

**Kansas City Metropolitan Area Regional Coordination Guide (RCG)  
ESF #5 – Emergency Management**

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## ESF #5 – EMERGENCY MANAGEMENT

***Emergency Support Function #5 – Emergency Management includes information regarding the Emergency Management Agencies (EMAs) in the region and provides guidance to assist EMAs in facilitating the exchange of information among jurisdictions and ensuring regional coordination activities are accomplished.***

<b>Coordinating Agencies</b>	Local Emergency Management Agencies (EMAs)
<b>Cooperating Agencies</b>	All Local Government Departments and Agencies as Assigned in Local Emergency Operations Plans (EOPs) Volunteer and Community Agencies and Organizations Private Sector Agencies and Organizations
<b>State and Federal Agencies</b>	Kansas Division of Emergency Management (KDEM) Missouri State Emergency Management Agency (SEMA) Federal Emergency Management Agency (FEMA) Others as Assigned in State and Federal Emergency Plans

***Agencies roles are described in Section IV – Responsibilities***

### I. Purpose and Scope

#### A. Purpose

1. Emergency Support Function (ESF) #5 – Emergency Management of the Kansas City Metropolitan Area Regional Coordination Guide (RCG) is intended to accomplish the following:
  - a. Identify and provide information regarding the Emergency Management Agencies (EMAs) and Emergency Operations Centers (EOCs) in the region, including their capabilities and contact information.
  - b. Describe the actions taken by EMAs in the region to coordinate local emergency activities and activate local EOCs.
  - c. Assist EMAs in considering regional issues and accomplishing regional coordination activities during local EOC operations.
  - d. Provide guidance to facilitate the exchange of information among local EMAs and EOCs during emergency incidents, including the types of information and how it will be shared.

- e. Develop a mechanism for making support available to impacted EMAs, when the needs of the event tax or overwhelm existing local capabilities.

## B. Scope

1. ESF #5 is one component of the RCG, which consists of a Base Guide and fifteen (15) ESFs developed for use by all of the jurisdictions in the metropolitan area. ESF #5 is designed to address all-hazards and emergency scenarios with the potential to require some degree of regional coordination as described in the RCG Base Guide under “Situation”.
2. For a summary of key regional coordination concepts included in the Base Guide, see **Attachment A**. To the extent possible, information contained in the RCG Base Guide and other sections of the RCG will be referenced and not repeated in ESF #5.
3. ESF #5 is designed to support, but never supersede, the Direction and Control (or ESF # 5 – Emergency Management) Annexes of local Emergency Operations Plans (EOPs). These functional EOP annexes are described further under “Situation”.
4. ESF #5 is intended to support the activities and tasks associated with the target capabilities set forth in the National Preparedness Guidelines (NPG); in particular, Target Capability #9 – Emergency Operations Center (EOC) Management. The Target Capabilities List (TCL) showing the relationship between each capability and the ESFs in the RCG is included as an Appendix to the Base Guide.
5. ESF #5 was developed by a planning Task Force comprised of agency representatives in the region, and supported by the Metropolitan Emergency Manager’s Committee (MEMC) Plans Subcommittee – a list of ESF #5 Task Force members is included as **Attachment B**.

The activities described in ESF #5 will help local jurisdictions to consider regional issues and promote the use of a common regional framework for exchanging and coordinating information.

## II. Situation and Assumptions

### A. Situation

1. Local Emergency Management Agencies (EMAs)
  - a. The local jurisdictions in the region have the ultimate responsibility and legal authority for managing emergencies in their communities. As described below, Counties in Kansas, and both Counties and Cities in Missouri, maintain resolutions or ordinances establishing local EMAs and

describing emergency authorities. These resolutions and ordinances provide emergency authorities, describe the responsibility for implementing local EOPs, activating local EOCs and when needed, issuing a local state of emergency.

- b. The bi-state, metropolitan area has differing state emergency statutes governing local EMAs as follows:
  - **Kansas** – Kansas Statutes Annotated (KSA) 48-904 through 48-936, as amended, provide the Chair of the Board of County Commissioners with the authority to declare a local State of Emergency and implement the County EOP. In addition, many of the municipalities in Kansas maintain City EOPs and work closely with their respective County EMAs to coordinate information, share resources and ensure local emergency declarations are made in a timely manner to support city emergency operations.
  - **Missouri** – Missouri Revised Statutes (RSMO), as amended, Chapter 44, provides the Chief Elected Official in each political subdivision (Counties and Municipalities) with the authority to declare a local State of Emergency. This statute requires that each political subdivision in the state have an Emergency Management organization and a local EOP.
- c. **Attachment C** includes contact information for the EMAs and EOCs in the region as set forth in these state statutes (i.e., County EMAs in Kansas and City and County EMAs in Missouri). The information in Attachment C will be updated by the responsible EMAs as needed; maintained by the Metropolitan Emergency Manager’s Committee (MEMC); and included as appropriate in the WebEOC regional boards (for more information, see “Regional Coordination Activities”).

## 2. Local Emergency Operations Centers (EOCs)

- a. The local EOCs managed by the EMAs in the metro will serve as the central locations for interagency coordination and executive decision-making in each jurisdiction. Policy and coordination functions will be accomplished from local EOCs, while tactical and operational decisions will be made in the field within the Incident Command (ICS)/National Incident Management System (NIMS) structure.
- b. Local EOCs will be established in impacted jurisdiction(s) to accomplish the following actions appropriate to the event, including but not limited to, or inclusive of:
  - Monitor, collect, record, analyze, display and distribute information
  - Support activities at the scene and in the field
  - Coordinate public information and warning

