

OFFICE OF THE MAYOR
TULSA, OKLAHOMA

EXECUTIVE ORDER NO. 2003-02
May ~~April~~ 9, 2003

ESTABLISHMENT OF AN ADMINISTRATIVE PROCEDURE FOR THE
IMPLEMENTATION OF PROTECTIVE MEASURES FOR CRITICAL
INFRASTRUCTURE OWNED AND/OR OPERATED BY THE CITY OF TULSA

By the virtue of the power vested in me as the Mayor of the City of Tulsa, it is hereby ordered:

Section 1. PURPOSE. To provide guidance for developing and implementing protective measures based on heightened threat conditions.

Section 2. ORGANIZATIONS AFFECTED. All City Departments, Trusts and Authorities.

Section 3. DEFINITIONS.

- 3.1 Homeland Security - As used in this policy Homeland Security is defined as a concerted local effort to prevent terrorist attacks within the City of Tulsa, reduce the City's vulnerability to terrorism, and minimize the damage and recover from attacks that do occur.
- 3.2 Critical Infrastructure – Buildings/facilities, operations, and assets so vital to the City of Tulsa that the loss of such buildings/facilities, operations, and assets would have a debilitating impact on security, the economy, public health or safety, or any combination of those matters.

Section 4. POLICY. It is the policy of the City of Tulsa to remain vigilant, prepared, and ready to deter terrorist attacks. It is the responsibility of the Director of each department to develop and implement appropriate department specific protective measures for each level of threat condition as identified by the Homeland Security Advisory System (HSAS) developed by the U.S. Department of Homeland Security. Further, it is imperative that each department coordinates with other levels of government (i.e. County, State, and Federal), other communities, and the private sector to share knowledge and relevant information in our effort to protect the City's critical infrastructure.

Section 5. PROCEDURES.

- 5.1 The Director of each department of the City of Tulsa is directed to develop and implement the Homeland Security Advisory System – Threat Conditions and Associated Protective Measures relating to critical

infrastructure, including buildings/facilities, operations, or public events, for which the department is responsible.

- 5.2 The Threat Conditions and Associated Protective Measures are to be submitted to the Mayor's Homeland Security Task Force for review.
- 5.3 The responsible department will review and update, as warranted, the Threat Conditions and Associated Protective Measures at least annually.
- 5.4 Develop information security and awareness training associated with operations. The Threat Conditions and Associated Protective Measures shall be reviewed with employees at least annually.
- 5.5 The Threat Conditions and Associated Protective Measures are to be handled under strict security arrangements and held in confidence from public disclosure.
- 5.6 The Mayor's Homeland Security Task Force will oversee the protection of the information and direct necessary protocols to protect the information.
- 5.7 The Mayor's Homeland Security Task Force will conduct routine security check-ups.

Section 6. GUIDELINES. The Threat Conditions and Associated Protective Measures shall be prepared in accordance with the guidelines set forth in U.S. Department of Homeland Security, Homeland Security Presidential Directive 3, creating the Homeland Security Advisory System (HSAS).

Section 7. EFFECTIVE DATE. This Order shall take effect immediately.

Stephen L. Sewell PRO-TEM
Bill Lafortune, Mayor

MAY 09 2003

Date

ATTEST:

Michael P. Ford
City Clerk

