

<b>Kansas Planning Standards County Emergency Operations Plan Preface</b>
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<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>
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## 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.

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

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

**Intergovernmental mutual aid**

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

**Interstate Civil Defense and Disaster Compact**

- *Briefly describe what the compact is*

**Emergency Management Assistance Compact (EMAC)**

- *Briefly describe what EMAC is*

**State level**

- *Summarize who is responsible for providing guidance for the emergency management program and directing and controlling emergency response and recovery activities at the state level*

**Federal level**

- *Summarize who is responsible for providing guidance for the emergency management program and directing and controlling emergency response and recovery activities at the federal level*

**Incident Management Actions****Notification and assessment**

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

**Preparedness****Plan development and maintenance**

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

**Public information**

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

**Training and exercises**

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

## **Response**

### **County response**

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

### **Local Disaster declaration**

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

### **State Disaster declaration**

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

### **Emergency Operations Center**

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

## **Recovery**

### **County Emergency Operations Center functions**

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

### **Federal or Presidential Disaster declaration**

- *Briefly describe the purpose of a presidential declaration*

### **Joint Field Office**

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

### **Recovery field operations**

#### **Recovery personnel**

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

#### **Recovery facilities**

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

#### **Public Assistance activities**

- *Summarize the Public Assistance Program*

#### **Individual Assistance activities**

- *Summarize the Individual Assistance Program*

## **Mitigation**

### **Pre-disaster Mitigation**

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

### **Post-disaster Mitigation**

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

## **Continuity of Government**

### **Succession of authority**

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

<p><b>Delegation of Emergency authority</b></p> <ul style="list-style-type: none"> <li>• <i>Reference specific law/regulation that provides succession of authority</i></li> </ul>
<p><b>Emergency Actions</b></p> <ul style="list-style-type: none"> <li>▪ <i>Summarize specific emergency delegations contained in the plan</i></li> </ul>
<p><b>Preservation of Records</b></p> <ul style="list-style-type: none"> <li>• <i>Summarize who is responsible for safeguarding documents, logs, and reports</i></li> <li>• <i>Reference plans/procedures</i></li> </ul>
<p><b>Protection of government resources</b></p> <ul style="list-style-type: none"> <li>• <i>Summarize who is responsible for safeguarding government resources</i></li> </ul>
<p><b>Administration and Support</b></p>
<p><b>Support</b></p> <ul style="list-style-type: none"> <li>• <i>Summarize how request for assistance will be made</i></li> </ul>
<p><b>Agreements and understandings</b></p> <ul style="list-style-type: none"> <li>• <i>Outline policies on agreements and contracts and refer to summary of current emergency service agreements and contracts in appendices relating to emergency management functions in KSA 12-16, 117</i></li> </ul>
<p><b>Reports and Records</b></p> <ul style="list-style-type: none"> <li>• <i>Establish requirements for reports required during emergency operations</i></li> </ul>
<p><b>Expenditures and record keeping</b></p> <ul style="list-style-type: none"> <li>• <i>Outline requirements for record-keeping related to emergencies</i></li> <li>• <i>Summarize funding procedures to support logistics and administrative support</i></li> <li>• <i>Describe the mechanism to track all response costs</i></li> </ul>
<p><b>Critiques</b></p> <ul style="list-style-type: none"> <li>• <i>Establish requirements for a post-event review of emergency operations following major emergencies and disasters.</i></li> </ul>
<p><b>Plan development maintenance and execution</b></p> <ul style="list-style-type: none"> <li>• <i>Identify who is responsible for approving and promulgating the plan and indicate how it will be distributed</i></li> <li>• <i>Outline the process and schedule for review and update the plan and its annexes</i></li> </ul>
<p><b>Appendices to the Basic Plan – Emergency Support Functions</b></p>
<p><b>Incident Specific Plans</b></p>

