

## BASIC PLAN

### I. SITUATION AND ASSUMPTIONS

#### A. Situation

There is the possibility that an emergency requiring rapid mobilization and maximum coordination of all agencies could occur within Town of Thatcher. Conditions that could cause a major emergency are storms, flooding, civil disturbance, evacuation, airplane crash, hazardous materials, terrorism, major fire, emergency water shortage, earthquakes, national security emergencies and bio-terrorism or any combination thereof.

#### B. Assumptions

1. Town of Thatcher has primary responsibility for emergency actions within the Town and will commit all available resources to save lives, minimize injury to persons and minimize damage to property and the environment. Town of Thatcher will work with all other government agencies within Town of Thatcher to ensure Life and Safety and property conservation.
2. Outside assistance would likely be available in most large-scale disasters and plans have been established to facilitate coordination of this assistance. However, it is still essential for Town of Thatcher to plan and be prepared to carry out disaster response and short-term recovery operations on an independent basis.
3. Disasters may occur at any time with little warning, or in some instances, allow for increased readiness measures and warning actions to be taken in advance.
4. Local Emergency Management officials recognize their functions and responsibilities as they are outlined in this plan and will implement them as necessary. It must be understood, that due to the nature of some disasters, the Town may not be physically capable of handling all requests for assistance for everyone immediately. Help may be there in hours, or it may take days. **Residents of the Town need to be self-sufficient for at least the first 72 hours of any disaster.**

### II. MISSION

- A. To provide a rapid and effective response to conditions hazardous to life and/or property.
- B. To provide expeditious recovery from an emergency or a disaster situation.

### III. EXECUTION

#### A. Concept of Operations

1. The Town Council has the over-all responsibility for actions taken to control an emergency within the Town. The Town Manager, as Chief Administrative Officer, controls the activities that are essential for Town of Thatcher's emergency preparedness program. In fulfilling these functions, the County Manager acts as the Director of Emergency Services.
2. Existing agencies of government, including Departments of the County, will perform emergency activities closely related to those they perform routinely. The efforts that would normally be required for those functions will be expanded to accomplish the emergency functions needed in a large-scale emergency or disaster.
3. A local emergency may be declared by the Town Council who may request outside assistance from other political jurisdictions or from organized volunteer groups. They will be requested and used only as an adjunct to existing Town services and only when the emergency situation threatens to expand beyond the Town's capabilities.
4. Town of Thatcher, through the Town Emergency Organization, will take the necessary actions to control a limited emergency occurring in its jurisdiction. When conditions of a local emergency or disaster are present, or are imminent and a need for assistance can be reasonably estimated, requests for assistance will be made to Arizona Department of Emergency Management. The Federal Government will provide assistance to the State as needed relative to the nature and scale of the emergency.

#### B. Phases of Emergency Management

This Plan utilizes both a functional and a hazard specific approach and therefore includes the appropriate emergency functions within each hazard annex. Plans address the time phases of before, during, and after an emergency and also deal with the four major phases of emergency management defined as follows:

1. Mitigation: Activities designed to prevent occurrence of an emergency, reduce vulnerability to a hazard, or lessen the severity of adverse impact upon the population. They often take the form of risk analysis, education, engineering and enforcement.
2. Preparedness: Programs, systems or activities that exist prior to an emergency that enhance response and readiness. Planning, training and exercising (disaster drills) are examples of activities under this phase.
3. Response: This phase encompasses all aspects of the actual response during an

emergency including warning, evacuation, direction and control, and other similar operations. Actions taken during the response phase are designed to save lives and minimize damage to property and the environment.

4. Recovery: This phase is both a short-term and long-term process. Short-term recovery activities seek to restore vital services to the County such as food supply, temporary shelter, and utilities. Long-term recovery focuses on restoring the County to its normal or improved, conditions. Recovery planning should include a review of ways to avoid future emergencies and to improve preparedness and response.

C. Town Emergency Organization

1. The basic organization consists of the Town agencies designated in this plan. See **Basic Plan, Appendix 1, Town Organization Chart**.
2. All County agencies not designated are considered available for emergency services and will respond when directed by the Town Manager or a designated representative.
3. All Town employees are considered available for emergency operations.
4. Directors of Departments will ensure that appropriate Standing Operating Procedures (SOPs) are prepared for the contingencies in which they will be involved. These plans will include procedures for notifying/recalling key personnel.

