

## **ANNEX A - DIRECTION AND CONTROL**

### **I. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. There are hazards which exist within the boundaries of Thatcher that have the potential for causing disasters of such magnitude as to make centralized command and control desirable or essential.
2. Town of Thatcher has primary responsibility for emergency management of most major incidents that could be expected to occur within Thatcher and outside incorporated areas of the Town, but may request additional resources and assistance at the County, State or Federal levels.

#### **B. Assumptions**

1. Most emergency situations are handled routinely by the emergency services agencies within the Town of Thatcher.
2. Most minor emergencies can be managed at the field level under established procedures by local emergency services and county emergency services agencies.
3. During large-scale local emergencies, many management activities can be handled at the EOC, thereby allowing field forces to concentrate on essential scene tasks.
4. In most large-scale disaster situations, centralized direction and control (i.e., activation of the Emergency Operations Plan and EOC) is the most effective approach to management of emergency operations.

### **II. MISSION**

The mission of the Town of Thatcher Emergency Staff is to promote coordination within the Town Emergency Organization and outside agencies while providing direction and control of emergency operations.

### **III. EXECUTION**

#### **A. Concept of Operations**

1. The Emergency Staff is the Town of Thatcher Manager's agency for coordination of the Town Emergency Organization and will be activated and respond to the EOC to provide direction and control under the guidelines listed below. See **Annex A, Appendix 1**, for specific EOC activation procedures.
2. Emergency situations vary markedly in speed of onset and in their potential for escalation to disaster proportions. The extent to which the EOC is activated and

when it assumes command of emergency operations depends upon the type of emergency situation, its potential for escalation, its geographical extent, and other factors. The objective is to activate the Emergency Operations Plan (EOP) and Emergency Operation Center (EOC) at an appropriate time and level of implementation to allow emergency staff ample lead time for response, briefing, and action plan development. This may be immediate and at a fully activated level under certain circumstances.

3. It is incumbent upon on-duty field emergency services personnel and dispatch telecommunicators to be prepared to immediately contact the Town Mayor or one of the following designees to report any emergency situation which may require activation of the EOC. Individuals authorized to activate EOC include the following:
  - a. Town Manager
  - b. Town Mayor
  - c. Town Police Chief
  - d. Town Safety Officer
  - e. Town Engineer
  - f. Town Fire Chief
4. The EOC will ordinarily be fully activated and the Emergency Staff will assume control of emergency operations in any emergency situation of such magnitude as to require significant mobilization of elements of Town government other than those principally involved in emergency services on a day-to-day basis.
5. The EOC may be partially activated during emergencies of lower magnitude when doing so will assist field incident commanders in controlling the emergency, provide a controlled release of information to the public, or facilitate the liaison and coordination with outside agencies or jurisdictions.
6. The EOC may be activated and staffed incrementally in response to a slow developing emergency.

**B. Emergency Staff Organization**

Various aspects and factors of an emergency including type and magnitude will dictate the appropriate emergency staff organization configuration. **Annex A** includes several appendices which further clarify and define the Emergency Staff Organization. **Appendix 2** illustrates the full emergency staff in an organizational chart form. **Appendix 3** details the organization and list specific assignments and alternates. **Appendix 4** contains Sample Reports.

The Emergency Staff is divided into three functional groups:

1. Executive Group

The members of this group include both elected and appointed executives with

legal and policy-making power, i.e., Mayor of Thatcher, Town Council, and Town Attorney.

2. Command Staff:

- a. Functions in a manner that directs activities necessary to maintain and restore Town operations both during and after an emergency situation.
- b. Is responsible for directing the structured command activities of Operations, Plans, Logistics, and Administration.
- c. Consists of the Town Manager, Town Police Chief, and Town Fire Chief, Engineering, Magistrate and others deemed necessary to assist.

3. Emergency Services Group

The Emergency Services Group consists of other Town Departments that are assigned to assist the Command Staff in carrying out the tactical functions of Operations, Plans, Logistics, and Administration.

C. Emergency Staff Functions - Executive Group

1. The Town Council

The Town Council has primary authority and responsibility in an emergency to implement emergency powers of local government. This includes:

- a. Passing a resolution that a local emergency exists when necessary.
- b. Establishing curfews, blockades, and limits on utility usage.
- c. Making rules governing access to and from the affected area.
- d. Authorizing evacuation orders.
- e. Implementing other security measures.
- f. Keeping the public and Arizona Division of Emergency Management informed of the situation.
- g. Requesting outside assistance when necessary.

