

JOHNSON EOP

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JOHNSON COUNTY, KANSAS EMERGENCY OPERATIONS PLAN

Preface

Preface

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[LINK TO COVER PAGE TEMPLATE](#)

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Promulgation Documents ([INSERT LINKS TO DOCUMENTS HERE, OR INCLUDE AS AN APPENDIX](#))

[SAMPLE PROMULGATION DOCUMENT](#)

- Statement signed by the Chairperson of the Local County Board of County Commissioners
- Statement signed by the Chairperson of the Local Emergency Planning Committee (LEPC) indicating the plan meets all SARA Title II provisions
- Signature page signifying understanding and concurrence with the plan and certifying that the plan is executable signed by Mayor, Sheriff, County Clerk, Register of Deeds, Treasurer, city elected officials, county commissioners and others not listed on statements above

Record of Distribution

- List of CEOP recipients ([ADMINISTRATION BUTTON -- MANAGE USER ACCOUNTS, OR INSERT LINK TO DISTRIBUTION LIST](#))

[LINK TO RECORD OF DISTRIBUTION](#)

Record of Plan Changes

- List of CEOP changes ([ADMINISTRATION BUTTON -- CONTENT STATUS REVIEW, OR INSERT LINK TO RECORD OF CHANGES PAGE](#))

[LINK TO RECORD OF CHANGES](#)

Overview

This County Emergency Operations Plan (CEOP) is designed to address natural and manmade hazards that could adversely affect the County. The CEOP applies to all county government departments and agencies that are tasked to provide assistance in a disaster or emergency situation. It describes the fundamental policies, strategies, and general concept of operations to be used in control of the emergency from its onset through the post disaster phase.

The State of Kansas has adopted the National Incident Management System (NIMS). The NIMS lends itself to integrate the capabilities and resources of various governmental jurisdictions, incident management and emergency response disciplines, non-governmental organizations and the private sector into a cohesive, coordinated and seamless framework for incident management. Consistent with the model provided in the NIMS, the CEOP can be partially or fully implemented in the context of a threat, anticipation of a significant event, or the response to a significant event. Selective implementation through the activation of one or more of the system's components allows maximum flexibility in meeting the unique operational and information-sharing requirements of the situation and enables effective interaction between various state and non-state entities.

The CEOP is an all-hazards plan that addresses evacuations; sheltering; post-disaster response and recovery; deployment of resources; communications, and warning systems. The CEOP also defines the responsibilities of county departments and volunteer organizations.

The CEOP describes the basic strategies, assumptions and mechanisms through which the County will mobilize resources and conduct activities to guide and support local emergency management efforts through preparedness, response, recovery, and prevention. To facilitate effective operations, the CEOP adopts a functional approach that groups the types of assistance to be provided into 15 Emergency Support Functions (ESF). The 15 CEOP ESFs mirror the National Response Plan (NRP) and the Kansas Response Plan (KRP)

The Basic Plan provides an overview of emergency organization and policies. It describes the overall approach to disaster response and recovery operations and assigns responsibilities for emergency tasks.

The ESF Annexes detail the organization, roles and responsibilities of government and cooperating agencies for coordinating emergency response and recovery efforts. Special Incident Annexes are designed for those emergency response and recovery activities unique to a particular hazard.

Each Emergency Support Function is headed by a lead agency or organization, which has been selected based on its authorities, resources, and capabilities in that functional area. The primary agency appoints an emergency representative to manage that function in the County Emergency Operations Center (EOC).

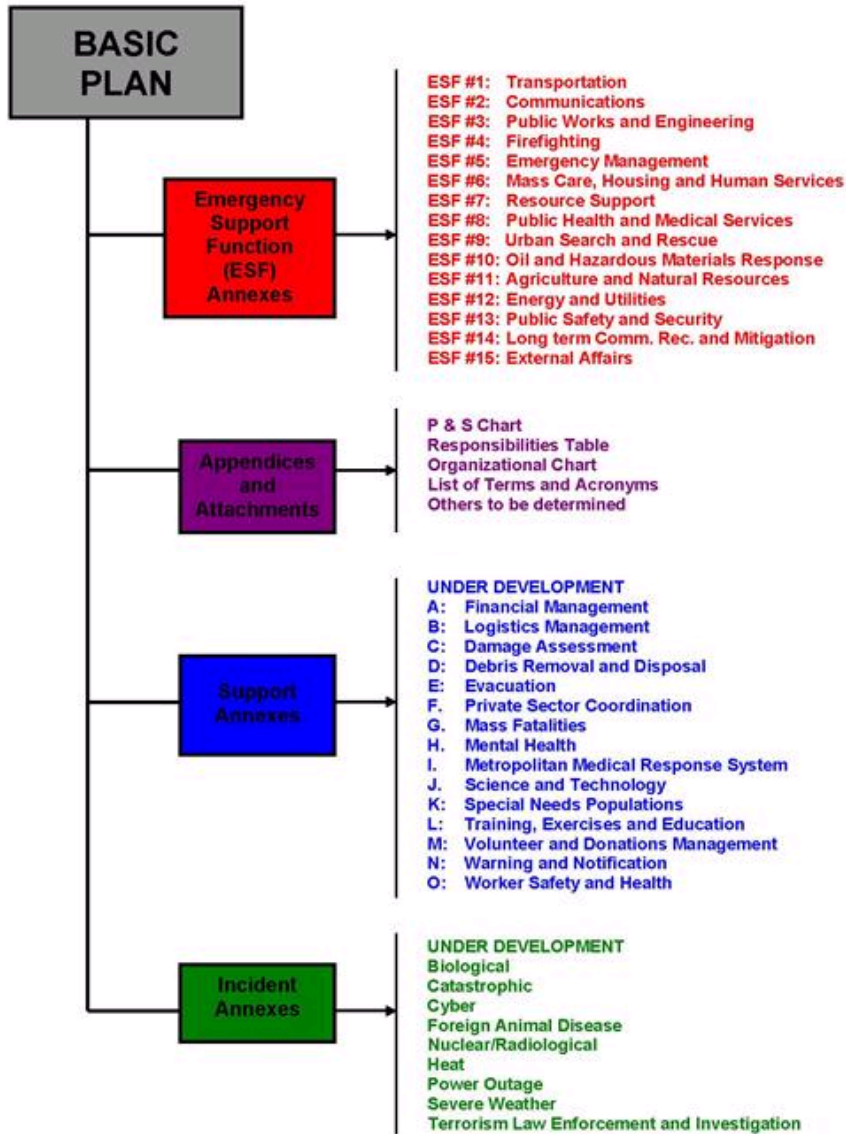
<http://ksceop.neteop.com/Uploads/Jurisdiction/Johnson/AgEmergencies.doc>

