

Kansas Planning Standards County Emergency Operations Plan Basic Plan
Introduction
Purpose of the Plan <ul style="list-style-type: none"> • <i>Purpose statement that describes the reason for development of the plan and its annexes</i>
Scope and applicability <ul style="list-style-type: none"> • <i>Identify what the plan contains</i> • <i>Identify who the plan applies to</i> • <i>Identify how the plan benefits the jurisdiction</i>
Incident Management activities <ul style="list-style-type: none"> • <i>Summarize incident management activities such as prevention, preparedness, response and recovery</i>
Authorities <ul style="list-style-type: none"> • <i>Summarize emergency authorities of local officials</i> • <i>Summarize emergency authorities of state officials</i> • <i>Summarize emergency authorities of federal officials</i>
Key concepts <ul style="list-style-type: none"> • <i>Summarize key concepts of the plan</i>
Situation
Geographic <ul style="list-style-type: none"> • <i>Summarize geographic information of the jurisdiction, tribal lands, floodplains, historical structures, climate, etc</i>
Vulnerability analysis <ul style="list-style-type: none"> ▪ <i>Summarize general population characteristics, special needs, and livestock</i> ▪ <i>Summarize economic infrastructure including transportation, industry, communication systems</i> ▪ <i>Maps depicting locations (optional)</i> Hazard analysis <ul style="list-style-type: none"> ▪ <i>Summarize the likelihood of occurrence and estimated impact on public health and safety, and property</i> ▪ <i>Include a situation statement that summarizes the potential hazards of the jurisdiction</i> ▪ <i>Provide reference to hazard analysis or link</i>
Planning assumptions and considerations <ul style="list-style-type: none"> ▪ <i>Include a list of planning assumptions on which the plan and its annexes are based</i>
Roles and responsibilities
County government <ul style="list-style-type: none"> ▪ <i>Describe emergency responsibilities of the senior elected official</i> ▪ <i>Outline responsibilities for various emergency support functions, summarize the tasks involve and indicate by title or position who has primary responsibility for each function</i>

<ul style="list-style-type: none"> ○ <i>Include reference to regulations and ordinances that apply to emergency roles and responsibilities</i> ○ <i>Include graphic to depict hierarch of response (ICS)</i> ○ <i>Include graphic to depict EOC organizational chart</i>
<p>Tribal government</p> <ul style="list-style-type: none"> ● <i>Summarize the common emergency management responsibilities for tribal chief executive officer*</i>
<p>State government</p> <ul style="list-style-type: none"> ● <i>Summarize the common emergency management responsibilities of the state government</i>
<p>Non-governmental and volunteer agencies</p> <ul style="list-style-type: none"> ● <i>Outline the emergency services that organized volunteer groups have agreed to provide in or following an emergency</i>
<p>Federal government</p> <ul style="list-style-type: none"> ● <i>Summarize the common emergency management responsibilities of the federal government</i>
<p>Private sector</p> <ul style="list-style-type: none"> ● <i>Summarize the common emergency management responsibilities of the private sector</i>
<p>Citizen involvement</p> <ul style="list-style-type: none"> ● <i>Summarize the common emergency management responsibilities of citizens</i>
<p>Concept of operations</p>
<p>Normal operations</p> <ul style="list-style-type: none"> ● <i>Describe the jurisdictions' overall approach to emergency management</i>
<p>Emergency operations</p> <ul style="list-style-type: none"> ● <i>Summarize the organizational structure for response to an emergency/disaster</i> ● <i>Describe and depict your Incident Command System (ICS)</i> ● <i>Identify the agency responsible for the overall coordination of disaster emergency operations</i> ● <i>Summarize the relationship of the local emergency management agency with all response and support agencies</i>
<p>Coordination, direction and control</p> <p>County level</p> <ul style="list-style-type: none"> ● <i>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</i> <p>Primary and support agencies</p> <ul style="list-style-type: none"> ● <i>Define what an ESF Coordinator is</i> ● <i>Define who designates primary and support agencies</i> ● <i>Define primary agency</i> ● <i>Define support agency</i> <ul style="list-style-type: none"> ○ <i>Identify provision for maintaining the emergency point of contact for coordination and assistance</i>

Intergovernmental mutual aid

- *Include a summary of emergency-related agreements and contracts*

Interstate Civil Defense and Disaster Compact

- *Briefly describe what the compact is*

Emergency Management Assistance Compact (EMAC)

- *Briefly describe what EMAC is*

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*

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*

Incident Management Actions**Notification and assessment**

- *Identify organizations or facilities responsible for providing initial notification*
- *Reference appropriate plans and/or procedures for receiving or notifying certain facilities, departments, etc.*

Preparedness**Plan development and maintenance**

- *Identify who is responsible for coordinating, publishing, and distributing the plan*

