

| Section | Task | Source | Number |
|------------|---|----------------|--------|
| Basic Plan | Summarize/identify the hazards that pose a unique risk to the jurisdiction and would result in the need to activate this plan (e.g., threatened or actual natural disasters, acts of terrorism, or other man-made disasters). | CPG 101 (2009) | p. C-5 |
| Basic Plan | Summarize/identify the probable high-risk areas (population, infrastructure, and environmental) that are likely to be impacted by the defined hazards (e.g., special-needs facilities, wildlife refuges, types/numbers of homes/businesses in floodplains, areas around chemical facilities). | CPG 101 (2009) | p. C-6 |
| Basic Plan | Summarize/identify the likelihood that the defined hazards have occurred and will continue to occur within the jurisdiction (e.g., historical frequency, probable future risk, national security threat assessments). | CPG 101 (2009) | p. C-6 |
| Basic Plan | Describe how the intelligence from threat analysis via State/Local fusion centers, joint terrorism task forces, national intelligence organizations, etc., has been incorporated into the jurisdiction's Hazard Analysis. | CPG 101 (2009) | p. C-6 |
| Basic Plan | Describe how CIKR protection activities have been incorporated into the vulnerability and impact analysis. | CPG 101 (2009) | p. C-6 |
| Basic Plan | Describe how agricultural; food supply; cyber security; chemical, biological, radiological, and/or nuclear explosive (CBRNE) events; and pandemics (those located/originating in the jurisdiction, as well as a nonlocal, nationwide, or global event) have been assessed and incorporated into the jurisdiction's Hazard Analysis. | CPG 101 (2009) | p. C-6 |
| Basic Plan | Describe the assumptions made and the methods used to complete the jurisdiction's Hazard Analysis, including what tools or methodologies were used to complete the analyses (e.g., a State's Hazard Analysis and Risk Assessment Manual, Mitigation Plan guidance, vulnerability assessment criteria, consequence analysis criteria). | CPG 101 (2009) | p. C-6 |
| Basic Plan | Include maps that show the high-risk areas that are likely to be impacted by the identified hazards (e.g., residential/commercial areas within defined floodplains, earthquake fault zones, vulnerable zones for hazardous materials, facilities/routes, areas within ingestion zones for nuclear power plants, critical infrastructure). | CPG 101 (2009) | p. C-6 |

| | | | |
|------------|--|----------------|--------|
| Basic Plan | Describe/identify the hazards that could originate in a neighboring jurisdiction and could create hazardous conditions in this jurisdiction (e.g., watershed runoff, chemical incident, riot/terrorist act). | CPG 101 (2009) | p. C-6 |
| Basic Plan | Describe/identify the unique time variables that may influence the Hazard Analysis and preplanning for the emergency (e.g., rush hours, annual festivals, seasonal events, how quickly the event occurs, the time of day that the event occurs). | CPG 101 (2009) | p. C-6 |
| Basic Plan | Summarize the jurisdiction's prevention, protection, response, and recovery capabilities involving the defined hazards. | CPG 101 (2009) | p. C-7 |
| Basic Plan | Describe the jurisdiction's limitations on the basis of training, equipment, or personnel. | CPG 101 (2009) | p. C-7 |
| Basic Plan | Describe the methods used and agencies involved in a formal capability assessment, including how often to conduct the assessment. | CPG 101 (2009) | p. C-7 |
| Basic Plan | Describe methods used and NGOs (business, not-for-profit, community, and faith based) involved in formal community capability assessment, including how often to conduct the assessment. | CPG 101 (2009) | p. C-7 |
| Basic Plan | Provide a brief overview of the mitigation programs used locally to reduce the chance that a defined hazard will impact the community (e.g., move homes/businesses out of floodplain, establish and enforce zoning/building codes, install surveillance cameras, conduct cargo surveillance and screening), including short- and long-term strategies. | CPG 101 (2009) | p. C-7 |
| Basic Plan | Identify potential protection, prevention, and mitigation strategies for high-risk targets. | CPG 101 (2009) | p. C-7 |