NOTE: During a major emergency all physical resources within the Town, whether publicly or privately owned, may be utilized when deemed necessary by the Mayor. The Town assumes no financial or civil liability for the use of such resources; however, accurate records of such uses will be maintained in case reimbursement becomes possible.

2. Town Manager

The Town Manager, as Chief Administrative Officer of the Town, has the following functions:

- a. Activate the Emergency Operations Plan and EOC if required.

- b. Serve as EOC Chief and take command of the incident and Emergency Staff.
- c. Implement the appropriate incident command structure. Assign Command Staff members to Operations, Plans, Logistics, and Administration sections as needed.
- d. Provide overall leadership and guidance to the Command Staff.
- e. Support the overall preparedness program in terms of its budgetary and organizational requirements.
- f. Implement the policies and decisions of the Town Council.
- g. Designate an EOC Chief if unable to act in that capacity.
- h. Ensure that all departments are trained.
- i. Conduct an after action review of the situation and the effectiveness of response.

D. Emergency Staff Functions - Command Staff:

Incident Command will be accomplished utilizing the National Incident Management Systems (NIMS) "Incident Command System (ICS). The Town of Thatcher recognizes these policies and utilizes the NIMS as a basis for the Incident Command System (ICS) structure. NIMS is a standard incident management system that is scalable and modular, and can be used in incidents of any size/complexity. These functional areas include: Command, Operations, Planning, Logistics, and Finance/Administration. The NIMS incorporates the principles of Unified Command (UC) and Area Command (AC), ensuring further coordination for incidents involving multiple jurisdictions or agencies and multiple events. These areas will be implemented, staffed and organized by the EOC Chief as dictated by the scope of the emergency. The Emergency Management Coordinator and other Staff Advisors are there to assist the EOC Chief.

1. Command (EOC Chief) – Town Manager or Alternates – Town Safety Officer, Police Chief, Fire Chief or other assignees.

The EOC Chief will serve as the overall manager of the incident. The EOC Chief will provide guidance in the development and implementation of strategic decisions, and will approve the ordering and releasing of resources.

Functions include:

- a. Activate elements of the Emergency Operations Plan.
- b. Assess incident situation.
- c. Conduct initial briefing for Command Staff.
- d. Approve and authorize implementation of the Incident Action Plan.
- e. Authorize evacuation orders after the Town Council files a Resolution.
- f. Manage incident operations.

- g. Determine information needs and inform Command Staff personnel of these needs.
  - h. Coordinate staff activity.
  - i. Authorize release of information to the news media.
  - j. Approve plan for demobilization.
2. Operations –Town Engineer, Fire Chief, or Police Chief. The Operations Section will serve in a capacity that provides for the management of operations directly applicable to the incident.

Functions include:

- a. Obtain briefing from EOC Chief.
  - b. Develop operations portion of Incident Action Plan.
  - c. Brief and assign operations personnel.
  - d. Determine needs and request additional resources.
  - e. Supervise operations in conjunction with Field Incident Command Post(s).
  - f. Report information about specific activities, events and occurrences to the EOC Chief.
  - g. Review suggested list of resources to be released and initiate recommendation for release of resources.
  - h. Ensure general welfare and safety of Operations Section personnel.
3. Planning – Town Engineer, Fire Chief or Police Chief.

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

Functions include:

- a. Obtain briefing from EOC Chief.
- b. Activate Plans Section.
- c. Supervise preparation of Incident Action Plan.
- d. Establish information requirements and reporting schedules for each incident.
- e. Assemble information on alternative strategies.
- f. Establish a Weather Data Collection System when necessary.
- g. Identify need for use of specialized resources.

- h. Provide periodic predictions of incident.
- i. Compile and display incident status summary information.
- j. Advise Command Staff of any significant changes in incident status.
- k. Maintain resource status information.
- l. Prepare and distribute EOC Chief's orders.
- m. Ensure general welfare and safety of Plans Section personnel.