Public information

- *Identify who is responsible for issuing protective actions to the public*
- *Explain how the public will be warned through various systems and methods*

Training and exercises

- *Summarize who is responsible for managing the training and exercise component for the emergency response function of the plan (include NIMS requirements)*
- *Summarize training programs and schedules*
- *Identify agencies who have exercise programs including hospitals, airports, schools, adult care facilities, and correctional facilities*
- *Describe how integration of exercises is coordinated in the jurisdiction*

Response

County response

- *Describe/list actions taken by local officials during the response phase of emergency management*

Local Disaster declaration

- *List factors for implementation of the Plan*
- *Describe the conditions that trigger an issuance of local disaster declaration*
 - *Outline the process for issuing, extending, and terminating a local disaster declaration*
- *Describe the legal services organization that will support the jurisdiction during emergency situations*
- *Include sample documents to issuing, extending, terminating a disaster declaration*
- *Include sample documents for prohibiting or restricting outdoor burning*

State Disaster declaration

- *Summarize what a Governor's declaration does for the jurisdiction*

Emergency Operations Center

- *Describe incident command arrangements and the interface between field operations and the Emergency Operating Center*
- *Identify primary location and alternate EOC*
- *Identify the official responsible for guaranteeing that the facility and equipment is used for emergency management function*
- *Identify the official responsible for alerting and activating the EOC*
 - *Reference plans and procedures that indicates who the EOC will be staffed during emergencies*
 - *Include a checklist for activation/deactivation of the EOC (optional)*
 - *Include format for reports during emergency operations (optional)*

Recovery

County Emergency Operations Center functions

- *Describe/list actions taken by local officials during the recovery phase of emergency management*

Federal or Presidential Disaster declaration

- *Briefly describe the purpose of a presidential declaration*

Joint Field Office

- *Briefly describe the purpose of the Joint Field Office*

Recovery field operations

Recovery personnel

- *Describe recovery personnel and summarize the functions performed by each*
 - *Assessment Teams*
 - *Community Relations*
 - *Unmet Needs*
 - *Human Needs Assessment*

Recovery facilities

- *Describe the recovery facilities and summarize the functions performed by each*
 - *Incident Command Post*
 - *Area Command/Unified Area Command*
 - *Disaster Recovery Center*
 - *Donations Management Warehouse and Distribution Center*
 - *Disaster Assistance Center (DAC)*
 - *Joint Field Office (JFO)*

Public Assistance activities

- *Summarize the Public Assistance Program*

Individual Assistance activities

- *Summarize the Individual Assistance Program*

Mitigation

Pre-disaster Mitigation

- *Summarize the State Pre-disaster Mitigation Program*
- *Describe the hazard mitigation structure in your jurisdiction*
- *Include copies of existing resolutions related to hazard mitigation*

Post-disaster Mitigation

- *Summarize the State Post-disaster Mitigation Program*
- *Identify the county Hazard Mitigation Officer responsible for the local Hazard Mitigation Program by resolution*

Continuity of Government

Succession of authority

- *Summarize the line of succession for key personnel*
- *Reference specific law for succession of authority*

<p>Delegation of Emergency authority</p> <ul style="list-style-type: none"> • <i>Reference specific law/regulation that provides succession of authority</i>
<p>Emergency Actions</p> <ul style="list-style-type: none"> ▪ <i>Summarize specific emergency delegations contained in the plan</i>
<p>Preservation of Records</p> <ul style="list-style-type: none"> • <i>Summarize who is responsible for safeguarding documents, logs, and reports</i> • <i>Reference plans/procedures</i>
<p>Protection of government resources</p> <ul style="list-style-type: none"> • <i>Summarize who is responsible for safeguarding government resources</i>
<p>Administration and Support</p>
<p>Support</p> <ul style="list-style-type: none"> • <i>Summarize how request for assistance will be made</i>
<p>Agreements and understandings</p> <ul style="list-style-type: none"> • <i>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</i>
<p>Reports and Records</p> <ul style="list-style-type: none"> • <i>Establish requirements for reports required during emergency operations</i>
<p>Expenditures and record keeping</p> <ul style="list-style-type: none"> • <i>Outline requirements for record-keeping related to emergencies</i> • <i>Summarize funding procedures to support logistics and administrative support</i> • <i>Describe the mechanism to track all response costs</i>
<p>Critiques</p> <ul style="list-style-type: none"> • <i>Establish requirements for a post-event review of emergency operations following major emergencies and disasters.</i>
<p>Plan development maintenance and execution</p> <ul style="list-style-type: none"> • <i>Identify who is responsible for approving and promulgating the plan and indicate how it will be distributed</i> • <i>Outline the process and schedule for review and update the plan and its annexes</i>
<p>Appendices to the Basic Plan – Emergency Support Functions</p>
<p>Incident Specific Plans</p>