

DISTRICT OKIE811 RESPONSE TEAM

GUIDELINES FOR DETERMINING TEAM MEMBERS

1. Board of Directors will oversee the creation of the District's team.
2. Make sure district employees considered for the team are consulted and fully understand their responsibilities as stipulated by the Board.
3. Watershed aides should be listed as the LEAD for their home district. (see attached map)
4. Districts that are in a watershed aide service area (see attached map) should consult with your assigned watershed aide when designating the LEAD, Emergency/Short Notice or Back Up responders.
5. OCC watershed technicians, George Moore and Johnny Pelley can only be listed as part of your OKIE811 response team if approved by the OCC Conservation Programs Division Director.
6. If your District has two full time employees (watershed aide, administrative assistant, district manager, or district technician) the LEAD and Back Up responder roles should be assigned to them. If you have a specific concern, please contact Paige at the Commission for help.

TEAM MEMBER REQUIREMENTS

District LEAD OKIE Responder

The primary person on the District staff responsible for answering OKIE locate request / normal tickets.

- Must have access to the District email.
- Must have District username and password for OKIE and access to the OKIE811 portal.

Emergency/ Short Notice Responder

There are two assigned people for emergency, (after hours, weekends) or short notice issues. A call is sent made to the 1st person. If the call is not picked up, the 2nd person is called.

- Notifications are received through phone calls.
- Cell phone numbers must be provided.
- Responders must be able to respond immediately for EMERGENCY tickets and within 48 hours for Short Notice tickets.
- Responders must have a District username and password for OKIE and access to the OKIE811 portal.
- Although it is preferred responders have access to District email, it is not necessary with phone call notifications.

Back Up OKIE Responder

Person is a back up to the LEAD responder. Steps into LEAD when the LEAD is out (sick or vacation) or as otherwise decided by the District.

- Must have access to the District email.
- Must have District username and password for OKIE and access to the OKIE811 portal.

TICKET RESPONSE

Answering OKIE tickets should be a PROCESS where the:

1. ticket is studied
2. map reviewed
3. concerns or questions are addressed
4. excavators contacted if needed
5. responders feel CLEAR BEFORE THEY CLEAR a ticket

Thoroughly review the *Saying OK to OKIE* presentation from the 2023 State Meeting for exact guidelines on how to respond.

**Remember
This**

“CLEAR” isn’t the only response.

Not all work on OKIE tickets should happen.

You decide.

**If work threatens or possibly threatens the function or form of
ANY part of the dam, PAUSE AND INVESTIGATE.**

Understand the consequences and learn more.

A responder must feel comfortable with their response

COMMENTING ON TICKETS

Regardless of the response, an informative comment is good stewardship. To expedite the commenting process, we recommend each District create a few ‘canned’ responses that thoroughly convey all parts of the Comments detailed in the *Saying OK to OKIE* presentation.

Standard Comments: three sample comments are provided below.

You may ask...

Why change? Why is it so long?

Why so much?

**Your comments proactively informs the excavator on all aspects of the
dam, making NO ASSUMPTIONS.**

It puts the excavator on notice of their responsibility for their work.

It educates the excavator that this is a DAM.

It COVERS THE DISTRICT.

Replace the sample's district information (highlighted in gray) with your own. Copy and paste it where you can access it when you answer tickets. e.g. in your phone notes if you use your phone, or your desktop on your laptop, etc.

Sample #1 – Standard Comment for CLEAR Response

“This project is within 1/2 mile of a government flood control dam. Although this request for work is cleared, BE ADVISED THAT ANY WORK EITHER ABOVE OR BELOW GROUND ON ANY PART OF THE DAM WILL COMPROMISE THE STATE’S FLOOD CONTROL SYSTEM. This includes all excavation, construction, or placement of objects in, on, or through the embankment, principal spillway pipe, auxiliary spillways, abutments, berms, plunge basin or dam. In addition, Sample County Conservation District has extensive easements on the flood control dams in Sample County, including the actual dam itself, flood pools, and several acres around the dam. IF YOU SUSPECT YOUR PROJECT WILL VIOLATE ONE OF THESE EASEMENTS, CONTACT THE SAMPLE COUNTY CONSERVATION DISTRICT PRIOR TO CONSTRUCTION.

Oklahoma’s Upstream Flood Control System saves Oklahoma millions of dollars each year by preventing flood damage and loss of property and human life. Thank you for helping us protect the integrity of this vital part of our state’s infrastructure. YOUR NAME, DISTRICT, PHONE CONTACT.”

Sample #2 – Standard Comment for OTHER Response (if needing direct contact)

“This project is located directly beside a government flood control dam. Work at this location may compromise the structure, easements and parts of the flood control system and cannot be started without direct agreement of the Sample County Conservation District. Immediately contact YOUR NAME, DISTRICT, PHONE CONTACT.”

NOTE -- You may add contact information for someone else in addition to yourself, if and only if you have specific approval from that person.

For example, in the sample #2 above you may change the last sentence to read: Immediately contact Oklahoma Conservation Commission general counsel Janet Stewart at 405-747-7618. YOUR NAME, DISTRICT, PHONE CONTACT.

Sample #3 -- Standard Comment for NO Response

“This project is located on a government flood control dam and this request for work is denied. This project will encroach on the easements held by the Sample County Conservation District on a government flood control dam. BE ADVISED THAT ALL WORK EITHER ABOVE OR BELOW GROUND ON ANY PART OF THE DAM IS PROHIBITED. This includes all excavation, construction, or placement of objects in, on, or through the embankment, principal spillway pipe, auxiliary spillways, abutments, berms, plunge basin or dam structure. Oklahoma’s Upstream Flood Control System saves Oklahoma millions of dollars each year by preventing flood damage and loss of property and human life. Thank you for helping us protect the integrity of this vital part of our state’s infrastructure. YOUR NAME, DISTRICT, PHONE CONTACT.”