4. Logistics – Town Parks Director or Town Safety Officer

The Logistics Section will provide for equipment, facilities, materials, supplies, and services in support of the incident. This section participates in development and implementation of the Incident Action Plan. Functions include:

- a. Obtain briefing from EOC Chief.
- b. Plan the organization of Logistics Section.
- c. Assign work locations and preliminary work tasks to section personnel.
- d. Notify Plans Section of Logistics units activated, including names and locations of assigned personnel.
- e. Participate in preparation of Incident Action Plan.
- f. Identify service and support requirements for planned and anticipated operations.
- g. Provide Incident Traffic Plan.
- h. Coordinate and process requests for additional resources.
- i. Advise on current service and support requirements.
- j. Estimate future service and support requirements.
- k. Recommend release of section resources.
- l. Ensure general welfare and safety of Section personnel.

5. Finance/Administration – Town Manager, Town Chief Financial Officer, Town Attorney

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

- a. Obtain briefing from EOC Chief.
- b. Attend planning meeting to gather information.
- c. Identify and procure supply and support needs for Finance.
- d. Meet with assisting and cooperating agency representatives.

- e. Inform EOC Chief and Command Staff when section is fully operational.
- f. Provide input in all planning sessions on financial and cost analysis matters.
- g. Advise the Executive Group and Command Staff on emergency powers of local government and other legal issues.
- h. Review and advise the Executive Group and Command Staff on possible liabilities arising from disaster operations.
- i. Collect and compile departmental "After-Action Reports". Prepare and forward a master "After-Action Report" to the County Manager's office.

6. Staff Advisor: Town Safety Officer

- a. Town Safety Officers functions include;
  - (1) Serve as Staff Advisor to the EOC Chief.
  - (2) Maintain the Emergency Operations Plan for the Town and coordinate the planning of emergency and preparedness activities.
  - (3) Coordinate with and advise all Town departments on developing, maintaining, and exercising their respective assigned responsibilities and Standard Operating Procedures relevant to this plan.
  - (4) Conduct ongoing hazard awareness and public education programs.
  - (5) Ensure the operational capability of the EOC and alternate EOC.
  - (6) Activate the EOC when assigned by the Town Manager.
  - (7) Maintain current notification list for this plan.
  - (8) Assist the EOC Chief in providing command staffing of the EOC on a 24 hour, 2 shift basis if required.

E. Emergency Staff Functions - Emergency Services Group

The following functions will be carried out at a tactical level by Emergency Service Group delegates in support of Command. These functions may be directed from normal Town locations (coordinated by the Command Staff in the EOC) or Command may request actual representation in the EOC to coordinate one or more of these areas. Emergency Staff positions listed after each function indicates normal responsibility assignment.

1. Warning – Police Chief

Primary Functions:

- a. Disseminate emergency public information as requested.
- b. Receive and disseminate warning information to the public and key Town officials.

2. Communications –Town Information Technician

Primary Functions:

- a. Establish and maintain Emergency Communications System.
- b. Coordinate use of all public and private communications systems necessary during emergencies.
- c. Manage and coordinate all emergency communications operations within the EOC once activated.

3. Shelter – County Emergency Services, County Animal Control

Primary Functions:

- a. Coordinate operations of shelter facilities, whether they are operated by the County, local volunteers, or organized disaster relief agencies, such as the American Red Cross.
- b. Coordinate special care requirements for sheltered groups, such as unaccompanied children, the aged and others.
- c. Coordinate support with other County departments, relief agencies and volunteer groups in conjunction with the Emergency Management Coordinator.
- d. Coordinate shelters for incoming animals; dogs, cats, & livestock that may arrive with evacuees. For State Assistance contact the Arizona Humane Society (602)395-3846 or cell (602)339-2894

4. Evacuation – Police Chief, Fire Chief (Fire Districts will assist as per the Intergovernmental Agreements)

Primary Functions:

- a. Serves within the Operation or Plans section of the Command Staff.
- b. Define responsibilities of Town departments and private sector groups.
- c. Coordinate evacuation planning to include:
  - (1) Movement control. (Police)
  - (2) Safety/Health/Medical requirements. (Town Safety Officer, County Health Department)
  - (3) Fire inspection of shelters. (Fire through IGA)
  - (4) Transportation needs. (Schools through IGA)

5. Rescue – Police Chief (Municipal and District Fire Department as per IGA)

Primary Functions:

- a. Serves in Operations or Plans section of Command Staff
- b. Assess incident situation.
- c. Activate elements of the Emergency Operations Plan.
- d. Conduct initial briefing for Command Staff.
- e. Approve and authorize implementation of the Incident Action Plan.
- f. Determine information needs and inform Command of personnel needs.
- g. Coordinate staff activity.
- h. Coordinate search and rescue activities.
- i. Maintain a reserve pool of personnel and equipment for rescue purposes.