A chart illustrating the organization of the CEOP is included below:

[LINK TO CEOP ORGANIZATIONAL CHART](#)

BELOW IS A SAMPLE -- INSERT COUNTY SPECIFIC PLAN ORGANIZATION IF APPROPRIATE

COUNTY EMERGENCY OPERATIONS PLAN ORGANIZATION



Introduction

Purpose

The purpose of the County Emergency Operations Plan (CEOP) is to establish a comprehensive and coordinated all-hazards approach, and a plan for effective response to and recovery from emergencies and disasters occurring in the County.

The CEOP, using the National Incident Management System (NIMS), establishes a framework for an effective system of comprehensive emergency management.

Scope and Applicability

The CEOP covers the full range of complex and constantly changing requirements in anticipation of or in response to threats or acts of terrorism, major disasters, and other emergencies. The CEOP also provides the basis to initiate long-term community recovery and mitigation activities.

The CEOP:

- Establishes fundamental policies, program strategies, and assumptions for a countywide comprehensive emergency management program
- Establishes a method of operations that spans the direction and control of an emergency from initial monitoring through post-disaster response, recovery, and prevention
- Defines the mechanisms to facilitate delivery of immediate assistance; including direction and control of intrastate, interstate and federal response and recovery assistance
- Assigns specific functions to appropriate agencies and organizations, as well as outlines methods to coordinate with the private sector and voluntary organizations
- Addresses the various types of emergencies that are likely to occur, from local emergencies, to minor, major or catastrophic disasters
- Identifies the actions that the county will initiate, in coordination with state and federal counterparts as appropriate, regardless of the magnitude of the disaster

Incident Management Activities

The CEOP addresses the full spectrum of activities related to incident management, including prevention, preparedness, response, and recovery actions. The CEOP focuses on those activities that are directly related to an evolving incident or potential incident rather than steady-state preparedness or readiness activities conducted in the absence of a specific threat or hazard.

Authorities

Various statutory authorities, regulations and policies provide the basis for actions and activities in the context of domestic incident management. Nothing in the CEOP alters the existing authorities of individual departments and agencies. The CEOP establishes the coordinating structures, processes, and protocols required to integrate the specific statutory and policy authorities of various state departments and agencies in a collective framework for action to include prevention, preparedness, response, and recovery activities.

Local

INSERT APPROPRIATE REFERENCES TO LOCAL ORDINANCES

REFER TO APPENDIX WITH AMPLYING INFORMATION IF APPROPRIATE AND/OR INSERT LINKS TO

ORDINANCES

State

- Kansas Response Plan dated 2006 and Kansas Planning Standards dated 2006
- Executive Order 05-03. This Executive Order designates the National Incident Management System (NIMS) as the standard for incident management in the State of Kansas.
- Kansas Statutes Annotated (KSA), 48-9a01. This Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership that allows states to assist one another during emergencies. EMAC establishes a firm legal foundation for States to send assistance to, and receive assistance from other States
- KSA 48-904 through 48-936, as amended. This state statute establishes the duties, roles and responsibilities for emergency management within the state, and establishes basic requirements for counties to establish and maintain emergency management programs. It outlines the organization, policies and procedures governing the Kansas Division of Emergency Management (KDEM), establishes the powers and authorities of the Governor, state and local officials to deal with emergencies/disasters before, during and after their occurrence
- KSA 65-5701 through 65-5711. This state statute is the state level implementation of SARA, Title III. It defines the HAZMAT roles and responsibilities of state agencies, makes counties HAZMAT emergency planning districts and establishes a Local Emergency Planning Committee (LEPC) in each county
- KSA, 12-16, 117. This state statute empowers municipalities (counties and cities) to establish policies regarding the rendering of aid to other municipalities during times of declared emergencies/ disasters. It streamlines the process of mutual aid over the "interlocal agreement" mechanism contained in KSA 12-2901
- Kansas Administrative Regulation (KAR) 56-2-1 through 56-2-2. This regulation defines the requirements of local emergency management agencies. It establishes the minimum functions of such agencies, the minimum support counties must provide to such agencies and the minimum qualifications of county emergency management directors/coordinators