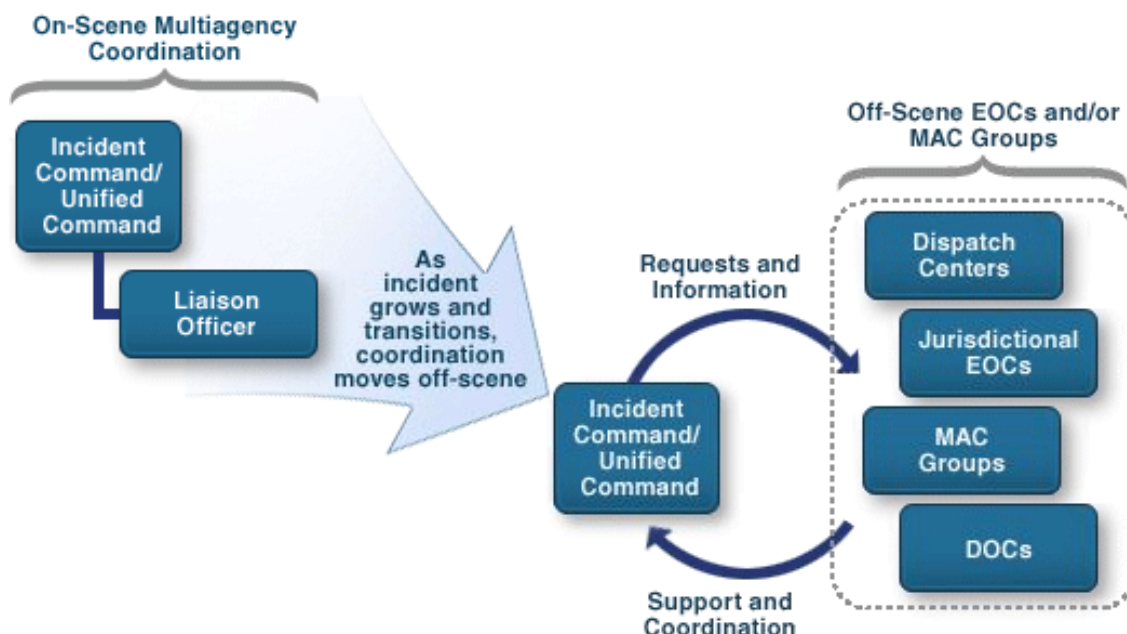
- Prioritize and coordinate disaster-related activities
  - Conduct liaison and coordination activities with external entities
  - Notify and provide ongoing information to elected officials
  - Coordinate long term recovery operations
  - Prepare action and policy plans
- c. The local EOCs in the region will be activated and organized as appropriate to meet local needs. Local EOCs will be equipped to communicate with the field, as well as with volunteer, state, federal and private sector organizations by landline telephone, the Internet, radio, facsimile, and cellular telephone (for more information on communications capabilities in the region, see ESF #2 – Communications).
- d. In addition, the local jurisdictions in the region use a common Web-based EOC information management tool to collect, organize and distribute information, and assist with decision-making in their EOCs. This Web-based tool will serve as the primary platform for facilitating regional coordination between the involved EOCs as described under Part III, Regional Coordination Activities.
- e. When an incident exceeds or threatens to exceed local resources, local EOCs are responsible for maintaining contact with their respective State EOCs and requesting state and federal assistance as described and illustrated in the RCG Base Guide, Section III.
3. Other Operational Centers
- a. In addition to local EOCs, other operational centers may be activated by agencies and organizations involved in the event, such as Departmental Operations Centers (DOCs) operated by local Public Health Departments, Hospital Command Centers (HCCs) activated by hospitals, and operational centers established by affected private sector entities.
- b. These emergency operational centers work closely with local EOCs to ensure information sharing, resource support and the timely request of state and federal assistance. The capabilities of a Web-based EOC information management system will be used to establish linkages and share information among EOCs and other emergency operational centers in the region.
- c. Both Kansas and Missouri maintain State Emergency Operations Centers (SEOCs) and local EOCs will maintain contact with their respective SEOCs, as well as other established operational centers appropriate to the event. Other state and federal operational centers specific to a particular ESF will be addressed in the appropriate ESF.

Local EOCs will work to support the tactical and operational decisions made in the field, and serve as the central location for interagency coordination and executive decision-making in each jurisdiction

#### 4. Multi-Agency Coordination System (MACS)

- a. The activities described in ESF #5 support the concept of using a Multi-Agency Coordination System (MACS) to assist with coordination and communication during emergency incidents. NIMS describes a MACS as “... a combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for coordinating and supporting incident management activities.”
- b. A MACS is designed to facilitate the process of multi-agency coordination allowing all levels of government and all disciplines to work together more efficiently and effectively. A MACS consists of many elements integrated into a common system, including procedures, protocols, business practices, and communications.
- c. As illustrated in **Figure 1** (taken from the MACS information provided by FEMA), Local EOCs are a critical element of the MACS and one of several system elements potentially included in the MACS established for an event to provide support as needed to Area Command, Incident Command, or Unified Command.
- d. Local EMAs, as well as other disciplines and agencies potentially involved in a MACS, are encouraged to take the NIMS course IS-701: Multi-Agency Coordination Systems (<http://www.training.fema.gov/EMIWeb/IS/is701.asp>). For additional information on MACS, see <http://www.fema.gov/emergency/nims/MultiagencyCoordinationSystems.shtml>

**Figure 1: Multi-Agency Coordination System (MACS)**



5. Local Emergency Operations Plans (EOPs)

- a. As described in the Base Guide, the RCG is designed to support and enhance the local EOPs maintained by the individual jurisdictions in the region. The RCG builds on the emergency functions in local EOPs by addressing the actions necessary for effective regional coordination.
- b. The Direction and Control (or ESF #5 – Emergency Management) Annexes of local EOPs describe the organization and procedures used for coordinating local disaster response and recovery activities. These functional annexes may address the following:
  - Emergency decision making and the local declaration process
  - Local EOC activation, configuration, management and staffing
  - Notification and updating of staff and elected officials
  - On-scene command structure and its interface with the EOC
  - Requesting state and federal assistance
  - Overall coordination of mutual aid and resource tracking
  - Information collection, analysis and dissemination
  - Issuing situation reports, bulletins and advisories
  - Technology available in the EOC, such as WebEOC, GIS mapping, notification systems, etc.
  - Other emergency coordination functions performed in support of the event
- c. As deemed appropriate, the EMAs in the region will work with MARC to post their local EOPs on the Metropolitan Emergency Information System (MEIS). Local EOPs posted on MEIS may be viewed by users with appropriate rights, as assigned by the EMA responsible for the EOP.

