insurance Company, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the board of directors of said corporation and that he signed his name thereto by like order.



Juli Benedum
Lead Corporate Attorney
Notary Public, Washington Co., WI
My Commission is Permanent

The undersigned, duly elected to the office stated below, now the incumbent in West Bend Insurance Company, a Wisconsin corporation authorized to make this certificate, Do Hereby Certify that the foregoing attached Power of Attorney remains in full force effect and has not been revoked and that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at West Bend, Wisconsin this 27th day of March, 2024



Christopher C. Zwygart
Christopher C. Zwygart
Secretary



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/21/2024

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 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 Oklahoma Farm Bureau Insurance Agents Inc 322 W Washington St Purcell Ok 73080	CONTACT NAME: Ryan Smith
	PHONE (A.C. No. Exp): E-MAIL: Ryan.smith@okfb.com FAX (A.C. No.):
INSURED GWX Construction LLC 1320 North Porter Ave Norman, Ok 73071	INSURER(S) AFFORDING COVERAGE
	INSURER A: Oklahoma Farm Bureau
	INSURER B: Compsource Mutual Insurance Company
	INSURER C: Mid-Contient Casualty Insurance Company
	INSURER D:
	INSURER E:

COVERAGES CERTIFICATE NUMBER: 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 INSR	BUBR WVO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<input checked="" type="checkbox"/>		CGL00282125	05/01/2023	05/01/2024	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 \$2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			CAP00285704	06/10/2023	06/10/2024	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$			XWS-2364673050	05/01/2023	05/01/2024	EACH OCCURRENCE \$5,000,000 AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	XWS-2364673050	05/01/2023	05/01/2024	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Contractors Equipment	<input checked="" type="checkbox"/>		04-CIM-005002123	05/01/2023	05/01/2024	Any one item leased or \$500,000 Rented Max leased / rented \$1,000,000

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

Project: Urban Edge Addition & Timber Ridge Sec 5

CERTIFICATE HOLDER

City of Midwest City
8730 Se 15th St
Midwest City, OK 73110

CANCELLATION

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

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Mr. Patrick Menefee, City Engineer
 City of Midwest City
PMenefee@MidwestCityOK.org

Mr. Menefee,
 GWX Construction is applying for the asphalt paving permit for Urban Edge Addition. Below is a list of our quantities and numbers that we bid. Let me know if you have any questions.

Summary of Quantities (PUBLIC)					
Item #	Item	Unit	QTY	Price	As-Built
1	2" Superpave type S4 (PG 64-22 OK)	SY	2,529		\$41,096.25
2	4" Superpave Type S3 (PG 64-22 OK)	SY	2,529		\$73,341.00
3	6" Modified Subgrade	SY	3,164		\$18,984.00
4	6"x1'-4" Curb and Gutter	LF	1,904		\$45,700.00
7	4' Concrete Flume	LF	28		\$2,880.00
9	5 Concrete sidewalk (Common Areas)	LF	415		\$16,600.00
10	STD. Street Barricade	EA	1		\$1,000.00
11	Thickend Edge	LF	92		\$1,840.00
12	Cut and Remove Ex Curb & Gutter	LF	92		\$3,680.00
13	Concrete Encase Ex San Sewer	LF	5		\$1,000.00
14	Remove Concrete Sidewalk	SY	15		\$1,500.00
15	Steel Plate Flume Crossing	LF	14.5		\$2,537.00
Total					\$210,158.25

Summary of Quantities (PRIVATE)					
Item #	Item	Unit	QTY	Price	As-Built
5	3.5 Concrete Flume	LF	136		\$6,800.00
6	4' Concrete Flume	LF	24		\$2,880.00
7	2' Concrete Trickle Channel	LF	126		\$3,840.00
Total					\$13,520.00

Public QTY		
Total		\$210,158.25
Private QTY		
Total	\$13,520.00	
Project Total		\$223,678.25

Kind Regards,

Lance Friddle



City Clerk Department
100 N. Midwest Boulevard
Midwest City, OK 73110
office 405.739.1240
fax 405.869.8655

TO: Honorable Mayor and Council
FROM: Sara Hancock, City Clerk
DATE: November 12, 2024
SUBJECT: Discussion, consideration and possible action of approving a resolution to notify the public of publication of the most recent Supplement 20, dated October 2024 to the Midwest City Code of ordinances and to ratify all other previous supplements and codifications.

The approval of the resolution is necessary to notify the public of the Supplement 20 of penal ordinances of the Midwest City Code of ordinances in compliance with Title 11 of the Oklahoma Statutes, section 14-110 and to ratify all other previous supplements and codifications. As required by state statutes, this resolution shall be filed in the office of the county clerk of Oklahoma County upon its adoption.

Staff recommends approval.

Sara Hancock
Sara Hancock, City Clerk

RESOLUTION NO. _____

A RESOLUTION, TO NOTIFY THE PUBLIC OF PUBLICATION OF THE MOST RECENT SUPPLEMENT 20, DATED OCTOBER 2024 TO THE MIDWEST CITY CODE OF ORDINANCES AND TO RATIFY ALL OTHER PREVIOUS SUPPLEMENTS AND CODIFICATIONS.

WHEREAS, the Oklahoma Statutes 11 O.S., Section 14-110, requires the governing body of a municipality must adopt a resolution notifying the publication of a supplement of the city’s penal ordinances; and

WHEREAS, the most recent biennial supplement, supplement 20, dated October 2024, and to the Midwest City Code of Ordinances has been published and a copy of the Code is available for public inspection in the office of the City Clerk; and

WHEREAS, a permanent volume and each biennial supplement of the code has been deposited free of cost in the county law library;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MIDWEST CITY that:

- 1) The public is hereby notified that the most recent biennial supplement, dated October 2024, to the Midwest City Code of ordinances has been published; and
- 2) All other previous supplements and codification of the Midwest City Code are hereby ratified.

PASSED AND APPROVED BY THE Mayor and Council of the City of Midwest City, Oklahoma, this ____ day of _____, 2024.

ATTEST:

CITY OF MIDWEST CITY, OKLAHOMA

MATTHEW D. DUKES II, Mayor

SARA HANCOCK, City Clerk

APPROVED as to form and legality this ____ day of _____, 2024.

DONALD MAISCH, City Attorney



Grants Management
100 N. Midwest Boulevard
Midwest City, OK 73110
405.739.1216

TO: Honorable Mayor and City Council

FROM: Terri L. Craft, Grants Manager

DATE: November 12, 2024

SUBJECT: Discussion, consideration, and possible action of Ward 3 Appointee, Mr. Ronald Taite and Mayor's Appointee, Mrs. Keri Deeter to the Citizens' Advisory Committee on Housing and Community Development for the remainder of the four-year terms that were vacated.

Ward 3 Councilperson Rita Maxwell has recommended Mr. Ronald Taite to fill the unexpired Ward 3 appointee term on the Citizens' Advisory Committee on Housing and Community Development. The 4-year term expires on August 12, 2025. His resume is attached.

Mayor Matt Dukes, II has recommended Mrs. Keri Deeter to fill the unexpired Mayor's Appointee term, also expiring on August 12, 2025. Her resume is attached.

The existing members of the committee are as follows:

Ward 1 – Mike Anderson, Chairman	Term Expires: 08/12/2025
Ward 2 - Tammy Pote	Term Expires: 08/12/2027
Ward 3 – Vacant	Term Expires: 08/12/2025
Ward 4 – Scott Young, Vice Chairman	Term Expires: 08/12/2027
Ward 5 – Kathy Gain	Term Expires: 08/12/2027
Ward 6 – Elaine Winterink	Term Expires: 08/12/2027
Mayor - Vacant	Term Expires: 08/12/2025

The Citizens' Advisory Committee provides valuable input and recommendation to the city council regarding HUD Community Development Block Grant (CDBG) programs and activities. Staff recommends approval.

Terri L. Craft
Grants Manager



Ronald K. Taite

Mr. Taite, at the age of 17 enter the United State Air Force as a helicopter mechanic. He earned his Associate Degree in 1988 in Air Flight Technology. While serving his country Taite flown over 1000 Combat hours in Desert Storm.

Mr. Taite separated from active duty after 12 years at the rank of E-6 in air craft maintenance. Taite gained employment at Tinker in as a Civil Servant. He has over 33 years of federal service.

Mr. Taite is a father of three, who he raised in Midwest City. He is a small business owner and has worked as a Private Investor in real estate and other business ventures, he worked on contracts for the DOD while running his mechanic business in Ward 3.

He is active in his community, enjoys his veteran friends and neighbors.

Keri L. Deeter

Mrs. Deeter grew up in Oklahoma and has been a resident of Midwest City for 25 years. She is a graduate of Rose State College with an Associates degree in Arts & Enterprise Development. Mrs. Deeter spent 15 years as an insurance agent and transitioned from a corporate job to a stay-at-home mother in 2012.

Mrs. Deeter is married and a mother of three. She stays active homeschooling her son, teaching classes at a local Midwest City Homeschool Co-Op, fostering puppies for a Lab rescue in Oklahoma, and helping others in need within the Midwest City community.

In her free time Mrs. Deeter enjoys being active in her community, camping with her family, hiking, reading, and working in her garden.



City of Midwest City Police Department
100 N. Midwest Boulevard
Midwest City, OK 73110
Office 405.739.1320
Fax 405.739.1398

Memorandum

TO: Honorable Mayor and City Council

FROM: Greg Wipfli, Chief of Police

DATE: November 12, 2024

SUBJECT: Discussion, consideration, and possible action to declare (1) 2010 Chevrolet Camero and its contents, as surplus and authorizing disposal by public auction, sealed bid or other means necessary.

The item identified is property that the Midwest City Police Department no longer needs or uses and have been removed from service. Staff recommends that this item be declared surplus.

Item for surplus:

060150 2010 Chevrolet Camero 2G1FT1EW1A9199046

Auction services are provided to the City by:

1. www.ebay.com
2. www.govdeals.com
3. www.publicsurplus.com

Staff recommends approval.

Greg Wipfli

Greg Wipfli, Chief of Police



DISCUSSION ITEMS





**Engineering and
Construction Services**
100 N Midwest Boulevard
Midwest City, OK 73110
Office 405.739.1220

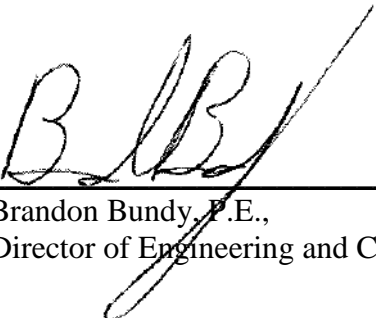
TO : Honorable Mayor and Council

FROM : Brandon Bundy, P.E., Director

DATE : November 12, 2024

SUBJECT : Discussion, consideration, and possible action of accepting Permanent Easement from Kylie Chapman and Theresa Leopard located near 7113 Hilltop Court; across portions of Lot 10 and Lot 11 of Block 2 of Somerset Park Addition in Section 34, Township 12 N, Range 2 W of Midwest City.

This particular easement will allow for a future drainage pipe to be constructed across the property. The existing pipe is of a slightly different alignment and will have to be reconstructed to improve drainage to the area of Hilltop Ct and Glenhaven Dr. This easement was facilitated by Brentwood Investments LLC as part of the contingent approval of PC-2182, Glenhaven Subdivision voted on by City Council, September 24, 2024.



Brandon Bundy, P.E.,
Director of Engineering and Construction Services

Attachment

GRANT OF PERMANENT EASEMENT

KNOW ALL BY THESE PRESENTS:

That Kylie Chapman and Theresa Leopard, of Oklahoma County, (grantor) for good and valuable consideration, the receipt of which is hereby acknowledged, does hereby grant, bargain, sell and convey unto the City of Midwest City, a municipal corporation, a permanent public easement across, over and under the following described lots, tracts or parcels of land situated in Oklahoma County, State of Oklahoma, to-wit:

See EXHIBIT "A" attached hereto and made a part hereof.

This easement is granted for the purpose of enabling the City of Midwest City, its officers, agents, contractors and employees to go upon, layout, construct, change, and or build storm sewer improvements upon the above-described lots, parcels or tracts of land and includes the permanent right of ingress and egress for employees, tools and equipment of the City of Midwest City, its officers, agents, contractors and employees.

The consideration herein covers all kinds and character of damages or injury that may be sustained directly or indirectly to any lands owned by the Grantor by reason of the construction and maintenance of such improvements.

Grantor hereby covenants and warrants that at the time of the delivery of this easement that the above-described real estate and premises are free of all liens and claims whatsoever, except – none- and that they will, so long as this easement is in full force and effect, defend the same unto the City of Midwest City against all claiming to the contrary.

WITNESS the hands of the parties this 1st day of November, 2024

Kylie Chapman

Theresa Leopard

THIS SPACE LEFT BLANK INTENTIONALLY

ACKNOWLEDGEMENT ON FOLLOWING PAGE

STATE OF OKLAHOMA)

) ss.

COUNTY OF OKLAHOMA)

Before me, the undersigned Notary Public in and for the state and county aforesaid, on this

1st day of November, 2024

personally appeared Kylie Chapman & Theresa Leopard, to me known to be the identical person(s) who executed the within and foregoing instrument and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes herein set forth.

WITNESS, my hand and seal this 1st day of Nov., 2024



My Commission expires: 8/19/2028

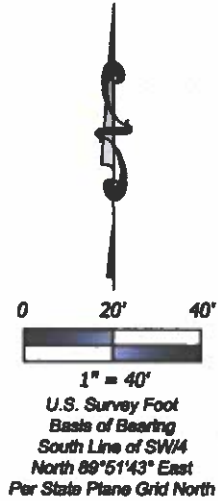
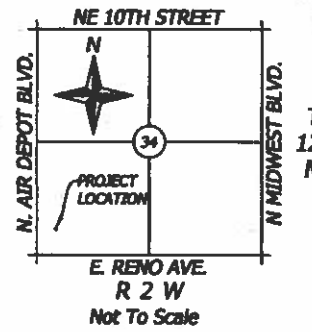
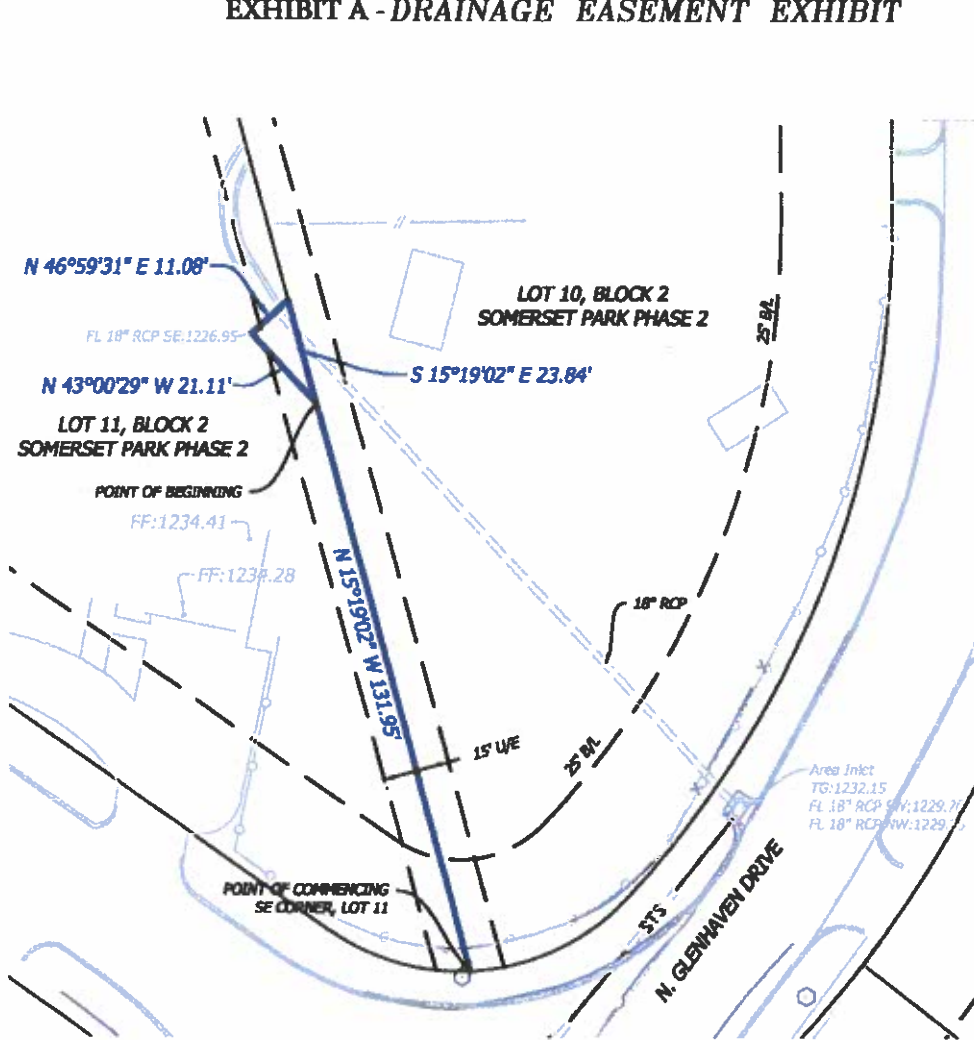
Monica Tidwell
NOTARY PUBLIC

Approved by City Attorney _____ Date: _____

Approved by City Council _____ Date: _____

RETURN TO: City Clerk 100 N Midwest Boulevard Midwest City OK 73110

EXHIBIT A - DRAINAGE EASEMENT EXHIBIT



LEGAL DESCRIPTION

A tract of land lying in the Southwest Quarter of Section Thirty-Four (34), Township Twelve (12) North, Range Two (2) West of the Indian Meridian, Oklahoma County, Oklahoma, being more particularly described as follows:

COMMENCING at the Southeast Corner of Lot Eleven (11) in Block Two (2) of SOMERSET PARK PHASE 2 Addition to Midwest City; Thence along the East line of said Lot 11, N15°19'02"W a distance of 131.95 feet to the POINT OF BEGINNING; Thence N43°00'29"W a distance of 21.11 feet; Thence N46°59'31"E a distance of 11.08 feet; Thence S15°19'02"E a distance of 23.84 feet to the POINT OF BEGINNING.

Containing 116.96 Sq. Ft. or 0.002 Acres, more or less.

THIS PLAT OF SURVEY MEETS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING AS ADOPTED BY THE OKLAHOMA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS.

I, Troy Dee, herewith state that the above easement exhibit is a true and correct representation of a survey made on the ground, under my supervision. Witness my signature and surveyors seal this 18 day of September, 2024.



Troy Dee
 Troy Dee, PLS #1745
 September 18, 2024

Prepared By
GOLDEN
LAND SURVEYING

4131 N.W. 122nd St., Suite 100, Oklahoma City, Oklahoma 73120
 C.A.# 7263 / Exp. Date -6/30/2024
 Telephone: (405) 849-6010 Email: troy@goldenls.com
 Drafted by: CT GLS Job No.: 231136
 Plot Date: September 18, 2024

Sheet 2 Of 2

EXHIBIT A - 15' DRAINAGE EASEMENT EXHIBIT

G LEGAL DESCRIPTION

A tract of land lying in the Southwest Quarter of Section Thirty-Four (34), Township Twelve (12) North, Range Two (2) West of the Indian Meridian, Oklahoma County, Oklahoma, being more particularly described as follows:

COMMENCING at the Southeast Corner of Lot Ten (10) in Block Two (2) of SOMERSET PARK PHASE 2 Addition to Midwest City; Thence along the South line of said Lot 10, on a curve to the left having a radius of 50.84 feet and a chord bearing of N65°00'24"E for a chord distance of 38.20 feet and an arc length of 39.18 feet; Thence continuing along the South line of said Lot 10, on a curve to the left having a radius of 220.91 feet and a chord bearing of N39°52'05"E for a chord distance of 25.21 feet and an arc length of 25.23 feet to the POINT OF BEGINNING; Thence N43°00'29"W a distance of 125.62 feet; Thence N15°19'02"W a distance of 23.84 feet; Thence N48°59'31"E a distance of 3.92 feet; Thence S43°00'29"E a distance of 143.44 feet to a point on the South line of said Lot 10; Thence along said South line on a curve to the right having a radius of 220.91 feet and a chord bearing of S34°38'18"W for a chord distance of 15.36 feet and an arc length of 15.36 feet to the POINT OF BEGINNING.

Containing 2080.70 Sq. Ft. or 0.047 Acres, more or less.

THIS PLAT OF SURVEY MEETS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING AS ADOPTED BY THE OKLAHOMA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS.

I, Troy Dee, herewith state that the above easement exhibit is a true and correct representation of a survey made on the ground, under my supervision. Witness my signature and surveyors seal this 18 day of September, 2024.