| | | | |
|------------|---|----------------|--------|
| Basic Plan | Describe the procedures used to develop sector-specific protection plans, including critical infrastructure systems and facilities, port security, transportation security, food chain, food and medical production/supply, and cyber security. | CPG 101 (2009) | p. C-7 |
| Basic Plan | Describe the procedures used to educate and involve the public in the mitigation programs (e.g., building safe rooms/homes, home relocation, streambed cleaning). | CPG 101 (2009) | p. C-7 |
| Basic Plan | Describe the process and agencies used to develop Mitigation Plans and how these are coordinated with Local, State, Tribal, and Federal agencies/plans. | CPG 101 (2009) | p. C-7 |
| Basic Plan | Describe who has the authority to activate the plan (e.g., EMA office, Chief Elected Official, State Official, Fire/Police Chief). | CPG 101 (2009) | p. C-7 |
| Basic Plan | Describe the process, templates, and individuals involved in issuing a declaration of emergency for a given hazard and how the declaration will be coordinated with neighboring jurisdictions and the State. | CPG 101 (2009) | p. C-7 |
| Basic Plan | Describe how legal questions/issues are resolved as a result of preparedness, response, or recovery actions, including what liability protection is available to responders. | CPG 101 (2009) | p. C-8 |
| Basic Plan | Describe the process by which the EMA office coordinates with all appropriate agencies, boards, or divisions within the jurisdiction. | CPG 101 (2009) | p. C-8 |
| Basic Plan | Describe how emergency plans take into account special-needs populations and service or working animals. | CPG 101 (2009) | p. C-8 |
| Basic Plan | Describe how emergency plans take into account companion and farm animal care. | CPG 101 (2009) | p. C-8 |
| Basic Plan | Identify other response/support agency plans that directly support the implementation of this plan (e.g., hospital, school emergency, facility plans). | CPG 101 (2009) | p. C-8 |
| Basic Plan | Identify/outline the responsibilities assigned to each organization that has a mission assignment defined in the plan. | CPG 101 (2009) | p. C-8 |

| | | | |
|------------|---|----------------|--------|
| Basic Plan | Describe how prevention roles and responsibilities will be addressed, including linkages with Fusion Centers where applicable. | CPG 101 (2009) | p. C-8 |
| Basic Plan | Describe how roles and responsibilities for CIKR protection are managed within the jurisdiction. | CPG 101 (2009) | p. C-8 |
| Basic Plan | Describe how roles and responsibilities will be determined for unaffiliated volunteers and how to incorporate these individuals into the emergency operation. | CPG 101 (2009) | p. C-8 |
| Basic Plan | Describe/identify what Mutual Aid Agreements are in place for the quick activation and sharing of resources during an emergency. | CPG 101 (2009) | p. C-8 |
| Basic Plan | Describe how the jurisdiction maintains a current list of available NIMS Typed Resources and Credentialed Personnel. | CPG 101 (2009) | p. C-8 |
| Basic Plan | Describe how all tasked organizations maintain current notification rosters, SOPs, and checklists to carry out their assigned tasks. | CPG 101 (2009) | p. C-9 |
| Basic Plan | Provide a matrix that summarizes which tasked organizations have the primary lead versus a secondary support role for each defined response function. | CPG 101 (2009) | p. C-9 |
| Basic Plan | Describe the jurisdiction's policies regarding public safety enforcement actions required to maintain the public order during a crisis response, including teams of enforcement officers needed to handle persons who are disrupting the public order, violating laws, requiring quarantine, etc. | CPG 101 (2009) | p. C-9 |
| Basic Plan | Identify who has tactical and operational control of response assets. | CPG 101 (2009) | p. C-9 |
| Basic Plan | Discuss multijurisdictional coordination systems and processes used during an emergency. | CPG 101 (2009) | p. C-9 |
| Basic Plan | Identify intelligence position (e.g., fusion center liaison) requirements for the EOC's planning section. | CPG 101 (2009) | p. C-9 |
| Basic Plan | Describe plans for coordination between the planning section and the jurisdiction's fusion center. | CPG 101 (2009) | p. C-9 |
| Basic Plan | Describe information dissemination methods (e.g., verbal, electronic, graphics) and protocols. | CPG 101 (2009) | p. C-9 |