**Kansas Planning Standards  
County Emergency Operations Plan  
ESF #1 - Transportation**

**ESF #Coordinator**

- *List ESF coordinating agency responsible for ESF #1*

**Primary Agency**

- *List primary agency responsible for ESF #1*

**Support Agency**

- *List support agencies responsible for ESF #1*

**Purpose**

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

**Scope**

- *Identify how the annex benefits the jurisdiction*

**Policies**

- *List county specific policies regarding ESF #1*

**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 carry out evacuations*
- *Indicate how the jurisdiction will be organized to coordinate public transportation resources in an emergency*
- *Outline factors to be considered in evacuation decision-making*
  - *Natural hazards*
  - *Technological hazards*
  - *Civil hazards*
- *Describe potential evacuation areas and hazard-specific planning for those areas*
- *Explain how evacuation warnings and evacuation-related public information will be provided to individuals and special facilities*
- *Summarize guidance for handling special needs population evacuees*
  - *Nursing homes*
  - *Schools*
  - *Hospitals*
  - *Day care facilities*
- *Summarize guidance of handling evacuees with pets*
- *Outline requirements for securing evacuated areas*

- *Outline factors to be considered in shelter-in-place decision making*
- *Outline factors for reentry criteria*
  - *Routes of reentry (optional)*

### **Notifications**

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

### **Actions**

- **Preparedness**
  - *Describe actions of ESF #1 to be taken at preparedness*
- **Response**
  - *Describe actions of ESF #1 to be taken at response*
- **Recovery**
  - *Describe actions of ESF #1 to be taken at recovery*
- **Prevention**
  - *Describe actions of ESF #1 to be taken at prevention*

### **Direction and Control**

- *Describe how transportation efforts in support of emergency operations will be directed and controlled*
- *Identify by position who will recommend evacuation and direct and control evacuation operations*

### **Responsibilities**

- *Summarize primary and support agency responsibilities for ESF #1*

### **Attachments (recommended)**

- *Map depicting primary and alternate transportation routes*
- *Map depicting evacuation routes*
- *Population density map*
- *Traffic county map*
- *List of transportation resources*
  - *Suppliers*
  - *Services/contracts*
  - *Equipment*
  - *Equipment operators*
- *Map of county highways*
- *Map of county roads*
- *Map of county railroads*
- *Special needs populations*
  - *Day care centers*

- *Hospitals*
- *Schools*
- *Sample forms and logs*

**Kansas Planning Standards  
County Emergency Operations Plan  
ESF #2 - Communications**

**ESF #Coordinator**

- *List ESF coordinating agency responsible for ESF #2*

**Primary Agency**

- *List primary agency responsible for ESF #2*

**Support Agency**

- *List support agencies responsible for ESF #2*

**Purpose**

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

**Scope**

- *Identify how the annex benefits the jurisdiction*

**Policies**

- *List county specific policies regarding ESF #2*

**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 communications in an emergency*
- *Reference established plans and procedures detailing with communication protocols*
- *Include a description of the local communications system*
  - *List existing communications systems*

**Notifications**

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

**Actions**

- **Preparedness**
  - *Describe actions for ESF #2 to be taken at preparedness*

- **Response**
  - *Describe actions for ESF #2 to be taken at response*
- **Recovery**
  - *Describe actions for ESF #2 to be taken at recovery*
- **Prevention**
  - *Describe actions for ESF #2 to be taken at prevention*

**Direction and Control**

- *Describe how communication efforts in support of emergency operations will be directed and controlled*
- *Indicate the line of succession for communications personnel and continuous staffing*
- *Identify by position who has responsibility for organizing and coordinating the communication system during emergency operations*

**Responsibilities**

- *Summarize primary and support agency responsibilities for ESF #2*

**Attachments (recommended)**

- *List of the communication frequencies used by response agencies*
- *List of the communication equipment utilized*
- *Describe information displays and software*
- *List of broadcast stations*
- *Identify volunteer and private sector communications available to augment emergency requirements*
- *Identify backup systems*
- *Identify areas of communication coverage and those not covered*
- *Coverage maps*
- *List of repeater locations*
- *Sample logs and forms*

**Kansas Planning Standards  
County Emergency Operations Plan  
ESF #3 – Public Works & Engineering**

**ESF #Coordinator**

- *List ESF coordinating agency responsible for ESF #3*

**Primary Agency**

- *List primary agency responsible for ESF #3*

**Support Agency**

- *List support agencies responsible for ESF #3*

**Purpose**

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

**Scope**

- *Identify how the annex benefits the jurisdiction*

**Policies**

- *List county specific policies regarding ESF #3*

**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 public works and engineering functions*
- *List local landfills and potential temporary debris storage and reduction sites*
- *Describe the criteria for setting priorities and coordination support and restoration of infrastructure*
  - *Personnel or equipment to support materials handling needs, debris removal, and temporary construction, etc.*
  - *Personnel or equipment to respond to sanitation needs*
    - *Trash removal, portable toilets, temporary sewage system repairs, etc.*
  - *Trained personnel or equipment to respond to hazardous materials incidents*
    - *Identify level of certification of personnel in accordance with CFR 29 1910.120*
  - *Identify trained personnel to inspect the safety of infrastructure and environment*
    - *Roads, bridges, waterways, water treatment systems, schools, recreational facilities, public buildings, etc.*