Troy Dee
Troy Dee, PLS #1745
September 18, 2024

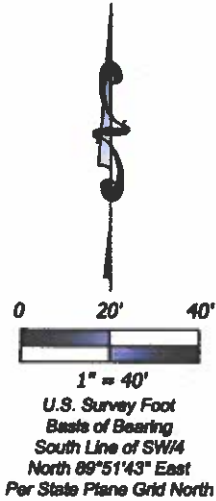
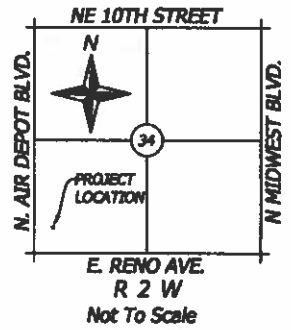
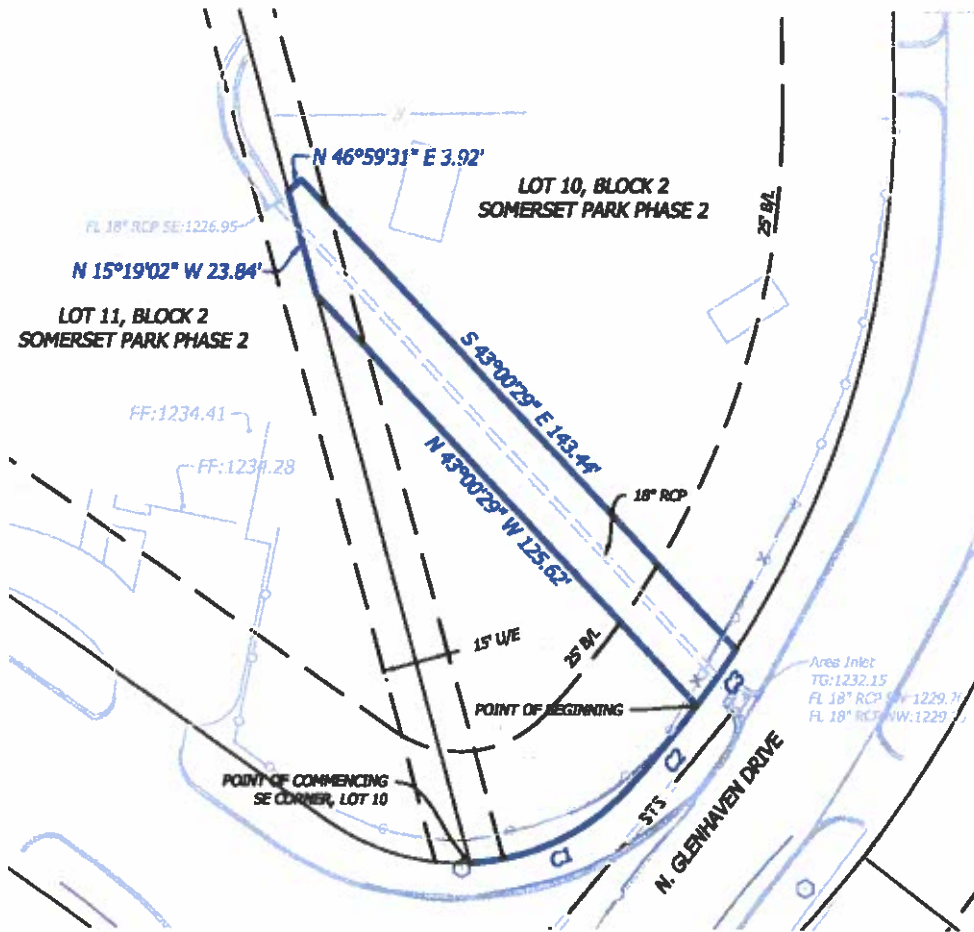
Prepared By
GOLDEN
LAND SURVEYING

4131 N.W. 122nd St., Suite 100, Oklahoma City, Oklahoma 73120
C.A.# 7263 / Exp. Date =6/30/2024
Telephone: (405) 849-6010 Email: troy@goldens.com
Drafted by: CT GLS Job No.: 231136
Plot Date: September 18, 2024

Sheet 1 Of 2

File Name: C:\WORK\PROJECTS\2023\231136_GLENHAVEN_MWC_STATIONING\ENGINEER\2024\10_BKGD_07102023_FOR STATIONING\1-098_BKGD_07102023_FOR STATIONING.DWG; Last Saved: 09/18/2024 4:00:20 PM; Plot Date: 09/18/2024; Logix: Corey

EXHIBIT A - 15' DRAINAGE EASEMENT EXHIBIT



Curve Table					
Curve #	Length	Radius	Delta	ChB	ChL
C1	39.16'	50.94'	044°02'46"	N 65°09'24" E	38.20'
C2	25.23'	220.91'	006°32'34"	N 39°52'05" E	25.21'
C3	15.36'	220.91'	003°59'02"	S 34°36'18" W	15.36'

THIS PLAT OF SURVEY MEETS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING AS ADOPTED BY THE OKLAHOMA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS.

I, Troy Dee, herewith state that the above easement exhibit is a true and correct representation of a survey made on the ground, under my supervision. Witness my signature and surveyors seal this 18 day of September, 2024.



Troy Dee
 Troy Dee, PLS #1745
 September 18, 2024

Prepared By
GOLDEN
LAND SURVEYING

4131 N.W. 122nd St., Suite 100, Oklahoma City, Oklahoma 73120
 C.A.# 7263 / Exp. Date -6/30/2024
 Telephone: (405) 849-6010 Email: troy@goldens.com
 Drafted by: CT GLS Job No.: 231196
 Plot Date: September 18, 2024

Sheet 2 Of 2



**Engineering and
Construction Services**
100 N Midwest Boulevard
Midwest City, OK 73110
Office 405.739.1220

TO : Honorable Mayor and Council

FROM : Brandon Bundy, P.E., Director

DATE : November 12, 2024

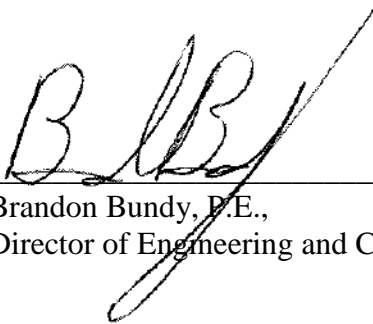
SUBJECT : Discussion, consideration, and possible action of amendment #4 for Professional Services with Freese and Nichols, Inc. in the amount of \$49,200 to provide services to further the Assessment of the Current Sanitary Sewer System – Future Capacity Needs – Phase 1.

This amendment is to finish obligations related to the Eastside Sewer Study recently completed. These obligations were born through the extensive engagement process between the Special City Council meeting on February 8, 2024 through the final adoption of the Ordinance at the City Council meeting on July 23, 2024.

Staff had been working with Freese and Nichols and was waiting on the Ordinance to go into effect prior to final billing.

The first development was paid on October 16, 2024 by a builder of a single family home. It has been tracked and verified.

This contract is funded as project #442301 (Fund 188).



Brandon Bundy, P.E.,
Director of Engineering and Construction Services

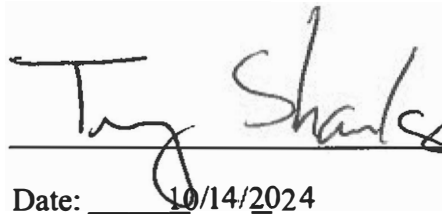
**FOURTH AMENDMENT
TO LETTER AGREEMENT
FOR PROFESSIONAL SERVICES
BETWEEN FREESE AND NICHOLS, INC.**

CITY OF MIDWEST CITY

Pursuant to Paragraph 2.A. and Paragraph 3.A. of the Professional Services Agreement dated July 26, 2022, the following amendment is hereby agreed to between the parties:

The following Attachments A – Description of Services Rendered and B – Schedule of Fees are in addition to the current Attachments A and B of the Professional Services Agreement dated July 26, 2022. All other remaining terms and conditions not contained herein remain in full force and effect in the original agreement or previous amendments thereto.

Freese and Nichols, Inc.:


Date: 10/14/2024

For City of Midwest City:

For Midwest City Municipal Authority:

Matt Dukes, II
Mayor

Matt Dukes, II
Chairman

Date: _____

Date: _____

Sara Hancock, City Clerk

Sara Hancock, Secretary

Approved as to form and legality:

Approved as to form and legality:

Donald D. Maisch, City Attorney

Donald D. Maisch, Attorney

MEMORANDUM



Innovative approaches
Practical results
Outstanding service

3600 NW 138th Street, Suite. 202 + Oklahoma City, Oklahoma 73134 + 405-607-7060 + FAX 817-735-7491 www.freese.com

TO: Brandon Bundy
CC: Paul Streets, Carrie Evenson, Jennifer Wassinger, Clay Herndon
FROM: Trey Shanks
SUBJECT: Fiscal Analysis Description of Services Rendered
DATE: 10/14/2024
PROJECT: Midwest City CIP Fiscal Analysis – FNI PRJ # MDW22622A

Below is a breakdown of the meetings and services in the Basic Services budget and the additional meetings and services provided by FNI at the request of the City.

Meetings included in Basic Services

- 10/3/23 Initial kickoff meeting
- 1/15/24 meeting with CMO
- 2/8/24 City Council meeting

Additional Meetings

FNI/MWC Meetings

- 11/14/2023 coordination meeting with Brandon Bundy, Paul Streets, and Carrie Evenson
- 11/28/2023 coordination meeting with Brandon Bundy, Paul Streets, and Carrie Evenson
- 12/12/2023 coordination meeting with Brandon Bundy, Paul Streets, and Carrie Evenson
- 1/23/24 meeting with Brandon Bundy
- 1/25/24 meeting with Brandon Bundy
- 2/2/24 slide review with Brandon Bundy
- 2/5/24 meeting with CMO to prep for moratorium meeting
- 2/8/24 presentation review meeting
- 2/16/24 meeting with Brandon Bundy
- 2/29/24 meet to review rates with Brandon Bundy, Paul Streets, and Carrie Evenson
- 3/25/24 meeting to review rates with Brandon Bundy, Paul Streets, and Carrie Evenson
- 6/6/24 meeting to review project billing
- 7/2/24 meeting to review rates with Brandon Bundy, Paul Streets, and Carrie Evenson

City Council Meetings

- 3/5/24 (work session, in-person attendance, travel expenses, and presentation prep)
- 3/26/24 (in-person attendance, travel expenses, and presentation prep)
- 7/23/24 (in-person attendance, travel expenses, and presentation prep)

Services included in Basic Services

- Data collection
- Review of funding options and impacts
- Desktop analysis renewal and replacement schedule for City's wastewater system
- Benchmarking
- Technical memo

Additional Services

- Calculation of Development Fee
- Support for adoption of Development Fee (meetings, presentations)
- Creation of Development Planning Dashboard

PROFESSIONAL SERVICES AGREEMENT
between
Freese and Nichols, Inc.
And
THE CITY OF MIDWEST CITY

ATTACHMENT “B”

The scope of work for Amendment 4 will be completed for a **LUMP SUM** fee of **\$49,200, INCLUSIVE OF EXPENSES**. Additional Services will be provided upon request from the Owner and authorized in writing before commencing work.

Fee Breakdown by Task

Task	Description	Total Fee
Contract Adjustments		
A-G	Original Contract Amount	\$296,000
-	Amendment 1	-
H1-H6, I	Amendment 2 (with \$25,000 Special Services)	\$102,645
A-H	Amendment 3	\$850,000
Basic Services		
-	Amendment 4 (see Attachment A for details)	\$49,200
Sub-total: Amendment 4 Basic Services (LUMP SUM)		\$49,200
Special Services		
		N/A
Sub-total: Special Services (NOT TO EXCEED)		
Grand Total of New Proposed Scope of Work		\$49,200
NEW CONTRACT TOTAL		\$1,297,845



City Attorney, Donald D. Maisch

100 N. Midwest Boulevard
Midwest City, OK 73110
DMaisch@midwestcityok.org
Office: 405.739.1203
www.midwestcityok.org

MEMORANDUM

To: Mayor and the Members of the City Council

From: Don Maisch, City Attorney

Date: November 1st, 2024

RE: Discussion, consideration and possible action of amending an ordinance of the Midwest City Municipal Code, Chapter 2, Administration, Article IX, Surplus Property, Section 2-130, Bidding; providing for a repealer and severability.

The proposed amendments to Section 2-130 changes the term “home ownership” to “housing”. This change will broaden the ability for the City to more easily transfer certain property, while maintaining compliance with the requirements of federal programs.

Adoption is at the discretion of the City Council.

Respectfully submitted,

Donald D. Maisch, City Attorney

1 PASSED AND APPROVED by the Mayor and the Council of the City of Midwest City,
2 Oklahoma, this _____ day of _____, 2024.

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THE CITY OF MIDWEST CITY, OKLAHOMA

MATTHEW D. DUKES, II, Mayor

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14 ATTEST:

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SARA HANCOCK, City Clerk

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21 Approved as to form and legality this _____ day of _____, 2024.

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DONALD D. MAISCH, City Attorney

25

1 PASSED AND APPROVED by the Mayor and the Council of the City of Midwest City,
2 Oklahoma, this _____ day of _____, 2024.

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THE CITY OF MIDWEST CITY, OKLAHOMA

MATTHEW D. DUKES, II, Mayor

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14 ATTEST:

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SARA HANCOCK, City Clerk

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21 Approved as to form and legality this _____ day of _____, 2024.

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24

DONALD D. MAISCH, City Attorney

25



City Managers Office
100 N. Midwest Boulevard
Midwest City, OK 73110
Office 405.739.1205

TO: Honorable Mayor and Council Ryan

FROM: Rushing, Director of Operations

DATE: November 12, 2024

SUBJECT: Discussion, consideration and possible action of approving an ordinance amending the Midwest City Code, Chapter 30, Parks and Recreation, Article IV, Golf, Section 30-46, Golf course rates; and providing for repealer and severability.

Since February 2022, the rates at John Conrad and Hidden Creek Golf Courses have remained unchanged, despite increasing costs in operations and maintenance. Rising expenses in fertilizers, chemicals, fuel, and labor have placed additional financial pressure on the golf courses.

In the coming years, we are planning for the replacement of over \$900,000 worth of essential capital equipment, including mowers and golf carts. Proactively setting aside funds for these future purchases is critical to ensure the continued operation and high standards of our golf courses.

Given these factors, a rate adjustment is not only timely but necessary to sustain the quality and financial stability of our golf courses. Below is a chart outlining the current and proposed rates for John Conrad Golf Course, along with a comparison of competitor fees in the area.

This item was reviewed and approved by the Ordinance Oversight Council Committee on September 30, 2024.

2024 Golf Rates

		Conrad Current	Proposed New Fees	Trosper	Earlywine and Hefner	Lincoln	Kickingbird
Regular		\$28.00	\$29.00	\$29.50	\$31.50	\$31.50	\$35/\$42
Senior		\$17.00	\$18.00	\$18.25	\$19.25	\$19.25	\$22.50
Junior		\$7.00	\$7.00	\$8.25	\$8.25	\$8.25	\$13/\$16
Twilight	2pm	\$20.00	\$21.00	\$24.50	\$26.50	\$26.50	\$26.00
Dusk	4pm	\$17.00	\$18.00	\$19.25	\$20.25	\$20.25	\$22.50
Sunset	6pm	\$9.00	\$10.00	\$12.00	\$13.00	\$13.00	\$0.00
Cart per player		\$15.00	\$17.00	\$18.00	\$18.00	\$18.00	\$18.00
Trail Fee		\$15.00	\$15.00	\$17.00	\$17.00	\$17.00	\$20.00
Senior Trail Fee		\$10.00	\$10.00	\$13.00	\$13.00	\$13.00	\$20.00
Range		\$3.50	\$3.50	\$4.00	\$4.00	\$4.00	\$6.00
Sr annual fee walking only		\$1,700	\$1,800	\$1,825	\$1,925	\$1,925	
Reg annual fee walking only		\$2,800	\$2,900	\$2,950	\$3,150	\$3,150	

In addition to the chart above, the only change to the Hidden Creek rates is the elimination of the annual membership with cart fee. Currently there are only 5 of these fee holders and only 2 live in Midwest City, consequently, the impact to our Midwest City patrons is minimal. Hidden Creek has a small fleet of golf carts available for rent and we frequently have patrons on a waiting list for the use of a cart and the elimination of this annual rate will help relieve the situation.

- 1 (3) Green fees for seniors (age fifty-five (55) or older) and military for weekdays shall be
2 ~~seventeen~~ eighteen dollars (~~\$17.00~~ 18.00). This fee shall also apply after 12:00 p.m. on
3 Saturdays, Sundays and federal holidays;
- 4 (4) Green fees for juniors shall be seven dollars (\$7.00). This fee shall also apply after
5 12:00 p.m. on Saturdays, Sundays and federal holidays;
- 6 (5) Registered school golf team green fees shall be four dollars (\$4.00);
- 7 (6) Twilight green fees (after 2:00 p.m. during daylight savings time and after 1:00 p.m.
8 during regular time) shall be twenty-~~one~~ one dollars (~~\$20.00~~ 21.00);
- 9 (7) Dusk green fees shall be ~~seventeen~~ eighteen dollars (~~\$17.00~~ 18.00) after 4:00 p.m.;
- 10 (8) Sunset green fees shall be ~~nine~~ ten dollars (~~\$9.00~~ 10.00) after 6:00 p.m.;
- 11 (9) Golf ~~car~~ cart rentals shall be thirty-~~four~~ four dollars (~~\$30.00~~ 34.00) for eighteen (18) holes.
12 Single rider ~~car~~ cart rental shall be ~~fifteen~~ seventeen dollars (~~\$15.00~~ 17.00) for eighteen
13 (18) holes. Golf ~~car~~ cart rentals shall be ~~fifteen~~ seventeen dollars (~~\$15.00~~ 17.00) for
14 nine (9) holes. Single rider ~~car~~ cart rental shall be ~~seven~~ eight dollars and fifty cents
15 (~~\$7.50~~ 8.50) for nine (9) holes;
- 16 (10) Trail fees shall be fifteen dollars (\$15.00);
- 17 (11) Senior (age fifty-five (55) or older) trail fees shall be ten dollars (\$10.00);
- 18 (12) Annual locker rental fee shall be thirty dollars (\$30.00);
- 19 (13) Driving range fees shall be three dollars and fifty cents (\$3.50);
- 20 (14) Annual green fee shall two thousand ~~eight~~ nine hundred dollars (~~\$2,800.00~~ 2,900.00)
21 (walking only);
- 22 (15) Annual junior green fee shall be seven hundred dollars (\$700.00) (walking only);
- 23 (16) Annual ~~Senior~~ green fee, shall be one thousand ~~seven~~ eight hundred dollars (~~\$1,700.00~~
24 1,800.00) (walking only);
- 25 (17) Annual Midwest City resident green fee, shall be two thousand ~~eight~~ nine hundred
26 dollars (~~\$2,800.00~~ 2,900.00) (with cart);
- 27 (18) Annual Monday through Friday Midwest City resident green fee, shall be two thousand
28 ~~five~~ six hundred dollars (~~\$2,500.00~~ 2,600.00) (with cart);
- 29 (19) Annual Monday through Friday Midwest City resident green fee with trail fee shall be
30 two thousand ~~twenty-five~~ one hundred dollars (~~\$2,025.00~~ 2,100.00).

31
32
33 **Section 2. REPEALER.** All ordinances or parts of ordinances in conflict herewith are hereby
34 repealed.
35

36 **Section 3. SEVERABILITY.** If any section, sentence, clause, or portion of this ordinance is for
37 any reason held to be invalid, such decision shall not affect the validity of the remaining
38 provisions of the ordinance.
39
40

1 PASSED AND APPROVED by the Mayor and the Council of the City of Midwest City,
2 Oklahoma, this _____ day of _____, 2024.

3
4
5 THE CITY OF MIDWEST CITY, OKLAHOMA

6 ATTEST:

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8
9 _____
10 MATTHEW D. DUKES, II, Mayor

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13 _____
14 SARA HANCOCK, City Clerk

15
16
17 Approved as to form and legality this _____ day of _____, 2024.

18
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21 _____
22 DON MAISCH, City Attorney

1 (3) Green fees for seniors (age fifty-five (55) or older) and military for weekdays shall be
2 eighteen dollars (\$18.00). This fee shall also apply after 12:00 p.m. on Saturdays,
3 Sundays and federal holidays;

4 (4) Green fees for juniors shall be seven dollars (\$7.00). This fee shall also apply after
5 12:00 p.m. on Saturdays, Sundays and federal holidays;

6 (5) Registered school golf team green fees shall be four dollars (\$4.00);

7 (6) Twilight green fees (after 2:00 p.m. during daylight savings time and after 1:00 p.m.
8 during regular time) shall be twenty-one dollars (\$21.00);

9 (7) Dusk green fees shall be eighteen dollars (\$18.00) after 4:00 p.m.;

10 (8) Sunset green fees shall be ten dollars (\$10.00) after 6:00 p.m.;

11 (9) Golf cart rentals shall be thirty-four dollars (\$34.00) for eighteen (18) holes. Single
12 rider cart rental shall be seventeen dollars (\$17.00) for eighteen (18) holes. Golf cart
13 rentals shall be seventeen dollars (\$17.00) for nine (9) holes. Single rider cart rental
14 shall be eight dollars and fifty cents (\$8.50) for nine (9) holes;

15 (10) Trail fees shall be fifteen dollars (\$15.00);

16 (11) Senior (age fifty-five (55) or older) trail fees shall be ten dollars (\$10.00);

17 (12) Annual locker rental fee shall be thirty dollars (\$30.00);

18 (13) Driving range fees shall be three dollars and fifty cents (\$3.50);

19 (14) Annual green fee shall two thousand nine hundred dollars (\$2,900.00) (walking only);

20 (15) Annual junior green fee shall be seven hundred dollars (\$700.00) (walking only);

21 (16) Annual Senior green fee, shall be one thousand eight hundred dollars (\$1,800.00)
22 (walking only);

23 (17) Annual Midwest City resident green fee, shall be two thousand nine hundred dollars
24 (\$2,900.00) (with cart);

25 (18) Annual Monday through Friday Midwest City resident green fee, shall be two thousand
26 six hundred dollars (\$2,600.00) (with cart);

27 (19) Annual Monday through Friday Midwest City resident green fee with trail fee shall be
28 two thousand one hundred dollars (\$2,100.00).

29
30
31 **Section 2. REPEALER.** All ordinances or parts of ordinances in conflict herewith are hereby
32 repealed.
33

34 **Section 3. SEVERABILITY.** If any section, sentence, clause, or portion of this ordinance is for
35 any reason held to be invalid, such decision shall not affect the validity of the remaining
36 provisions of the ordinance.
37

38
39 PASSED AND APPROVED by the Mayor and the Council of the City of Midwest City,
40 Oklahoma, this _____ day of _____, 2024.

THE CITY OF MIDWEST CITY, OKLAHOMA

ATTEST:

MATTHEW D. DUKES, II, Mayor

SARA HANCOCK, City Clerk

Approved as to form and legality this _____ day of _____, 2024.

DON MAISCH, City Attorney



Memorandum

TO: Mayor and Members of the City Council

FROM: Lieutenant Laura Henry

DATE: November 12, 2024

SUBJECT: Discussion, consideration, and possible action of adopting an ordinance amending the Midwest City Municipal Code, Chapter 31 Health Care Facilities; Article III, Massage; Division 1, In General; Sections 31-100, Definitions, 31-101, Inspections Authorized; Division 2, Massage Establishment License, Sections 31-111, Application, 31-113, Facilities and Equipment, 31-114, Issuance, 31-115, Fee; Division 3, Massage Therapist License, Sections 31-131 Application, 31-132 Issuance Standards, 31-133, Fee, 31-136 Reserved; Division 4, Operating Requirements, Section 31-147 Operating Hours; and Providing for Repealer and Severability.