Federal

- National Response Plan. This plan establishes a comprehensive all-hazards approach to enhance the ability of the United States to manage domestic incidents. It forms the basis of how federal departments and agencies will work together and how the federal government will coordinate with state, local, and tribal governments and the private sector during incidents. It establishes protocols to help protect the nation from terrorist attacks and other major disasters
- Homeland Security Presidential Directive – 5: Management of Domestic Incidents. This directive is intended to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive National Incident Management System (NIMS)
- Homeland Security Presidential Directive – 8: National Preparedness. This directive establishes policies to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies by requiring a national domestic all-hazards preparedness goal, establishing mechanisms for improved delivery of Federal preparedness assistance to State and local governments, and outlining actions to strengthen preparedness capabilities of Federal, State, and local entities
- National Incident Management System (NIMS). A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local and tribal governments; the private sector; and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity
- Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135. This Act established the Department of Homeland Security with the mandate and legal authority to protect the American people from terrorist attacks, major disasters, and other emergencies
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C., Public Law 93-288 as amended by Public Law 100-707. This act provides the authority for the provisioning of disaster relief and assistance by the federal government. It also establishes roles and responsibilities for state and local governments during federally declared emergencies and disasters

- Emergency Management and Assistance, 44 C.F.R., Chapter 1. (Oct. 1, 1992). This portion of the US Code implements the Stafford Act and delineates the organization, policies & procedures governing the activities and programs of the Federal Emergency Management Agency and other federal agencies, and further defines the role of state and local government in the Emergency Management structure
- Emergency Planning and Community Right-to-Know Act of 1986. (Public Law 99-499, October 17, 1986), Title III of the Superfund Amendments & Reauthorization Act (SARA). This federal legislation outlines the requirements for emergency planning and notifications pertaining to emergencies involving hazardous materials (HAZMAT).
- FEMA State and Local Guide (SLG) 101. Establishes non-regulatory guidance on the conduct of the emergency planning process and the development of Emergency Operations Plans

Key Concepts

This section summarizes key concepts that are reflected throughout the CEOP as follows:

- Systematic and coordinated incident management, including protocols for:
 - Incident reporting
 - Coordinated action
 - Alert and notification
 - Mobilization of local resources
 - Operating under differing threats or threat levels
 - Integration of crisis and consequence management functions
- Organizing interagency efforts to minimize damage, restore impacted areas to pre-incident conditions if feasible, and/or implement programs to mitigate vulnerability to future events
- Facilitating local support to departments and agencies acting under the requesting department's or agency's own authorities
- Organizing the delivery of critical resources, assets, and assistance. Local agencies are assigned to lead or support ESFs based on authorities, resources, and capabilities
- Providing the basis for coordination of interagency and intergovernmental planning, training, exercising, assessment, coordination, and information exchange

Situation

Geographical Characteristics

Vulnerability Analysis

Hazard Analysis

**INSERT LINKS TO APPROPRIATE SECTIONS OF LOCAL HAZARD MITIGATION PLAN ABOVE, OR
INSERT TEXT BY CUTTING AND PASTING FROM AN EXISTING DOCUMENT**

Planning Assumptions and Considerations

A disaster can occur with little or no warning, causing significant loss of life, environmental and economic damage.

Local resources, available through public, volunteer and commercial means will be utilized first. State and federal support will augment ongoing disaster operations. Local jurisdictions will enter into mutual aid agreements with each other as necessary to use most effectively their resources in response to emergencies and disasters.

Incident management activities will be initiated and conducted using the principles contained in the NIMS.

Unconventional hazards require unprecedented response measures. Such threats call for the development of more specific operational plans, which will compliment the policies established in this plan.

Many resources needed are available locally; however, shortfalls may dictate the coordination of outside resources through county emergency management offices. The principles and policies of the NIMS will be adopted in local and state emergency plans, and demonstrated through plan exercise activities.

Roles and Responsibilities

County Government

Each county in Kansas is responsible for emergency management in its jurisdictional boundaries and will conduct emergency operations according to established plans and procedures to include:

- Maintain an emergency management program at the county level involving all government, private and volunteer organizations which have responsibilities in the comprehensive emergency management system within the county
- Coordinate the emergency management needs of all municipalities within the county and working to establish intra-county mutual aid agreements to render emergency assistance
- Implement a broad-based public awareness, education and information program designed to reach all citizens of the county, including those needing special media formats, who are non-English speaking, and those with hearing impairment or loss
- Execute mutual aid agreements within the state for reciprocal emergency aid and assistance in the event a situation is beyond the county's capability
- Maintain an emergency management program that is designed to avoid, reduce and mitigate the effects of hazards through the enforcement of policies, standards and regulations
- Maintain cost and expenditure reports associated with disasters, including resources mobilized as a result of mutual aid agreements
- Coordinate public information activities during an emergency
- Develop and maintain procedures to receive and shelter persons evacuating within their political jurisdiction and those persons evacuating from outside into their jurisdiction with assistance from the State
- Ensure the county's ability to maintain and operate a 24-hour warning point with the capability of warning the public

The County disaster response resources are organized into ESFs. Each ESF is comprised of numerous agencies/organizations that manage and coordinate specific categories of assistance common to all disaster/emergency events. A primary agency/organization has been designated for each ESF to ensure the coordination and delivery of goods and services to the disaster area.

The ESF's provide the structure for coordinating interagency support for both man-made and naturally occurring disaster/emergencies. The following is a brief summary of the purpose of each ESF:

ESF #1: Transportation

- Coordinate and process transportation resources and people (evacuation)
- Report damage to transportation infrastructure
- Coordinate alternate transportation service
- Coordinate the restoration and recovery of the transportation infrastructure

ESF #2: Communications

- Provide temporary communications to support incident management

- Facilitate the restoration of the communications infrastructure
- Supports all state agencies in the procurement and coordination of communications services from the communications and information technology industry during an incident response.