- *Identify responsibility for preparing and maintaining a current inventory to include private contractors and or their equipment*

**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 #3 to be taken at preparedness*
- **Response**
  - *Describe actions for ESF #3 to be taken at response*
- **Recovery**
  - *Describe actions for ESF #3 to be taken at recovery*
- **Prevention**
  - *Describe actions for ESF #3 to be taken at prevention*

**Direction and Control**

- *Describe how public works and engineering efforts in support of emergency operations will be directed and controlled*

**Responsibilities**

- *Summarize primary and support agency responsibilities for ESF #3*

**Attachments (recommended)**

- *Map depicting landfills and potential temporary debris storage and reduction sites*
- *List of public works and engineering resources*
- *Suppliers*
- *Services/contracts*
- *Equipment*
- *Equipment operators*
- *Sample forms and logs*

**Kansas Planning Standards  
County Emergency Operations Plan  
ESF #4 - Firefighting**

**ESF #Coordinator**

- *List ESF coordinating agency responsible for ESF #4*

**Primary Agency**

- *List primary agency responsible for ESF #4*

**Support Agency**

- *List support agencies responsible for ESF #4*

**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 #4*

**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 fire fighting activities in an emergency*
- *Describe or depict the coverage by fire organizations, districts departments, etc.*
  - *Identify or describe critical/specialized capabilities within each organization*
    - *Hazmat, high angle, water rescue*
- *Identify responsibility for preparing and maintaining a current inventory to include private contractors and or their equipment*
- *Reference organizational procedures for insuring first responders involvement in emergency operation to include medical monitoring*

**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 #4 to be taken at preparedness*
- **Response**
  - *Describe actions for ESF #4 to be taken at response*
- **Recovery**
  - *Describe actions for ESF #4 to be taken at recovery*
- **Prevention**
  - *Describe actions for ESF #4 to be taken at prevention*

**Direction and Control**

- *Describe how fire service efforts will be directed and controlled during emergency situations*
- *Describe the interface between the Incident Commander and the EOC*
  - *Include a description or diagram of the fire service communication network*
  - *Identify the level of certification of personnel as defined by CFR 29 1910.120*
  - *Describe the role of the fire service in terrorist incident response*

**Responsibilities**

- *Summarize primary and support agency responsibilities for ESF #4*

**Attachments (recommended)**

- *Map of fire service providers and coverage*
- *List of firefighting resources*
  - *Suppliers*
  - *Services/contracts*
  - *Equipment*
  - *Equipment operators*
- *Sample forms and logs*

**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*

**Kansas Planning Standards  
County Emergency Operations Plan  
ESF #6 - Mass Care, Housing and Human Services**

**ESF #Coordinator**

- *List ESF coordinating agency responsible for ESF #6*

**Primary Agency**

- *List primary agency responsible for ESF #6*

**Support Agency**

- *List support agencies responsible for ESF #6*

**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 #6*

**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**

- *Summarize general concept of operations for shelter and mass care operations*
  - *Managing post-disaster shelters*
  - *Mass feeding*
- *Describe how shelters will be selected and operated*
- *Describe the criteria for selecting shelters*
  - *Kitchen facilities, restrooms, showers, size, communication, parking, accessibility*
  - *Describe criteria for determining structural soundness of shelter*
- *Describe how mass care operations will be conducted*
  - *Reference standard operating procedures*
  - *Describe how registration and tracking of evacuees will be conducted*
  - *Describe how sanitation of shelter will be conducted*
    - *Trash removal, portable facilities janitor service*
- *Describe how the public will be informed of availability and location of mass care facilities*
- *Describe shelter and mass care options for special need groups and individuals*
- *Include provision for handling pets during shelter and mass care operations*

- Describe how disaster behavioral (mental) health services will be provided
- Describe how disaster welfare inquiries will be handled
- Describe who is in charge of security of the shelter
- Identify existing arrangements to provide emergency child care
- Identify the agency responsible for enforcing public health requirements
  - Food safety
  - Bio-terrorism