Working as the Supervisor of the Community Action Office, one of my duties is to issue the Massage Therapist and Massage Establishment permits to those operating in the City of Midwest City. While involved with this task, I have recognized our ordinances have fallen slightly out of date and in need of some modification.

I have proposed changes to Article III which is attached along with supporting documentation in the form of Oklahoma State Statute Title 59 and State Board of Cosmetology and Barbering Advisory Board on Massage Therapy Title 175.

I have spoken with Chief Building Official Randall Fryar in reference to ordinance changes, and he has had some input. Mr. Fryar may have more proposed changes to make due to inspections falling into this article.

The Ordinance Review Committee reviewed and recommended approval of these proposed amendments, with the following additions:

1. An automatic CPI Increase; and
2. A review of the City's fees for the regulated community as compared to the fees being charged by other Oklahoma communities for the same or similar businesses.

The CPI Increase was added to the ordinance. A review of other communities in the State demonstrated that the current Midwest City fees are comparable to the other communities, so no change in this fee is warranted.

Thank you in advance for your consideration. Please let me know if you have any questions.

Respectfully,

Lt Laura Henry

1 which has a fixed place of business where any person engages in or carries on any of the activities
2 as defined in paragraph ~~(4)~~ (6).

3 ~~(6)(5)~~ *Massage therapist* means ~~any person who, for any consideration whatsoever,~~
4 ~~engages in the practice of massage as defined in paragraph (4)~~ an individual who practices
5 massage or massage therapy and is licensed under the Massage Therapy Practice Act. A massage
6 therapist uses visual, kinesthetic, and palpatory skills to assess the body and may evaluate a
7 condition to the extent of determining whether massage is indicated or contraindicated.

8 (6) *Massage therapy* means the skillful treatment of the soft tissues of the human
9 body. Massage is designed to promote general relaxation, improve movement, relieve somatic
10 and muscular pain or dysfunction, stress and muscle tension, provide for general health
11 enhancement, personal growth, education and the organization, balance and integration of the
12 human body and includes, but is not limited to:

13 (a). the use of touch, pressure, friction, stroking, gliding, percussion, kneading,
14 movement, positioning, holding, range of motion and nonspecific stretching within the
15 normal anatomical range of movement, and vibration by manual or mechanical means
16 with or without the use of massage devices that mimic or enhance manual measures;
17 and

18 (b). the external application of ice, heat and cold packs for thermal therapy, water,
19 lubricants, abrasives and external application of herbal or topical preparations not
20 classified as prescription drugs.

21 ~~(7)~~ *Off-site massage service* means ~~any business, the functioning of which is to~~
22 ~~engage in or carry on massages as defined in paragraph (4) above at a location designated by the~~
23 ~~customer or client or at a location other than at a massage establishment. Off-site massage service~~
24 ~~may include seated massage.~~

25 (8) *Patron* means any person at least eighteen (18) years of age or if under eighteen
26 (18) years of age with written parental or legal guardian consent who receives a massage under
27 such circumstances that it is reasonably expected that he or she will pay money or give any other
28 consideration therefor.

29 ~~(9)~~(8) *Person* means any individual, partnership, firm, association, joint stock company,
30 corporation or combination of individuals of whatever form and character.

31 ~~(10)~~(9) *Seated massage* means ~~any massage of the neck, arms, shoulders and back area~~
32 ~~above the waist where the client is fully clothed, sitting in a special chair designed for upper~~
33 ~~body massage and done without the use of supplementary aids, such as rubbing alcohol,~~
34 ~~liniments, antiseptics, oils, powders, creams, lotions, ointments, mud, paraffin, salts, or other~~
35 ~~similar preparations commonly used in the practice of massage. Seated massage may be~~
36 ~~performed either at a massage establishment or off-site provided to the human body while the~~
37 massage recipient is seated, including massage techniques performed on clothed clients.

38 ~~(11)~~(10) *Sexual misconduct* means any criminal conviction, either misdemeanor or
39 felony, within the city, this state or any other state for the crime of rape, child molestation,
40 prostitution, acts of lewdness or any crime where the convicted person is required to register as
41 a sex offender under the statutes of this state.

42 ~~(12)~~(11) *Sexual or genital areas* means genitals, pubic area, buttocks, anus, or
43 perineum of any person, or the vulva or breasts of a female.

44

1 **Section 2.** That the Midwest City Municipal Code, Chapter 31 Health Care Facilities, Article III,
2 Massage, Division 1, In General, Section 31-101, Inspections authorized; is hereby amended to
3 read as follows:
4

5 **Section 31-101, Inspections authorized.**
6

7 The city may inspect any location where massages are conducted. The chief of police
8 and/or his/her designee may from time to time make inspection of any massage location for the
9 purposes of determining that the provisions of this chapter are fully complied with. It shall be
10 unlawful for any person to fail to allow such inspection or to hinder such inspection in any
11 manner.
12

13 **Section 3.** That the Midwest City Municipal Code, Chapter 31 Health Care Facilities, Article III,
14 Massage, Division 2, Massage Establishment License, Section 31-111, Application; is hereby
15 amended to read as follows:
16

17 **Section 31-111, Initial ~~Application~~ application for establishment license.**
18

19 (a) Any person desiring a license for a massage establishment shall file a written application
20 with the city. The applicant shall furnish the following information:

21 (1) The type of ownership of the business, i.e., whether individual, partnership,
22 corporation, or otherwise.

23 (2) The name, style and designation under which the business or practice is to be
24 conducted.

25 (3) The business address and all telephone numbers where the business is to be
26 conducted.

27 (4) The following personal information concerning the applicant, if an individual;
28 and concerning each stockholder holding more than ten (10) percent of the stock of the
29 corporation, each officer and each director, if the applicant is a corporation concerning the
30 partners, including limited partners, if the applicant is a partnership; and concerning the manager,
31 or other person principally in charge of the operation of the business:

32 a. Name, complete residence address and residence telephone numbers.

33 b. The two (2) previous addresses immediately prior to the present address
34 of the applicant, if less than two (2) years at the current address.

35 c. ~~Written proof that the applicant is at least eighteen (18) years of age~~
36 Submission of evidence in the form of a birth certificate, driver's license or other
37 government-issued identification establishing that the applicant is at least eighteen (18)
38 years of age.

39 d. Height, weight, color of hair and eyes and sex.

40 e. ~~Two (2) front face~~ Front-face portrait photographs taken within thirty (30)
41 days of the date of the application and at least two (2) inches by two (2) inches in size.

42 f. Two (2) forms of state or federal issued identification, at least one (1) must
43 have a picture of the applicant.

44 g. The massage or similar business history and experience five (5) years prior
45 to the date of application, including, but not limited to, whether or not such person is
46 previously operating in this or another city or state under license or permit and whether

1 such license or permit has been denied, revoked, or suspended and the reason therefor,
2 and the business activities or occupations subsequent to such action of denial, suspension
3 or revocation.

4 h. ~~All criminal convictions except misdemeanor traffic violations~~ A
5 notarized statement that states under penalty of perjury in a manner prescribed on the
6 application as to whether the applicant has pleaded guilty, nolo contendere or been
7 convicted of a crime other than a minor traffic violation in any jurisdiction.

8 (5) Such other information and identification, of the applicant as shall be deemed
9 necessary by the city to discover the truth of the matters hereinbefore required to be set forth in
10 the application.

11 (6) Authorization for the city to seek information and conduct an investigation into
12 the truth of the statements set forth in the application and the qualifications of the applicant for
13 the licenses and provides full disclosure of any criminal proceeding taken against the applicant
14 including pleading guilty or nolo contendere to, or receiving a conviction for, a felony crime that
15 substantially relates to the practice of massage therapy and poses a reasonable threat to public
16 safety.

17
18 As used in paragraph (a)(6) of this section:

19 a. "Substantially relates" means the nature of criminal conduct for which the
20 person was convicted has a direct bearing on the fitness or ability to perform one or more
21 of the duties or responsibilities necessarily related to the occupation; and

22 b. "Poses a reasonable threat" means the nature of criminal conduct for which the
23 person was convicted involved an act or threat of harm against another and has a bearing
24 on the fitness or ability to serve the public or work with others in the occupation.

25 (7) A written declaration by the applicant, under penalty of perjury, that the
26 information contained in the application is true and correct, said declaration being duly dated
27 and signed in the city.

28 ~~Along with the written application, the applicant shall authorize the city to obtain any~~
29 ~~and all records from the Oklahoma State Bureau of Investigation pertaining to all persons~~
30 ~~involved in the business operation a current Oklahoma Criminal History Information Report~~
31 Submit a current criminal history information report obtained from the Oklahoma State Bureau of
32 Investigation. A criminal history background information report required by this section shall be
33 current if dated no more than thirty (30) days prior to the date on which the applicant submits a
34 completed application to the Board. The OSBI criminal history background report shall include a
35 search of the Department of Corrections Sex Offender Database and Violent Offender Database.
36 All fees required for the criminal history background report shall be paid by the applicant.

37
38 **Section 4.** That the Midwest City Municipal Code, Chapter 31 Health Care Facilities, Article III,
39 Massage, Division 2, Massage Establishment License, Section 31-113, Facilities and equipment is
40 amended to read as follows:

41
42 **Section 31-113, Facilities and equipment**

43
44 (a) No license to conduct a massage establishment shall be issued if an inspection by the city
45 reveals that the facilities do not comply with each of the following requirements:

1 (1) ~~If the establishment provides tubs, steam baths and showers, said facilities shall~~
2 ~~be made waterproof with approved waterproofed materials and shall be installed in accordance~~
3 ~~with the building and plumbing codes of the city. Disinfectants shall only be used if~~
4 ~~registered with the Environmental Protection Agency for use as a disinfectant to achieve its~~
5 ~~intended purpose in accordance with the product label. Licensees shall be responsible for product~~
6 ~~knowledge.~~

7 (2) ~~If the establishment provides steam rooms and shower compartments, said~~
8 ~~facilities shall have waterproof floors, walls and ceilings approved by the city or its designee.~~
9 ~~Clean towels, gowns, linens and sheets shall be used for each client. Clean towels, gowns, linens~~
10 ~~and sheets shall be kept in a closed area that is free from contamination. There shall be 1 vented,~~
11 ~~covered container provided for soiled linens (towels, capes, sheets) in each individual room used~~
12 ~~for services and any customer changing area.~~

13 (3) ~~If the establishment provides wet and dry heat rooms, the floors shall be~~
14 ~~adequately pitched to one (1) or more floor drains properly connected to the sewer; provided,~~
15 ~~that dry heat rooms with wooden floors need not be provided with pitched floors and floor drains.~~
16 ~~All liquids, creams and other products shall be kept in clean, closed containers. All products used~~
17 ~~on a client must be dispensed by a spatula, scoop, spoon, squeeze bottle, pump, dropper or similar~~
18 ~~dispenser so that the remaining product is not contaminated. Products applied to one client cannot~~
19 ~~be removed and reused on another client.~~

20 (4) ~~A source of hot water must be available within the immediate vicinity of dry and~~
21 ~~wet heat rooms to facilitate cleaning.~~

22 (5) ~~The premises shall have adequate equipment for disinfecting and sterilizing~~
23 ~~nondisposable instruments and materials used in administering massages. Such nondisposable~~
24 ~~instruments and materials shall be disinfected after use on each patron.~~

25 (6) ~~Protected cabinets shall be provided and used for the storage of clean linen, towels~~
26 ~~and other materials used in connection with administering massages. All soiled linens, towels~~
27 ~~and other materials shall be kept in properly covered containers or cabinets, which containers or~~
28 ~~cabinets shall be kept separate from the clean storage areas.~~

29 (7) ~~Toilet facilities shall be provided in convenient locations, and shall comply with~~
30 ~~all building and plumbing codes of the city.~~

31 (8) ~~(5) Lavatories or washbasins provided with both hot and cold running water shall be~~
32 ~~installed in either the toilet room or a vestibule. Lavatories or washbasins shall be provided with~~
33 ~~soap and a dispenser and with sanitary towels.~~

34 (9) ~~(6) All electrical equipment shall be installed in accordance with the requirements of~~
35 ~~the city's electrical ordinances.~~

36 (10) ~~(7) The establishment shall have adequate equipment such as massage tables and/or~~
37 ~~chairs for administering massage. Said equipment shall be of a washable material and kept clean~~
38 ~~and in good repair.~~

39 (b) ~~Nothing contained herein shall be construed to eliminate other requirements of statutes~~
40 ~~or ordinances concerning the maintenance of premises, nor to preclude authorized inspection~~
41 ~~thereof, whenever such inspection is deemed necessary by the police or Oklahoma State Board~~
42 ~~of Cosmetology and Barbering. Licensees shall observe universal precautions as published by~~
43 ~~the Centers for Disease Control in the event of exposure to blood or bodily fluids.~~

1 **Section 5.** That the Midwest City Municipal Code, Chapter 31 Health Care Facilities, Article III,
2 Massage, Division 2, Massage Establishment License, Section 31-114, Issuance is amended to
3 read as follows:
4

5 **Section 31-114, Issuance Initial issuance determination.**
6

7 If the city approves the issuance of a massage establishment license, it shall cause such approval
8 to be delivered to the chief of police and/or his/her designee who shall issue the license unless
9 she/he finds:

10 (1) The correct license fee has not been tendered to the city or, in the case of a check
11 or bank draft, not honored with payment upon presentation.

12 (2) The operation, as proposed by the applicant, if permitted, would not comply with
13 all applicable laws, including, but not limited to, the city's building, zoning and health
14 ordinances.

15 (3) The applicant, if an individual; or any of the stockholders holding more than ten
16 (10) percent of the stock of the corporation, or any of the officers and directors, if the applicant
17 is a corporation; or any of the partners, including limited partners, if the applicant is a
18 partnership; or the manager or other person principally in charge of the operation of the business,
19 have been convicted of any of the following offenses:

20 a. ~~An offense involving the use of force and violence upon the person of~~
21 ~~another that amounts to a felony~~ an offence enumerated in Title 57 of the Oklahoma
22 Statutes, Section 571.

23 b. ~~An offense involving sexual misconduct, as defined in section 31-101 of~~
24 ~~this chapter a felony involving domestic assault, domestic assault and battery, or domestic~~
25 ~~abuse as defined in Title 21 of the Oklahoma Statutes, Section 644.~~

26 c. ~~An offense involving narcotics, dangerous drugs or dangerous weapons~~
27 ~~that amounts to a felony~~ an offense that would require registration as a sex offender
28 pursuant to the Sex Offenders Registration Act. Or

29 d. any equivalent law enumerated in this paragraph from another jurisdiction:
30 ~~The city may issue a license to any person convicted of any of the crimes described above, if~~
31 ~~such conviction occurred at least ten (10) years prior to the date of the application and the~~
32 ~~applicant has had no subsequent felony convictions of any nature and no subsequent~~
33 ~~misdemeanor convictions for any such crime mentioned above.~~

34 (4) The applicant has knowingly made any false, misleading, or fraudulent statement
35 of fact in the application or in any document required by the city in conjunction therewith.

36 (5) The applicant has had a massage establishment, massage therapist or other similar
37 permit or license denied, revoked or suspended by the city or any other state or local agency
38 within five (5) years prior to the date of the application.

39 (6) The applicant, if an individual; or any of the officers and directors, if the applicant
40 is a corporation; or any of the partners, including limited partners, if the applicant is a
41 partnership; and the manager or other person principally in charge of the operation of the
42 business, is not at least eighteen (18) years of age.

43 (7) The applicant's facility has not met the requirements of section 31-113.

44 (8) A finding that an applicant lacks good character or fails to meet any other similarly
45 vague standard where a criminal conviction is the basis for the finding.

1 (9) A statement that the determination may be rescinded if, at the time a full application
2 for a license is submitted, the applicant has subsequently pled guilty or nolo contendere to a crime,
3 has pending criminal charges, or has previously undisclosed criminal convictions.

4
5 Notwithstanding any other provision of law, a conviction, plea of guilty or nolo contendere, or
6 pending criminal charge of a crime may be grounds for the denial of a license to practice an
7 occupation only if the underlying offense substantially relates to the duties and responsibilities of
8 the occupation and poses a reasonable threat to public safety, health, or welfare. When making a
9 determination pursuant to this subsection, a licensing or certification authority shall consider:

- 10 a. The nature and seriousness of the offense;
11 b. The amount of time that has passed since the offense;
12 c. The age of the person at the time the offense was committed;
13 d. Evidence relevant to the circumstances of the offense including any
14 aggravating or mitigating circumstances of social conditions surrounding the commission
15 of the offense;
16 e. The nature of the specific duties and responsibilities for which the license
17 or certification is required; and
18 f. Any evidence of rehabilitation submitted by the applicant including, but not
19 limited to, evidence related to the person's compliance with any conditions of community
20 supervision, parole, or mandatory supervision, the conduct and work activity of the person,
21 programming, or treatment undertaken by the person, and testimonials or personal
22 reference statements.

23
24 Notwithstanding any other provision of law, a license application shall not be denied if:

- 25 g. An arrest that was not followed by a valid plea of guilty or nolo contendere
26 unless charges are currently pending;
27 h. A conviction that has been sealed, or expunged;
28 i. A conviction or plea of guilty or nolo contendere for which more than five
29 (5) years have elapsed since the date of conviction, plea, or release from incarceration,
30 whichever is later, so long as the person has not been convicted of a new crime.

31
32 **Section 6.** That the Midwest City Municipal Code, Chapter 31 Health Care Facilities, Article III,
33 Massage, Division 2, Massage Establishment License, Section 31-115, Fee is amended to read as
34 follows:

35
36 **Section 31-115, Fee.**

37
38 (a) A person who is required by the provisions of this division to obtain a license shall
39 pay a massage business permit fee of two hundred dollars (\$200.00).

40
41 (b) On May 1st of each year, the fees specified in paragraph (a) above - shall be
42 adjusted by the average change in the Consumer Price Index, U.S. City Average for all Urban
43 Consumers, All Items. (Published by the United States Bureau of Labor Statistics, Consumer Price
44 Index) (the "CPI") during the twelve (12) most recently published months. In the event U.S.
45 Department of Labor, Bureau of Labor Statistics ceases to publish this particular CPI, an equally

1 authoritative measure of change in purchasing power of the U.S. dollar may be substituted as
2 approved by the City Manager. Upon the calculation of the CPI, the calculated amount may be
3 rounded up or down to the nearest dollar.
4

5 **Section 7.** That the Midwest City Municipal Code, Chapter 31 Health Care Facilities, Article III,
6 Massage, Division 3, Massage Therapist License, Section 31-131, Application is amended to read
7 as follows
8

9 **Section 31-131, Initial Massage Therapist License Application.**
10

11 (a) Any person desiring the license required by the provisions of this division shall file a
12 written application with the ~~City Oklahoma State Board of Cosmetology and Barbering~~. The
13 applicant shall furnish the following information:

14 (1) The business address and all telephone numbers where the massage is to be
15 practiced.

16 (2) The following personal information concerning the applicant:

17 a. Name, complete residence address and residence telephone numbers.

18 b. The two (2) previous addresses immediately prior to the present address
19 of the applicant, if less than two (2) years at the current address.

20 c. ~~Written proof that the applicant is at least eighteen (18) years of age~~
21 Submission of satisfactory evidence in the form of a birth certificate, driver's license or
22 other government-issued identification that the person is at least eighteen (18) years of age.

23 d. Height, weight, color of hair and eyes and sex.

24 e. Two (2) front-face portrait photographs taken within thirty (30) days of
25 the date of the application and at least two (2) inches by two (2) inches in size.

26 f. The massage or similar business history and experience five (5) years prior
27 to the date of application, including, but not limited to, whether or not such person has
28 been operating in this or another city or state under a license or permit, and whether such
29 license or permit has been denied, revoked or suspended and the reason therefor, and the
30 business activities or occupations subsequent to such action of denial, suspension or
31 revocation.

32 g. ~~All criminal convictions except misdemeanor traffic violations~~ A
33 notarized statement under penalty of perjury in a manner prescribed on the application as
34 to whether the applicant has pleaded guilty, nolo contendere or been convicted of a crime
35 other than a minor traffic violation in any jurisdiction.

36 h. A licensed issued to the applicant by the Oklahoma Board of Cosmetology
37 and Barbering pursuant of the Massage Therapy Practice Act at Title 59 of the Oklahoma
38 Statutes, Section 4200, et seq.

39 i. Proof of educational requirements as follows:

40 1. Successful completion of not less than five hundred (500) hours of
41 massage studies from a state-licensed or accredited massage school; or

42 2. Certification by the National Certification Board for Therapeutic
43 Massage and Bodywork.

44 The above educational requirements shall not apply to those individuals who currently hold a
45 valid license issued by the city to engage in the practice of massage upon the passage of the

1 ordinance codified in this article, so long as said license is renewed within thirty (30) days of
2 expiration.

3 (3) Such other information and identification of the person deemed necessary to
4 discover the truth of the matters required above.

5 (4) Authorization for the city to seek information and conduct an investigation into
6 the truth of the statements set forth in the application and the qualifications of the applicant for
7 the license. The applicant shall provide for full disclosure of any criminal proceeding taken against
8 the applicant including pleading guilty or nolo contendere to, or receiving a conviction for, a felony
9 crime that substantially relates to the practice of massage therapy and poses a reasonable threat to
10 public safety.

11 As used in section 31-131 of the Ordinances of the City of Midwest City:

12 a. Substantially relates means the nature of criminal conduct for which the
13 person was convicted has a direct bearing on the fitness or ability to perform one or more
14 of the duties or responsibilities necessarily related to the occupation; and

15 b. Poses a reasonable threat means the nature of criminal conduct for which
16 the person was convicted involved an act or threat of harm against another and has a bearing
17 on the fitness or ability to serve the public or work with others in the occupation.

18 (5) A written declaration by the applicant, under penalty of perjury, that the
19 information contained in the application is true and correct, said declaration being duly dated
20 and signed in the city.

21 (6) A statement showing the name and address of the person by whom the massage
22 therapist is employed, if applicable, lease agreement and such massage therapist shall file
23 successive statements if a change or changes are made in the employment of the massage
24 therapist during the existence of the license.

25 (7) Provides documentation that the applicant currently maintains liability insurance
26 for practice as a massage therapist.