| | | | |
|------------|--|----------------|---------|
| Basic Plan | Describe critical information needs and collection priorities. | CPG 101 (2009) | p. C-9 |
| Basic Plan | Describe long-term information collection and dissemination strategies. | CPG 101 (2009) | p. C-9 |
| Basic Plan | Describe collaboration with the general public, to include sector-specific watch programs. | CPG 101 (2009) | p. C-9 |
| Basic Plan | Describe the framework for delivering communications support and how the jurisdiction's communications integrate into the regional or national disaster communications network. | CPG 101 (2009) | p. C-10 |
| Basic Plan | Identify and summarize separate interoperable communications plans. | CPG 101 (2009) | p. C-10 |
| Basic Plan | Describe the process and agencies used to document the actions taken during and after the emergency (e.g., incident and damage assessment, incident command logs, cost recovery). | CPG 101 (2009) | p. C-10 |
| Basic Plan | Describe/summarize the reasons for documenting the actions taken during both the response and recovery phases of the disaster (e.g., create historical records, recover costs, address insurance needs, develop mitigation strategies). | CPG 101 (2009) | p. C-10 |
| Basic Plan | Include copies of the reports that are required (e.g., cost recovery, damage assessment, incident critique, historical record). | CPG 101 (2009) | p. C-10 |
| Basic Plan | Describe the agencies and procedures used to create a permanent historical record of the event (After-Action Report) and include information identifying the actions taken, resources expended, economic and human impacts, and lessons learned as a result of the disaster. | CPG 101 (2009) | p. C-10 |
| Basic Plan | Describe the reasons and need to conduct an AAR (e.g., review actions taken, identify equipment shortcomings, improve operational readiness, highlight strengths/initiatives). | CPG 101 (2009) | p. C-10 |
| Basic Plan | Describe the methods and agencies used to organize and conduct an AAR of the disaster, including how recommendations are documented to improve local readiness (e.g., change plans/procedures, acquire new or replace outdated resources, retrain personnel). | CPG 101 (2009) | p. C-10 |

| | | | |
|------------|---|----------------|---------|
| Basic Plan | Describe the links and connections between the processes used to critique the response to an emergency/disaster and the processes used to document recommendations for the jurisdiction's exercise program. | CPG 101 (2009) | p. C-10 |
| Basic Plan | Describe how the jurisdiction ensures that the deficiencies and recommendations identified during an AAR are corrected/completed. | CPG 101 (2009) | p. C-10 |
| Basic Plan | Describe/identify the various programs that allow Local political jurisdictions and their response/support agencies to recover their costs (e.g., Small Business Administration [SBA], Public Assistance Program). | CPG 101 (2009) | p. C-10 |
| Basic Plan | Describe the procedures agencies follow to document the extraordinary costs incurred during response and recovery operations (e.g., personnel overtime, equipment used/expended, contracts initiated). | CPG 101 (2009) | p. C-11 |
| Basic Plan | Describe/identify the programs and how the jurisdiction assists the general public to recover their costs and begin rebuilding (e.g., SBA, unemployment, worker's compensation). | CPG 101 (2009) | p. C-11 |
| Basic Plan | Describe the methods used to educate responders and Local officials about the cost recovery process. | CPG 101 (2009) | p. C-11 |
| Basic Plan | Describe the impact and role that insurance has in recovering costs (e.g., self-insured, participation in the National Flood Insurance Program [NFIP], homeowner policies). | CPG 101 (2009) | p. C-11 |
| Basic Plan | Describe/identify the procedures and agencies involved in using the existing hazard analysis and capability assessment to identify what resources are needed for a response to a defined hazard, including using past incident critiques to identify/procure additional resources. | CPG 101 (2009) | p. C-11 |
| Basic Plan | Describe/identify the steps taken to overcome the jurisdiction's identified resource shortfalls, including identifying the resources that are only available outside the jurisdiction (e.g., HAZMAT, Water Rescue, Search and Rescue teams, CBRNE) and the procedures to request those resources. | CPG 101 (2009) | p. C-11 |