**Other (for Nuclear Power Plant Counties)**

- Outline plans for reception and care of nuclear power plant evacuee
  - Include a description of potential lodging facilities for evacuees
- Include a description of how evacuees will be informed of shelter and lodging availability and locations
- Describe where contamination screening and decontamination will occur

**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 #6 to be taken at preparedness
- **Response**
  - Describe actions for ESF #6 to be taken at response
- **Recovery**
  - Describe actions for ESF #6 to be taken at recovery
- **Prevention**
  - Describe actions for ESF #6 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 #6

**Attachments (recommended)**

- Animal shelter plan or procedures
- Include a list of local reception and care facilities
- List volunteer organizations that can provide human services support during emergencies and the services they provide
- Sample forms and logs

**Kansas Planning Standards  
County Emergency Operations Plan  
ESF #7 - Resource Support**

**ESF #7 Coordinator**

- *List ESF coordinating agency responsible for ESF #7*

**Primary Agency**

- *List primary agency responsible for ESF #7*

**Support Agency**

- *List support agencies responsible for ESF #7*

**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 #7*

**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**

- *Outline general guidelines for resource support during emergency situations*
- *Reference and include a format to be used by local officials to request resources during emergency situations*
- *Include planning factors for essential disaster supplies and a list of sources for those supplies*
- *Outline the process for conducting a needs assessment*
- *Describe the issuance of a local disaster declaration as part of the process for requesting assistance*
- *Describe the criteria for relocating essential resources outside the threatened or impacted area*
  - *Personnel, critical supplies, equipment, radiological equipment, etc.*
- *Describe the criteria for designated staging areas for the movement of resources, including transportation access, communications, capability, storage, and security*
- *Describe policy on prioritization of resources to assist disaster victims*
- *Describe how donated goods and services are handled*

**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 #7 to be taken at preparedness*
- **Response**
  - *Describe actions for ESF #7 to be taken at response*
- **Recovery**
  - *Describe actions for ESF #7 to be taken at recovery*
- **Prevention**
  - *Describe actions for ESF #7 to be taken at prevention*

**Direction and Control**

- *Describe how the emergency response support function will be directed and controlled*

**Responsibilities**

- *Summarize primary and support agency responsibilities for ESF #7*

**Attachments (recommended)**

- *Include an inventory of local emergency resources to reference data maintained elsewhere*
- *List of private sector and volunteer organizations that can provide resources*
- *Pre-disaster contracts for resources*
- *Sample forms and logs*

**Kansas Planning Standards  
County Emergency Operations Plan  
ESF #8 - Public Health & Medical Services**

**ESF #8 Coordinator**

- *List ESF coordinating agency responsible for ESF #8*

**Primary Agency**

- *List primary agency responsible for ESF #8*

**Support Agency**

- *List support agencies responsible for ESF #8*

**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 #8*

**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**

- *Describe how medical services will be provided during emergency situations to citizens and emergency workers*
  - *Identify agency who is responsible for making health-related protective actions decisions*
  - *Identify who is responsible for medical services*
  - *Determine the extent or threat of contamination from chemical, radiological or pathology sources*
  - *Describe what policies are in place concerning the control of communicable diseases*
  - *Summarize how vaccines, drugs, and antidotes will be distributed*
  - *Describe how health-related information will be reported*
  - *Describe how injured will be tracked*
    - *Registration process*
- *Describe who is responsible for conducting inspections of medical supplies*
  - *Reference procedures for disposal of animal carcasses, food and drug, blood products, and immunization supplies*
- *Describe how mortuary services will be provided during emergency situations*