**B. Assumptions**

1. In addition to the overarching coordination principles included in Part I of the RCG Base Guide, the following assumptions apply specifically to ESF #5:
  - a. Local EMAs will maintain the capability to activate, staff and manage an EOC appropriate for their community
  - b. Local EOCs will maintain the capability to exchange information with the other EMAs and EOCs in the metro area
  - c. Local EMAs will maintain a Direction and Control (or ESF #5) Annex that describes local direction and control, and information management activities
  - d. Local EMAs will include appropriate references in their local EOPs to the regional coordination protocols described in ESF #5 of the RCG

- e. Local EOCs will maintain contact with their respective State EOCs and request state and federal assistance when appropriate
- f. Local EOCs will actively work to ensure appropriate regional coordination actions occur in support of the event
- g. Technology such as the Internet and telephones will be available to support regional coordination activities
- h. State EOCs and federal operational centers will be activated to support local EMA and EOC activities as required by the event

### III. Regional Coordination Activities

#### A. General

1. The regional coordination activities described in this section are designed to support local EOCs by enhancing their ability to effectively coordinate with the other agencies and organizations involved in the event.
2. As described in Part III – Concept of Operations of the RCG Base Guide and summarized in Attachment A, the type and extent of regional coordination activities initiated and maintained will depend on the capabilities of the jurisdictions involved and the scope of the incident.
3. The local EMAs in the region will initiate and maintain regional coordination activities based on a recognized need to exchange and/or clarify information regarding the event; disseminate common emergency messages; or provide assistance to impacted jurisdictions.
4. Technology will be maximized and virtual information sharing encouraged to accomplish regional coordination activities. Jurisdictions will maintain regional coordination primarily through the use of WebEOC, an online EOC information management tool. In addition, other technology such as teleconferencing, emails, facsimile, etc., as needed will be used to ensure coordination is accomplished by the jurisdictions involved.'
5. In addition to the actions described in this section, **Attachment E** to ESF #5 provides a checklist of initial actions to be considered when the event involves local EOC activations and the need for regional coordination activities.

#### B. Regional Coordination Actions

1. As described in the RCG Base Guide, the goal of all regional coordination activities is to ensure the jurisdictions in the region have the ability to:
  - a. Exchange Information
  - b. Relay Common Messages

- c. Share Available Resources
  - d. Provide Support to Other Jurisdictions
2. To accomplish these activities, local jurisdictions will rely first on the capabilities of the regional WebEOC boards to share essential information and provide the framework for ongoing regional coordination.
  3. Local jurisdictions will work to ensure relevant information is posted to the regional WebEOC boards regarding their jurisdiction's activities in response to the event. As appropriate, local EMAs will include updating the regional boards in their EOC Standard Operating Guides (SOGs) to help ensure information is available to facilitate regional coordination activities.
  4. All of the regional WebEOC boards may contain important data for local consideration. However, for regional coordination purposes, it is especially critical that the EOCs in the region monitor and maintain the boards included in **Attachment D** and listed below:
    - a. KC Metro Regional EOC Status (sends an automatic page to EMAs in the region notifying them of EOC activations)
    - b. KC Metro Regional Sit Rep
    - c. KC Metro Regional Key Events
  5. The information maintained in these boards and in the Regional Resource Board described in ESF #7 – Resource Management may be useful in developing a regional perspective of the event, and to identify capabilities (e.g., personnel and equipment) not being used by one jurisdiction that may be used to support another jurisdiction.
  6. In addition, local EOCs are responsible for ensuring the maintenance of the Regional Press Release Board and Public Information Officer (PIO) Message Board to help ensure the involved jurisdictions relay consistent emergency messages to the public. The activation of local Joint Information Centers (JICs) and the regional coordination of public information are described in ESF #15 – Emergency Public Information and External Communications.
  7. Depending on the ESFs implemented (i.e., the functions needed to manage the event), other regional WebEOC boards may be equally critical. For example: during an evacuation and sheltering event, local EOCs may be more concerned with the Regional Shelter Status Board, as described in ESF #6 – Mass Care, Housing and Human Services; while a major health and medical event may require that more attention be given to monitoring the Regional Hospital Key Events Board and Hospital Status Board, as described in ESF #8

Jurisdictions in the region will use a variety of communications platforms to exchange and coordinate emergency information with an emphasis on the use of WebEOC regional boards

– Health and Medical; while a major power outage may require additional monitoring and updating of the Regional Utilities Outage Board, as described in ESF #12 – Energy and Utilities.

8. In addition to using WebEOC and other technology, such as telephone calls and exchanging faxes to share information, one or more jurisdictions may identify the need to have physical meetings to accomplish specific objectives. In these cases, the jurisdiction(s) requesting initiation of the meeting will work to establish a time and location suitable for those involved.
9. When requested by a designated EMA or EOC, MARC may assist in compiling information from the jurisdictions involved to help provide a regional picture of the event. When requested, MARC may work on behalf of a local EMA or EOC to facilitate communication and help to ensure the identification of issues potentially requiring regional coordination.