ESF #3: Public Works and Engineering

- Infrastructure protection and emergency restoration
- Emergency assistance and support for first responders
- Engineering and construction services
- Liaison with state and federal resources
- Debris management

ESF #4: Firefighting

- Fire prevention and suppression activities
- Fire mutual aid and resource augmentation
- Fire command and control structure

ESF #5: Emergency Management

- Emergency Operations Center (EOC) activation, configuration, management and staffing
- On-scene command control structure and interface with the EOC
- Emergency decision making and the local declaration process
- Requesting state and federal assistance
- Overall coordination of mutual aid and regional operations
- Information collection and database creation and management
- Analysis and dissemination of information
- Issuing situation reports, bulletins and advisories
- Notification and updating of staff and elected officials
- Science and technology support (GIS mapping, modeling)
- Incident Action Plans and resource tracking

ESF #6: Mass Care, Housing and Human Services

- Mass care operating including sheltering, feeding and other essential human needs
- Housing resources
- In-place shelter operations
- Special needs populations

ESF #7: Resource Support

- Resource identification
- Resource coordination and support
- Resource procurement
- Personnel augmentation
- Logistics management

ESF #8: Public Health and Medical Services

- Assessment of public health and medical needs
- Public health surveillance
- Medical care personnel

- Medical equipment and supplies

ESF #9: Search and Rescue

- Resources needed to conduct search and rescue activities
- State and federal resources available to augment local search and rescue efforts
- Aerial and ground search resources

ESF #10: Oil and Hazardous Materials Response

- Coordinated response to oil and hazardous materials incidents
- Specialized local, regional, state and federal mutual aid resources
- Hazardous materials planning and reporting requirements
- Short and long-term environmental cleanup

ESF #11: Agriculture and Natural Resources

- Control and eradication of an outbreak of a devastating animal/zoonotic disease or plant disease
- Assurance of food safety and security
- Natural resource protection and restoration or historic properties

ESF #12: Energy

- Energy system assessment, repair and restoration
- Water services (water, sewer and storm water)
- Private utilities industry coordination
- Energy forecasting
- Power outages

ESF #13: Public Safety

- Law enforcement activities
- Operational and personnel security
- Ingress and egress to the disaster scene(s)
- Liaison between response operations and criminal investigation activities
- Coordination with state and federal law enforcement agencies

ESF #14: Long-term Community Recovery

- Community recovery operations
- Economic assessment, protection and restoration
- Mitigation analysis and program implementation
- Coordination with the private sector
- Coordination with state and federal community assistance programs

ESF #15: External Communications

- Emergency public information
- Protective action guidance
- Ongoing emergency information
- Inter-departmental coordination
- Establishing a Joint Information Center (JIC) and Joint Information System (JIS)

- Media and community relations
- Governmental and public affairs

AFTER YOU HAVE BUILT YOUR LOCAL PLANNING TEAM (USING THE ADMINISTRATION BUTTON), YOU MAY FILL IN THE TABLE BELOW AND INSERT AS A LINK HERE, OR AS AN APPENDIX TO THE BASIC PLAN.

[LINK TO ESF DESCRIPTIONS AND AGENCIES TABLE](#)

The designated Primary Agency (and if appropriate, an ESF Coordinator), as well as the Non-governmental, State and Federal Agencies responsible for each ESF are listed in the Planning Team section of each ESF and in **APPENDIX _____**.

State Government

As a State's chief executive, the Governor is responsible for the public safety and welfare of the people of Kansas. The Governor:

- Is responsible for coordinating State resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents in an all-hazards context to include terrorism, natural disasters, accidents, and other contingencies
- Under a Governor's declaration has powers to make, amend, and rescind orders and regulations
- Provides leadership and plays a key role in communicating to the public and in helping people, businesses, and organizations cope with the consequences of any type of declared emergency within State jurisdiction
- Encourages participation in mutual aid and implements authorities for the State to enter into mutual aid agreements with other States, tribes, and territories to facilitate resource-sharing
- Is the Commander-in-Chief of State military forces (National Guard when in State Active Duty or Title 32 Status and the authorized State militias)
- Requests Federal assistance when it becomes clear that State or tribal capabilities will be insufficient or have been exceeded or exhausted

The Adjutant General of the State of Kansas is the Director of Emergency Management. This Division is responsible for implementing all policy decisions relating to emergency management. These decisions are then relayed to the tasked state agencies. Those emergencies relating to local matters will be coordinated with local emergency management coordinators.

Non-governmental and Volunteer Organizations

Non-governmental (NGOs) collaborate with first responders, governments at all levels, and other agencies and organizations providing relief services to sustain life, reduce physical and emotional distress, and promote recovery of disaster victims when assistance is not available from other sources. For example, the American Red Cross is an NGO that provides relief at the local level and also coordinates the Mass Care element of ESF #6 at both the state and federal level. Community-based organizations receive government funding to provide essential public health services.

Federal Government

The federal government is responsible to:

- Provide emergency response on federally owned or controlled property, such as military installations and federal prisons
- Provide federal assistance as directed by the President of the United States under the coordination of the DHS, FEMA and in accordance with federal emergency plans
- Identify and coordinate provision of assistance under other federal statutory authorities
- Provide assistance to the state and local governments for response to and recovery from a commercial radiological incident consistent with guidelines as established in the current Federal Radiological Emergency Response Plan and the National Response Plan (NRP)
- Manage and resolve all issues pertaining to a mass influx of illegal aliens
- Provide repatriation assistance to U.S. citizens evacuated from overseas areas.