6. Law Enforcement – Police Chief

Primary Functions:

- a. Serve in either the Operations or Plans section of the Command Staff.
- b. Assess incident situation.
- c. Activate elements of the Emergency Operations Plan.
- d. Conduct initial briefing for Command Staff.
- e. Approve and authorize implementation of Incident Action Plan.
- f. Determine information needs and inform Command of personnel needs.
- g. Coordinate staff activity.

7. On-Scene Incident Commander (there may be several different scenes of Emergency Operations at the same time.)

a. Fire – (**Fire District per IGA**)

Primary Functions:

- (1) Assume overall on-scene authority when the preponderance is on fire suppression functions.
- (2) Supervise fire suppression activities.
- (3) Inspect damaged area for fire hazards.
- (4) Supervise fire prevention activities.
- (5) Inspect shelters for fire hazards.

b. Law – Police Chief

Primary Functions

- (1) Assume overall on-scene authority when the preponderance of the

emergency is based on law enforcement/police investigative functions.

- (2) Supervise law enforcement activities.
  - (3) Supervise traffic control activities.
  - (4) Ensure crowd control.
  - (5) Cordon and isolate damaged areas.
  - (6) Provide initial damage reconnaissance and reporting.
  - (7) Ensure explosive ordnance reconnaissance.
  - (8) Evacuate and secure disaster area.
8. Health and Medical – County Health Department Director
- Primary Functions:
- a. Coordinate planning efforts of hospital and other health facilities.
  - b. Determine health facilities' capabilities to receive patients during emergencies.
  - c. Develop emergency health and sanitation standards and procedures.
9. Emergency Public Information - Town Manager
- Primary Functions:
- a. Compile and prepare emergency information for the public in case of an emergency.
  - b. Arrange for media representatives to receive regular briefings on the Town's status during extended emergency situations.
  - c. Secure printed and photographic documentation of the disaster situation.
  - d. Handle unscheduled inquiries from the media and the public.
10. Damage Assessment – Town Engineer
- Primary Functions:
- a. Condemn unsafe structures.
  - b. Exercise authority to establish a Damage Assessment Team from among Town Departments with assistance from Town, City and County Engineers from within the County as per IGA's.
  - c. Assist in determining geographic extent of damaged area.
11. Damage Mitigation & Safety Assistance – Town Public Works Director
- Primary Functions:

- a. Barricade hazardous areas.
  - b. Assess damage to streets, bridges, traffic control devices and other Development Services facilities.
  - c. Ensure priority restoration of streets and bridges.
  - d. Remove debris.
  - e. Direct temporary repair of essential facilities.
  - f. Provide sand and dirt.
12. Utilities –Safford Municipal Utilities, El Paso Natural Gas, Town of Thatcher Municipal Utilities, Graham County Electric COOP.
- Primary Functions:
- a. Restore water treatment and supply services.
  - b. Assess damage and identify recovery times for utility systems.
  - c. Augment sanitation services.
  - d. Provide prompt and effective response to utility emergencies: protecting life first and then property and the environment.
  - e. Restore utility services including; water, gas, electric and wastewater systems.
13. Resource Management – Town Public Works Director
- Primary Functions:
- a. Establish emergency purchasing procedures.
  - b. Prepare to mobilize resources of personnel and equipment.
  - c. Prepare and maintain utilization lists of both inside Town Government and outside resources (municipal or private); personnel, materials and equipment.
  - d. Provide resources such as equipment, labor, materials as necessary to assist in the emergency response or as directed by the EOC.
14. Human Services – Town Parks & Recreation Director
- Primary Functions:
- a. Identify facilities to accommodate mass feeding in emergency situations.
  - b. Secure source of emergency food supplies.
  - c. Assist in operation of shelter facilities, whether they are operated by the County, local volunteers, or organized disaster relief agencies, such as the American Red Cross.
  - d. Assist in special care requirements for sheltered groups, such as

unaccompanied children, the aged and others.

15. Transportation – Town Public Works Director

Primary Functions:

- a. Identify local transportation resources and arrange for their use in emergencies thru IGA's.
- b. Maintain accurate records of publicly and privately-owned transportation, equipment and personnel used during an emergency for purposes of possible reimbursement.