27 ~~(b) Along with the written application, the applicant shall obtain from the Oklahoma State~~
28 ~~Bureau of Investigation and provide to the city a current Oklahoma Criminal History Information~~
29 ~~Report. The criminal record is considered current if it is dated no more than thirty (30) days prior~~
30 ~~to the date on which the applicant submits a completed application to the city. The applicant~~
31 ~~shall submit a current criminal history information report obtained from the Oklahoma State~~
32 ~~Bureau of Investigation. A criminal history background information report required by this~~
33 ~~section shall be current if dated no more than thirty (30) days prior to the date on which the~~
34 ~~applicant submits a completed application to the Board. The OSBI criminal history background~~
35 ~~report shall include a search of the Department of Corrections Sex Offender Database and~~
36 ~~Violent Offender Database. All fees required for the criminal history background report shall be~~
37 ~~paid by the applicant.~~

38
39 **Section 8.** That the Midwest City Municipal Code, Chapter 31 Health Care Facilities, Article III,
40 Massage, Division 3, Massage Therapist License, Section 31-132, Issuance standards is amended
41 to read as follows:

42
43 **Section 31-132, Issuance standards for massage therapist.**

44
45 No license shall be issued pursuant to the provisions of this division if:
46

1 (1) The correct license fee has not been tendered to the city or, in the case of a check
2 or bank draft, not honored with payment upon presentation.

3 (2) The applicant has been convicted of any of the following offenses:

4 a. An offense involving the use of force and violence upon the person of
5 another that amounts to a felony.

6 i. an offense enumerated in Section 571 of Title 57 of the Oklahoma
7 Statutes,

8 ii. a felony involving domestic assault, domestic assault and battery, or
9 domestic abuse as defined in Section 644 of Title 21 of the Oklahoma Statutes,

10 iii. an offense that would require registration as a sex offender pursuant
11 to the Sex Offenders Registration Act, or

12 iv. any equivalent law enumerated in this paragraph from another
13 jurisdiction;

14 b. An offense involving sexual misconduct as defined in section 28-1 of this
15 Code.

16 i. A finding that an applicant lacks good character or fails to meet any
17 other similarly vague standard where a criminal conviction is the basis for the
18 finding.

19 ii. A statement that the determination may be rescinded if, at the time
20 a full application for a license is submitted, the applicant has subsequently pled
21 guilty or nolo contendere to a crime, has pending criminal charges, or has
22 previously undisclosed criminal convictions.

23 c. An offense involving larceny, larceny from a house, or larceny from a
24 person that amounts to either a misdemeanor or felony.

25 d. An offense involving narcotics, dangerous drugs or dangerous weapons that
26 amounts to a felony.

27 The city may issue a license to any person convicted of any of the crimes described above,
28 if it finds that such conviction occurred at least five (5) years prior to the date of the application
29 and the applicant has had no subsequent felony convictions of any nature and no subsequent
30 misdemeanor convictions for any such crime mentioned above.

31 (3) The applicant has knowingly made any false, misleading or fraudulent statement of
32 fact in the license application or in any document required by the city in conjunction therewith.

33 (4) The applicant has had a massage establishment, massage therapist, or other similar
34 license denied, revoked or suspended by the city or any other state or local agency within five (5)
35 years prior to the date of the application.

36 (5) The applicant is not at least eighteen (18) years of age.

37
38 **Section 9.** That the Midwest City Municipal Code, Chapter 31 Health Care Facilities, Article III,
39 Massage, Division 3, Operating Requirements, Section 31-133, Fee is amended to read as follows:

40
41 **Section 31-133, Fee.**

1 (a) A person who is required by the provisions of this division to obtain a license shall
2 pay to the city a fee in the amount of one hundred dollars (\$100.00).

3
4 (b) On May 1st of each year, the fees specified in paragraph (a) above - shall be
5 adjusted by the average change in the Consumer Price Index, U.S. City Average for all Urban
6 Consumers, All Items. (Published by the United States Bureau of Labor Statistics, Consumer Price
7 Index) (the "CPI") during the twelve (12) most recently published months. In the event U.S.
8 Department of Labor, Bureau of Labor Statistics ceases to publish this particular CPI, an equally
9 authoritative measure of change in purchasing power of the U.S. dollar may be substituted as
10 approved by the City Manager. Upon the calculation of the CPI, the calculated amount may be
11 rounded up or down to the nearest dollar.

12
13 **Section 10.** That the Midwest City Municipal Code, Chapter 31 Health Care Facilities, Article III,
14 Massage, Division 3, Operating Requirements, Section 31-136, is hereby taken out of reserve and
15 to read as follows:

16
17 **Section 31-136, Reserved Continuing education requirements.**

18
19 All massage therapists receiving a license from the City of Midwest City shall complete, each year,
20 the following continuing education requirements to maintain their license:

21
22 (a) A licensee shall complete five (5) hours of continuing education per year. Acceptable
23 continuing education shall address topics within the scope of practice of massage therapy as
24 defined in the Massage Therapy Practice Act or related business practices and may include training
25 in CPR or First Aid. In order to receive credit for CPR or First Aid, the licensee must take a
26 complete course with certification.

27 (b) The Board shall accept continuing education approved or provided by any of the
28 following:

29 (1) a state-licensed or accredited massage therapy school;

30 (2) an accredited institution of higher education;

31 (3) local, state, or national chapters of professional organizations that address
32 improvement of the profession, including but not limited to the National Certification
33 Board for Therapeutic Massage and Bodywork (NCBTMB), the American Massage
34 Therapy Association, and the Associated Bodywork and Massage Professionals;

35 (4) the Federation of State Massage Therapy Boards (FSMTB);

36 (5) A seminar licensed by the Oklahoma Board of Private and Vocational Schools
37 (OBPVS)

38 (6) The State Board of Cosmetology and Barbering;

39 (7) Any entity authorized to provide certification in CPR or First Aid that meets or
40 exceeds standards set by the American Heart Association or the American Red Cross; or

41 (8) A continuing education provider approved by the Advisory Board.

42 (c) Continuing education may be in the form of in-person instruction or distance learning.

1 (d) Each licensee shall, at the time of making application for renewal, sign a statement on
2 the application certifying that the licensee has completed the required hours of continuing
3 education and provide verifiable evidence of completion.

4 (e) Each licensee shall maintain verifiable of completion of the continuing education
5 activity until the licensee submits the next application for renewal.
6

7 **Section 11.** That the Midwest City Municipal Code, Chapter 31 Health Care Facilities, Article III,
8 Massage, Division 4, Operating Requirements, Section 31-147, Reserved is amended to read as
9 follows:

10
11 **Section 31-147, Operating hours.**

12
13 No massage establishment ~~or off-site service~~ shall be kept open or performed between the hours
14 of ~~10:00~~ 8:00 p.m. and 8:00 a.m.

15
16 **Section 12.** REPEALER. All ordinances or parts of ordinances in conflict herewith are hereby
17 repealed.

18
19 **Section 13.** SEVERABILITY. If any section, sentence, clause, or portion of this ordinance is for
20 any reason held to be invalid, such decision shall not affect the validity of the remaining provisions
21 of the ordinance.

22
23 PASSED AND APPROVED by the Mayor and the Council of the City of Midwest City,
24 Oklahoma, this _____ day of _____, 2024.

25
26 **THE CITY OF MIDWEST CITY, OKLAHOMA**

27
28
29 _____
30 MATTHEW D. DUKES, II, Mayor

31
32 ATTEST:

33
34
35 _____
36 SARA HANCOCK, City Clerk

37
38
39 Approved as to form and legality this _____ day of _____, 2023.

40
41
42 _____
43 DONALD D. MAISCH, City Attorney

1 enhancement, personal growth, education and the organization, balance and integration of the
2 human body and includes, but is not limited to:

3 (a). the use of touch, pressure, friction, stroking, gliding, percussion, kneading,
4 movement, positioning, holding, range of motion and nonspecific stretching within the
5 normal anatomical range of movement, and vibration by manual or mechanical means
6 with our without the use of massage devices that mimic or enhance manual measures;
7 and

8 (b). the external application of ice, heat and cold packs for thermal therapy, water,
9 lubricants, abrasives and external application of herbal or topical preparations not
10 classified as prescription drugs.

11 (7) *Patron* means any person at least eighteen (18) years of age or if under eighteen
12 (18) years of age with written parental or legal guardian consent who receives a massage under
13 such circumstances that it is reasonably expected that he or she will pay money or give any other
14 consideration therefor.

15 (8) *Person* means any individual, partnership, firm, association, joint stock company,
16 corporation or combination of individuals of whatever form and character.

17 (9) *Seated massage* means any massage provided to the human body while the
18 massage recipient is seated, including massage techniques performed on clothed clients.

19 (10) *Sexual misconduct* means any criminal conviction, either misdemeanor or felony,
20 within the city, this state or any other state for the crime of rape, child molestation, prostitution,
21 acts of lewdness or any crime where the convicted person is required to register as a sex offender
22 under the statutes of this state.

23 (11) *Sexual or genital areas* means genitals, pubic area, buttocks, anus, or perineum
24 of any person, or the vulva or breasts of a female.

25
26 **Section 2.** That the Midwest City Municipal Code, Chapter 31 Health Care Facilities, Article III,
27 Massage, Division 1, In General, Section 31-101, Inspections authorized; is hereby amended to
28 read as follows:

29
30 **Section 31-101, Inspections authorized.**

31
32 The city may inspect any location where massages are conducted. The chief of police
33 and/or his/her designee may from time to time make inspection of any massage location for the
34 purposes of determining that the provisions of this chapter are fully complied with. It shall be
35 unlawful for any person to fail to allow such inspection or to hinder such inspection in any
36 manner.

37
38 **Section 3.** That the Midwest City Municipal Code, Chapter 31 Health Care Facilities, Article III,
39 Massage, Division 2, Massage Establishment License, Section 31-111, Application; is hereby
40 amended to read as follows:

41
42 **Section 31-111, Initial application for establishment license.**

43
44 (a) Any person desiring a license for a massage establishment shall file a written application
45 with the city. The applicant shall furnish the following information:

1 (1) The type of ownership of the business, i.e., whether individual, partnership,
2 corporation, or otherwise.

3 (2) The name, style and designation under which the business or practice is to be
4 conducted.

5 (3) The business address and all telephone numbers where the business is to be
6 conducted.

7 (4) The following personal information concerning the applicant, if an individual;
8 and concerning each stockholder holding more than ten (10) percent of the stock of the
9 corporation, each officer and each director, if the applicant is a corporation concerning the
10 partners, including limited partners, if the applicant is a partnership; and concerning the manager,
11 or other person principally in charge of the operation of the business:

12 a. Name, complete residence address and residence telephone numbers.

13 b. The two (2) previous addresses immediately prior to the present address
14 of the applicant, if less than two (2) years at the current address.

15 c. Submission of evidence in the form of a birth certificate, driver's license
16 or other government-issued identification establishing that the applicant is at least
17 eighteen (18) years of age.

18 d. Height, weight, color of hair and eyes and sex.

19 e. Front-face portrait photographs taken within thirty (30) days of the date of
20 the application and at least two (2) inches by two (2) inches in size.

21 f. Two (2) forms of state or federal issued identification, at least one (1) must
22 have a picture of the applicant.

23 g. The massage or similar business history and experience five (5) years prior
24 to the date of application, including, but not limited to, whether or not such person is
25 previously operating in this or another city or state under license or permit and whether
26 such license or permit has been denied, revoked, or suspended and the reason therefor,
27 and the business activities or occupations subsequent to such action of denial, suspension
28 or revocation.

29 h. A notarized statement that states under penalty of perjury in a manner
30 prescribed on the application as to whether the applicant has pleaded guilty, nolo
31 contredere or been convicted of a crime other than a minor traffic violation in any
32 jurisdiction.

33 (5) Such other information and identification, of the applicant as shall be deemed
34 necessary by the city to discover the truth of the matters hereinbefore required to be set forth in
35 the application.

36 (6) Authorization for the city to seek information and conduct an investigation into
37 the truth of the statements set forth in the application and the qualifications of the applicant for
38 the licenses and provides full disclosure of any criminal proceeding taken against the applicant
39 including pleading guilty or nolo contendere to, or receiving a conviction for, a felony crime that
40 substantially relates to the practice of massage therapy and poses a reasonable threat to public
41 safety.

42
43 As used in paragraph (a)(6) of this section:

44 a. "Substantially relates" means the nature of criminal conduct for which the
45 person was convicted has a direct bearing on the fitness or ability to perform one or more
46 of the duties or responsibilities necessarily related to the occupation; and

1 b. "Poses a reasonable threat" means the nature of criminal conduct for which the
2 person was convicted involved an act or threat of harm against another and has a bearing
3 on the fitness or ability to serve the public or work with others in the occupation.

4 (7) A written declaration by the applicant, under penalty of perjury, that the
5 information contained in the application is true and correct, said declaration being duly dated
6 and signed in the city.

7 (b) Submit a current criminal history information report obtained from the Oklahoma State
8 Bureau of Investigation. A criminal history background information report required by this section
9 shall be current if dated no more than thirty (30) days prior to the date on which the applicant
10 submits a completed application to the Board. The OSBI criminal history background report shall
11 include a search of the Department of Corrections Sex Offender Database and Violent Offender
12 Database. All fees required for the criminal history background report shall be paid by the
13 applicant.

14
15 **Section 4.** That the Midwest City Municipal Code, Chapter 31 Health Care Facilities, Article III,
16 Massage, Division 2, Massage Establishment License, Section 31-113, Facilities and equipment is
17 amended to read as follows:

18
19 **Section 31-113, Facilities and equipment**

20
21 (a) No license to conduct a massage establishment shall be issued if an inspection by the city
22 reveals that the facilities do not comply with each of the following requirements:

23 (1) Disinfectants shall only be used if registered with the Environmental Protection
24 Agency for use as a disinfectant to achieve its intended purpose in accordance with the product
25 label. Licensees shall be responsible for product knowledge.

26 (2) Clean towels, gowns, linens and sheets shall be used for each client. Clean towels,
27 gowns, linens and sheets shall be kept in a closed area that is free from contamination. There shall
28 be 1 vented, covered container provided for soiled linens (towels, capes, sheets) in each individual
29 room used for services and any customer changing area.

30 (3) All liquids, creams and other products shall be kept in clean, closed containers. All
31 products used on a client must be dispensed by a spatula, scoop, spoon, squeeze bottle, pump,
32 dropper or similar dispenser so that the remaining product is not contaminated. Products applied
33 to one client cannot be removed and reused on another client.

34 (4) Toilet facilities shall be provided in convenient locations, and shall comply with
35 all building and plumbing codes of the city.

36 (5) Lavatories or washbasins provided with both hot and cold running water shall be
37 installed in either the toilet room or a vestibule. Lavatories or washbasins shall be provided with
38 soap and a dispenser and with sanitary towels.

39 (6) All electrical equipment shall be installed in accordance with the requirements of
40 the city's electrical ordinances.

41 (7) The establishment shall have adequate equipment such as massage tables and/or
42 chairs for administering massage. Said equipment shall be of a washable material and kept clean
43 and in good repair.

44 (b) Nothing contained herein shall be construed to eliminate other requirements of statutes
45 or ordinances concerning the maintenance of premises, nor to preclude authorized inspection
46 thereof, whenever such inspection is deemed necessary by the police or Oklahoma State Board

1 of Cosmetology and Barbering. Licensees shall observe universal precautions as published by
2 the Centers for Disease Control in the event of exposure to blood or bodily fluids.

3
4 **Section 5.** That the Midwest City Municipal Code, Chapter 31 Health Care Facilities, Article III,
5 Massage, Division 2, Massage Establishment License, Section 31-114, Issuance is amended to
6 read as follows:

7
8 **Section 31-114, Initial issuance determination.**

9
10 If the city approves the issuance of a massage establishment license, it shall cause such approval
11 to be delivered to the chief of police and/or his/her designee who shall issue the license unless
12 she/he finds:

13 (1) The correct license fee has not been tendered to the city or, in the case of a check
14 or bank draft, not honored with payment upon presentation.

15 (2) The operation, as proposed by the applicant, if permitted, would not comply with
16 all applicable laws, including, but not limited to, the city's building, zoning and health
17 ordinances.

18 (3) The applicant, if an individual; or any of the stockholders holding more than ten
19 (10) percent of the stock of the corporation, or any of the officers and directors, if the applicant
20 is a corporation; or any of the partners, including limited partners, if the applicant is a
21 partnership; or the manager or other person principally in charge of the operation of the business,
22 have been convicted of any of the following offenses:

23 a. an offence enumerated in Title 57 of the Oklahoma Statutes, Section 571.

24 b. a felony involving domestic assault, domestic assault and battery, or
25 domestic abuse as defined in Title 21 of the Oklahoma Statutes, Section 644.

26 c. an offense that would require registration as a sex offender pursuant to the
27 Sex Offenders Registration Act. Or

28 d. any equivalent law enumerated in this paragraph from another jurisdiction.

29 (4) The applicant has knowingly made any false, misleading, or fraudulent statement
30 of fact in the application or in any document required by the city in conjunction therewith.

31 (5) The applicant has had a massage establishment, massage therapist or other similar
32 permit or license denied, revoked or suspended by the city or any other state or local agency
33 within five (5) years prior to the date of the application.

34 (6) The applicant, if an individual; or any of the officers and directors, if the applicant
35 is a corporation; or any of the partners, including limited partners, if the applicant is a
36 partnership; and the manager or other person principally in charge of the operation of the
37 business, is not at least eighteen (18) years of age.

38 (7) The applicant's facility has not met the requirements of section 31-113.

39 (8) A finding that an applicant lacks good character or fails to meet any other similarly
40 vague standard where a criminal conviction is the basis for the finding.

41 (9) A statement that the determination may be rescinded if, at the time a full application
42 for a license is submitted, the applicant has subsequently pled guilty or nolo contendere to a crime,
43 has pending criminal charges, or has previously undisclosed criminal convictions.

44
45 Notwithstanding any other provision of law, a conviction, plea of guilty or nolo contendere, or
46 pending criminal charge of a crime may be grounds for the denial of a license to practice an

1 occupation only if the underlying offense substantially relates to the duties and responsibilities of
2 the occupation and poses a reasonable threat to public safety, health, or welfare. When making a
3 determination pursuant to this subsection, a licensing or certification authority shall consider:

- 4 a. The nature and seriousness of the offense;
- 5 b. The amount of time that has passed since the offense;
- 6 c. The age of the person at the time the offense was committed;
- 7 d. Evidence relevant to the circumstances of the offense including any
8 aggravating or mitigating circumstances of social conditions surrounding the commission
9 of the offense;
- 10 e. The nature of the specific duties and responsibilities for which the license
11 or certification is required; and
- 12 f. Any evidence of rehabilitation submitted by the applicant including, but not
13 limited to, evidence related to the person's compliance with any conditions of community
14 supervision, parole, or mandatory supervision, the conduct and work activity of the person,
15 programming, or treatment undertaken by the person, and testimonials or personal
16 reference statements.

17
18 Notwithstanding any other provision of law, a license application shall not be denied if:

- 19 g. An arrest that was not followed by a valid plea of guilty or nolo contendere
20 unless charges are currently pending;
- 21 h. A conviction that has been sealed, or expunged;
- 22 i. A conviction or plea of guilty or nolo contendere for which more than five
23 (5) years have elapsed since the date of conviction, plea, or release from incarceration,
24 whichever is later, so long as the person has not been convicted of a new crime.

25
26 **Section 6.** That the Midwest City Municipal Code, Chapter 31 Health Care Facilities, Article III,
27 Massage, Division 2, Massage Establishment License, Section 31-115, Fee is amended to read as
28 follows:

29
30 **Section 31-115, Fee.**

31
32 (a) A person who is required by the provisions of this division to obtain a license shall
33 pay a massage business permit fee of two hundred dollars (\$200.00).

34
35 (b) On May 1st of each year, the fees specified in paragraph (a) above - shall be
36 adjusted by the average change in the Consumer Price Index, U.S. City Average for all Urban
37 Consumers, All Items. (Published by the United States Bureau of Labor Statistics, Consumer Price
38 Index) (the "CPI") during the twelve (12) most recently published months. In the event U.S.
39 Department of Labor, Bureau of Labor Statistics ceases to publish this particular CPI, an equally
40 authoritative measure of change in purchasing power of the U.S. dollar may be substituted as
41 approved by the City Manager. Upon the calculation of the CPI, the calculated amount may be
42 rounded up or down to the nearest dollar.

1 **Section 7.** That the Midwest City Municipal Code, Chapter 31 Health Care Facilities, Article III,
2 Massage, Division 3, Massage Therapist License, Section 31-131, Application is amended to read
3 as follows
4

5 **Section 31-131, Initial Massage Therapist License Application.**
6

7 (a) Any person desiring the license required by the provisions of this division shall file a
8 written application with the City. The applicant shall furnish the following information:

9 (1) The business address and all telephone numbers where the massage is to be
10 practiced.

11 (2) The following personal information concerning the applicant:

12 a. Name, complete residence address and residence telephone numbers.

13 b. The two (2) previous addresses immediately prior to the present address
14 of the applicant, if less than two (2) years at the current address.

15 c. Submission of satisfactory evidence in the form of a birth certificate,
16 driver's license or other government-issued identification that the person is at least eighteen
17 (18) years of age.

18 d. Height, weight, color of hair and eyes and sex.

19 e. Two (2) front-face portrait photographs taken within thirty (30) days of
20 the date of the application and at least two (2) inches by two (2) inches in size.

21 f. The massage or similar business history and experience five (5) years prior
22 to the date of application, including, but not limited to, whether or not such person has
23 been operating in this or another city or state under a license or permit, and whether such
24 license or permit has been denied, revoked or suspended and the reason therefor, and the
25 business activities or occupations subsequent to such action of denial, suspension or
26 revocation.

27 g. A notarized statement under penalty of perjury in a manner prescribed on
28 the application as to whether the applicant has pleaded guilty, nolo contendere or been
29 convicted of a crime other than a minor traffic violation in any jurisdiction.

30 h. A license issued to the applicant by the Oklahoma Board of Cosmetology
31 and Barbering pursuant to the Massage Therapy Practice Act at Title 59 of the Oklahoma
32 Statutes, Section 4200, *et seq.*

33 i. Proof of educational requirements as follows:

34 1. Successful completion of not less than five hundred (500) hours of
35 massage studies from a state-licensed or accredited massage school; or

36 2. Certification by the National Certification Board for Therapeutic
37 Massage and Bodywork.