Private Sector

Primary and support agencies coordinate with the private sector to effectively share information, form courses of action, and incorporate available resources to prevent, prepare for, respond to, and recover from disasters and emergencies.

The roles, responsibilities, and participation of the private sector during an emergency vary based on the nature of the organization and the type and impact of the incident.

Certain organizations are required by existing law and regulation to bear the cost of planning and response to incidents, regardless of cause.

Unless the response role is inherently governmental (e.g., law enforcement, etc.), private-sector organizations are encouraged to develop and maintain capabilities to respond to and manage a complete spectrum of incidents and emergencies.

Citizen Involvement

Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery, and mitigation.

Concept of Operations

Normal operations

In natural disasters, the magnitude of the impact and depletion of resources at each level of government trigger outside assistance. Local emergency responders, with state support, carry out initial response to most emergencies only as local resources become taxed. However, threats such as use of biological agents will trigger state and federal response measures from the earliest possible phase, in order to control dissemination and take appropriate eradication measures.

Emergency operations

The organizational structure for response to an emergency/disaster is under the leadership of **INSERT APPROPRIATE LOCAL POSITION.**

Based on the severity and magnitude of the situation, the Board of County Commission (BOCC) may issue a Local Emergency Declaration.

INSERT LINK TO LOCAL DECLARATION OR INCLUDE AS AN APPENDIX

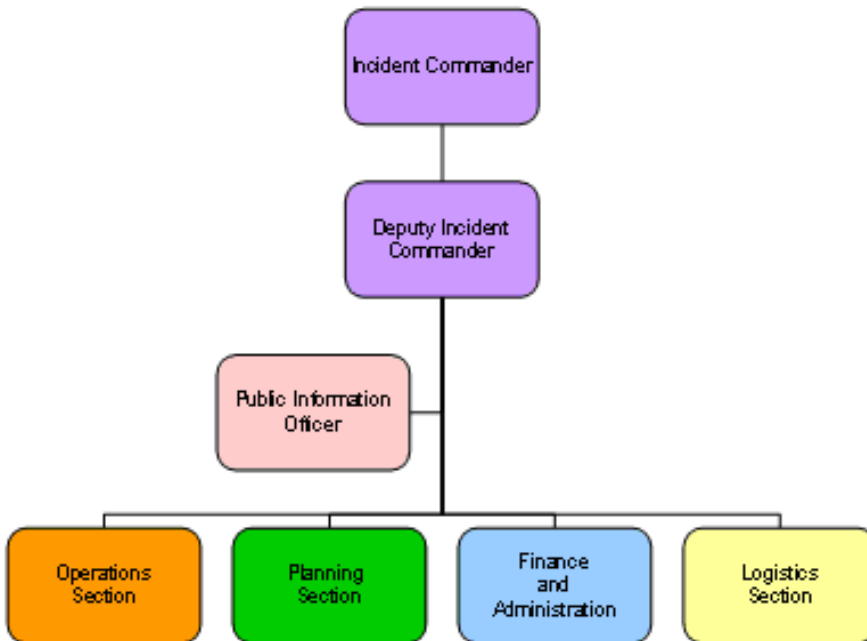
Incident Command System

The principles of the Incident Command System (ICS) and the National Incident Management System (NIMS) will be used to guide and coordinate activities at the disaster scene. The EOC will organize using ICS and NIMS principles in support of field operations. Using the Incident Command System (ICS), there are four functional sections as follows:

- Operations Section
- Planning Section
- Finance and Administration Section
- Logistics Section

The ICS organization is illustrated in the figure below.

LINK TO ICS ORGANIZATION



Coordination, Direction and Control

County level

In case of an emergency/disaster situation, the impacted counties will coordinate the emergency response effort within their political jurisdictions (county and municipalities).

The Incident Command System (ICS) and National Incident Management System (NIMS) will be used to coordinate emergency response and recovery operations at the disaster scene(s). The ICS/NIMS organization will maintain open communications and close coordination with the EOC at all times.

To the extent possible, all tactical and operational decisions will be made in the field within an ICS/NIMS structure, while policy and coordination functions will be accomplished from the EOC.

The ICS/NIMS provides a framework designed to standardize incident management for all types of hazards and across all levels of government. If used effectively, it should improve coordination between different agencies, levels of government and the private sector.

ESF Coordinator, Primary and Support agencies

The County Emergency Management Director designates the primary agencies for each ESF to coordinate the activities of that function. In some cases, an ESF Coordinator may be assigned in addition to the primary and support agencies. The following describes the roles of the ESF Coordinator, Primary Agency and Support Agencies.

The ESF Coordinator has ongoing responsibility through the prevention, preparedness, response, recovery, and mitigation phases of incident management. The role of the ESF coordinator is carried out through a unified command approach as agreed upon collectively by the designated primary agencies. The responsibilities of the ESF coordinator include:

- Pre-incident planning and coordination
- Maintain ongoing contract with ESF primary and support agencies
- Conduct periodic ESF meetings
- Coordinate efforts with corresponding private-sector organization
- Coordinate ESF activities relating incident planning and critical infrastructure preparedness

An agency designated as an ESF Primary Agency will:

- Provide staff for the operations functions
- Notify and request assistance from support agencies
- Manage mission assignments and coordinate with support agencies
- Work with appropriate private-sector organizations to maximize use of all available resources
- Support and keep other ESFs informed of operational priorities and activities
- Execute contracts and procure goods and services as needed
- Ensure financial and property accountability for ESF activities
- Plan for short-term and long-term incident management and recovery operations
- Establish and maintain procedures for agency personnel to be available on a 24-hour basis for EOC staffing and emergency assignment and provide this information to the County Emergency Management Department
- Maintain a current inventory of key agency personnel, facilities and equipment, and establish procedures to ensure this information can be accessed from the EOC
- Establish procedures for assessing damage to department facilities and injury to personnel
- Maintain trained personnel to support interagency emergency response and support teams

Agencies designated as ESF Support Agencies will:

- Conduct operations, when requested using their own authorities, subject-matter experts, capabilities or resources
- Participate in planning for short-term and long term incident management and recovery operations
- Assist in the conduct of situational assessments
- Provide staff, equipment or other resource support as requested
- Provide input to periodic readiness assessments
- Participate in training and exercises
- Identify new equipment or capabilities required to prevent or respond to new or emerging threats and hazards
- Provide information or intelligence regarding their agency's area of expertise.

For more information, see Roles and Responsibilities.

Intergovernmental mutual aid

Mutual aid agreements and memoranda of understanding are essential components of emergency management planning, response, and recovery activities. These agreements provide reciprocal emergency aid and assistance during an emergency or disaster. They can increase available resources and improve response and recovery efforts.

Interstate Civil Defense and Disaster Compact

The purpose of the compact is to provide mutual aid among the states in meeting any emergency or disaster. The prompt, full, and effective utilization of the resources of the respective states including personnel, equipment, or supplies may be essential to the safety, care, and welfare of people therein. The Interstate Civil Defense and Disaster Compact may be entered in accordance with the provisions of KSA 48-3202. This action is accomplished by written agreement between the Governor of Kansas and Governor's of one or more states which have legally joined said compact, or which are authorized to join. Such written agreement may specify the period of time said compact is entered into with regard to each such state. Thus, the State of Kansas compact is non-active until initiated by the Governor, in agreement with one or more states.

Emergency Management Assistance Compact (EMAC)

The EMAC is a mutual aid agreement and partnership among states to allow for the exchange of resources when state and local resources are overwhelmed and federal assistance is inadequate or unavailable.

Requests for EMAC assistance are legally binding, contractual arrangements which requires soliciting states to be responsible for reimbursing all out-of-state costs and be liable for the actions and safety of out-of-state personnel. Providing assistance to other states through EMAC is not an obligation. Kansas became a signatory to the compact in 2000 (KSA 48-9a01).

State level

In accordance with the National Incident Management System (NIMS) processes, resource and policy issues are addressed at the lowest organizational level practicable. If the issues cannot be resolved at that level, they are forwarded up to the next level for resolution.

At the state level, The Adjutant General (TAG) as the Governor's Authorized Representative (GAR) performs policy-making authority and commitment of state resources at the State Emergency Operations Center (SEOC). The GAR

will appoint the State Coordinating Officer (SCO) when a presidential disaster declaration is made.

The KDEM Operations Officer is responsible for the provision of state assistance, as well as routine management and operation of the SEOC. The KDEM Operations Officer may issue mission assignments to the state emergency support functions to perform duties consistent with state policy. Mission assignments and mutual aid assistance are tracked in the SEOC. . During any local emergency response that does not require full activation of the SEOC; state assistance may be provided by state agencies under their normal statutory authority.

Coordination of regional and multi-regional protective actions will occur between all affected risk and host counties, other states, and the SEOC under the direction and control of the TAG or his designee. In addition, counties that are not impacted by an emergency/disaster situation may be directed by the TAG to activate their emergency operating centers to provide emergency assistance.

In the event, federal assistance is required; the SCO will interface directly with representatives of the federal government. If the SCO determines that the span-of-control needs to be broadened, they may designate one or more Deputy SCO's to ensure coordination between federal and state agency representatives and to anticipate any needs or conflicts in the response or recovery phases as they progress.

In the event a request for disaster assistance comes from the governor of another state, the TAG may order the mobilization of state resources under the Emergency Management Assistance Compact

(EMAC) to be deployed to the impacted state. The management and coordination of these resources will be administered through the Operations Section located in the SEOC.

The TAG may authorize a field operations response in or near the impacted area. Field operations will be under the direction and control of the KDEM Operations Officer located at the SEOC and involves the deployment and staging of personnel and resources in the impacted area.

Initial planning for recovery begins before an emergency event impacts Kansans. While local governments are implementing response actions necessary to protect public health and safety, the SCO begins coordination and implementation of recovery programs.

Federal level

Through the NRP, the federal government provides assistance using 15 federal Emergency Support Functions (ESF's). These ESF's will establish liaison with Kansas ESF representatives in the SEOC.

If the disaster is major or catastrophic, the KDEM will contact the DHS, FEMA, Region VII and request a Federal Liaison and/or alert them that the Governor may submit a formal request for federal assistance.

If the President authorizes federal assistance, a Federal Coordinating Officer (FCO) is appointed. The FCO is authorized to use the full authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act to reimburse response and recovery claims against the Disaster Relief Fund. Additionally, the Stafford Act provides funding to assist communities in mitigating the impact of future events.

Communications

INSERT COUNTY SPECIFIC INFORMATION AND REFER TO ESF #2.

Incident Management Actions

This section describes incident management actions ranging from initial threat notification to early coordination efforts to assess and disrupt the threat, to preparatory activation of the ESF structure, to deployment of state resources in support of incident response and recovery operations. These actions do not necessarily occur in sequential order; many may be undertaken concurrently in response to single or multiple threats or incidents.