| | | | |
|------------|--|----------------|---------|
| Basic Plan | Provide a brief summary statement about specialized equipment, facilities, personnel, and emergency response organizations currently available to respond to the defined hazards. Note: A Tab to the plan or a separate Resource Manual should be used to list the types of resources available, amounts on hand, locations maintained, and any restrictions on use. | CPG 101 (2009) | p. C-11 |
| Basic Plan | Describe the process used to identify private agencies/contractors that will support resource management issues (e.g., waste haulers, spill contractors, landfill operators). Identify existing Memorandums of Agreement or Understanding and contingency contracts with these organizations. | CPG 101 (2009) | p. C-11 |
| Basic Plan | Describe how this plan was coordinated with the EOPs from adjoining/intra-State Regional jurisdictions to include Local political subdivisions that develop their own EOPs in accordance with State statute. | CPG 101 (2009) | p. C-11 |
| Basic Plan | Describe the process used to review and revise the plan each year or — if changes in the jurisdiction warrant (e.g., changes in administration or procedures, newly added resources/training, revised phone contacts or numbers) — more often. | CPG 101 (2009) | p. C-11 |
| Basic Plan | Describe the responsibility of each organization/agency (governmental and NGO) to review and submit changes to its respective portion(s) of the plan. | CPG 101 (2009) | p. C-11 |
| Basic Plan | Identify/summarize to whom the plan is distributed, including whether it is shared with other jurisdictions. Include a plan distribution list. Note: This list can be included as a Tab to the plan. | CPG 101 (2009) | p. C-11 |
| Basic Plan | Describe/identify how or where the plan is made available to the public. | CPG 101 (2009) | p. C-11 |
| Basic Plan | Summarize the process used to submit the plan for review, coordination, and/or evaluation by other jurisdictions/organizations. | CPG 101 (2009) | p. C-12 |
| Basic Plan | Include a page to document when the changes are received and entered into the plan. | CPG 101 (2009) | p. C-12 |