38 The above educational requirements shall not apply to those individuals who currently hold a
39 valid license issued by the city to engage in the practice of massage upon the passage of the
40 ordinance codified in this article, so long as said license is renewed within thirty (30) days of
41 expiration.

42 (3) Such other information and identification of the person deemed necessary to
43 discover the truth of the matters required above.

44 (4) Authorization for the city to seek information and conduct an investigation into
45 the truth of the statements set forth in the application and the qualifications of the applicant for
46 the license. The applicant shall provide for full disclosure of any criminal proceeding taken against

1 the applicant including pleading guilty or nolo contendere to, or receiving a conviction for, a felony
2 crime that substantially relates to the practice of massage therapy and poses a reasonable threat to
3 public safety.

4 As used in section 31-131 of the Ordinances of the City of Midwest City:

5 a. *Substantially relates* means the nature of criminal conduct for which the
6 person was convicted has a direct bearing on the fitness or ability to perform one or more
7 of the duties or responsibilities necessarily related to the occupation; and

8 b. *Poses a reasonable threat* means the nature of criminal conduct for which
9 the person was convicted involved an act or threat of harm against another and has a bearing
10 on the fitness or ability to serve the public or work with others in the occupation.

11 (5) A written declaration by the applicant, under penalty of perjury, that the
12 information contained in the application is true and correct, said declaration being duly dated
13 and signed in the city.

14 (6) A statement showing the name and address of the person by whom the massage
15 therapist is employed, if applicable, lease agreement and such massage therapist shall file
16 successive statements if a change or changes are made in the employment of the massage
17 therapist during the existence of the license.

18 (7) Provides documentation that the applicant currently maintains liability insurance
19 for practice as a massage therapist.

20 (b) The applicant shall submit a current criminal history information report obtained from
21 the Oklahoma State Bureau of Investigation. A criminal history background information report
22 required by this section shall be current if dated no more than thirty (30) days prior to the date
23 on which the applicant submits a completed application to the Board. The OSBI criminal history
24 background report shall include a search of the Department of Corrections Sex Offender
25 Database and Violent Offender Database. All fees required for the criminal history background
26 report shall be paid by the applicant.

27
28 **Section 8.** That the Midwest City Municipal Code, Chapter 31 Health Care Facilities, Article III,
29 Massage, Division 3, Massage Therapist License, Section 31-132, Issuance standards is amended
30 to read as follows:

31
32 **Section 31-132, Issuance standards for massage therapist.**

33
34 No license shall be issued pursuant to the provisions of this division if:

35
36 (1) The correct license fee has not been tendered to the city or, in the case of a check
37 or bank draft, not honored with payment upon presentation.

38 (2) The applicant has been convicted of any of the following offenses:

39 a. An offense involving the use of force and violence upon the person of
40 another that amounts to a felony.

41 i. an offense enumerated in Section 571 of Title 57 of the Oklahoma
42 Statutes,

43 ii. a felony involving domestic assault, domestic assault and battery, or
44 domestic abuse as defined in Section 644 of Title 21 of the Oklahoma Statutes,

45 iii. an offense that would require registration as a sex offender pursuant
46 to the Sex Offenders Registration Act, or

1 iv. any equivalent law enumerated in this paragraph from another
2 jurisdiction;

3 b. An offense involving sexual misconduct as defined in section 28-1 of this
4 Code.

5 i. A finding that an applicant lacks good character or fails to meet any
6 other similarly vague standard where a criminal conviction is the basis for the
7 finding.

8 ii. A statement that the determination may be rescinded if, at the time
9 a full application for a license is submitted, the applicant has subsequently pled
10 guilty or nolo contendere to a crime, has pending criminal charges, or has
11 previously undisclosed criminal convictions.

12 c. An offense involving larceny, larceny from a house, or larceny from a
13 person that amounts to either a misdemeanor or felony.

14 d. An offense involving narcotics, dangerous drugs or dangerous weapons that
15 amounts to a felony.

16 The city may issue a license to any person convicted of any of the crimes described above,
17 if it finds that such conviction occurred at least five (5) years prior to the date of the application
18 and the applicant has had no subsequent felony convictions of any nature and no subsequent
19 misdemeanor convictions for any such crime mentioned above.

20 (3) The applicant has knowingly made any false, misleading or fraudulent statement of
21 fact in the license application or in any document required by the city in conjunction therewith.

22 (4) The applicant has had a massage establishment, massage therapist, or other similar
23 license denied, revoked or suspended by the city or any other state or local agency within five (5)
24 years prior to the date of the application.

25 (5) The applicant is not at least eighteen (18) years of age.

26
27 **Section 9.** That the Midwest City Municipal Code, Chapter 31 Health Care Facilities, Article III,
28 Massage, Division 3, Operating Requirements, Section 31-133, Fee is amended to read as follows:

29
30 **Section 31-133, Fee.**

31
32 (a) A person who is required by the provisions of this division to obtain a license shall
33 pay to the city a fee in the amount of one hundred dollars (\$100.00).

34
35 (b) On May 1st of each year, the fees specified in paragraph (a) above - shall be
36 adjusted by the average change in the Consumer Price Index, U.S. City Average for all Urban
37 Consumers, All Items. (Published by the United States Bureau of Labor Statistics, Consumer Price
38 Index) (the "CPI") during the twelve (12) most recently published months. In the event U.S.
39 Department of Labor, Bureau of Labor Statistics ceases to publish this particular CPI, an equally
40 authoritative measure of change in purchasing power of the U.S. dollar may be substituted as
41 approved by the City Manager. Upon the calculation of the CPI, the calculated amount may be
42 rounded up or down to the nearest dollar.

1 **Section 10.** That the Midwest City Municipal Code, Chapter 31 Health Care Facilities, Article III,
2 Massage, Division 3, Operating Requirements, Section 31-136, is taken out of reserve and to read
3 as follows:
4

5 **Section 31-136, Continuing education requirements.**
6

7 All massage therapists receiving a license from the City of Midwest City shall complete, each year,
8 the following continuing education requirements to maintain their license:
9

10 (a) A licensee shall complete five (5) hours of continuing education per year. Acceptable
11 continuing education shall address topics within the scope of practice of massage therapy as
12 defined in the Massage Therapy Practice Act or related business practices and may include training
13 in CPR or First Aid. In order to receive credit for CPR or First Aid, the licensee must take a
14 complete course with certification.

15 (b) The Board shall accept continuing education approved or provided by any of the
16 following:

17 (1) a state-licensed or accredited massage therapy school;

18 (2) an accredited institution of higher education;

19 (3) local, state, or national chapters of professional organizations that address
20 improvement of the profession, including but not limited to the National Certification
21 Board for Therapeutic Massage and Bodywork (NCBTMB), the American Massage
22 Therapy Association, and the Associated Bodywork and Massage Professionals;

23 (4) the Federation of State Massage Therapy Boards (FSMTB);

24 (5) A seminar licensed by the Oklahoma Board of Private and Vocational Schools
25 (OBPVS)

26 (6) The State Board of Cosmetology and Barbering;

27 (7) Any entity authorized to provide certification in CPR or First Aid that meets or
28 exceeds standards set by the American Heart Association or the American Red Cross; or

29 (8) A continuing education provider approved by the Advisory Board.

30 (c) Continuing education may be in the form of in-person instruction or distance learning.

31 (d) Each licensee shall, at the time of making application for renewal, sign a statement on
32 the application certifying that the licensee has completed the required hours of continuing
33 education and provide verifiable evidence of completion.

34 (e) Each licensee shall maintain verifiable of completion of the continuing education
35 activity until the licensee submits the next application for renewal.
36

37 **Section 11.** That the Midwest City Municipal Code, Chapter 31 Health Care Facilities, Article III,
38 Massage, Division 4, Operating Requirements, Section 31-147, Reserved is amended to read as
39 follows:
40

41 **Section 31-147, Operating hours.**
42

1 No massage establishment shall be kept open or performed between the hours of 8:00 p.m. and
2 8:00 a.m.

3
4 **Section 12.** REPEALER. All ordinances or parts of ordinances in conflict herewith are hereby
5 repealed.

6
7 **Section 13.** SEVERABILITY. If any section, sentence, clause, or portion of this ordinance is for
8 any reason held to be invalid, such decision shall not affect the validity of the remaining provisions
9 of the ordinance.

10
11 PASSED AND APPROVED by the Mayor and the Council of the City of Midwest City,
12 Oklahoma, this _____ day of _____, 2024.

13
14 **THE CITY OF MIDWEST CITY, OKLAHOMA**

15
16
17 _____
18 MATTHEW D. DUKES, II, Mayor

19
20 ATTEST:
21
22
23 _____
24 SARA HANCOCK, City Clerk

25
26
27 Approved as to form and legality this _____ day of _____, 2023.
28
29
30 _____
31 DONALD D. MAISCH, City Attorney



NEW BUSINESS/
PUBLIC DISCUSSION





FURTHER INFORMATION





City Attorney, Donald D. Maisch

100 N. Midwest Boulevard
Midwest City, OK 73110
DMaisch@midwestcityok.org
Office: 405.739.1203
www.midwestcityok.org

MEMORANDUM

To: Mayor and Members of the City Council

From: Don Maisch
City Attorney

RE: Handout of the notebook of Boards, Committees and/or Commissions currently active for the City of Midwest City. (D. Maisch – City Attorney).

Date: November 12, 2024

Per the City Council discussion at the October 22, 2024, City Council Meeting, being provided is a notebook that lists all the currently active Boards, Committees and/or Commissions for the City of Midwest City. The Boards, Committees and/or Commissions may be further discussed at first January, 2025 City Council Meeting. Additional information may be provided at that time. The list of Boards, Committees and/or Commissions contained in the notebook are:

- Midwest City Arts Council
- American with Disabilities Act (ADA) Transition Plan Committee
- Airport Zoning Commission
- Board of Adjustment
- Board of Grantors
- Builders Advisory Board
- Capital Improvement Committee
- Capital Projects Council Committee
- Central Oklahoma Master Conservancy District (COMCD)
- Citizen's Advisory Committee on Housing and Community Development
- Comprehensive Plan Advisory Committee
- Economic Development Advisory Committee
- Special Economic Development Authority
- Economic Development Commission
- Electrical Board
- Midwest City Historical Society
- Midwest City Memorial Hospital Authority
- Midwest City Municipal Authority
- Ordinance Oversight Council Committee
- Original Mile Reinvestment Committee
- Parks and Recreation Board
- Parkland Review Committee
- Planning Commission



City Attorney, Donald D. Maisch

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- Police Community Advisory Board
- Plumbing, Gas & Mechanical Board
- Race Relations Committee
- Residential Parking Restrictions Committee
- Retiree Health Insurance Council Committee
- Senior Advisory Committee
- Sidewalk Committee
- Sign Review Committee
- Subdivision Regulations and Zoning Ordinance Update Task Force Committee
- Tax Increment Financing Review Committee
- Tinker Restoration Advisory Board
- Trails Advisory Committee
- Traffic and Safety Commission
- Tree Board
- Urban Renewal Authority
- Midwest City Utilities Authority
- Whole Community Planning Group

Respectfully submitted,

Donald D. Maisch
City Attorney

CITY OF MIDWEST CITY - BOARD, COMMITTEE, COMMISSION SUMMARY SHEET

Committee / Board	Staff Person Assigned	Has there been a meeting in the last 2 years?	How often in the last year?	When was the last meeting?	How/When Created?	Membership
Arts Council	Vaughn Sullivan	N/A Just created -- yet to hold first meeting	N/A	N/A	Council Resolution 2023-20	7 Members, each City Council Member nominates a person to be approved by the City Council
ADA Transition Plan Committee	Brandon Bundy	Yes	Twice per year	May, 2024	Federal Requirement in Title 28 of the CFR Sec. 35.150 - Created by Agenda Memo July 28, 2015	Memo calls for up to 15 members. First 7 members approved by the City Council, Committee itself selects the next 6 members. 51% of the Committee members must have some disability.
Airport Zoning Commission	Matt Summers	No	N/A	Unknown	State Statute (3 O.S. Sec. 105) and City Ordinance, Appendix B, Sec. 1.5.2	The membership is the Planning Commission

Committee / Board	Staff Person Assigned	Has there been a meeting in the last 2 years?	How often in the last year?	When was the last meeting?	How/When Created?	Membership
Board of Adjustment	Matt Summers	Yes	3 times since Oct. 2023	January, 2024	State Statute (11 O.S. Sec. 44-101)	Set by State Statute, 7 members, Mayor Appointment, approved by City Council
Board of Grantors	Dohna Ebersol	Yes	3 times	June, 2024	Hospital Authority Contract w/ Chamber, July 28, 1998	Established in Contract, 9 members, City Council Member nominates a person to be approved by the City Council with 2 Chamber appointments
Builders Advisory Board	Randall Fryar	Yes	4 times	September, 2024	City Ordinance (Sec 9-115)	7 Members appointed by the Mayor and approved by the City Council
Capital Improvements Committee	Tim Lyon	No	N/A	Unknown	City Ordinance (Sec 38-42.3 (c)(1))	Members of the City Council, City Manager, City Engineer, Chairs of the Planning Commission and Traffic and Safety Commission
Capital Projects Council Committee	Brandon Bundy	No	N/A	Unknown	City Council Agenda Memo December 13, 2016	3 members who are all City Council Members

Committee / Board	Staff Person Assigned	Has there been a meeting in the last 2 years?	How often in the last year?	When was the last meeting?	How/When Created?	Membership
Central Oklahoma Master Conservancy District (COMCD)	Paul Streets/Carrie Evenson	Yes	Once a Month	September, 2024	State Statute	9 Members, 3 from Midwest City, Appointed by City Council, approved by District Judge
Citizens Advisory Committee on Housing and Community Development	Terri Craft	Yes	4 Times	October, 2024	City Council by adopting City Consolidated Plan - earliest version found, July 22, 1997	9 members, each member of the City Council appoints a member and two other members are at-large
Comprehensive Plan Advisory Committee	Julie Shannon / Robert Coleman	No	N/A	A Steering/Advisory Committee has recently been formed, but no meetings have been held yet.	City Council Agenda Memo September 23, 2003	8 members, which includes one member of the City Council and one member from the Planning Commission. Other 6 have been appointed by the Mayor, but no requirement for such an appointment.
Economic Development Advisory Committee	Robert Coleman	No	N/A - Meeting Notice was submitted to the City Clerk for 2024 meetings.	Unknown -- Appears dissolved on January 28, 2020 via action by Economic Development Commission (Consent Agenda #4).	City Council/Chamber creation -- Agenda Memo June 27, 2000	2 Members of the City Council

Committee / Board	Staff Person Assigned	Has there been a meeting in the last 2 years?	How often in the last year?	When was the last meeting?	How/When Created?	Membership
Special Economic Development Authority	Tim Lyon	Yes	Yes	September, 2024	Resolution 2017-54	City Council
Economic Development Commission	Tim Lyon	Yes	As Needed	As Needed	City Ordinance (Sec. 40-72)	City Council
Electrical Board	Randall Fryar	Yes	No	August, 2023	City Ordinance (Sec.9-185)	5 members appointed by the Mayor and approved by the Council
MWC Historical Society	Ryan Rushing	N/A Just created -- yet to hold first meeting	N/A	N/A	Council Resolution 2023-21	7 Members, each City Council Member nominates a person to be approved by the City Council
Memorial Hospital Authority	Tim Lyon	Yes	Monthly	October, 2024	State Statute (60 O.S. Sec. 176 et seq)	City Council
Municipal Authority	Tim Lyon	Yes	Monthly	October, 2024	State Statute (60 O.S. Sec. 176 et seq)	City Council
Ordinance Oversight Council Committee (OOC)	Sara Hancock	Yes	Quarterly	September, 2024	City Council Agenda Memo November 27, 2018	3 members of the City Council, Mayor, Vice-Mayor and Ward 1

Committee / Board	Staff Person Assigned	Has there been a meeting in the last 2 years?	How often in the last year?	When was the last meeting?	How/When Created?	Membership
Original Mile Reinvestment Committee	Julie Shannon	No	N/A	Records are not consistent after ~July 2018	City Council Agenda Memo September 8, 2015	7 members. 2 from the City Council and 5 residents of the Original Mile
Park and Recreation Board	Josh Ryan	Yes	Monthly	Sep-24	State Statute (11 O.S. Sec. 33-105) and City Ordinance Section 30-30	7 members, appointed by the Mayor and approved by the City Council.
Parkland Review Committee	Matt Summers	Yes	2 times since Oct. 2023	26-Aug-24	Article X of the City Charter, City Ordinance 38-65.120	5 members of the Committee: One rep from Builders' Advisory Board; one rep from Park and Recreation Board; One rep from Planning Commission; One rep from Tree Board and One rep appointed by the Mayor
Planning Commission	Matt Summers	Yes	12 times	1-Oct-24	State Statute (11 O.S. Sec. 45-102)	Set by State Statute, 7 members, Mayor Appointment, approved by City Council

Committee / Board	Staff Person Assigned	Has there been a meeting in the last 2 years?	How often in the last year?	When was the last meeting?	How/When Created?	Membership
Police Community Advisory Board	Jonathan Goforth	Yes	3 times	September, 2024	City Council Agenda Memo November 24, 2015	7 members who are citizens of the City, approved by the Mayor, City Manager and Police Chief
Plumbing, Gas & Mechanical Board	Randall Fryar	Yes	Once	September, 2024	City Ordinance (Sec. 9-255)	6 Members appointed by the Mayor and approved by the City Council
Race Relations Committee	Troy Bradley	Yes	Monthly	October, 2024	City Council Agenda Memo September 8, 2020	7 members who must be citizens from the City, must apply and must be from the following ethnic backgrounds: African-American; Asian; Pacific Islander; American Indian; Hispanic/Latino; Open Position
Residential Parking Restrictions Committee	Mike Stroh	No	N/A	Not met in 2-3 years	City Council Agenda Memo April 15, 2015	No information provided in the Memo
Retiree Health Insurance Council Committee	Troy Bradley	No	N/A	Not met in years	City Council Agenda Memo December 13, 2016	3 Members all City Council Members who are approved by the City Council

Committee / Board	Staff Person Assigned	Has there been a meeting in the last 2 years?	How often in the last year?	When was the last meeting?	How/When Created?	Membership
Sidewalk Committee	Brandon Bundy	Yes	Once	February, 2023	City Council Agenda Memo February 12, 1985	6 members: 2 from the City Council; 2 from the Planning Commission; and 2 members from the Builders' Advisory Committee
Sign Review Committee	Matt Summers/Mike Stroh	No	N/A	Unknown	City Council Agenda Memo July 20, 1998	7 members nominated by the Planning Commission
Sub. Regs. & Zoning Ord. Update Task Force Committee	Matt Summers	No	N/A	~ April/May 2012	City Council Agenda Memo November 18, 2008	One rep from the City Council; One rep from the Planning Commission; One Rep from the Builders' Advisory Board and One citizen rep
Tax Increment Finance Review Committee	Robert Coleman	Yes	As Needed	2024	State Statue (62 O.S. Sec. 851 et seq)	Set by State Statute, City Council approves appointments
Tinker Restoration Advisory Board					Not a City created Board	Bill Janacek formerly served as Co-Chair

Committee / Board	Staff Person Assigned	Has there been a meeting in the last 2 years?	How often in the last year?	When was the last meeting?	How/When Created?	Membership
Trails Advisory Committee	Brandon Bundy	No	N/A	Unknown, not met in 11 years	City Council Agenda Memo April 22, 2008	4 members: One member from the City Council; One members from the Planning Commission; One member from the Sidewalk Committee; and one member from Park and Recreation Board
Traffic and Safety Commission	Patrick Menefee	Yes	Yes	October, 2024	City Ordinance (Sec. 2-91)	7 members, appointed by the Mayor and approved by the City Council.
Tree Board	Paul Streets / Steve Bray	Yes	4 times	July, 2024	City Ordinance (Sec.42-23)	7 members, nominated by the Mayor and confirmed by the City Council.
Urban Renewal Authority	Robert Coleman	Yes	As needed	July, 2024	State Statue (11 O.S. Sec. 38-107)	Set by State Statute, 5 members, appointed by Mayor, Approved by City Council
Midwest City Utilities Authority	Tim Lyon	Yes	Monthly	2024	State Statute (60 O.S. Sec. 176 et seq)	City Council

Committee / Board	Staff Person Assigned	Has there been a meeting in the last 2 years?	How often in the last year?	When was the last meeting?	How/When Created?	Membership
Whole Community Planning Group	Debi Wagner	Yes	4 times	May, 2024	Grant Agreement with Oklahoma Department of Emergency Management -- first grant approval February 10, 2015 City Council Agenda Memo	Community Partners that assist in Emergency Response



**Engineering and
Construction Services**
 100 N Midwest Boulevard
 Midwest City, OK 73110
 Office 405.739.1220

TO : Honorable Mayor and Council

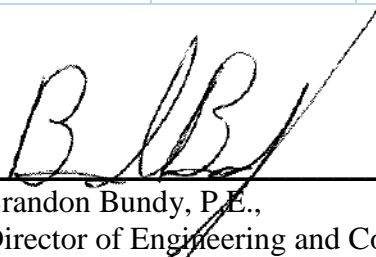
FROM : Brandon Bundy, P.E., Director

DATE : November 12, 2024

SUBJECT : Further Information – Change Order #2, #3, and #4 Midwest City Police
 Department Restroom Renovation

Since the City Council awarded the contract to C4L for the Midwest City Police Department Restroom Renovation (and City Hall NW Bathroom); there have been 4 change orders.