### **C. Regional Coordination Support**

1. If some jurisdictions in the region are more heavily impacted than others, assistance may be provided to help the affected EOC(s) accomplish regional coordination activities. Any EMA in the region may request such assistance from other jurisdictions using the protocols for initiating regional coordination described in the RCG Base Guide.
2. The specific responsibilities of the individuals providing assistance to other jurisdictions (referred to as Regional Coordination Support Specialists) will be based on the event and the needs of the jurisdiction requesting assistance. The EMAs in the metro area are working to train their personnel on the use of WebEOC, thereby helping to ensure adequate personnel are available to assist in accomplishing regional coordination activities.
3. In most cases, assistance in accomplishing regional coordination activities will be provided by EMA personnel from unaffected or lesser affected jurisdictions in the region. However, when requested by the jurisdiction in need of support, Regional Coordination Support Specialists may also include departmental or agency representatives with a key role in the event (e.g., public health, transportation, law enforcement, fire, public information, volunteer agencies, hospitals, utilities and others).
4. To the extent possible, the deployment of Regional Coordination Support Specialists will be made through established Emergency Management Assistance Compact (EMAC) protocols. EMAC is a mutual aid agreement establishing a legal foundation for states to both send and receive assistance during state declared emergencies.
5. If state emergency declarations have not been made and EMAC procedures are not in place, Regional Coordination Support Specialists may be deployed at the discretion of the jurisdictions involved for short periods of time. In most cases, the jurisdictions in the region will provide support personnel (if available

and practical) to other jurisdictions in need of assistance for brief periods (usually 24-hours or less) without expectation of reimbursement.

6. Time spent by all personnel deployed to provide regional coordination assistance should be carefully tracked and recorded separately to help ensure appropriate records are available in the event reimbursement is made available. As needed and appropriate, jurisdictions are encouraged to develop appropriate memoranda of understanding detailing the provision of mutual aid assistance to other jurisdictions in emergencies.
7. The individuals serving as Regional Coordination Support Specialists may work in a virtual environment (i.e., via WebEOC, conference calls, emails, etc.), or they may be deployed to local EOCs to work on behalf of the affected jurisdiction(s) to assist with regional coordination and other activities as requested.
8. Based on the event and the needs of the impacted jurisdiction(s), Regional Coordination Support Specialists may be asked to assist with, but not limited to the following actions:
  - a. Monitoring and entering information in the WebEOC regional boards
  - b. Facilitating regional coordination activities such as conference calls, group emails or meetings
  - c. Providing guidance for emergency public information activities to help ensure consistent messages are being released
  - d. Identifying available regional resources and ensuring their readiness for deployment
  - e. Identifying similar needs in different communities that might be met by the pooling of resources
  - f. Ensuring requests are made when appropriate to the states to enact the provisions of the Emergency Management Assistance Compact (EMAC)
  - g. Developing an overall strategy and if appropriate, an Incident Action Plan (IAP) for ongoing regional coordination activities
  - h. Providing personnel and other support to assist with local damage assessment activities
  - i. Other activities as requested by the EMA requiring assistance
9. Jurisdictions will develop appropriate memoranda of understanding (MOUs), if it is agreed that one jurisdiction's EOC will serve as the alternate EOC for another jurisdiction. If a jurisdiction's primary and alternate EOCs are unable to function, the EOCs and resources of other participating EMAs in the region may be used to provide support.

10. In addition to pre-existing MOUs, upon request, an unaffected EOC may provide physical space and/or communications capabilities to support another jurisdiction's EOC operations. Such support may also include the provision of mobile resources (e.g., communications vehicles, generators, etc.), as practical and appropriate for the incident.
11. If the emergency affects several EOCs in the region, a central coordination facility may be established in an unaffected (or less affected) jurisdiction to support the local EOC operations of affected jurisdictions. This strategy may allow local jurisdictions to pool resources in order to accomplish critical emergency services. For more information, see the "Catastrophic Incident Annex" currently under development.
12. The Federal Catastrophic Incident Annex may be reviewed at:  
[http://www.fema.gov/pdf/emergency/nrf/nrf\\_CatastrophicIncidentAnnex.pdf](http://www.fema.gov/pdf/emergency/nrf/nrf_CatastrophicIncidentAnnex.pdf)
13. In addition, the State of Missouri recently published a Catastrophic Incident Annex as part of their State EOP – local jurisdictions may obtain a copy by contacting the Missouri State Emergency Management Agency (SEMA). The State of Kansas is currently working to develop a similar Incident Annex as part of the Kansas Response Plan (KRP).

#### **D. Recovery Activities**

The involved jurisdictions will continue regional coordination activities as needed into and throughout the recovery phase. Regional coordination actions in the recovery phase will include the continued posting of information to the WebEOC regional boards and the sharing of information between jurisdictions. For more information, see ESF #14 – Long-term Community Recovery.

## **IV. Responsibilities**

#### **A. Coordinating Agencies** (Local EMAs)

1. Local Emergency Management Agencies (EMAs) in the metro area will coordinate overall ESF #5 activities in their jurisdictions and are tasked with working to ensure regional coordination by:
  - a. Including up-to-date information regarding local EOC activities in the regional WebEOC boards.
  - b. Initiating and maintaining coordination with the other jurisdictions in the region.
  - c. Considering the potential pooling of local resources to meet a regionally identified need (e.g., a Special Populations Shelter).
  - d. Initiating communications with other jurisdictions regarding the availability of resources to support emergency operations.

- e. Maintaining ongoing communications with other jurisdictions, such as conference calls and meetings to help ensure regional coordination.
  - f. Working to ensure consistent and useful emergency public information is released by all of the jurisdictions involved.
  - g. Providing information to state and federal agencies regarding the need for additional resources and serve as a liaison with state and federal entities.
  - h. Coordinating the activities of the Cooperating Agencies to ensure regional issues are considered during local EOC operations.
  - i. Ensuring the Cooperating Agencies provide information as needed for the regional WebEOC boards.
  - j. Work to ensure appropriate record keeping procedures are in place to appropriately track emergency-related expenditures and personnel use.
2. Attachment E to this ESF includes a first hour checklist for regional emergencies, which may be used by the ESF #5 Coordinating Agencies to determine regional response priorities.

**B. Cooperating Agencies** (All Government , Volunteer and Private Sector Agencies and Organizations with Emergency Responsibilities)

1. As needed, Cooperating Agencies will provide resources, personnel and special expertise to support ESF #5 activities. Cooperating Agencies are tasked with working to ensure regional coordination by:
  - a. Providing information regarding their activities for the regional WebEOC boards.
  - b. Communicating with the Cooperating Agencies in other jurisdictions regarding ESF #5 related issues.
  - c. Considering the potential pooling of local resources to meet a regionally identified need.
  - d. Participating in regional coordination activities, such as conference calls and meetings.
  - e. Maintaining communications with agencies in other jurisdictions regarding the availability of resources to manage emergency activities.
  - f. Working to ensure consistent and useful emergency public information is provided regarding agency activities and coordinating the release of information with the other jurisdictions in the region.