| | | | |
|------------|---|--------------------------------|---------|
| Basic Plan | Identify/describe the Local, State, and Federal laws that specifically apply to the development and implementation of this plan. | CPG 101 (2009) | p. C-12 |
| Basic Plan | Identify/describe the reference manuals used to develop the plan and/or help prepare for and respond to disasters or emergencies. | CPG 101 (2009) | p. C-12 |
| Basic Plan | Identify/define the words, phrases, acronyms, and abbreviations that have special meanings with regard to emergency management and are used repeatedly in the plan. | CPG 101 (2009) | p. C-12 |
| Basic Plan | Purpose statement that describes the reason for development of the plan and its annexes | Kansas Planning Standards 2006 | 4 |
| Basic Plan | Identify what the plan contains | Kansas Planning Standards 2006 | 4 |
| Basic Plan | Identify who the plan applies to | Kansas Planning Standards 2006 | 4 |
| Basic Plan | Identify how the plan benefits the jurisdiction | Kansas Planning Standards 2006 | 4 |
| Basic Plan | Summarize incident management activities such as prevention, preparedness, response and recovery | Kansas Planning Standards 2006 | 4 |
| Basic Plan | Summarize emergency authorities of local officials | Kansas Planning Standards 2006 | 4 |
| Basic Plan | Summarize emergency authorities of state officials | Kansas Planning Standards 2006 | 4 |
| Basic Plan | Summarize emergency authorities of federal officials | Kansas Planning Standards 2006 | 4 |
| Basic Plan | Summarize key concepts of the plan | Kansas Planning Standards 2006 | |
| Basic Plan | Summarize geographic information of the jurisdiction, tribal lands, floodplains, historical structures, climate, etc | Kansas Planning Standards 2006 | |
| Basic Plan | Summarize general population characteristics, special needs, and livestock | Kansas Planning Standards 2006 | |
| Basic Plan | Summarize economic infrastructure including transportation, industry, communication systems | Kansas Planning Standards 2006 | |
| Basic Plan | Maps depicting locations (optional) | Kansas Planning Standards 2006 | |
| Basic Plan | Summarize the likelihood of occurrence and estimated impact on public health and safety, and property | Kansas Planning Standards 2006 | |
| Basic Plan | Include a situation statement that summarizes the potential hazards of the jurisdiction | Kansas Planning Standards 2006 | |
| Basic Plan | Provide reference to hazard analysis or link | Kansas Planning Standards 2006 | |
| Basic Plan | Include a list of planning assumptions on which the plan and its annexes are based | Kansas Planning Standards 2006 | |

| | | | |
|------------|--|--------------------------------|--|
| Basic Plan | County government Describe emergency responsibilities of the senior elected official | Kansas Planning Standards 2006 | |
| Basic Plan | Outline responsibilities for various emergency support functions, summarize the tasks involve and indicate by title or position who has primary responsibility for each function Kansas Planning Standards Page 1 July 2006 o Include reference to regulations and ordinances that apply to emergency roles and responsibilities o Include graphic to depict hierarch of response (ICS) o Include graphic to depict EOC organizational chart | Kansas Planning Standards 2006 | |
| Basic Plan | Tribal government Summarize the common emergency management responsibilities for tribal chief executive officer* | Kansas Planning Standards 2006 | |
| Basic Plan | State government Summarize the common emergency management responsibilities of the state government | Kansas Planning Standards 2006 | |
| Basic Plan | Non-governmental and volunteer agencies Outline the emergency services that organized volunteer groups have agreed to provide in or following an emergency | Kansas Planning Standards 2006 | |
| Basic Plan | Federal government Summarize the common emergency management responsibilities of the federal government | Kansas Planning Standards 2006 | |
| Basic Plan | Private sector Summarize the common emergency management responsibilities of the private sector | Kansas Planning Standards 2006 | |
| Basic Plan | Citizen involvement Summarize the common emergency management responsibilities of citizens | Kansas Planning Standards 2006 | |
| Basic Plan | Describe the jurisdictions' overall approach to emergency management | Kansas Planning Standards 2006 | |
| Basic Plan | Summarize the organizational structure for response to an emergency/disaster | Kansas Planning Standards 2006 | |
| Basic Plan | Describe and depict your Incident Command System (ICS) | Kansas Planning Standards 2006 | |
| Basic Plan | Identify the agency responsible for the overall coordination of disaster emergency operations | Kansas Planning Standards 2006 | |
| Basic Plan | Summarize the relationship of the local emergency management agency with all response and support agencies | Kansas Planning Standards 2006 | |