	Approved By	Subject of Change Order		% of contract	Add Days	Contract Day
Original Contract	City Council, 03/26/2024		\$426,885.00			125
CO #1	City Council 06/25/2024	Revise flooring and tile	\$44,762.00	10.5%	43	168
CO #2	City Manager 08/26/2024	Remove double layer tile, rebuild wall, relocate vent pipe	\$24,362.00	5.7%	11	179
CO #3	City Manager 09/16/2024	Conc Coring, Ceiling, Insulation in walls	\$6,560.00	1.5%	11	190
CO #4	City Manager 10/22/2024	Reduction in value of items for PD Bathroom	-\$28,459.88	-6.7%	0	190
Total			\$474,109.12			190



 Brandon Bundy, P.E.,
 Director of Engineering and Construction Services

Attachment



**Engineering and
Construction Services**
100 N Midwest Boulevard
Midwest City, OK 73110
Office 405.739.1220

TO : Tim Lyon, City Manager

FROM : Brandon Bundy, P.E., Director

DATE : August 26, 2024

SUBJECT : Approval of Change Order #2 for NW Restroom Remodel

During demolition of the Northwest restroom, several unanticipated issues were uncovered that need to be addressed:

1. The women's restroom had two layers of tile on the walls.
2. The existing walls were found to be inadequately constructed and are unable to support the additional load required by the project design.
3. A vent pipe was found that needs to be relocated in the chase wall of the women's restroom to accommodate the new layout for ADA compliance.

As a result of these unforeseen issues, we anticipate an additional cost of \$24,362.00, and 11 days of additional contract time.

When the contract was approved by City Council, it authorized you to be able to execute change orders up to 10% of the contract price. In order to keep the project moving forward, I ask for your signature.

Please let me know if you have any questions.

Sincerely,

Brandon Bundy, P.E.,
Director of Engineering and Construction Services



AIA Document G701® – 2017

Change Order

PROJECT: (Name and address)
Midwest City Police Department
Restroom Renovation
100 North Midwest Blvd
Midwest City, Oklahoma 73110

CONTRACT INFORMATION:
Contract For: General Construction
Date: March 27, 2024

CHANGE ORDER INFORMATION:
Change Order Number: 02
Date: 08/26/2024

OWNER: (Name and address)
City of Midwest City
100 North Midwest Blvd
Midwest City, Oklahoma 73110

ARCHITECT: (Name and address)
505 Architects LLC
1631 South Delaware Avenue
Tulsa, Oklahoma 74104

CONTRACTOR: (Name and address)
C4L Construction
1717 Garrett Dr.
Edmond, Oklahoma 73013

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Upon commencement of demolition of the NW Restroom, several unforeseen issues were found.

1. The Women's restroom has (2) layers of tile on all walls. Demolition plans did not reflect this. This will cause additional demolition costs to be incurred by the GC.
2. The existing walls are not built properly and unable to carry the new load that is designed to hand from them. These walls will need to be removed, disposed of and reconstructed.
3. Relocate existing vent pipes to chase wall so the Women's NW restroom layout can remain as documented.

Attachments:

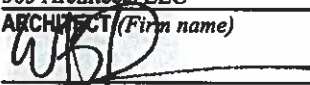
PCO Detail cost breakdown dated 8/23/2024 for \$24,362.00.

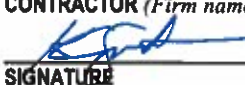
The original Contract Sum was	\$	426,885.00
The net change by previously authorized Change Orders	\$	44,762.00
The Contract Sum prior to this Change Order was	\$	471,647.00
The Contract Sum will be increased by this Change Order in the amount of	\$	24,362.00
The new Contract Sum including this Change Order will be	\$	496,009.00


The Contract Time will be increased by Eleven (11) days.
The new date of Substantial Completion will be 01/02/2025

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

505 Architects LLC
ARCHITECT (Firm name)

SIGNATURE
 Brian Thomas, AIA, LEED AP;
 Principal
PRINTED NAME AND TITLE
 8/26/2024
DATE

C4L Construction
CONTRACTOR (Firm name)

SIGNATURE
 Kirk Smith, Manager
 Kirk Smith - Manager
PRINTED NAME AND TITLE
 8/26/24
DATE

City of Midwest City
OWNER (Firm name)

SIGNATURE
 Tim Lyon, City Manager
PRINTED NAME AND TITLE
 8/26/24
DATE

CONTRACTOR:	OWNER:	ARCHITECT/ENGINEER:	PROJECT NAME:	PROJECT ID:
C4L P.O. Box 228 Edmond, OK 73083	City of Midwest City 100 North Midwest BLVD. Midwest City, OK 73110	505 Architects LLC 1631 South Delaware Ave. Tulsa, OK 74104	MIDWEST CITY POLICE DEPARTMENT RESTROOM RENOVATION	Project #: 23016

CHANGE ORDER REQUEST



NO.

PROJECT:

TO:

DATE:

DOCUMENT REFERENCE:

OUR QUOTE ON THE FOLLOWING IS IN THE AMOUNT OF:

THIS REQUEST FOR CHANGE ORDER IS BASED ON THE FOLLOWING:

Upon commencement of demolition of the NW Restroom, several issues were found.

1. The Women's restroom has (2) layers of tile on all walls. Demolition plans did not reflect this. This will cause additional demolition costs to be incurred by the GC.
2. The existing walls are not built properly and unable to carry the new load that is designed to hang from them. These walls will need to be removed, disposed of and re-constructed.

ADDITIONAL CALANDER DAYS ADDED TO THE CONTRACT:

We look forward to working with you. If you are in need of any other assistance please contact us.

Sincerely,

Kirk Smith - Manager

C4L LLC

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and are hereby accepted. C4L LLC is authorized to proceed with the additional work as specified by this this proposal and all "Doc. Reference" as listed above. Payment to be made 30 days net upon final completion of the work or per the conditions of the existing contract if this proposal is a Change Order .

By: _____

Date: _____

This document may be signed in counterparts and each counterpart shall be deemed an original and as if each party signed the same document. A faxed or electronically submitted signature is acceptable as an original unless the document being signed expressly states otherwise.

C4L LLC P.O. BOX 228 Edmond, OK 73083 (405-314-0802) fax (405-285-0089)
w w w . C 4 L O K C . c o m

ITEM	DESCRIPTION	QTY.	UNIT	COST	Subtotals	TOTALS
LABOR						
1	Labor to remove additional layer of tile	38.00	HRS	\$50.00	\$1,900.00	
2	Labor to remove 48' of compromised walls	48.00	LNR FT	\$23.00	\$1,104.00	
3	Labor to remove existing plumbing carriers	22.00	EA	\$50.00	\$1,100.00	
4	Labor to frame new walls	48.00	LNR FT	\$53.00	\$2,544.00	
5		0.00			\$0.00	
					Labor Burden	\$2,326.80
					LABOR TOTAL	\$8,974.80
MATERIALS/RENTALS						
6	Materials for new walls (18 gauge)	48.00	LNR FT	\$41.00	\$1,968.00	
7			SQ FT		\$0.00	
					MATERIALS TOTAL	\$1,968.00
SUBCONTRACTORS & OTHER SUPPORT						
8	Costs associated w/ relocation of 14' of (1) 2" Cast iron ventilation line and 14' of (2) 3/4" copper water lines	1.00	LS	\$6,880.00	\$6,880.00	
9	Additional core drilling	3.00	EA	\$325.00	\$975.00	
					SUBCONTRACTORS & OTHER SUPPORT TOTALS	\$7,855.00
COMMENTS:					SUB-TOTAL	\$18,797.80
					O & P (Each)	\$3,759.56
					SUB-TOTAL	\$22,557.36
					Insurance	\$1,127.87
					Taxes	
					Bond	\$676.72
					Adjustment	\$0.05
					Total	\$24,362.00



AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
Midwest City Police Department
Restroom Renovation
100 North Midwest Blvd
Midwest City, Oklahoma 73110

CONTRACT INFORMATION:
Contract For: General Construction

Date: March 27, 2024

CHANGE ORDER INFORMATION:
Change Order Number: 03

Date: 09/11/2024

OWNER: *(Name and address)*
City of Midwest City
100 North Midwest Blvd
Midwest City, Oklahoma 73110

ARCHITECT: *(Name and address)*
505 Architects LLC
1631 South Delaware Avenue
Tulsa, Oklahoma 74104

CONTRACTOR: *(Name and address)*
C4L Construction
1717 Garrett Dr.
Edmond, Oklahoma 73013

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. Concrete coring at the NW Restroom will need to have the floor x-rayed prior to core drilling to avoid electrical and fire alarm conduits.
2. Add request for sound attenuation insulation at walls that separate the restrooms from the public hallways of the NW Restrooms and the PD restrooms. This does not include the chase wall that separates the separate restrooms.
3. Small amount of new ceiling requested in hallway outside of NW Restrooms.

Attachments:

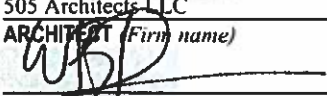
PCO Detail cost breakdown dated 9/11/2024 for \$6,560.00.


The original Contract Sum was	\$	<u>426,885.00</u>
The net change by previously authorized Change Orders	\$	<u>69,124.00</u>
The Contract Sum prior to this Change Order was	\$	<u>496,009.00</u>
The Contract Sum will be increased by this Change Order in the amount of	\$	<u>6,560.00</u>
The new Contract Sum including this Change Order will be	\$	<u>502,569.00</u>

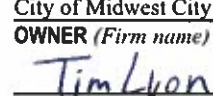
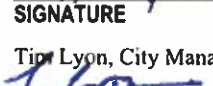
The Contract Time will be increased by eleven (11) days.
The new date of Substantial Completion will be 01/13/2025

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

505 Architects LLC
ARCHITECT *(Firm name)*

SIGNATURE
 Brian Thomas, AIA, LEED AP,
 Principal
PRINTED NAME AND TITLE
 09/11/2024
DATE

C4L Construction
CONTRACTOR *(Firm name)*

SIGNATURE
 Kirk Smith, Manager
Kirk Smith - Manager
PRINTED NAME AND TITLE
 9/11/24
DATE

City of Midwest City
OWNER *(Firm name)*

SIGNATURE
 Tim Lyon, City Manager

PRINTED NAME AND TITLE
 9/11/24
DATE

CONTRACTOR:	OWNER:	ARCHITECT/ENGINEER:	PROJECT NAME:	PROJECT ID:
C4L P.O. Box 228 Edmond, OK 73083	City of Midwest City 100 North Midwest BLVD. Midwest City, OK 73110	505 Architects LLC 1631 South Delaware Ave. Tulsa, OK 74104	MIDWEST CITY POLICE DEPARTMENT RESTROOM RENOVATION	Project #: 23016

CHANGE ORDER REQUEST



NO.

PROJECT:

TO:

DATE:

DOCUMENT REFERENCE:

OUR QUOTE ON THE FOLLOWING IS IN THE AMOUNT OF:

THIS REQUEST FOR CHANGE ORDER IS BASED ON THE FOLLOWING:

Upon commencement of demolition of the NW Restroom, several issues were found.

1. Concrete coring will require the need to have the floor ex-rayed prior to core drilling to avoid electrical and fire alarm conduits.
2. Add request for sound attenuation insulation in selective walls of the NW Restrooms and the PD Restrooms.
3. Small amount of new ceiling requested in hallway outside of NW Restrooms.

ADDITIONAL CALANDER DAYS ADDED TO THE CONTRACT:

We look forward to working with you. If you are in need of any other assistance please contact us.

Sincerely,

Kirk Smith - Manager

C4L LLC

Acceptance of Proposal The above prices, specifications and conditions are By: _____ satisfactory and are hereby accepted. C4L LLC is authorized to proceed with the additional work as specified by this this proposal and all "Doc. Reference" as listed above. Payment to be made 30 days net upon final completion of the work or per the conditions of the existing contract if this proposal is a Change Order .

Date: _____

This document may be signed in counterparts and each counterpart shall be deemed an original and as if each party signed the same document. A faxed or electronically submitted signature is acceptable as an original unless the document being signed expressly states otherwise.

ITEM	DESCRIPTION	QTY.	UNIT	COST	Subtotals	TOTALS
LABOR						
1	NW - Labor to install sound attenuation insulation system	220.00	SQ FT	\$3.00	\$660.00	
2	PD - Labor to install sound attenuation insulation system	360.00	SQ FT	\$3.00	\$1,080.00	
3	NW - Labor to install additional ceiling outside of Restroom	120.00	SQ FT	\$3.50	\$420.00	
					\$0.00	
				Labor Burden	\$756.00	
					LABOR TOTAL	\$2,916.00
MATERIALS/RENTALS						
4	NW - Sound attenuation Insulation system	220.00	SQ FT	\$1.25	\$275.00	
5	PD - Sound attenuation Insulation system	360.00	SQ FT	\$1.25	\$450.00	
6	NW - Ceiling materials	120.00	SQ FT	\$3.50	\$420.00	
					MATERIALS TOTAL	\$1,145.00
SUBCONTRACTORS & OTHER SUPPORT						
7	NW Restrooms - X-ray of concrete slab	1.00	LS	\$1,000.00	\$1,000.00	
8	PD Restrooms - X-ray of concrete slab - Omitted by MWC on 9/10		LS		\$0.00	
					SUBCONTRACTORS & OTHER SUPPORT TOTALS	\$1,000.00
COMMENTS:					SUB-TOTAL	\$5,061.00
					O & P (Each)	\$1,012.20
					SUB-TOTAL	\$6,073.20
					Insurance	\$303.66
					Taxes	
					Bond	\$182.20
					Adjustment	\$0.94
					Total	\$6,560.00



AIA® Document G701® – 2017

Change Order

PROJECT: (Name and address)
Midwest City Police Department
Restroom Renovation
100 North Midwest Blvd
Midwest City, Oklahoma 73110

CONTRACT INFORMATION:
Contract For: General Construction

Date: March 27, 2024

CHANGE ORDER INFORMATION:
Change Order Number: 04

Date: 10/22/2024

OWNER: (Name and address)
City of Midwest City
100 North Midwest Blvd
Midwest City, Oklahoma 73110

ARCHITECT: (Name and address)
505 Architects LLC
1631 South Delaware Avenue
Tulsa, Oklahoma 74104

CONTRACTOR: (Name and address)
C4L Construction
1717 Garrett Dr.
Edmond, Oklahoma 73013

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Provide credit for client requested materials.

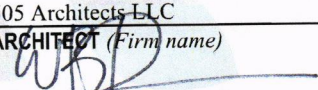
Attachments:
PCO Detail cost breakdown dated 10/18/2024 for a deduct of (28,459.88)

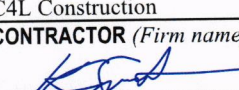
The original Contract Sum was	\$	426,885.00
The net change by previously authorized Change Orders	\$	75,684.00
The Contract Sum prior to this Change Order was	\$	502,569.00
The Contract Sum will be decreased by this Change Order in the amount of	\$	28,459.88
The new Contract Sum including this Change Order will be	\$	474,109.12

The Contract Time will be unchanged by zero (0) days.
The new date of Substantial Completion will be 01/13/2025

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

505 Architects LLC
ARCHITECT (Firm name)

SIGNATURE
Brian Thomas, AIA, LEED AP;
Principal
PRINTED NAME AND TITLE
10/22/2024
DATE

C4L Construction
CONTRACTOR (Firm name)

SIGNATURE
Kirk Smith, Manager
PRINTED NAME AND TITLE
10/22/24
DATE

City of Midwest City
OWNER (Firm name)

SIGNATURE
Tim Lyon, City Manager
PRINTED NAME AND TITLE
10/22/24
DATE

CONTRACTOR:	OWNER:	ARCHITECT/ENGINEER:	PROJECT NAME:	PROJECT ID:
C4L P.O. Box 228 Edmond, OK 73083	City of Midwest City 100 North Midwest BLVD. Midwest City, OK 73110	505 Architects LLC 1631 South Delaware Ave. Tulsa, OK 74104	MIDWEST CITY POLICE DEPARTMENT RESTROOM RENOVATION	Project #: 23016



CHANGE ORDER REQUEST

NO.

PROJECT:

TO:

DATE:

DOCUMENT REFERENCE:

OUR QUOTE ON THE FOLLOWING IS IN THE AMOUNT OF:

THIS REQUEST FOR CHANGE ORDER IS BASED ON THE FOLLOWING:

Request for credits on materials. Credit to the Client.

ADDITIONAL CALANDER DAYS ADDED TO THE CONTRACT:

We look forward to working with you. If you are in need of any other assistance please contact us.

Sincerely,

Kirk Smith - Manager

C4L LLC

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and are hereby accepted. C4L LLC is authorized to proceed with the additional work as specified by this this proposal and all "Doc. Reference" as listed above. Payment to be made 30 days net upon final completion of the work or per the conditions of the existing contract if this proposal is a Change Order .

By: _____

Date: _____

This document may be signed in counterparts and each counterpart shall be deemed an original and as if each party signed the same document. A faxed or electronically submitted signature is acceptable as an original unless the document being signed expressly states otherwise.

C4L LLC P.O. BOX 228 Edmond, OK 73083 (405-314-0802) fax (405-285-0089)
w w w . C 4 L O K C . c o m

ITEM	DESCRIPTION	QTY.	UNIT	COST	Subtotals	TOTALS
LABOR						
			SQ FT		\$0.00	
				Labor Burden	\$0.00	
					LABOR TOTAL	\$0.00
MATERIALS/RENTALS						
1	Tile materials - Due now	1.00	SQ FT	(\$11,368.00)	-\$11,368.00	
5	Plumbing fixture - Due now	1.00	SQ FT	(\$11,091.88)	-\$11,091.88	
6	Materials for resinous flooring - Due on 11/25/24	2.00	SQ FT	(\$3,000.00)	-\$6,000.00	
					MATERIALS TOTAL	-\$28,459.88
SUBCONTRACTORS & OTHER SUPPORT						
					SUBCONTRACTORS & OTHER SUPPORT TOTALS	\$0.00
					<i>Total</i>	(\$28,459.88)



MUNICIPAL AUTHORITY

AGENDA





MUNICIPAL AUTHORITY AGENDA

City Hall - Midwest City Council Chambers, 100 N. Midwest Boulevard
November 12, 2024 – 6:01 PM

Presiding members: Chairman Matthew Dukes	City Staff:	
Trustee Susan Eads	Trustee Marc Thompson	General Manager Tim Lyon
Trustee Pat Byrne	Trustee Sara Bana	Secretary Sara Hancock
Trustee Rita Maxwell	Trustee Rick Favors	Authority Attorney Don Maisch

A. CALL TO ORDER.

B. CONSENT AGENDA. These items are placed on the Consent Agenda so the Trustees, by unanimous consent, can approve routine agenda items by one motion. If any Trustee requests to discuss an item(s) or if there is not a unanimous consent, then the item(s) will be removed and heard in regular order.

1. Discussion, consideration, or possible action to approve the October 22, 2024 meeting minutes. (Secretary - S. Hancock)
2. Discussion, consideration and possible action of approving supplemental budget adjustments to the following funds for FY 2024-2025, increase: Capital Sewer Improvement – Stroth Fund, expenditures/Sewer Improvements (44) \$49,200. (Finance - T. Cromar)

C. DISCUSSION ITEMS.

1. Discussion, consideration, and possible action of amendment #4 for Professional Services with Freese and Nichols, Inc. in the amount of \$49,200 to provide services to further the Assessment of the Current Sanitary Sewer System – Future Capacity Needs – Phase 1. (Engineering & Construction Services - B. Bundy)
2. Discussion, consideration, and possible action of awarding the bid to and entering into a contract with 4M Trenching Company for \$671,165.00 and 210 Calendar Days, and authorizing the Chairman to execute a contract for the N.E. 23rd Street and Midwest Boulevard Sanitary Sewer Project (Engineering & Construction Services - P. Menefee)

D. NEW BUSINESS/PUBLIC DISCUSSION. In accordance with State Statue Title 25 Section 311. Public bodies - Notice. A-9, the purpose of the "New Business" section is for action to be taken at any Council/Authority/Commission meeting for any matter not known about or which could not have been reasonably foreseen 24 hours prior to the public meeting. The purpose of the "Public Discussion" section of the agenda is for members of the public to speak to the Authority on any subject not scheduled on the regular agenda. The Authority shall make no decision or take any action, except to direct the City Manager to take action, or to schedule the matter for discussion at a later date. Pursuant to the Oklahoma Open Meeting Act, the Authority will not engage in any discussion on the matter until that matter has been placed on an agenda for discussion. THOSE ADDRESSING THE AUTHORITY ARE REQUESTED TO STATE THEIR NAME AND ADDRESS PRIOR TO SPEAKING TO THE AUTHORITY.

E. ADJOURNMENT.



CONSENT AGENDA



Notice for the Midwest City Municipal Authority meeting was filed for the calendar year with the City Clerk of Midwest. Public notice of this agenda was accessible at least 24 hours before the meeting at City Hall and on the Midwest City website (www.midwestcityok.org).

Midwest City Municipal Authority Minutes

October 22, 2024

This meeting was held in the City Hall Council Chambers at City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma.

Chairman Matt Dukes called the meeting to order at 6:59 PM with the following member present:

Trustee Susan Eads	Trustee Marc Thompson	General Manager Tim Lyon
Trustee Pat Byrne	Trustee Sara Bana	Secretary Sara Hancock
Trustee Rita Maxwell	Trustee Rick Favors	Authority Attorney Don Maisch

CONSENT AGENDA. Eads made a motion to approve the consent agenda, seconded by Favors. Voting Aye: Eads, Byrne, Maxwell, Thompson, Bana, Favors, and Dukes. Nay: None. Motion carried.

1. Discussion, consideration, or possible action to approve the September 24, 2024, meeting minutes.
2. Discussion, consideration and possible action of approving supplemental budget adjustments to the following funds for FY 2024-2025, increase: Capital Water Improvements Fund, expenditures/Capital Water Improvements (49) \$83,000. Water Fund, expenditures/Water (42) \$189,423.
3. Discussion, consideration, and possible action of accepting and awarding the base bid and alternate bid to and entering into a contract with Cimarron Construction Company for \$60,930.00 and 30 Calendar Days, and authorizing the Chairman to execute a contract for the 24" Water Valve Replacements Project, North Midwest Boulevard.

DISCUSSION ITEMS.

1. **Discussion, consideration, and possible action of entering into a contract with BKL, Inc., in the amount of \$160,210.00, to conduct a needs assessment, site evaluation, and concept design for the Public Works Facility located at 8730 SE 15th Street, Midwest City, OK.**

No action taken

2. **Discussion, consideration, and possible action of awarding the bid to and approving a contract with Timco Blasting & Coatings, Inc., in the amount of \$298,000.00 to provide all necessary services to repaint the ceiling, rafters, and other appurtenances in the Water Treatment Plant Filter Bay located at 10701 Water Plant Road.**

Streets addressed Trustees. After Staff and Council discussion, Eads made a motion to approve the contract, seconded by Favors. Voting Aye: Eads, Byrne, Maxwell, Thompson, Bana, Favors, and Dukes. Nay: None. Motion carried.