Local Emergency Management Agencies will serve as the Coordinating Agency for ESF #5 activities -- EMAs are tasked with working to ensure regional coordination actions are accomplished.

### **C. All Coordinating and Cooperating Agencies**

1. Will accomplish the following additional tasks in support of ESF #5 activities:
  - a. Provide ongoing status reports as requested by local EOCs and EMAs.
  - b. Include regional coordination activities in their standard operating procedures, guidelines and/or checklists.
  - c. When requested, deploy representatives to local EOCs to serve as Regional Coordination Support Specialists.
  - d. Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
  - e. Ensure appropriate personnel are trained in NIMS and the use of WebEOC.
  - f. Perform other emergency actions as requested by local EOCs and EMAs.

### **V. Attachments**

- A.** Regional Coordination Guide Key Concepts Summary
- B.** ESF #5 Planning Task Force Members
- C.** Local EMAs and EOCs in the Region

**Note:** Attachment C will not be included in the redacted version of ESF #5, but may be found in the complete document maintained in the Metropolitan Emergency Information System (MEIS).

- D.** Regional WebEOC Board Examples
- E.** First Hour Checklist for Regional Emergencies – Emergency Management

## **ATTACHMENT A TO ESF #5 REGIONAL COORDINATION GUIDE KEY CONCEPTS SUMMARY**

### **Overview**

- The Kansas City Metropolitan Area Regional Coordination Guide (RCG) is an all-hazard, capabilities-based guide designed to address any of the hazards potentially affecting the metro-area. The RCG is for use by all local governments, as well as Non-Governmental Organizations (NGOs), such as the private and volunteer agencies and organizations in the metro region.
- The RCG is intended to ensure a series of formal actions are in place to facilitate communication and cooperation between the many agencies and organizations in the region potentially involved in emergency events requiring some degree of regional coordination.
- Participation in the activities described in the RCG is voluntary and the RCG is not intended to be an operational document. Operational emergency activities are coordinated through local Emergency Operations Centers (EOCs) and described in local Emergency Operations Plans (EOPs), standard operating guides, and the operating procedures maintained by local emergency response agencies and organizations.
- Throughout the RCG, the terms “regional coordination activities” and “regional coordination protocols” are used synonymously and defined as: a series of formal actions taken by the jurisdictions involved in the event intended to facilitate the exchange of pertinent information, the release of consistent public information messages, and the sharing of resources and personnel.
- The regional significance of an incident will be determined by the jurisdictions involved. The concepts described in the RCG are designed to be flexible and the extent of its use will be determined by the event and the needs of the involved jurisdictions, agencies and organizations.
- The activities described in the RCG support the National Incident Management System (NIMS) and the initiatives set forth in the National Preparedness Guidelines (NPG), both of which encourage jurisdictions to work together to strengthen collaboration and enhance regional capabilities. Further, the RCG supports the goals and objectives set forth in the Kansas City Urban Area Homeland Security Strategy, whose focus is to “strengthen relationships between jurisdictions and across disciplines by leveraging the long history of cooperation and coordination which exists between emergency services agencies in the region”.

### **Initiating Regional Coordination**

- The type, scope and nature of the incident will dictate when an event has regional significance and when regional coordination activities are initiated. As a general rule, potential “triggers” for initiating coordination include a recognized need by one or

more jurisdictions to exchange or clarify information regarding the event; disseminate common emergency messages; and/or share resources and provide assistance to impacted jurisdictions.

- The EMAs in the region are encouraged to initiate regional coordination activities if an issue with potential regional significance is identified. Regional coordination may be initiated by any EMA, and volunteer and private sector agencies/organizations (NGOs) may also request the initiation of regional coordination by contacting their EMA. Depending on the urgency of the situation, the EMA initiating regional coordination may use the Internet to post regionally significant information and/or:
  - Send a group page and/or email requiring no action, but simply providing information to the other EMAs in the region
  - Send a group page and/or email requesting jurisdictions to begin regularly posting information to the regional WebEOC boards
  - In more urgent situations, arrange a conference call with other jurisdictions to discuss needed regional coordination actions and develop a specific course of action
- Other regional coordination actions may include the need to provide Emergency Management Assistance to affected jurisdictions and/or initiate the specific actions described in one or more of the fifteen (15) Emergency Support Function (ESF) Annexes. Initiation of these actions will be determined by the participating EMAs, as dictated by the event.

### **Maintaining Regional Coordination**

- It is anticipated during most emergency events, available technology will be maximized to accomplish the exchange of regionally significant information and the maintenance of regional coordination activities. With this in mind, the jurisdictions in the metro-area have implemented a common EOC crisis information management system, WebEOC, which allows jurisdictions to share real-time information through the Internet.
- WebEOC will serve as the primary platform for exchanging information and coordinating actions among the jurisdictions in the region. WebEOC regional boards have been developed to track critical emergency actions and share significant information among the jurisdictions in the region. The regular posting of emergency information by local EOCs to the WebEOC regional boards will allow jurisdictions to monitor actions and identify areas requiring regional coordination.
- Depending on the event, the jurisdictions in the region may identify the need to meet physically to accomplish activities, which can not be accomplished using other information sharing tools. In these cases, the jurisdiction(s) requesting initiation of the meeting will work to establish a meeting location based on the event. The MARC may assist local jurisdictions with such activities upon request.
- If responding EOCs are unable to accomplish regional coordination activities, Emergency Management Assistance as described below may be requested to assist

in posting information to the regional boards and accomplishing other regional coordination activities. For more detailed information on initiating and maintaining regional coordination activities, see the RCG Base Guide.

