

**Kansas Planning Standards
County Emergency Operations Plan
ESF #5 - Emergency Management**

ESF #Coordinator

- *List ESF coordinating agency responsible for ESF #5*

Primary Agency

- *List primary agency responsible for ESF #5*

Support Agency

- *List support agencies responsible for ESF #5*

Purpose

- *Purpose statement that describes the reason for the development of this annex*

Scope

- *Identify how the plan annex benefits the jurisdiction*

Policies

- *List county specific policies regarding ESF #5*

Concept of Operations

General

- *Identify the position responsible for managing the information flow to and from the EOC*
- *Describe established systems for collecting, processing, and disseminating information*

Organization

- *Indicate how the jurisdiction will be organized to coordinate emergency management support in an emergency*
- *Describe how incident command operations will be conducted*
- *Describe the function performed by the Emergency Operations Center (EOC)*
- *Describe or depict the EOC organization*
 - *Make provision of maintenance of an EOC staff roster*
 - *Summarize how the EOC operates when activated*
- *Describe the provide the format for reports prepared by the EOC during emergency operations*
- *Describe the interface between ICS and the EOC*
- *Identify backup EOC and capabilities*
- *Briefly describe communication systems located out of the EOC*

Notifications

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

Actions

- **Preparedness**
 - *Describe actions for ESF #5 to be taken at preparedness*
- **Response**
 - *Describe actions for ESF #5 to be taken at response*
- **Recovery**
 - *Describe actions for ESF #5 to be taken at recovery*
- **Prevention**
 - *Describe actions for ESF #5 to be taken at prevention*

Direction and Control

- *Identify by position or title who has responsibility of organizing and coordinating the emergency management function during emergency situation*

Responsibilities

- *Summarize primary and support agency responsibilities for ESF #5*

Attachments (recommended)

- *EOC organizational chart*
- *EOC functions chart*
- *Emergency/disaster event flow chart*
- *ICS and NIMS overview*
- *Sample emergency declaration*
- *EOC staffing roster and contact information*
- *EOC room layout diagram*
- *Sample reports*
- *Mapping capabilities*
- *Include a checklist of activation/deactivation of the EOC*
- *Sample forms and logs*