| | | | |
|------------|--|--------------------------------|--|
| Basic Plan | Summarize who is responsible for providing guidance for the emergency management program and directing and controlling emergency response and recovery activities at the county level | Kansas Planning Standards 2006 | |
| Basic Plan | <p>Primary and support agencies</p> <ul style="list-style-type: none"> • Define what an ESF Coordinator is • Define who designates primary and support agencies • Define primary agency • Define support agency <p>o Identify provision for maintaining the emergency point of contact for coordination and assistance</p> | Kansas Planning Standards 2006 | |
| Basic Plan | Intergovernmental mutual aid Include a summary of emergency-related agreements and contracts | Kansas Planning Standards 2006 | |
| Basic Plan | Interstate Civil Defense and Disaster Compact Briefly describe what the compact is | Kansas Planning Standards 2006 | |
| Basic Plan | Emergency Management Assistance Compact (EMAC) Briefly describe what EMAC is | Kansas Planning Standards 2006 | |
| Basic Plan | State level Summarize who is responsible for providing guidance for the emergency management program and directing and controlling emergency response and recovery activities at the state level | Kansas Planning Standards 2006 | |
| Basic Plan | Federal level Summarize who is responsible for providing guidance for the emergency management program and directing and controlling emergency response and recovery activities at the federal level | Kansas Planning Standards 2006 | |
| Basic Plan | Identify organizations or facilities responsible for providing initial notification | Kansas Planning Standards 2006 | |
| Basic Plan | Reference appropriate plans and/or procedures for receiving or notifying certain facilities, departments, etc. | Kansas Planning Standards 2006 | |
| Basic Plan | Identify who is responsible for coordinating, publishing, and distributing the plan | Kansas Planning Standards 2006 | |
| Basic Plan | Identify who is responsible for issuing protective actions to the public | Kansas Planning Standards 2006 | |
| Basic Plan | Explain how the public will be warned through various systems and methods | Kansas Planning Standards 2006 | |
| Basic Plan | Summarize who is responsible for managing the training and exercise component for the emergency response function of the plan (include NIMS requirements) | Kansas Planning Standards 2006 | |

| | | | |
|------------|---|--------------------------------|--|
| Basic Plan | Summarize training programs and schedules | Kansas Planning Standards 2006 | |
| Basic Plan | Identify agencies who have exercise programs including hospitals, airports, schools, adult care facilities, and correctional facilities | Kansas Planning Standards 2006 | |
| Basic Plan | Describe how integration of exercises is coordinated in the jurisdiction | Kansas Planning Standards 2006 | |
| Basic Plan | Describe/list actions taken by local officials during the response phase of emergency management | Kansas Planning Standards 2006 | |
| Basic Plan | Local Disaster declaration List factors for implementation of the Plan | Kansas Planning Standards 2006 | |
| Basic Plan | Describe the conditions that trigger an issuance of local disaster declaration o Outline the process for issuing, extending, and terminating a local disaster declaration | Kansas Planning Standards 2006 | |
| Basic Plan | Describe the legal services organization that will support the jurisdiction during emergency situations | Kansas Planning Standards 2006 | |
| Basic Plan | Include sample documents to issuing, extending, terminating a disaster declaration | Kansas Planning Standards 2006 | |
| Basic Plan | Include sample documents for prohibiting or restricting outdoor burning | Kansas Planning Standards 2006 | |
| Basic Plan | State Disaster declaration Summarize what a Governor's declaration does for the jurisdiction | Kansas Planning Standards 2006 | |
| Basic Plan | Emergency Operations Center Describe incident command arrangements and the interface between field operations and the Emergency Operating Center | Kansas Planning Standards 2006 | |
| Basic Plan | Identify primary location and alternate EOC | Kansas Planning Standards 2006 | |
| Basic Plan | Identify the official responsible for guaranteeing that the facility and equipment is used for emergency management function | Kansas Planning Standards 2006 | |
| Basic Plan | Identify the official responsible for alerting and activating the EOC o Reference plans and procedures that indicates who the EOC will be staffed during emergencies o Include a checklist for activation/deactivation of the EOC (optional) o Include format for reports during emergency operations (optional) | Kansas Planning Standards 2006 | |
| Basic Plan | County Emergency Operations Center functions Describe/list actions taken by local officials during the recovery phase of emergency management | Kansas Planning Standards 2006 | |
| Basic Plan | Federal or Presidential Disaster declaration Briefly describe the purpose of a presidential declaration | Kansas Planning Standards 2006 | |