### **Providing Emergency Management Assistance**

- In major events (or when some communities are more heavily impacted than others) emergency management assistance may be requested to assist impacted jurisdictions in accomplishing regional coordination activities. Any EMA or EOC in the region may request emergency management assistance from other jurisdictions using the protocols described under “Initiating Regional Coordination”.
- The specific responsibilities of the individuals providing emergency management assistance (referred to as Regional Coordination Support Specialists) will be based on the event and the needs of the jurisdiction requesting assistance. In most cases, Regional Coordination Support Specialists will be Emergency Management personnel from unaffected or lesser affected jurisdictions in the region.
- The individuals serving as Regional Coordination Support Specialists may work in a virtual environment (i.e., via WebEOC, conference calls, emails, etc.), or they may be deployed to local EOCs to work on behalf of the affected jurisdiction(s) to assist with regional coordination and other activities as requested.
- If the emergency affects several jurisdictions in the region, a single centralized coordination facility may be established to support the operations of affected jurisdictions and/or to facilitate regional coordination activities. This strategy will allow local jurisdictions to consider the pooling of resources when necessary to accomplish critical emergency services. When needed, this centralized location for regional coordination may be established in the EOC of one of the affected jurisdictions, or at an EOC where the most resources are available, or at another appropriate location, depending on the type and scope of the event and determined by the jurisdictions involved.
- When appropriate and requested by the jurisdiction in need of assistance, Regional Coordination Support Specialists deployed to provide assistance may also include departmental or agency representatives with a key role in the event (e.g., public health, transportation, law enforcement, fire, public information, volunteer agencies, hospitals, utilities and others).
- In the event a jurisdiction’s primary and secondary EOCs are unable to function, the EOCs and resources of other participating EMAs in the region may be used to provide EOC back up support. Upon request, an unaffected EOC may provide physical space and/or communications capabilities to support another jurisdiction’s EOC operations. EOC back up support may also include the provision of mobile resources (e.g., communications vehicles, generators, etc.) as practical and appropriate for the incident. Additional information on emergency management assistance activities is included under “Regional Coordination Activities” in ESF #5 – Emergency Management.

## **Sharing Resources**

- Each jurisdiction in the metro-area maintains resources and personnel for emergency response and when incidents occur, the affected jurisdiction(s) will activate the appropriate assets located in their jurisdiction. Based on the scope of the event, they may request additional or specialized resources from other communities.
- Regionally funded equipment resources and specially trained response personnel are maintained by emergency services agencies strategically located throughout the metropolitan area. One of the primary benefits of effective regional coordination is the ability of local jurisdictions to augment their individual capabilities with resources from surrounding communities.
- The type and location of the hazard will affect the type and location of the special resources requested and deployed (i.e., Hazmat Teams, MCI trailers, etc). As appropriate, specially trained personnel and resources in jurisdictions throughout the region may be notified, placed on stand-by and if necessary, deployed to the scene(s).
- Requesting and deployment of resources and personnel will be accomplished through established local dispatching capabilities and local EOCs. The augmentation of medical personnel will be requested through hospitals and EMS mutual aid. For more information on available resources in the region and how they may be deployed is included in ESF #7 – Resource Management.

## **Relaying Common Messages**

- When a complex event has the potential to affect several jurisdictions (e.g., disease epidemics, hazardous materials releases, etc.), the release of common public information messages by the involved EOC and/or Joint Information Center (JIC) will be especially critical. As described in NIMS, establishing a regional Joint Information System (JIS) connecting all of the EOCs and/or JICs, as well as others releasing emergency public information will help to ensure consistent messages are released to the public.
- The NIMS describes a JIS as an integrated and coordinated mechanism for providing information to the public during an emergency. Key elements of the JIS include interagency coordination and developing and delivering coordinated messages. Establishing a regional JIS organization will assist the jurisdictions in ensuring common messages are released to the public.
- If regional coordination has been initiated, the exchange of emergency public information messages should be activated as an automatic function of the EOCs and/or JICs established by local communities to coordinate emergency public information activities among the jurisdictions. The regular posting of information by local jurisdictions to the WebEOC regional boards will help facilitate the release of regionally consistent public information messages.

- If different messages must be relayed to the public due to differences in the regulations of the two involved states (e.g., a public health issue), every effort will be made to clarify and explain the differences in messages provided to the public. The regular posting of information to the WebEOC regional boards will help facilitate this effort and when needed, Regional Coordination Support Specialists may be deployed to assist in developing and releasing regionally consistent messages. For more information on releasing consistent public information messages, see ESF #15 – Emergency Public Information.

**APPENDIX B**  
**ESF #5 PLANNING TASK FORCE MEMBERS**

Maureen Burke, Missouri State Emergency Management  
Nick Crossley, Johnson County, Kansas Emergency Management  
Adam Crowe, Johnson County, Kansas Emergency Management  
Mike Curry, Jackson County, Missouri Emergency Management  
Brenda Hiedbreder, Missouri State Emergency Management  
Rita Hoffman, Olathe, Kansas Emergency Management  
Tim Lynch, Overland Park, Kansas Emergency Management  
Bonnie Martin, Kansas City, Missouri Health Department  
Mac McClure, US Army MARS  
Angee Morgan, Kansas State Emergency Management  
Mike O'Neal, Platte County, Missouri Emergency Management  
Dan Robeson, Johnson County, Kansas Emergency Management  
Chuck Thacker, Grandview, Missouri Emergency Management  
Adrian Walker, Kansas City, Missouri Emergency Management  
Mark Widner, Independence, Missouri Emergency Management  
Keith Yoder, Kansas State Emergency Management