Notification and Assessment

Local, tribal, private-sector and non-governmental organizations report threats, incidents, and potential incidents using established communications and reporting channels.

Preparedness

Preparedness activities include:

- Plan development and maintenance
- Public information
- Training and exercises

INSERT JURISDICTION SPECIFIC INFORMATION REGARDING PREPAREDNESS ACTIVITIES, OR CHOOSE FROM STANDARD TEXT

Response

County Response

The county must be prepared to respond quickly and effectively on a 24-hour basis to developing events. When an event or potential event is first detected, the EOC is activated to a level appropriate to the magnitude of the threat. The state's response effort is then initiated through the ICS System with emergency representatives from local agencies and volunteer organizations. These emergency representatives are authorized to use the resources of their respective agency or organization to carry out response and recovery missions that are assigned by function.

INSERT APPROPRIATE LOCAL AGENCY will provide legal services to support the jurisdiction during emergency situations.

All local agencies and volunteer organizations are grouped into 15 ESF's Functions to carry out assigned missions. Each ESF is comprised of one or more primary agency (ies) serving as lead and several other agencies and organizations providing support.

Local Disaster Declaration

Based on the complexity, severity, duration or resource needs of the event, the County Emergency Management Director, or designee, may advise the BOCC to declare a local emergency.

If at any point during a developing emergency, officials determine the situation requires resources beyond local capabilities (including those obtained through mutual aid), assistance may be requested through the KDEM.

The County Emergency Management Director or designee, will serve as a liaison with KDEM and DHS/FEMA for coordinating state and federal assistance.

Regardless of the level of assistance provided by outside entities, overall direction and control remains the responsibility of the County.

Emergency Operations Center (EOC)

The EOC is located at **INSERT LOCAL EOC**. The EOC is the primary location from which emergency operations will be conducted under the direction and control of **INSERT POSITION** or their designee.

State Disaster Declaration

When an emergency or disaster has occurred or is imminent, the Governor may issue an Emergency Disaster Declaration proclaiming the existence of a State of Emergency or activate the emergency response, recovery and prevention aspects of state, local and inter-jurisdictional disaster plans.

State assistance will be provided if it is available and deemed appropriate. If state resources are inadequate, the Governor may request federal assistance through the Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA).

Recovery

Presidential Disaster Declaration

Requests for federal disaster assistance will be predicated on the requirements outlined in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288). After local government conducts a rapid disaster assessment and reports to the SEOC, the Kansas Assessment Team (KAT) will deploy and conduct a joint local/state comprehensive disaster assessment on homes and businesses. Based on the KAT's data, a preliminary damage assessment (PDA) may be scheduled that includes the Federal Emergency Management Agency (FEMA) and the Small Business Administration (SBA). The Public Assistance (PA) Program may deploy teams to inspect those areas affected that meet the PA Program criteria.

Joint Field Office (JFO)

The Joint Field Office (JFO) is the primary field location for the coordination of federal and state recovery operations. The FCO and the SCO co-locate in the JFO, as well as other federal and state personnel. Recovery and mitigation operations, logistics, information and planning, financial management and general administration are coordinated at the JFO.

Recovery Field Operations

Following a disaster, with or without a Presidential Declaration, the county/state may deploy several specialized recovery teams (personnel) and centers (facilities) into a disaster area.

Recovery Personnel

- Kansas Assessment Team (KAT) – Teams of qualified personnel, including building inspectors, structural engineers, and architects, who will gather information by performing an assessment of all structures and property in the disaster area; and teams of administrative personnel who will compile the gathered information to facilitate the application process for local, state, and federal disaster assistance programs.
- Community Relations (CR) Team – A team that is deployed to disseminate information and collect data to assist disaster-affected communities and eligible individuals in receiving assistance. The primary function of this team is to identify and report unmet human needs and to inform disaster victims of the disaster assistance programs and registration process.
- Unmet Needs Committee – A committee that helps identify unmet needs and possible assistance. Such committees are comprised of volunteer agencies, private sector representatives, and governmental agencies.
- Human Needs Assessment Team – A team that is deployed immediately after a disaster and before the establishment of a JFO Office to help counties assess and report the immediate needs of disaster victims.
- Insurance Department Team – Members of the Kansas Insurance Department assist policy owners following a disaster.

Recovery Facilities

- Disaster Recovery Center (DRC) – Centers that are set up in a disaster area to provide information on the complete range of disaster assistance that is available. The responsibility for managing these centers is jointly shared by the state, FEMA and the county where the center is located.
- Donations Management Warehouse & Distribution Center- A Donations Management Warehouse is a large facility equipped to receive unsolicited goods, which have not been directed to a specific location. The center is co-managed between the KDEM and the Salvation Army (TSA). A local distribution center is a site in or near the disaster area where goods are dispersed directly to disaster victims.

Public Assistance (PA) Activities

A Presidential Disaster Declaration initiates a process that begins with applicants filing a Request for Public Assistance at an applicant's briefing. These briefings are publicized through the media and notifications to county emergency management directors in accordance with 44 CFR-206 Subpart G & H.

