

<b>Kansas Planning Standards County Emergency Operations Plan Preface</b>
<b>Table of Contents</b>
<b>Promulgation Page</b>
<ul style="list-style-type: none"> <li>• <i>Signed by the Chairperson of the Board of County Commissioners</i></li> </ul>
<b>Approval and Implementation Pages</b>
<ul style="list-style-type: none"> <li>• <i>Statement signed by the Local Emergency Planning Committee (LEPC) Chairperson indicating the plan meets all Superfund Amendment and Reauthorization Act (SARA) Title III provisions</i></li> <li>• <i>Signature page signifying understanding and concurrence with the plan and certifying that the plan is executable, such as the Mayor, Sheriff, County Clerk, Register of Deeds, Treasurer, city elected officials, and county commissioners not listed on the Promulgation page</i></li> </ul>
<b>Record of Distribution Page</b>
<ul style="list-style-type: none"> <li>• <i>List of plan recipients</i></li> </ul>

## Foreword

One goal of the Kansas Division of Emergency Management (KDEM) is to develop, in partnership with county and local governments, an Integrated Emergency Management System (IEMS) that is responsive, risk-based, and all hazards in approach. Vital to this system are County Emergency Operations Plans (CEOPs) that document policies for accessing and allocating resources to supplemental operational needs at the local and state level.

The Kansas Planning Standards (KPS) is intended to be an all-encompassing guide to develop and review County Emergency Operations Plans (CEOPs). It includes the planning requirements from the National Response Plan (NRP), the Nuclear Regulatory Commission (NUREG 0654), the National Incident Management System (NIMS), and guidance from the United States Department of Homeland Security (DHS)

The KPS is intended to provide local emergency managers and local planning teams with information on the State of Kansas' concept on developing CEOPs. This standard clarifies the prevention, preparedness, response and recovery planning elements that warrant inclusion in CEOPs. The KPS is only a part of an integrated planning process that requires determining best judgment and implementing policies in all phases of a disaster or event.

The KPS encourages Local Emergency Planning Committees (LEPCs) to address all hazardous materials issues that threaten their jurisdiction in a single CEOP instead of relying on separate plans. The coordination of all local planning efforts is key in eliminating duplication and conflict between plans. This alliance contributes to the creation of a strong local planning structure, inclusive of all governmental agencies with response and recovery functions, volunteers, and the private sector.

Several counties in Kansas must plan for radiological emergencies because of their proximity to nuclear power plants. Other counties may choose to include peacetime radiological considerations for reasons identified in their hazard analysis.

The KPS will assist local and state officials in forging a partnership focused on the following:

- Maximize the integration of incident-related prevention, preparedness, response, and recovery activities
- Improve coordination and integration of federal, state, local, private-sector and non-governmental organization partners
- Maximize efficient utilization of resources needed for effective incident management and protection and restoration of critical infrastructure
- Improve incident management communications and increase situational awareness
- Facilitate emergency mutual aid and emergency support

- Provide a proactive and integrated response to catastrophic events
- Address linkages to other incident management and emergency response plans developed for specific types of incidents or hazards.

## **Plan Format and Content**

The Kansas Planning Standards (KPS) require County Emergency Operations Plans to follow the document format. By following a consistent format mutual aid may be integrated into existing response and recovery efforts more efficiently. State and federal entities will be able to work more effectively and efficiently into a standard format that mirrors the National Response Plan and Kansas Response Plan. Review and update of the CEOP will be more expedient. The standard web-based software system – NetEOP -- developed by KDEM will be used for plan development and review. Once CEOPs are initially approved by KDEM using NetEOP, reviews will be made at the request of the County or as necessary by change of federal or state law. ESF #10 is required by law to be reviewed annually; KDEM recommends that the basic plan and all other ESFs be reviewed at least every four years.

The KPS includes both content requirements and guidance. The requirements originate from federal and state laws. These standards must be addressed in the CEOP. If a particular capability or resource does not exist within the jurisdiction, the CEOP only needs to explain that requirement is not applicable and why. If the requirement is regarding a procedure found in another document such as a Standard Operating Guide, hazard analysis or facility plan, there is no need to duplicate that information. Simply, reference that document or provide a link.

## **Evaluating the County Emergency Operations Plan**

A CEOP is a document that:

- Assigns responsibility to organizations and to individuals for carrying out specific actions at projected times and places in an emergency that exceeds the capability or routine responsibility of any one agency
- Sets forth lines of authority and organizational relationships and shows how all actions will be coordinated
- Describes how people and property will be protected in emergencies and disasters
- Identifies personnel, equipment, facilities, supplies, and other resources available—within a jurisdiction or by agreement with other jurisdictions—for use during response and recovery operations
- Identifies step to address mitigation concerns during response and recovery activities
- As a public document, the CEOP cites its legal basis, states its objectives, and acknowledges assumptions.