**ATTACHMENT C TO ESF #5  
LOCAL EMAS AND EOCS IN THE REGION**

**Included in MEIS**

**ATTACHMENT D TO ESF #5  
 REGIONAL WEBEOC BOARDS**

**SAMPLE – REGIONAL EOC STATUS BOARD**

<p align="center"><b>KC Metro Regional EOC Status</b></p> <p align="center">Warning: WebEOC contains information that is FOR OFFICIAL USE ONLY and may be exempt from public release under the Freedom of Information Act (U.S.C. 552), the Kansas Open Records Act (K.S.A. 45-215 et seq.) and Missouri Public Records Law (M.R.S 610-023). It is to be controlled, transmitted, distributed and disposed of in accordance with appropriate security policy, and is not to be released to the public, the media, or other personnel who do not have a valid need to know without prior approval of an authorized local government official.</p>						
Last Updated	Agency	Status	Incident Working	Main Phone Line	More Info	Update
09/25/2007 09:46:46	Cass County	0 Not Activated			<a href="#">Details</a>	<a href="#">Update</a>
08/22/2007 09:49:21	Clay County	0 Not Activated			<a href="#">Details</a>	<a href="#">Update</a>
09/26/2007 10:29:54	Jackson County	0 Not Activated			<a href="#">Details</a>	<a href="#">Update</a>
09/30/2007 18:36:02	Johnson County	0 Not Activated		913-782-3038	<a href="#">Details</a>	<a href="#">Update</a>
09/29/2007 13:52:43	KCMO	0 Not Activated		816.784.9300	<a href="#">Details</a>	<a href="#">Update</a>
08/22/2007 09:49:57	Leavenworth County	0 Not Activated			<a href="#">Details</a>	<a href="#">Update</a>
08/22/2007 09:50:12	Platte County	0 Not Activated			<a href="#">Details</a>	<a href="#">Update</a>
08/22/2007 09:50:03	Wyandotte County	0 Not Activated			<a href="#">Details</a>	<a href="#">Update</a>

***Local agencies and organizations should contact the Emergency Management Agencies (EMAs) in their jurisdictions for specific login information to WebEOC and access to the appropriate boards.***

**Attachment D Continued**  
**SAMPLE – REGIONAL SITUATION REPORT (SITREP) BOARD**

**KC METRO REGIONAL SIT REP BOARD**

Warning: WebEOC contains information that is FOR OFFICIAL USE ONLY and may be exempt from public release under the Freedom of Information Act (U.S.C. 552), the Kansas Open Records Act (K.S.A. 45-215 et seq.) and Missouri Public Records Law (M.R.S 610-023). It is to be controlled, transmitted, distributed and disposed of in accordance with appropriate security policy, and is not to be released to the public, the media, or other personnel who do not have a valid need to know without prior approval of an authorized local government official.

Sit Rep Number	Jurisdiction	Incident Type	Injured	Dead	Missing	Evacuated	Sheltered	Details
		<b>Regional Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	



**Attachment D Continued**  
**SAMPLE – REGIONAL KEY EVENTS BOARD**

KC METRO REGIONAL KEY EVENTS	
Warning: WebEOC contains information that is FOR OFFICIAL USE ONLY and may be exempt from public release under the Freedom of Information Act (U.S.C. 552), the Kansas Open Records Act (K.S.A. 45-215 et seq.) and Missouri Public Records Law (M.R.S 610-023). It is to be controlled, transmitted, distributed and disposed of in accordance with appropriate security policy, and is not to be released to the public, the media, or other personnel who do not have a valid need to know without prior approval of an authorized local government official.	
09/11/2007 16:40:11	KCMO EOC is securing No significant events
By: SB	
Position: KC-Master Control	Entry ID: <a href="#">581</a>
09/11/2007 08:40:02	On the direction of the Director of Emergency Mgmt, D.A. Christian, the EOC has been activated at level 1 to monitor 9-11 observances and events of the day.
By: S Bean	
Position: KC-Master Control	EOC  Entry ID: <a href="#">580</a>
08/29/2007 14:04:15	test and another test
Cass County	
By: Anne Carmack	
Position: 123	123  Entry ID: <a href="#">577</a>
<div style="display: flex; justify-content: space-between; align-items: center;"> <span>&lt;&lt;&lt;&lt; &lt;&lt;</span> <span>&gt;&gt;</span> </div>	

## ATTACHMENT E TO ESF #5 FIRST HOUR CHECKLIST FOR REGIONAL EMERGENCIES EMERGENCY MANAGEMENT

The following actions should be carried out as needed based on the specifics of the event by local officials tasked with responsibilities for accomplishing emergency functions.

Purpose
<p>This checklist is intended to assist Emergency Management Agencies (EMAs), Chief Elected Officials, public safety agencies and others in quickly assessing what has happened during a disaster or in determining the threat of a disaster. The following checklist may be used to guide regional coordination actions by helping those involved to review the status of initial actions and determine what activities are necessary to effectively manage the incident.</p>

Immediate Actions for Any Incident
<ul style="list-style-type: none"> <li><input type="checkbox"/> Review status of initial response actions and determine response status.</li> <li><input type="checkbox"/> Consider protective actions if appropriate.</li> <li><input type="checkbox"/> Evaluate emergency public information requirements.</li> <li><input type="checkbox"/> Determine next steps needed to coordinate activities, implement appropriate protective actions and release regionally consistent emergency public information.</li> <li><input type="checkbox"/> Utilize the WebEOC regional boards to log jurisdiction-specific actions.</li> <li><input type="checkbox"/> Ensure appropriate communications are initiated between jurisdictions and if needed, arrange for a regional conference call (for more information, see Step 2).</li> </ul>

Step 1: Gaining General Situational Awareness
<ul style="list-style-type: none"> <li><input type="checkbox"/> If an incident occurred, what happened, including where and when?</li> <li><input type="checkbox"/> What is the incident (natural disaster, accident, terrorism)?</li> <li><input type="checkbox"/> Is there an estimate of injuries/fatalities?</li> <li><input type="checkbox"/> What are the estimated damages to or status of critical infrastructures (transportation, power, medical, water)?</li> <li><input type="checkbox"/> If incident has not occurred, what is latest information/intelligence about threats locally and to the region and what are the potential impacts?</li> <li><input type="checkbox"/> Determine if regional coordination actions are needed and if so, proceed to Step 2.</li> </ul>