3. Discussion, consideration, and possible action of awarding a bid to and entering into a contract with Silver Star Construction Company, Inc., to provide on-call general and emergency services for the Public Works Department.

Eads made a motion to approve the contract, seconded by Favors. Voting Aye: Eads, Byrne, Maxwell, Thompson, Bana, Favors, and Dukes. Nay: None. Motion carried.

NEW BUSINESS/PUBLIC DISCUSSION: There was no new business or public discussion.

ADJOURNMENT.

There being no further business, Chairman Dukes adjourned the meeting at 7:04 PM.

ATTEST:

MATTHEW D DUKES II, Chairman

SARA HANCOCK, Secretary



Finance Department

100 N. Midwest Boulevard
Midwest City, OK 73110
tcromar@midwestcity.org
Office: 405-739-1245
www.midwestcityok.org

TO: Honorable Chairman and Trustees
Midwest City Municipal Authority

FROM: Tiatia Cromar, Finance Director

DATE: November 12, 2024

SUBJECT: Discussion, consideration and possible action of approving supplemental budget adjustments to the following funds for FY 2024-2025, increase: Capital Sewer Improvement – Stroth Fund, expenditures/Sewer Improvements (44) \$49,200.

This supplement is needed to budget Amendment #4 expenditures to the Sewer Study Lift Station project.

Tiatia Cromar

Tiatia Cromar
Finance Director

SUPPLEMENTS

November 12, 2024

Fund CAP. SEWER IMP. - STROTH (188)		BUDGET AMENDMENT FORM Fiscal Year 2024-2025			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
44	Sewer Improvements			49,200	
		<u>0</u>	<u>0</u>	<u>49,200</u>	<u>0</u>
<p>Explanation: To budget Amendment #4 expenditures to the Sewer Study Lift Station project. Funding to come from fund balance.</p>					

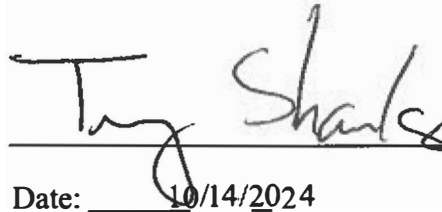
**FOURTH AMENDMENT
TO LETTER AGREEMENT
FOR PROFESSIONAL SERVICES
BETWEEN FREESE AND NICHOLS, INC.**

CITY OF MIDWEST CITY

Pursuant to Paragraph 2.A. and Paragraph 3.A. of the Professional Services Agreement dated July 26, 2022, the following amendment is hereby agreed to between the parties:

The following Attachments A – Description of Services Rendered and B – Schedule of Fees are in addition to the current Attachments A and B of the Professional Services Agreement dated July 26, 2022. All other remaining terms and conditions not contained herein remain in full force and effect in the original agreement or previous amendments thereto.

Freese and Nichols, Inc.:


Date: 10/14/2024

For City of Midwest City:

For Midwest City Municipal Authority:

Matt Dukes, II
Mayor

Matt Dukes, II
Chairman

Date: _____

Date: _____

Sara Hancock, City Clerk

Sara Hancock, Secretary

Approved as to form and legality:

Approved as to form and legality:

Donald D. Maisch, City Attorney

Donald D. Maisch, Attorney

MEMORANDUM



Innovative approaches
Practical results
Outstanding service

3600 NW 138th Street, Suite. 202 + Oklahoma City, Oklahoma 73134 + 405-607-7060 + FAX 817-735-7491 www.freese.com

TO: Brandon Bundy
CC: Paul Streets, Carrie Evenson, Jennifer Wassinger, Clay Herndon
FROM: Trey Shanks
SUBJECT: Fiscal Analysis Description of Services Rendered
DATE: 10/14/2024
PROJECT: Midwest City CIP Fiscal Analysis – FNI PRJ # MDW22622A

Below is a breakdown of the meetings and services in the Basic Services budget and the additional meetings and services provided by FNI at the request of the City.

Meetings included in Basic Services

- 10/3/23 Initial kickoff meeting
- 1/15/24 meeting with CMO
- 2/8/24 City Council meeting

Additional Meetings

FNI/MWC Meetings

- 11/14/2023 coordination meeting with Brandon Bundy, Paul Streets, and Carrie Evenson
- 11/28/2023 coordination meeting with Brandon Bundy, Paul Streets, and Carrie Evenson
- 12/12/2023 coordination meeting with Brandon Bundy, Paul Streets, and Carrie Evenson
- 1/23/24 meeting with Brandon Bundy
- 1/25/24 meeting with Brandon Bundy
- 2/2/24 slide review with Brandon Bundy
- 2/5/24 meeting with CMO to prep for moratorium meeting
- 2/8/24 presentation review meeting
- 2/16/24 meeting with Brandon Bundy
- 2/29/24 meet to review rates with Brandon Bundy, Paul Streets, and Carrie Evenson
- 3/25/24 meeting to review rates with Brandon Bundy, Paul Streets, and Carrie Evenson
- 6/6/24 meeting to review project billing
- 7/2/24 meeting to review rates with Brandon Bundy, Paul Streets, and Carrie Evenson

City Council Meetings

- 3/5/24 (work session, in-person attendance, travel expenses, and presentation prep)
- 3/26/24 (in-person attendance, travel expenses, and presentation prep)
- 7/23/24 (in-person attendance, travel expenses, and presentation prep)

Services included in Basic Services

- Data collection
- Review of funding options and impacts
- Desktop analysis renewal and replacement schedule for City's wastewater system
- Benchmarking
- Technical memo

Additional Services

- Calculation of Development Fee
- Support for adoption of Development Fee (meetings, presentations)
- Creation of Development Planning Dashboard

PROFESSIONAL SERVICES AGREEMENT
between
Freese and Nichols, Inc.
And
THE CITY OF MIDWEST CITY

ATTACHMENT “B”

The scope of work for Amendment 4 will be completed for a **LUMP SUM** fee of **\$49,200, INCLUSIVE OF EXPENSES**. Additional Services will be provided upon request from the Owner and authorized in writing before commencing work.

Fee Breakdown by Task

Task	Description	Total Fee
Contract Adjustments		
A-G	Original Contract Amount	\$296,000
-	Amendment 1	-
H1-H6, I	Amendment 2 (with \$25,000 Special Services)	\$102,645
A-H	Amendment 3	\$850,000
Basic Services		
-	Amendment 4 (see Attachment A for details)	\$49,200
Sub-total: Amendment 4 Basic Services (LUMP SUM)		\$49,200
Special Services		
		N/A
Sub-total: Special Services (NOT TO EXCEED)		
Grand Total of New Proposed Scope of Work		\$49,200
NEW CONTRACT TOTAL		\$1,297,845



DISCUSSION ITEMS





**Engineering and
Construction Services**
100 N Midwest Boulevard
Midwest City, OK 73110
Office 405.739.1220

TO : Chairman and Trustees

FROM : Brandon Bundy, P.E., Director

DATE : November 12, 2024

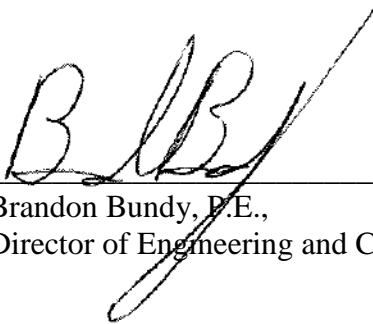
SUBJECT : Discussion, consideration, and possible action of amendment #4 for Professional Services with Freese and Nichols, Inc. in the amount of \$49,200 to provide services to further the Assessment of the Current Sanitary Sewer System – Future Capacity Needs – Phase 1.

This amendment is to finish obligations related to the Eastside Sewer Study recently completed. These obligations were born through the extensive engagement process between the Special City Council meeting on February 8, 2024 through the final adoption of the Ordinance at the City Council meeting on July 23, 2024.

Staff had been working with Freese and Nichols and was waiting on the Ordinance to go into effect prior to final billing.

The first development was paid on October 16, 2024 by a builder of a single family home. It has been tracked and verified.

This contract is funded as project #442301 (Fund 188).



Brandon Bundy, P.E.,
Director of Engineering and Construction Services



**Engineering and
Construction Services**
100 N Midwest Boulevard
Midwest City, OK 73110
Office 405.739.1220

To: Honorable Chairman and Trustees

From: Patrick Menefee, P.E., City Engineer

Date: November 12th, 2024

Subject: Discussion, consideration, and possible action of awarding the bid to and entering into a contract with 4M Trenching Company for \$671,165.00 and 210 Calendar Days, and authorizing the Chairman to execute a contract for the N.E. 23rd Street and Midwest Boulevard Sanitary Sewer Project.

On Tuesday, October 29th, 2024 the three bids for the N.E. 23rd Street and Midwest Boulevard Sanitary Sewer Project were opened. The extension of the sewer system to the corner will promote economic development in the area and at the intersection.

The project is funded in the budget under the description ARPA - 23RD ST SWR LINE in the 353 Economic Development Authority fund under the Project Number 9523A2 and 23RD SEWER LINE SERVICE E in the 186 Sewer Construction Fund under project number 952310. The Engineer's Estimate and the bid tab for the three detailed bids is attached. The consultant's letter of recommendation is also attached. The project bid exceeds the current budget and will be supplemented to complete the funding.



Patrick Menefee, P.E.,
City Engineer
Attachment

October 31, 2024

City of Midwest City
100 N Midwest Blvd
Midwest City, OK 73110

Attention: Mr. Patrick Menefee

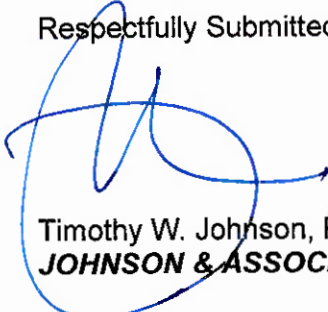
**RE: Recommendation for Contract Award for NE 23rd St & Midwest Blvd
Sanitary Sewer Project**

Dear Patrick:

Attached please find the Bid Tabulation for the above referenced project for bids received on October 29, 2024. We have evaluated the bids and have determined that **4M Trenching** is the lowest and best bid at **\$686,915.00**. Johnson & Associates recommends that the City of Midwest City award the construction contract to **4M Trenching** at the earliest possible date.

Should there be any questions or comments, please feel free to contact this office.

Respectfully Submitted,



Timothy W. Johnson, P.E.
JOHNSON & ASSOCIATES, LLC

TWJ/rw
Attachment(s)
cc: Caleb Morgan, P.E.
Project #5644-000/BE/C

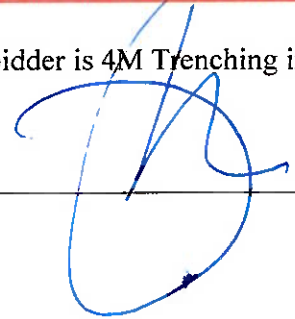
Midwest City Economic Development Authority
 N.E. 23rd St. & Midwest Blvd. Sanitary Sewer Project
 Bids Recieved October 29, 2024

Item #	Item	Qty	Unit	Engineer's Estimate		4M Trenching		Cimarron Construction Company, LLC		Grooms & Pollard Utility	
				Price	Total	Price	Total	Price	Total	Price	Total
1	8" SANITARY SEWER LINE (SDR35)	3273	LF	\$ 54.67	\$ 178,934.91	\$ 77.00	\$ 252,021.00	\$ 130.00	\$ 425,490.00	\$ 166.00	\$ 543,318.00
2	4' DIA MANHOLE	14	EA	\$ 3,456.67	\$ 48,393.38	\$ 5,500.00	\$ 77,000.00	\$ 6,700.00	\$ 93,800.00	\$ 5,500.00	\$ 77,000.00
3	5' DIA DROP MANHOLE	1	EA	\$ 6,611.67	\$ 6,611.67	\$ 7,700.00	\$ 7,700.00	\$ 9,000.00	\$ 9,000.00	\$ 12,050.00	\$ 12,050.00
4	WATERPROOF SEALED MANHOLE LID	1	VF	\$ 500.00	\$ 500.00	\$ 850.00	\$ 850.00	\$ 1,100.00	\$ 1,100.00	\$ 1,950.00	\$ 1,950.00
5	EX. DEPTH MANHOLE WALL (4' MANHOLE)	156	VF	\$ 367.00	\$ 57,252.00	\$ 195.00	\$ 30,420.00	\$ 200.00	\$ 31,200.00	\$ 300.00	\$ 46,800.00
6	TRENCHING (6' - 8')	334	LF	\$ 12.67	\$ 4,231.78	\$ 15.00	\$ 5,010.00	\$ 15.00	\$ 5,010.00	\$ 9.00	\$ 3,006.00
7	TRENCHING (8' - 10')	340	LF	\$ 17.00	\$ 5,780.00	\$ 20.00	\$ 6,800.00	\$ 15.00	\$ 5,100.00	\$ 11.00	\$ 3,740.00
8	TRENCHING (10' - 12')	879	LF	\$ 37.67	\$ 33,111.93	\$ 21.00	\$ 18,459.00	\$ 15.00	\$ 13,185.00	\$ 16.00	\$ 14,064.00
9	TRENCHING (12' - 14')	573	LF	\$ 42.00	\$ 24,066.00	\$ 28.00	\$ 16,044.00	\$ 20.00	\$ 11,460.00	\$ 18.00	\$ 10,314.00
10	TRENCHING (14' - 16')	415	LF	\$ 70.50	\$ 29,257.50	\$ 34.00	\$ 14,110.00	\$ 20.00	\$ 8,300.00	\$ 22.00	\$ 9,130.00
11	TRENCHING (16' - 18')	220	LF	\$ 85.50	\$ 18,810.00	\$ 42.00	\$ 9,240.00	\$ 20.00	\$ 4,400.00	\$ 23.00	\$ 5,060.00
12	TRENCHING (18' - 20')	100	LF	\$ 93.00	\$ 9,300.00	\$ 51.00	\$ 5,100.00	\$ 20.00	\$ 2,000.00	\$ 25.00	\$ 2,500.00
13	TRENCHING (20' - 22')	34	LF	\$ 100.50	\$ 3,417.00	\$ 68.00	\$ 2,312.00	\$ 25.00	\$ 850.00	\$ 29.00	\$ 986.00
14	TRENCHING (22' - 24')	140	LF	\$ 115.50	\$ 16,170.00	\$ 90.00	\$ 12,600.00	\$ 25.00	\$ 3,500.00	\$ 34.00	\$ 4,760.00
15	TRENCHING (24' - 26')	165	LF	\$ 123.00	\$ 20,295.00	\$ 120.00	\$ 19,800.00	\$ 25.00	\$ 4,125.00	\$ 36.00	\$ 5,940.00
16	12" STEEL ENCASEMENT	100	LF	\$ 140.00	\$ 14,000.00	\$ 165.00	\$ 16,500.00	\$ 200.00	\$ 20,000.00	\$ 180.00	\$ 18,000.00
17	BORE w/STEEL ENCASEMENT FOR 8" MAIN	120	EA	\$ 400.00	\$ 48,000.00	\$ 675.00	\$ 81,000.00	\$ 945.00	\$ 113,400.00	\$ 480.00	\$ 57,600.00
18	CRUSHED ROCK BEDDING	694	CY	\$ 91.33	\$ 63,383.02	\$ 1.00	\$ 694.00	\$ 115.00	\$ 79,810.00	\$ 47.00	\$ 32,618.00
19	PIPE LEAKAGE TEST	1	LS	\$ 3,000.00	\$ 3,000.00	\$ 2,000.00	\$ 2,000.00	\$ 10,000.00	\$ 10,000.00	\$ 4,500.00	\$ 4,500.00
20	PIPE DEFLECTION TEST	1	LS	\$ 4,000.00	\$ 4,000.00	\$ 700.00	\$ 700.00	\$ 5,000.00	\$ 5,000.00	\$ 4,500.00	\$ 4,500.00
21	MANHOLE TEST	1	LS	\$ 4,500.00	\$ 4,500.00	\$ 1,500.00	\$ 1,500.00	\$ 5,000.00	\$ 5,000.00	\$ 21,000.00	\$ 21,000.00
22	CLEARING & GRUBBING	1	LS	\$ 8,000.00	\$ 8,000.00	\$ 34,000.00	\$ 34,000.00	\$ 125,548.50	\$ 125,548.50	\$ 80,125.00	\$ 80,125.00
23	SODDING (AS-NEEDED)	7111	SY	\$ 3.00	\$ 21,333.00	\$ 5.00	\$ 35,555.00	\$ 6.50	\$ 46,221.50	\$ 9.50	\$ 67,554.50
24	TRAFFIC CONTROL	1	LS	\$ 4,000.00	\$ 4,000.00	\$ 1,500.00	\$ 1,500.00	\$ 2,500.00	\$ 2,500.00	\$ 5,500.00	\$ 5,500.00
25	MOBILIZATION	1	LS	\$ 8,000.00	\$ 8,000.00	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00	\$ 13,000.00	\$ 13,000.00
26	GPS AS-BUILT SURVEY	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 8,000.00	\$ 8,000.00
				\$ 639,347.19		\$ 686,915.00		\$ 1,062,000.00		\$ 1,053,015.50	

There was a miscalculation in this bid item, however it does not affect the outcome of the bid.

The apparent low bidder is 4M Trenching in the amount of \$686,915.00.

Bids Verified By:



Date

11-1-2024



NEW BUSINESS/
PUBLIC DISCUSSION





HOSPITAL AUTHORITY
AGENDA





MEMORIAL HOSPITAL AUTHORITY AGENDA

City Hall - Midwest City Council Chambers, 100 N. Midwest Boulevard

November 12, 2024 – 6:02 PM

Presiding members: Chairman Matthew Dukes	City Staff:	
Trustee Susan Eads	Trustee Marc Thompson	General Manager Tim Lyon
Trustee Pat Byrne	Trustee Sara Bana	Secretary Sara Hancock
Trustee Rita Maxwell	Trustee Rick Favors	Authority Attorney Don Maisch

A. CALL TO ORDER.

B. CONSENT AGENDA. These items are placed on the Consent Agenda so the Trustees, by unanimous consent, can approve routine agenda items by one motion. If any Trustee requests to discuss an item(s) or if unanimous consent is not received, then the item/s will be removed and heard in regular order.

1. Discussion, consideration, or possible action to approve the October 22, 2024 meeting minutes. (Secretary - S. Hancock)
2. Discussion, consideration and possible action of approving decrease budget adjustments to the following fund for FY 2024-2025, decrease: Hospital Authority Fund, revenue/Transfer In (90) \$29,283; expenses/Transfer Out (90) \$29,283; expenses/Hospital Authority (90) \$29,283. (Finance - T. Cromar)

C. DISCUSSION ITEMS.

1. Discussion, consideration, and possible action to reallocate assets, change fund managers or make changes in the Statement of Investment Policy, Guidelines and Objectives. (Finance - T. Cromar)

D. NEW BUSINESS/PUBLIC DISCUSSION. In accordance with State Statute Title 25 Section 311. Public bodies - Notice. A-9, the purpose of the "New Business" section is for action to be taken at any Council/Authority/Commission meeting for any matter not known about or which could not have been reasonably foreseen 24 hours prior to the public meeting. The purpose of the "Public Discussion" section of the agenda is for members of the public to speak to the Authority on any subject not scheduled on the regular agenda. The Authority shall make no decision or take any action, except to direct the City Manager to take action, or to schedule the matter for discussion at a later date. Pursuant to the Oklahoma Open Meeting Act, the Authority will not engage in any discussion on the matter until that matter has been placed on an agenda for discussion. **THOSE ADDRESSING THE AUTHORITY ARE REQUESTED TO STATE THEIR NAME AND ADDRESS PRIOR TO SPEAKING TO THE AUTHORITY.**

E. ADJOURNMENT.



CONSENT AGENDA



Notice for the Midwest City Memorial Hospital Authority meeting was filed for the calendar year with the City Clerk of Midwest City. Public notice of this meeting was accessible at 24 hours before this meeting at City Hall and on the Midwest City website (www.midwestcityok.org).

Midwest City Memorial Hospital Authority Minutes

October 22, 2024

This meeting was held in the Midwest City Council Chambers at City Hall, 100 N. Midwest Boulevard, Midwest City, County of Oklahoma, State of Oklahoma.

Chairman Matt Dukes called the meeting to order at 7:04 PM with following members present:

Trustee Susan Eads	Trustee Marc Thompson	General Manager Tim Lyon
Trustee Pat Byrne	Trustee Sara Bana	Secretary Sara Hancock
Trustee Rita Maxwell	Trustee Rick Favors	Authority Attorney Don Maisch

DISCUSSION ITEMS.

- 1. Discussion, consideration, or possible action to approve the September 24, 2024 meeting minutes.**

Eads made a motion to approve the consent agenda, seconded by Bana. Voting Aye: Eads, Byrne, Maxwell, Thompson, Bana, Favors, and Dukes. Nay: None. Motion Carried.

NEW BUSINESS/PUBLIC DISCUSSION. There was no new business or public discussion.

EXECUTIVE SESSION.

- 1. Discussion, consideration, and possible action of 1) entering into executive session, as allowed under 25 O.S. § 307(B)(3) to discuss the purchase or appraisal of real property; and 2) in open session, authorizing the general manager/administrator to take action as appropriate based on the discussion in executive session.**

At 7:05 PM Eads made a motion to enter Executive Session, seconded by Favors. Voting Aye: Eads, Byrne, Maxwell, Thompson, Bana, Favors and Dukes. Nay: none. Motion carried.

At 8:50 PM Eads made a motion to return to Open Session, seconded by Bana. Voting Aye: Eads, Byrne, Maxwell, Thompson, Bana, Favors, and Dukes. Nay: none. Motion carried.

Eads made a motion to authorize the General Manager/Administrator to proceed as discussed, seconded by Bana. Voting Aye: Eads, Byrne, Maxwell, Thompson, Bana, Favors, and Dukes. Nay: None. Motion Carried.

ADJOURNMENT.

There being no further business, Chairman Dukes adjourned the meeting at 8:51 PM.