| | | | |
|------------|---|--------------------------------|--|
| Basic Plan | Joint Field Office Briefly describe the purpose of the Joint Field Office | Kansas Planning Standards 2006 | |
| Basic Plan | Recovery personnel <ul style="list-style-type: none"> • Describe recovery personnel and summarize the functions performed by each o Assessment Teams o Community Relations o Unmet Needs o Human Needs Assessment | Kansas Planning Standards 2006 | |
| Basic Plan | Recovery facilities <ul style="list-style-type: none"> • Describe the recovery facilities and summarize the functions performed by each o Incident Command Post o Area Command/Unified Area Command o Disaster Recovery Center o Donations Management Warehouse and Distribution Center o Disaster Assistance Center (DAC) o Joint Field Office (JFO) | Kansas Planning Standards 2006 | |
| Basic Plan | Public Assistance activities Summarize the Public Assistance Program | Kansas Planning Standards 2006 | |
| Basic Plan | Individual Assistance activities Summarize the Individual Assistance Program | Kansas Planning Standards 2006 | |
| Basic Plan | Pre-disaster Mitigation Summarize the State Pre-disaster Mitigation Program | Kansas Planning Standards 2006 | |
| Basic Plan | Describe the hazard mitigation structure in your jurisdiction | Kansas Planning Standards 2006 | |
| Basic Plan | Include copies of existing resolutions related to hazard mitigation | Kansas Planning Standards 2006 | |
| Basic Plan | Post-disaster Mitigation Summarize the State Post-disaster Mitigation Program | Kansas Planning Standards 2006 | |
| Basic Plan | Identify the county Hazard Mitigation Officer responsible for the local Hazard Mitigation Program by resolution | Kansas Planning Standards 2006 | |
| Basic Plan | Succession of authority Summarize the line of succession for key personnel | Kansas Planning Standards 2006 | |
| Basic Plan | Reference specific law for succession of authority | Kansas Planning Standards 2006 | |
| Basic Plan | Delegation of Emergency authority Reference specific law/regulation that provides succession of authority | Kansas Planning Standards 2006 | |

| | | | |
|------------|--|--------------------------------|--|
| Basic Plan | Emergency Actions Summarize specific emergency delegations contained in the plan | Kansas Planning Standards 2006 | |
| Basic Plan | Preservation of Records Summarize who is responsible for safeguarding documents, logs, and reports | Kansas Planning Standards 2006 | |
| Basic Plan | Reference plans/procedures | Kansas Planning Standards 2006 | |
| Basic Plan | Protection of government resources Summarize who is responsible for safeguarding government resources | Kansas Planning Standards 2006 | |
| Basic Plan | Summarize how request for assistance will be made | Kansas Planning Standards 2006 | |
| Basic Plan | Outline policies on agreements and contracts and refer to summary of current emergency service agreements and contracts in appendices relating to emergency management functions in KSA 12-16, 117 | Kansas Planning Standards 2006 | |
| Basic Plan | Establish requirements for reports required during emergency operations | Kansas Planning Standards 2006 | |
| Basic Plan | Outline requirements for record-keeping related to emergencies | Kansas Planning Standards 2006 | |
| Basic Plan | Summarize funding procedures to support logistics and administrative support | Kansas Planning Standards 2006 | |
| Basic Plan | Describe the mechanism to track all response costs | Kansas Planning Standards 2006 | |
| Basic Plan | Establish requirements for a post-event review of emergency operations following major emergencies and disasters. | Kansas Planning Standards 2006 | |
| Basic Plan | Identify who is responsible for approving and promulgating the plan and indicate how it will be distributed | Kansas Planning Standards 2006 | |
| Basic Plan | Outline the process and schedule for review and update the plan and its annexes | Kansas Planning Standards 2006 | |