Step 2 – Gaining and Maintaining Regional Awareness and Ensuring Regional Coordination
<ul style="list-style-type: none"> <li><input type="checkbox"/> Local jurisdictions will work to maintain appropriate regional coordination actions including:           <ul style="list-style-type: none"> <li>✓ Entering and updating the WebEOC Regional Boards.</li> <li>✓ Initiating conference calls and meetings as needed.</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li><input type="checkbox"/> During regional conference calls, participants may discuss the following as appropriate to the event:           <ul style="list-style-type: none"> <li>✓ What are the incident facts and what is the response status?</li> <li>✓ What actions need to be coordinated regionally?</li> <li>✓ What regional resources are available and needed?</li> <li>✓ What ESF activities should be implemented to manage the event?</li> <li>✓ What steps should be taken to ensure regional coordination activities are maintained?</li> <li>✓ In addition, if dictated by the event, the State EMAs (SEMA and KDEM) may work with local officials and other state and federal agencies to arrange bi-state conference calls to help ensure regional situational awareness, coordination between the two states and to discuss potential coordinated response activities.</li> </ul> </li> </ul>
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Step 3: Determining Overall Response Status
<ul style="list-style-type: none"> <li><input type="checkbox"/> Who is leading the response or investigation?</li> <li><input type="checkbox"/> What assets/agencies are on scene, available, or needed?</li> <li><input type="checkbox"/> If the event is significant and may require state assistance, has the State EMA been contacted?</li> <li><input type="checkbox"/> Have the appropriate IAP steps been initiated and local and state situation reports completed as required by the event?</li> <li><input type="checkbox"/> What is the threat status and/or emergency declaration(s) status (federal, state, local)?</li> <li><input type="checkbox"/> What regional assets may be available to assist with the event?</li> <li><input type="checkbox"/> How can you prepare for response?           <ul style="list-style-type: none"> <li>✓ Activate EOCs and JICs; inform and call-up primary and support agencies as needed; notify mass care facilities and organizations with transportation and heavy equipment assets; request mutual aid; issue public advisories.</li> </ul> </li> <li><input type="checkbox"/> Based on the event and the functions implemented, see the First Hour Checklist(s) included as an attachment to the appropriate ESF.</li> </ul>

Step 3A: Determining ESF #5 (Emergency Management) Initial Response Actions
<ul style="list-style-type: none"> <li><input type="checkbox"/> Activate the local EOC and call-up the EOC Team as needed.</li> <li><input type="checkbox"/> Maintain communications with the State EOC and request state assistance if dictated by the situation.</li> </ul>

**Step 3A: Determining ESF #5 (Emergency Management) Initial Response Actions**

- Work to coordinate the activities of all responding agencies.
- Develop an Incident Action Plan (IAP) and submit appropriate situation reports to the state.
- Ensure personnel are available for 24-hour staffing of the EOC.
- Consider sharing resources and personnel with other jurisdictions in the region.
- Consider pooling regional resources and personnel to open facilities (e.g., shelters, alternate care sites, etc.) to serve more than one jurisdiction in the region.

**Step 3B: Determining Initial Protective Actions (Schools, Workforce, Transportation, etc.)**

**If appropriate for the incident (i.e., one requiring evacuation or in-place shelter):**

- Has any initial protective action occurred for **schools** (e.g., lockdown)?
- Has any initial protective action occurred for **citizens** and the **workforce** (e.g., shelter in place)?
- How have special populations been addressed?
- Has any initial protective action occurred for **transportation** (e.g., public transit operational, transportation route restrictions lifted)?
- What schools/workforce facilities are in the hazard area?
- What other protective actions should be considered, and who else should be involved in discussions?
- What additional protective actions may be needed to protect affected general public, schools, workforce, etc.?
  - o Evacuation, in-place protection, quarantine, school/work dismissal, cancellation of public meeting and closing of government facilities.
- What considerations should be made when making protective action decisions? *Many factors play a role in decisions and should be evaluated case-by-case. The following are general considerations.*
  - o For a **threat or hazard involving regional impact** consider partial or full-scale evacuation of potentially impacted area.
  - o For a **threat or hazard involving local impact**, consider partial local evacuation unless addressed below.
  - o For a **short air release of toxic chemical** (e.g., brief plume), consider sheltering in

**Step 3B: Determining Initial Protective Actions (Schools, Workforce, Transportation, etc.)**

- o place initially downwind of release.
- o For **long air release of toxic chemical** (e.g., continuously leaking), consider local evacuation of persons downwind of release.
- o For an **explosion**, consider evacuating the impacted area and consider secondary devices.
- o For **infectious contamination**, depending on type, consider quarantine, requesting strategic national stockpile, and/or mass prophylaxis.
- o For **dirty bomb**, consider sheltering initially and then evacuation of persons downwind.
- o For **flooding**, consider evacuation of impacted area.

**Emergency Public Information Considerations**

- What should be communicated, when, how, and by whom?
- What information has been communicated to the general public/schools/workforce, etc. and is the message uniform and consistent across all jurisdictions involved?
- Consider posting information to the Prepare Metro KC Web-site.
- Is there a need for joint emergency public information activities (i.e., issuing regionally supported news releases, advisories, etc.)?

**First Hour Summary Statement**

This summary statement should be filled in with details gathered while gaining local and regional awareness and determining response status (Steps 1, 2 and 3) – the following are for illustration purposes only:

- [An incident] has occurred in [jurisdiction(s)].*
- [Local and state officials] are [responding / managing the incident].*
- Local EOCs [in jurisdictions] are operational*
- At this time, we are asking individuals who live or work in the area to monitor local radio and television stations for further information and instructions.*
- Schools and daycare facilities throughout the region are [locked down. Students will not be released until the situation has been fully assessed.]*
- [Name of transit systems] are [operational]. Roads [remain open]. Restrictions have [been lifted or been implemented].*
- [Shelters have been opened at \_\_\_\_]*

*Include other information as appropriate from Steps 1, 2 and 3 as necessary*

***In addition to the information above, each ESF includes an initial checklist of actions pertinent to the specific emergency function.***

**LEFT INTENTIONALLY BLANK**