D. Tasks

1. Annexes to this plan have been prepared which outline the emergency functions performed by the Town Departments and Agencies in controlling the various emergencies that might occur in Town of Thatcher. Those departments that are emergency-oriented in their normal operations will be involved in all emergencies. Other departments may be required to assist by furnishing personnel and/or logistic support. **Appendix 2, of the Basic Plan**, depicts the primary and secondary responsibilities for emergency functions by organization. This chart may be utilized to assist emergency managers dealing with emergencies that occur where a hazard specific annex has not been prepared.
2. An Emergency Staff comprised of persons with full knowledge of the emergency plan and their department's function will be activated by the Town Manager (or designee) and will coordinate the activities of the Town Emergency Organization and any mutual aid activities with other governments. The Emergency Staff is comprised of three groups: Executive group, Command Staff, and Emergency Services group. **Annex A, Direction and Control**, describes the functions of each group and their reporting locations. **Annex A, Appendix 3**, provides a listing of Emergency Staff members and their designated alternates.
- 3.

#### IV. ADMINISTRATION AND LOGISTICS

During an emergency some administrative procedures may have to be suspended or relaxed if they become detrimental to carrying out appropriate response to or recovery from an emergency. Such deviation should be carefully considered and approved before proceeding.

- A. The Town Attorney will draft necessary emergency legislation when required.
- B. Town Manager will be prepared to expedite the emergency purchases that will be needed.
- C. Town Chief Financial Officer will provide financial information to the Emergency Staff.

#### V. DIRECTION AND CONTROL

A. See **Annex A, Direction and Control**.

B. Continuity of Government

1. Line of Succession

For purposes of emergency management the following persons, in order, may make binding decisions or commit resources of Town of Thatcher:

- a. Town Council
- b. The Town Manager
- c. Mayor
- d. Town Engineer

2. Critical Records

The Town Manager is responsible for insuring that vital Town records are maintained and preserved.

C. Activation and Control of Emergency Operations Plan

- 1. Prior to activation of the Emergency Operations Plan (and EOC) by the Town Manager, all Town Departments will control their emergency operations from their normal locations.
- 2. At the Town Manager's direction the Emergency Operations Plan (and EOC) will be activated to provide overall direction and control of the incident. See **Annex A, Appendix 1**, for activation guidelines.
- 3. When directed by the Town Manager or Town Manager's designee, the Emergency Staff will report to the EOC to coordinate their respective departmental emergency activities. See **Annex A, Direction and Control** for

specific activation procedures, EOC staff functions, and departmental assignments.

4. The Town Manager, as Chief Administrative Officer of the Town and Director of Emergency Services, is responsible for the execution of the Emergency Operations Plan and will command the operations from the EOC. In the absence of the Town Manager (or designee), the Town Engineer, or the Town Police Chief will act in the command role based on the preponderant nature of the emergency.
  
5. The Town Council which has ultimate responsibility for executive and policy decisions will be represented in the EOC by a member of the Town Council.

## **VI. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The Town Manager is assigned the task of coordinating the emergency planning process for Town of Thatcher. This individual must also ensure that all recipients of the Emergency Operations Plan indicated on the Distribution List, are in possession of a current copy of the plan and understand their roles and responsibilities.
- B. Planning is a continuous process that is conducted by the Town Manager, Town department heads or their designees and other agencies or organizations that contribute to the plan. The planning process will be enhanced by periodic emergency exercises that will be coordinated, scheduled and conducted by the Town Manager on an as needed basis. These exercises will provide an opportunity for the Town Emergency Organization to test its readiness level and to review emergency procedures and individual SOPs. Subsequent to the exercise, each entity involved in the drill may be requested to respond to the Town Manager with the results in their area of responsibility and provide any recommended changes or deficiencies noted. Planning sessions, with appropriate participation, will be requested, scheduled and coordinated by the Town Manager as needed.

Authority to make changes to the plan rests with the Town Manager. The Town Manager will determine if proposed changes need executive review/approval and coordinate appropriately. Routine changes for maintenance purposes such as keeping departmental personnel/resources listings (EOC packets) current will be accomplished on an as needed basis. Managers, Department Heads, and agencies may delegate this task to a staff position. These delegates are designated as “Emergency Services Delegates” and are submitted to the Town Manager for inclusion.