- *Identify agency who is responsible for making or coordinating mass fatalities activities*
- *Summarize responsibilities of coroner*
  - *Staffing and equipping of temporary morgue*
  - *Identification of victims*
  - *Custody of remains*
  - *Securing personal affects*
- *Summarize responsibilities of funeral directors*
  - *Expansion of mortuary services*
  - *Mass fatality activities through outside assistance (i.e., Funeral Director's Assn.)*
- *Reference procedures for handling chemically or radiological contaminated bodies*
- *Reference procedures for of determining need for a forensic pathologist*
- *Describe medical and mortuary assistance that may be available from the state and federal governments*
- *Describe how behavioral (mental) health services will be provided and coordinated*
  - *Summarize county behavioral (mental) health capabilities*
    - *Provide criteria to integrate volunteer, private practitioners and clinicians into mental health team*
    - *Identify training requirements or reference training opportunities for mental health providers and first responders*
    - *Summarize how a needs assessment will be conducted for mental health activities*
    - *Describe process for continued services*
- *Provide guidance for assessing damage to medical facilities*
- *Outline procedures for requesting state/federal medical assistance*
- *Identify local health and medical facilities and include a list of medical response resources or make reference to such a list*
- *Summarize how additional or specialized resources including personnel and equipment will be identified*
- *Describe capabilities for decontaminating*

### **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 #8 to be taken at preparedness*
- **Response**
  - *Describe actions for ESF #8 to be taken at response*

- **Recovery**
  - *Describe actions for ESF #8 to be taken at recovery*
- **Prevention**
  - *Describe actions for ESF #8 to be taken at prevention*

**Direction and Control**

- *Describe or depict the organization that will carry out the health and medical services function during emergency situations*
- *Describe how health and medical service function will be directed, controlled, and coordinated*

**Responsibilities**

- *Summarize primary and support agency responsibilities for ESF #8*

**Attachments (recommended)**

- *List of health and medical resources to include mass fatalities, mental health, decontamination*
  - *Suppliers*
  - *Services/contracts*
- *Sample forms and logs*

**Kansas Planning Standards  
County Emergency Operations Plan  
ESF #9 – Search and Rescue**

**ESF #9 Coordinator**

- *List ESF coordinating agency responsible for ESF #9*

**Primary Agency**

- *List primary agency responsible for ESF #9*

**Support Agency**

- *List support agencies responsible for ESF #9*

**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 #9*

**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**

- *Describe the local concept of operations for search and rescue management during emergency situations*
  - *Lakes, ponds streams*
  - *Water towers, tall building, towers*
  - *Aviation assets*
  - *Collapsed structures*
  - *Missing persons*
  - *Criminal activities*
- *Describe the role of search and rescue management in a terrorist incident response*
- *Summarize how additional or specialized resources including personnel and equipment will be identified*
- *Reference critical resource equipment, operators, and K-9 units*

**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 #9 to be taken at preparedness*
- **Response**
  - *Describe actions for ESF #9 to be taken at response*
- **Recovery**
  - *Describe actions for ESF #9 to be taken at recovery*
- **Prevention**
  - *Describe actions for ESF #9 to be taken at prevention*

**Direction and Control**

- *Describe or depict the organization that will carry out the search and rescue function during emergency situations*
- *Describe how search and rescue function will be directed, controlled, and coordinated*
- *Describe the interface between the Incident Commander and the Emergency Operations Center*

**Responsibilities**

- *Summarize primary and support agency responsibilities for ESF #9*

**Attachments**

- *List of search and rescue resources*
- *Sample forms and logs*

**Kansas Planning Standards  
County Emergency Operations Plan  
ESF #10 – Oil and Hazardous Materials**

**ESF #10 Coordinator**

- *List ESF coordinating agency responsible for ESF #10*

**Primary Agency**

- *List primary agency responsible for ESF #10*

**Support Agency**

- *List support agencies responsible for ESF #10*

**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 #10*

**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**

- *Describe the local concept of operations for dealing with emergency situation involving hazardous materials*
- *Describe how protective actions for emergency responders and the public will be determined and implemented*
- *Describe radiological response training requirements and identify sources of training*
- *Outline procedures for responding to incidents at fixed nuclear facilities or planned radiological shipments or reference the appropriate plan*
- *Summarize local capabilities and limitations with respect to hazmat incident responses*
- *Identify local regulated facilities and primary hazards*
- *Identify local transportation routes for hazardous materials for highway and rail*
- *Identify evacuation routes from risk areas surround regulated facilities*
- *Describe methods for determining the area or population affected by a hazmat release*
- *Describe procedures for warning the public of a hazmat incident or radiological release*

- *Summarize how additional or specialized resources including personnel and equipment will be identified*
- *Describe who is responsible for ensuring emergency responders receive specialized hazmat training and are equipped with personal protective equipment appropriate to their responsibilities*