16. Legal - Town Attorney

Primary Functions:

- a. Advise Town officials on emergency powers of government and necessary procedures for invocation of measures to:
  - (1) implement evacuation procedures
  - (2) restrict or deny access
  - (3) specify routes of egress
  - (4) establish curfews
  - (5) secure use of any publicly or privately owned resources with or without payment to the owner
  - (6) remove debris from publicly or privately owned property
  - (7) establish rationing of critical resources
  - (8) limit or restrict use of water or utilities
  - (9) implement wage, price and rent controls
- b. Review and advise Town officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers.
- c. Prepare and/or recommend legislation to implement the emergency powers which may be required during an emergency.
- d. Advise Town officials and department heads on record keeping requirements and other documentation necessary for the exercising of emergency powers.

17. Hazard Mitigation - Town Manager

Primary Function: Ensure overall management of the Hazard Mitigation Program.

18. Finance – Town Chief Financial Officer

Primary Functions:

- a. Maintain records of emergency related expenditures for personnel, equipment and materials.
- b. Develop systems for reporting and compiling information on deaths, injuries and dollar damage to tax-supported facilities and private property.
- c. Compile estimates of damage for use by Town officials in requesting disaster assistance.
- d. Evaluate effect of damage on Town economic index, tax base, bond ratings, insurance ratings, etc., for use in long-range recovery planning.

19. Other Agencies

Other department and agency heads not assigned specific functions in this plan will be prepared to make their resources available for emergency duty at the direction of the EOC Chief.

#### **IV. ADMINISTRATION AND LOGISTICS**

- A. Each department will assemble EOC packets containing pertinent information (lists, SOPs, maps, etc.) for use by Command Staff and Emergency Services Group personnel in the EOC. These packets will be kept in the EOC and will be maintained and updated by department designated Emergency Services Delegates.

#### **V. COMMUNICATIONS**

- A. Communications used by the EOC staff will include all systems normally in use to conduct daily business. These systems may be augmented should a period of warning occur prior to the onset of an emergency. The Town Manager, as Emergency Management Director, is responsible for control of the communications systems. The Town Information Technician is responsible for all technical aspects relating to maintenance, installations of equipment and emergency procedures relating to the equipment.

**ANNEX A - DIRECTION AND CONTROL**

**Appendix 1 - EOC Activation Procedures**

1 The following personnel are authorized to activate the Town EOC.  
(Should match list on page 2)

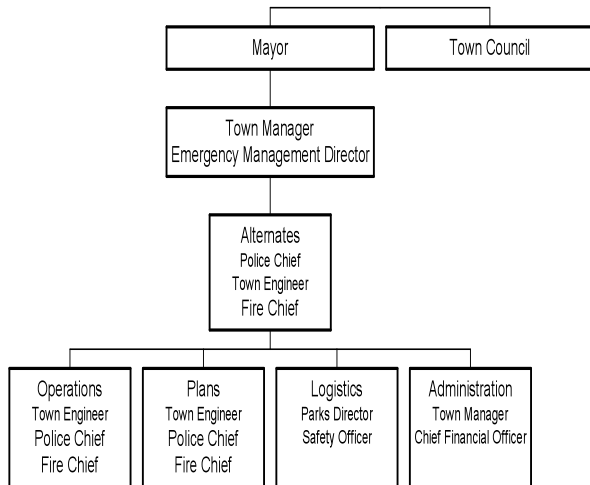
- a. Town Council
- b. Town Manager
- c. Town Mayor

2 Activation Process:

- a. When sufficient information from the field or from the above list of positions requires the EOC to open, they will notify the Town Police Telecommunications Supervisor who will call Town Manager and activate the EOC. A brief description of the type of incident will also be provided.
- b. The Town Manager will then use the EOC Activation Checklist to notify or call out all necessary personnel to properly staff the center.
- c. Emergency Staff will initiate and implement the Emergency Operations Plan at the appropriate level for the emergency.

**ANNEX A - DIRECTION AND CONTROL**

**Appendix 2 - Emergency Staff Organization Chart**



NOTE: The above assignments would be typical for disasters with law enforcement preponderance. With other types of disasters, the EOC Chief has the flexibility to assign other **Town Departments** into the Operations and Plans sections if appropriate. Any Town Department may, in fact, be assigned to head one of the four sections or participate in them in a direction and control capacity.