ATTEST:

MATTHEW D DUKES II, Chairman

SARA HANCOCK, Secretary



Finance
100 N. Midwest Boulevard
Midwest City, OK 73110
Office: (405) 739-1245
tcromar@MidwestCityOK.org
www.midwestcityok.org

MEMORANDUM

TO: Honorable Chairman and Trustees of the
Memorial Hospital Authority

FROM: Tiatia Cromar, Finance Director

DATE: November 12, 2024

SUBJECT: Discussion, consideration and possible action of approving decrease budget adjustments to the following fund for FY 2024-2025, decrease: Hospital Authority Fund, revenue/Transfer In (90) \$29,283; expenses/Transfer Out (90) \$29,283; expenses/Hospital Authority (90) \$29,283.

This decrease is needed to decrease budget for transfer from 9010 division to 9080 division to match actual amounts of transfer and to decrease grant expenditure budget by corresponding amount of decrease to 9080 transfer in.

Tiatia Cromar
Finance Director

Decrease
November 12, 2024

Fund MWC HOSPITAL AUTHORITY (425)		BUDGET AMENDMENT FORM Fiscal Year 2024-2025			
		Estimated Revenue		Budget Appropriations	
<u>Dept Number</u>	<u>Department Name</u>	<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
90	Transfers In		29,283		
90	Transfers Out				29,283
90	Hospital Authority				29,283
		<u>0</u>	<u>29,283</u>	<u>0</u>	<u>58,566</u>

Explanation:
To decrease budget for transfer from 9010 division to 9080 division to match actual amounts of transfer and to decrease grant expenditure budget by corresponding amount of decrease to 9080 transfer in.



DISCUSSION ITEMS





Memorial Hospital Authority

General Manager/Administrator, Tim Lyon
100 North Midwest Boulevard
Midwest City, Oklahoma 73110
Office (405) 739-1201
tlyon@midwestcityok.org
www.midwestcityok.org

MEMORANDUM

To: Honorable Chairman and Trustees

From: Tiatia Cromar, Finance Director

Date: November 12, 2024

Subject: Discussion, consideration, and possible action to reallocate assets, change fund managers or make changes in the Statement of Investment Policy, Guidelines and Objectives.

This item is on each agenda in the event that the Hospital Authority's investments need to be reallocated, an investment fund manager needs to be changed, or changes need to be made to the Statement of Investment Policy on short notice.

Tiatia Cromar
Finance Director



NEW BUSINESS/
PUBLIC DISCUSSION





ECONOMIC DEVELOPMENT
AUTHORITY AGENDA





SPECIAL ECONOMIC DEVELOPMENT AUTHORITY AGENDA

City Hall - Midwest City Council Chambers, 100 N. Midwest Boulevard

November 12, 2024 – 6:03 PM

Presiding members: Chairman Matthew Dukes	City Staff:	
Trustee Susan Eads	Trustee Marc Thompson	General Manager Tim Lyon
Trustee Pat Byrne	Trustee Sara Bana	Secretary Sara Hancock
Trustee Rita Maxwell	Trustee Rick Favors	Authority Attorney Don Maisch

A. **CALL TO ORDER.**

B. **CONSENT AGENDA.** These items are placed on the Consent Agenda so the Trustees, by unanimous consent, can approve routine agenda items by one motion. If any Trustee requests to discuss an item(s) or if unanimous consent is not received, then the item or items will be removed and heard in regular order.

1. Discussion, consideration, or possible action to approve the September 24, 2024 special meeting minutes. (Secretary - S. Hancock)

C. **DISCUSSION ITEMS.**

1. Discussion, consideration, and possible action of awarding the bid to and entering into a contract with 4M Trenching Company for \$671,165.00 and 210 Calendar Days, and authorizing the Chairman to execute a contract for the N.E. 23rd Street and Midwest Boulevard Sanitary Sewer Project (Engineering & Construction Services - P. Menefee)

2. Discussion, consideration, and possible action of rejecting the bid received for the Sooner Rose Sanitary Sewer Improvement Project. (Engineering & Construction Services - P. Menefee)

D. **PUBLIC DISCUSSION.** The purpose of the "Public Discussion" section of the agenda is for members of the public to speak to the Authority on any subject not scheduled on the regular agenda. The Authority shall make no decision or take any action, except to direct the City Manager to take action, or to schedule the matter for discussion at a later date. Pursuant to the Oklahoma Open Meeting Act, the Authority will not engage in any discussion on the matter until that matter has been placed on an agenda for discussion. **THOSE ADDRESSING THE AUTHORITY ARE REQUESTED TO STATE THEIR NAME AND ADDRESS PRIOR TO SPEAKING TO THE AUTHORITY.**

E. **ADJOURNMENT.**



CONSENT AGENDA



Notice for the Midwest City Economic Development Authority special meeting was filed with the City Clerk of Midwest City 48 hours prior to the meeting. Public notice of this agenda was accessible at least 24 hours before this meeting at City Hall and on the Midwest City website (www.midwestcityok.org).

Midwest City Economic Development Authority Minutes

September 24, 2024

This **special meeting** was held in Midwest City Council Chambers at City Hall, 100 N. Midwest Blvd, Midwest City, County of Oklahoma, State of Oklahoma.

Chairman Matt Dukes called the meeting to order at 9:10 PM with following members present:

Trustee Susan Eads	Trustee Marc Thompson	General Manager Tim Lyon
Trustee Pat Byrne	Trustee Sara Bana	Secretary Sara Hancock
Trustee Rita Maxwell	Trustee Rick Favors	Authority Attorney Don Maisch

DISCUSSION ITEMS.

1. Discussion, consideration, or possible action to approve the August 27, 2024, meeting minutes.

Byrne made a motion to approve, seconded by Maxwell. Voting Aye: Eads, Byrne, Maxwell, Thompson, Bana, Favors, and Dukes. Nay: none. Motion Carried.

2. Discussion, consideration, and possible action of entering into an agreement for Professional Services with Johnson & Associates, LMRK, Meshek, Plummer, SRB, and TAP Architecture to provide professional services as an on-call basis for the budget year 2024-2025 and delegating General Manager ability to approve each task order up to the amount of \$100,000).

Byrne made a motion to approve, seconded by Eads. Voting Aye: Eads, Byrne, Maxwell, Thompson, Bana, Favors, and Dukes. Nay: none. Motion Carried.

PUBLIC DISCUSSION. There was no public discussion.

ADJOURNMENT.

There being no further business, Chairman Dukes adjourned the meeting at 9:10 PM.

ATTEST:

MATTHEW D DUKES II, Chairman

SARA HANCOCK, Secretary



DISCUSSION ITEMS





**Engineering and
Construction Services**
100 N Midwest Boulevard
Midwest City, OK 73110
Office 405.739.1220

To: Honorable Chairman and Trustees

From: Patrick Menefee, P.E., City Engineer

Date: November 12th, 2024

Subject: Discussion, consideration, and possible action of awarding the bid to and entering into a contract with 4M Trenching Company for \$671,165.00 and 210 Calendar Days, and authorizing the Chairman to execute a contract for the N.E. 23rd Street and Midwest Boulevard Sanitary Sewer Project.

On Tuesday, October 29th, 2024 the bids for the N.E. 23rd Street and Midwest Boulevard Sanitary Sewer Project were opened. The extension of the sewer system to the corner will promote economic development in the area and at the intersection.

The project is funded in the budget under the description ARPA - 23RD ST SWR LINE in the 353 Economic Development Authority fund under the Project Number 9523A2 and 23RD SEWER LINE SERVICE E in the 186 Sewer Construction Fund under project number 952310. The Engineer's Estimate and the bid tab for the three detailed bids is attached. The consultant's letter of recommendation is also attached. The project bid exceeds the current budget and will be supplemented to complete the funding.



Patrick Menefee, P.E.,
City Engineer
Attachment

October 31, 2024

City of Midwest City
100 N Midwest Blvd
Midwest City, OK 73110

Attention: Mr. Patrick Menefee

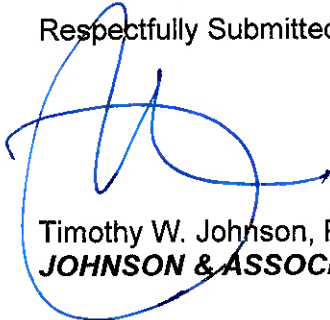
**RE: Recommendation for Contract Award for NE 23rd St & Midwest Blvd
Sanitary Sewer Project**

Dear Patrick:

Attached please find the Bid Tabulation for the above referenced project for bids received on October 29, 2024. We have evaluated the bids and have determined that **4M Trenching** is the lowest and best bid at **\$686,915.00**. Johnson & Associates recommends that the City of Midwest City award the construction contract to **4M Trenching** at the earliest possible date.

Should there be any questions or comments, please feel free to contact this office.

Respectfully Submitted,



Timothy W. Johnson, P.E.
JOHNSON & ASSOCIATES, LLC

TWJ/rw
Attachment(s)
cc: Caleb Morgan, P.E.
Project #5644-000/BE/C

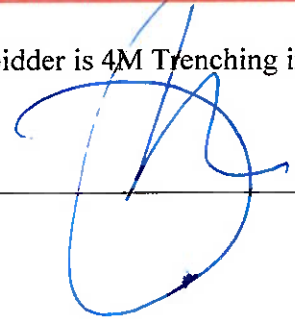
Midwest City Economic Development Authority
 N.E. 23rd St. & Midwest Blvd. Sanitary Sewer Project
 Bids Recieved October 29, 2024

Item #	Item	Qty	Unit	Engineer's Estimate		4M Trenching		Cimarron Construction Company, LLC		Grooms & Pollard Utility	
				Price	Total	Price	Total	Price	Total	Price	Total
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5	EX. DEPTH MANHOLE WALL (4' MANHOLE)	156	VF	\$ 367.00	\$ 57,252.00	\$ 195.00	\$ 30,420.00	\$ 200.00	\$ 31,200.00	\$ 300.00	\$ 46,800.00
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14	TRENCHING (22' - 24')	140	LF	\$ 115.50	\$ 16,170.00	\$ 90.00	\$ 12,600.00	\$ 25.00	\$ 3,500.00	\$ 34.00	\$ 4,760.00
15	TRENCHING (24' - 26')	165	LF	\$ 123.00	\$ 20,295.00	\$ 120.00	\$ 19,800.00	\$ 25.00	\$ 4,125.00	\$ 36.00	\$ 5,940.00
16	12" STEEL ENCASEMENT	100	LF	\$ 140.00	\$ 14,000.00	\$ 165.00	\$ 16,500.00	\$ 200.00	\$ 20,000.00	\$ 180.00	\$ 18,000.00
17	BORE w/STEEL ENCASEMENT FOR 8" MAIN	120	EA	\$ 400.00	\$ 48,000.00	\$ 675.00	\$ 81,000.00	\$ 945.00	\$ 113,400.00	\$ 480.00	\$ 57,600.00
18	CRUSHED ROCK BEDDING	694	CY	\$ 91.33	\$ 63,383.02	\$ 1.00	\$ 694.00	\$ 115.00	\$ 79,810.00	\$ 47.00	\$ 32,618.00
19	PIPE LEAKAGE TEST	1	LS	\$ 3,000.00	\$ 3,000.00	\$ 2,000.00	\$ 2,000.00	\$ 10,000.00	\$ 10,000.00	\$ 4,500.00	\$ 4,500.00
20	PIPE DEFLECTION TEST	1	LS	\$ 4,000.00	\$ 4,000.00	\$ 700.00	\$ 700.00	\$ 5,000.00	\$ 5,000.00	\$ 4,500.00	\$ 4,500.00
21	MANHOLE TEST	1	LS	\$ 4,500.00	\$ 4,500.00	\$ 1,500.00	\$ 1,500.00	\$ 5,000.00	\$ 5,000.00	\$ 21,000.00	\$ 21,000.00
22	CLEARING & GRUBBING	1	LS	\$ 8,000.00	\$ 8,000.00	\$ 34,000.00	\$ 34,000.00	\$ 125,548.50	\$ 125,548.50	\$ 80,125.00	\$ 80,125.00
23	SODDING (AS-NEEDED)	7111	SY	\$ 3.00	\$ 21,333.00	\$ 5.00	\$ 35,555.00	\$ 6.50	\$ 46,221.50	\$ 9.50	\$ 67,554.50
24	TRAFFIC CONTROL	1	LS	\$ 4,000.00	\$ 4,000.00	\$ 1,500.00	\$ 1,500.00	\$ 2,500.00	\$ 2,500.00	\$ 5,500.00	\$ 5,500.00
25	MOBILIZATION	1	LS	\$ 8,000.00	\$ 8,000.00	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00	\$ 13,000.00	\$ 13,000.00
26	GPS AS-BUILT SURVEY	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 8,000.00	\$ 8,000.00
				\$ 639,347.19		\$ 686,915.00		\$ 1,062,000.00		\$ 1,053,015.50	

There was a miscalculation in this bid item, however it does not affect the outcome of the bid.

The apparent low bidder is 4M Trenching in the amount of \$686,915.00.

Bids Verified By:



Date

11-1-2024



**Engineering and
Construction Services**
100 N Midwest Boulevard
Midwest City, OK 73110
Office 405.739.1220

To: Honorable Chairman and Trustees

From: Patrick Menefee, P.E., City Engineer

Date: November 12th, 2024

Subject: Discussion, consideration, and possible action of rejecting the bid received for the Sooner Rose Sanitary Sewer Improvement Project.

On Tuesday, October 29th, 2024 the bids were opened for the Sooner Rose Sanitary Sewer Improvement Project. There was only one bid received in the amount of \$4,730,277.00. This exceeds the Engineer's Estimate and the project's budget. Staff and the consultant engineer plan to revisit the parameters of the proposed project, make revisions, and readvertise it for new bids.

The project is funded in the budget under the description ARPA SOONER ROSE SWR LINE in the 353 Economic Development Authority fund under the Project Number 9523A1. The Engineer's Estimate and the bid tab for the detailed bid is attached.



Patrick Menefee, P.E.,
City Engineer
Attachment

Bid Tabulation Table CONSTRUCTION COST

PROJECT: Sooner Rose Sanitary Sewer Improvement

DATE: 10/30/2024

Line A , B, an C - Base Bid						
Item	Description	Quantity	Unit	Unit Price	EOC	Cimarron Cons. Comp.
1	Excavation and Backfill, Unclassified	450	CY	\$ 16.00	\$ 7,200.00	\$ 11,700.00
2	8" PVC SDR-35 (Boring)	287	LF	\$ 90.00	\$ 25,830.00	\$ 45,059.00
3	12" PVC SDR-35 (Boring)	942	LF	\$ 110.00	\$ 103,620.00	\$ 179,922.00
4	15" PVC SDR-35 (Boring)	1422	LF	\$ 125.00	\$ 177,750.00	\$ 297,992.00
5	8" PVC SDR-35 (Trenching)	93	LF	\$ 135.00	\$ 12,555.00	\$ 22,320.00
6	12" PVC SDR-35 (Trenching)	336	LF	\$ 245.00	\$ 82,320.00	\$ 92,736.00
7	15" PVC SDR-35 (Trenching)	530	LF	\$ 325.00	\$ 172,250.00	\$ 178,080.00
8	14" Steel Encasement	287	LF	\$ 450.00	\$ 129,150.00	\$ 205,779.00
9	20" Steel Encasement	942	LF	\$ 600.00	\$ 565,200.00	\$ 651,864.00
10	24" Steel Encasement	1422	LF	\$ 800.00	\$ 1,137,600.00	\$ 1,548,558.00
11	Service Connection	15	EA	\$ 750.00	\$ 11,250.00	\$ 71,475.00
12	Standard 4' Diameter Manhole	12	EA	\$ 5,000.00	\$ 60,000.00	\$ 62,820.00
13	Cemintitious Manhole Coating	95	VF	\$ 250.00	\$ 23,750.00	\$ 62,225.00
14	New Manhole Frame, Cover and Seal	8	EA	\$ 1,500.00	\$ 12,000.00	\$ 5,600.00
15	Replace Bench and Trough	8	EA	\$ 1,500.00	\$ 12,000.00	\$ 1,000.00
16	Aggregate Base Type "A"	2035	CY	\$ 90.00	\$ 183,150.00	\$ 250,305.00
17	Combined Curb and Gutter 6" Barrier	364	LF	\$ 60.00	\$ 21,840.00	\$ 24,752.00
18	Sidewalk Removal & Replacement	38	SY	\$ 90.00	\$ 3,420.00	\$ 7,144.00
19	Paving Removal & Replacement	413	SY	\$ 20.00	\$ 8,260.00	\$ 90,447.00
20	Solid Slab Sodding	1150	SY	\$ 5.00	\$ 5,750.00	\$ 9,200.00
21	Extra Depth Manhole	154	VF	\$ 300.00	\$ 46,200.00	\$ 80,080.00
22	Testing	1	LSUM	\$ 5,000.00	\$ 5,000.00	\$ 16,675.00
23	Bypass Pumping	1	LSUM	\$ 78,000.00	\$ 78,000.00	\$ 194,305.00
24	Construction Staking	1	LSUM	\$ 10,000.00	\$ 10,000.00	\$ 24,260.00
25	Leakage Testing	1	LSUM	\$ 3,000.00	\$ 3,000.00	\$ 10,035.00
26	Deflection Test	1	LSUM	\$ 3,000.00	\$ 3,000.00	\$ 21,400.00
27	Traffic Control	1	LSUM	\$ 25,000.00	\$ 25,000.00	\$ 21,355.00
28	Temporary Erosion and Sediment Control	1	LSUM	\$ 3,000.00	\$ 3,000.00	\$ 25,150.00
29	Pre-Installation Video Inspection	3098	LF	\$ 3.00	\$ 9,294.00	\$ 24,784.00
30	Post-Installation Video Inspection	3609	LF	\$ 3.00	\$ 10,827.00	\$ 18,045.00
31	Mobilization	1	LSUM	\$ 50,000.00	\$ 50,000.00	\$ 180,000.00
32	Clearing and Restoration	1	LSUM	\$ 35,000.00	\$ 35,000.00	\$ 222,775.00
33	Removal or Abandonment of Ex. Sewer	1	LSUM	\$ 50,000.00	\$ 50,000.00	\$ 56,555.00
34	Removal and Replacement of Storm Sewer	1	LSUM	\$ 10,000.00	\$ 10,000.00	\$ 15,880.00
Total Base Bid					\$ 3,093,216.00	\$ 4,730,277.00

Line D - Alternate #1						
Item	Description	Quantity	Unit	Unit Price	EOC	Cimarron Cons. Comp.
1	Excavation and Backfill, Unclassified	50	CY	\$ 16.00	\$ 800.00	\$ 1,300.00
2	8" PVC SDR-35 (Boring)	295	LF	\$ 90.00	\$ 26,550.00	\$ 46,315.00
3	12" PVC SDR-35 (Boring)	0	LF	\$ 110.00	\$ -	
4	15" PVC SDR-35 (Boring)	0	LF	\$ 125.00	\$ -	
5	8" PVC SDR-35 (Trenching)	57	LF	\$ 135.00	\$ 7,695.00	\$ 13,680.00
6	12" PVC SDR-35 (Trenching)	0	LF	\$ 245.00	\$ -	
7	15" PVC SDR-35 (Trenching)	0	LF	\$ 325.00	\$ -	
8	14" Steel Encasement	295	LF	\$ 450.00	\$ 132,750.00	\$ 211,515.00
9	20" Steel Encasement	0	LF	\$ 600.00	\$ -	
10	24" Steel Encasement	0	LF	\$ 800.00	\$ -	
11	Service Connection	4	EA	\$ 750.00	\$ 3,000.00	\$ 19,060.00
12	Standard 4' Diameter Manhole	1	EA	\$ 5,000.00	\$ 5,000.00	\$ 5,235.00
13	Cemintitious Manhole Coating	16	VF	\$ 250.00	\$ 4,000.00	\$ 10,480.00
14	New Manhole Frame, Cover and Seal	2	EA	\$ 1,500.00	\$ 3,000.00	\$ 1,400.00
15	Replace Bench and Trough	2	EA	\$ 1,500.00	\$ 3,000.00	\$ 250.00
16	Aggregate Base Type "A"	75	CY	\$ 90.00	\$ 6,750.00	\$ 9,225.00
17	Combined Curb and Gutter 6" Barrier	32	LF	\$ 60.00	\$ 1,920.00	\$ 2,176.00
18	Sidewalk Removal & Replacement	0	SY	\$ 90.00	\$ -	
19	Paving Removal & Replacement	32	SY	\$ 20.00	\$ 640.00	\$ 7,008.00
20	Solid Slab Sodding	90	SY	\$ 5.00	\$ 450.00	\$ 720.00
21	Extra Depth Manhole	0	VF	\$ 300.00	\$ -	
22	Testing	1	LSUM	\$ 1,000.00	\$ 1,000.00	\$ 2,500.00
23	Bypass Pumping	1	LSUM	\$ 15,000.00	\$ 15,000.00	\$ 19,420.00
24	Construction Staking	1	LSUM	\$ 1,000.00	\$ 1,000.00	\$ 2,840.00
25	Leakage Testing	1	LSUM	\$ 1,000.00	\$ 1,000.00	
26	Deflection Test	1	LSUM	\$ 1,000.00	\$ 1,000.00	\$ 1,955.00
27	Traffic Control	1	LSUM	\$ 1,000.00	\$ 1,000.00	\$ 3,445.00
28	Temporary Erosion and Sediment Control	1	LSUM	\$ 1,000.00	\$ 1,000.00	\$ 3,360.00
29	Pre-Installation Video Inspection	352	LF	\$ 3.00	\$ 1,056.00	\$ 2,816.00
30	Post-Installation Video Inspection	352	LF	\$ 3.00	\$ 1,056.00	\$ 1,760.00
31	Mobilization	1	LSUM	\$ 10,000.00	\$ 10,000.00	\$ 16,000.00
32	Clearing and Restoration	1	LSUM	\$ 5,000.00	\$ 5,000.00	\$ 23,000.00
33	Removal or Abandonment of Ex. Sewer	0	LSUM	\$ 50,000.00	\$ -	\$ 2,435.00
34	Removal and Replacement of Storm Sewer	0	LSUM	\$ 10,000.00	\$ -	
Subtotal					\$ 233,667.00	\$ 407,895.00