- Project worksheets are prepared for eligible emergency costs and eligible costs for restoration of damaged facilities
- The federal share for reimbursement under most federal declarations is 75 percent. The 25 percent non-federal share is normally provided from a combination of State and local sources in accordance with policies established by the Executive Office of the Governor and the Kansas Legislature
- In addition, the federal government does provide for an administrative cost allowance for each eligible project that is 100 percent federally funded

- The State serves as the Grantee and eligible applicants are Sub-grantees under the federal disaster assistance program
- Contractual agreements with the KDEM are executed with applicants with all reimbursements coming through the Division
- Documentation, record keeping, inspections, and final closeouts are overseen and approved by the KDEM

Individual Assistance (IA) activities

Once a Presidential Declaration has been issued that authorizes IA, the State IA Officer will coordinate with a federal counterpart on all related individual assistance programs, as defined and prescribed in 44 CFR, Part 206, Subparts D, E, and F.

- The primary means of applying for IA will be made through a National Tele-registration toll-free number.
- Disasters that do not support the criteria for requesting IA as part of a Presidential Disaster Declaration may meet the criteria for other federal assistance.

Mitigation

State Mitigation programs (pre-disaster)

The National Flood Insurance Program (NFIP) – The Department of Agriculture, Division of Water Resources (DWR), provides technical assistance to the public and communities on the NFIP. The NFIP provides flood insurance to communities that agree to implement land use planning and construction requirements to reduce flood damage in their jurisdiction. These land use and construction requirements apply to all new construction and substantial improvements to existing structures in the community's Special Flood Hazard Areas (SFHAs).

Additionally, DWR provides technical assistance to local communities on the Community Rating System (CRS). The CRS is an integral part of the NFIP. Through reduced flood insurance premiums, the CRS provides incentives to communities that go beyond the minimum flood plain management requirements established through the NFIP.

The Flood Mitigation Assistance Program (FMAP) – KDEM administers the FMAP. This program makes federal funds available pre-disaster to fund mitigation projects in communities participating in the NFIP. These funds have a 25 percent non-federal match requirement. The overall goal of the FMAP is to fund cost effective measures that reduce or eliminate the long-term risk of flood damage to NFIP insurable structures. This is accomplished through the reduction of the number of repetitively or substantially damaged structures.

State Hazard Mitigation Planning - The State Hazard Mitigation Plan is updated annually or in the aftermath of a disaster at the direction of the State Hazard Mitigation Officer (SHMO) as necessary. Additionally, the mitigation staff continues to provide technical assistance to communities on the development, implementation, and maintenance of local mitigation strategies.

State Mitigation activities (post-disaster)

Post-disaster mitigation activities at the JFO require a well-orchestrated and coordinated effort among the various levels of governments.

This PA Program assures that the mitigation opportunities provided under Section 404 of the Stafford Act are realized. Also, Section 406 of the Stafford Act provides for direct federal assistance for repairs and improvements to eligible damaged public facilities. Mitigation measures (improvements) must be identified in the Project Worksheets (PW's). The award of Section 406 hazard mitigation projects is at the discretion of the FEMA Regional Director.

Continuity of Government

INSERT APPROPRIATE LOCAL INFORMATION BELOW:

Succession of Authority

Delegation of Emergency Authority

Emergency Actions

Preservation of Records

It is the responsibility of tasked agency officials to ensure that important documents are safeguarded in accordance with agency SOP's and county records management policies.

Protection of Government Resources

Administration and Support

Support

Requests for state or federal assistance will be made through the Kansas Division of Emergency Management. Exceptions to this are detailed in federal, hazard-specific contingency plans and procedures.

Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services will be in accordance with the provision of state law and procedures. The declaration of a local emergency, issued by the BOCC, may suspend selected rules and regulations that impede emergency response and recovery operations.

Reports and Records

Upon determination of need, the Governor or Division of Emergency Management may authorize and impose additional emergency recording and reporting requirements applicable to local governments and state agencies.

Expenditures and Recordkeeping

Deliberate financial tracking is required to help ensure state and federal reimbursement in the event of a Presidential disaster declaration.

During disaster operations, all agencies will:

- Maintain records of all expenditures to provide clear and reasonable justification for budget requests or reimbursement
- Develop procedures to ensure financial records clear and unambiguously identify disaster-related expenditures
- Use available resources and personnel as reasonable to cope with the emergency situation
- Maintain sight of the mission identified in this CEOP when taking actions and incurring costs

Under the provisions of EMAC, Kansas is responsible for the reimbursement of expenses incurred by responding states during the delivery of mutual aid or for the out-of-state sheltering or repatriation of Kansas residents. Kansas is likewise responsible for the computation and submission of bills for reimbursement of expenses incurred while responding to a requesting state.

After Action Review

In consultation with appropriate support agencies, the agency having primary lead responsibility will develop a written critique report following the conclusion of a significant emergency event/incident or exercise, which will be provided to the Emergency Management Director.

The critique conducted will entail both written and verbal input from all appropriate participants, including field personnel.

Plan Development, Maintenance and Execution

All tasked agencies will be responsible for the development and maintenance of their respective responsibilities of the plan. Tasked agencies are responsible for maintaining internal plans, standard operating procedures, and resource data to ensure prompt and effective response to an incident of significance.

The County Emergency Management Director is responsible for coordinating an annual review of the CEOP by all agencies involved. Tasked agencies will make notification of necessary changes.

Appendices to the Basic Plan

- Glossary of Term

[LINK TO GLOSSARY](#)

- List of Acronyms

[LINK TO ACRONYMS](#)

- Primary and Support Responsibilities Chart

[ADMINISTRATION - PLANNING TEAM - VEIW P & S CHART](#)

- Responsible Agencies and Organizations By ESF

[LINK TO SAMPLE DESCRIPTION AND RESPONSIBILITIES TABLE](#)

- List of Authorities and References

[INSERT LINK TO EXPANED AUTHORITIES AND REFERENCES LIST](#)