**ANNEX A - DIRECTION AND CONTROL**

**APPENDIX 3 - EMERGENCY STAFF LIST and ALTERNATES**

Town Manager.....Terry Hinton  
Town Mayor.....Bob Rivera  
Town Engineer..... Heath Brown  
Town Road Director..... Tommy Nicholas  
Town Park & Recreation Director.....  
Town Fire Chief.....Mike Payne  
Police Chief.....Mark Stevens  
Town Attorney.....Dudley Welker  
Town Safety Officer..... Mike Payne  
See current Town directory of these staff members.

## ANNEX A - DIRECTION AND CONTROL

### APPENDIX 4 – REPORTS

#### 1. **Event Log:**

The EOC Commander will have an event log compiled, by a member of the Emergency Services Staff, which will be used to record significant events, status reports, event descriptions, and actions taken by the staff.

#### 2. **Situation Report:**

- a. See **Situation Report to this appendix.**
- b. A Situation Report will be prepared by the shift supervisor at the end of each work shift. One copy will be sent to the Town Manager's Office, and a second copy will be sent to Arizona Division of Emergency Management. The report to the State may be submitted by telephone.
- c. Initial reports may be fragmentary and by telephone if the Town Manager is not at the EOC. When conditions stabilize, complete reports will be provided.

#### 3. **Security Log:**

A record of all persons entering and leaving the EOC will be maintained by the Police Chief security personnel at the entrance and issued a pass if deemed necessary by the EOC Commander.

#### 4. **Disaster Summary Report:**

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

#### 5. **After-Action Report:**

- A See **After Action Report to this appendix.**
- B. Within five days after emergency operations are concluded, each involved department will submit an After-Action Report to the Town Manager.
- C. The report will include estimates of operational costs if actual cost data is not yet available. Subsequent reports will be made as requested and as refined data becomes available.
- D. After-Action Reports will be shared with the Office of Domestic Preparedness (ODP) identifying lessons learned and best practices.

**ANNEX A - DIRECTION AND CONTROL**

**APPENDIX 4 – REPORTS**

**SITUATION REPORT**

1. Report No: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_
2. From: \_\_\_\_\_
3. To: \_\_\_\_\_
4. Nature of Emergency: \_\_\_\_\_
5. Location of Emergency: \_\_\_\_\_
6. Date/Time of Occurrence: \_\_\_\_\_
7. Casualties: a. Injured: \_\_\_\_\_ b. Dead: \_\_\_\_\_ c. Homeless: \_\_\_\_\_
8. Property Damage: \_\_\_\_\_
9. Actions Taken (Details in Remarks):
  - a. Declaration of Emergency: \_\_\_\_\_
  - b. Evacuation: \_\_\_\_\_
  - c. Movement of People: \_\_\_\_\_
  - d. Movement of Supplies: \_\_\_\_\_
10. Assistance Required:
  - a. Personnel (Skill/Number):  
\_\_\_\_\_  
\_\_\_\_\_
  - b. Equipment (Type/Number): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - c. Other Resources: \_\_\_\_\_  
\_\_\_\_\_
11. Is Area Accessible? \_\_\_\_\_  
\_\_\_\_\_
12. Communications Available: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Actions Take By:
  - a. American Red Cross: \_\_\_\_\_  
\_\_\_\_\_
  - b. Salvation Army: \_\_\_\_\_  
\_\_\_\_\_
  - c. Others: \_\_\_\_\_  
\_\_\_\_\_

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14. Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ANNEX A - DIRECTION AND CONTROL**

**APPENDIX 4 – Reports**

**AFTER-ACTION REPORT**

1. Date of Emergency: \_\_\_\_\_
2. Type: \_\_\_\_\_
3. Department: \_\_\_\_\_
4. Support was furnished to:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
5. Description of work done: \_\_\_\_\_
  
6. Labor hours used: Total persons \_\_\_\_\_
  - a. Total regular hours \_\_\_\_\_
  - b. Total overtime hours \_\_\_\_\_
  - c. Employees injured \_\_\_\_\_
7. Emergency expenditures: \_\_\_\_\_  
Items expended: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Damage to Town property: \$ \_\_\_\_\_  
Property damaged: \_\_\_\_\_
9. Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_  
Department Representative

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