### **Notifications**

- *Describe how notification of radiological and hazardous materials incidents will be made to local, state, and federal authorities*
- *Identify organizations or facilities responsible for providing initial notification*
- *Reference appropriate plans and/or procedures for receiving or notifying certain facilities, departments, etc.*
- *Describe procedures for receiving timely reports of hazmat incidents and include a format for receiving and disseminating essential information*

### **Actions**

- **Preparedness**
  - *Describe actions for ESF #10 to be taken at preparedness*
    - *Include a list of radiological protective actions to be taken during preparedness*
- **Response**
  - *Describe actions for ESF #10 to be taken at response*
    - *Include a list of radiological protective actions to be taken during response*
- **Recovery**
  - *Describe actions for ESF #10 to be taken at recovery*
    - *Include a list of radiological protective actions to be taken during recovery*
- **Prevention**
  - *Describe actions for ESF #10 to be taken at prevention*
    - *Include a list of radiological protective actions to be taken during mitigation*

### **Direction and Control**

- *Describe or depict the organization that will carry out the hazmat incidents and radiological releases function during emergency situations*
- *Describe how hazardous materials and radiological releases will be directed, controlled, and coordinated*
- *Describe the interface between the Incident Commander and the Emergency Operations Center*

### **Responsibilities**

*Summarize primary and support agency responsibilities for ESF #10*

- *Describe the emergency organization that will be employed to response to hazmat incidents*
- *Designate and describe responsibilities of the community emergency coordinator by the EPCRA*
- *Outline hazmat response actions to be carried out by the Incident Commander*
- *Outline response actions expected of regulated facilities and hazmat transporters*

### **Attachments (required)**

- *List of hazardous materials and radiological resources*
  - *Suppliers*
  - *Services/contracts*
  - *Equipment*
  - *Equipment operators*
- *Location*
- *Quantity*
- *Type*
- *Area LEPC contacts*
- *Map of pipelines*
- *Map of water ways (Wyandotte County only)*
- *Map of fixed facilities*
- *List top 10 sites*
- *Reference or depict a radiological incident response checklist*
- *Inventory of radiological instruments*
- *Identify facilities that may be vulnerable to a hazmat incident*
  - *Special facilities*
  - *Population support facilities*
  - *Population concentrations*
  - *Map of hazmat transportation routes*
- *Include a hazmat incident classification scheme*
- *Sample forms and logs*

**Kansas Planning Standards  
County Emergency Operations Plan  
ESF #11 – Agriculture and Natural Resources  
(excluding Foreign Animal Disease)**

**ESF #11 Coordinator**

- *List ESF coordinating agency responsible for ESF #11*

**Primary Agency**

- *List primary agency responsible for ESF #11*

**Support Agency**

- *List support agencies responsible for ESF #11*

**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 #11*

**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**

- *Outline the process for conducting a needs assessment*
- *Describe policy on prioritization of resources*
  - *Food and water supply emergencies*
  - *Describe who is responsible for conducting inspections of food and water supplies*
  - *Animal health care*
    - *Stray pats and livestock*
    - *Sheltering of animals*
  - *National or state historical protection and restoration*

**Notifications**

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

## **Actions**

- **Preparedness**
  - *Describe actions for ESF #11 to be taken at preparedness*
- **Response**
  - *Describe actions for ESF #11 to be taken at response*
- **Recovery**
  - *Describe actions for ESF #11 to be taken at recovery*
- **Prevention**
  - *Describe actions for ESF #11 to be taken at prevention*

## **Direction and Control**

- *Describe how the emergency response agriculture and natural resources support function will be directed and controlled*
  - *During a zoonotic disease outbreak*
  - *During a foreign animal disease outbreak*
  - *Food and water supply contamination*

## **Responsibilities**

*Summarize primary and support agency responsibilities for ESF #11*

## **Attachments (recommended)**

- *List of agriculture and natural resources*
  - *Suppliers*
  - *Services/contracts*
  - *Equipment*
  - *Equipment operators*
  - *Location of livestock feeders*
  - *Location of underground utilities*
  - *Location of water supplies*
  - *Location of packing plants or utilities*
  - *Location of markets*
  - *List of watersheds*
- *Land cover map detailing land use (farmland, water, residential, etc.)*
- *List of sites on the historical registry*
- *Sample logs and forms*

**Kansas Planning Standards  
County Emergency Operations Plan  
ESF #12 – Energy and Utilities**

**ESF #12 Coordinator**

- *List ESF coordinating agency responsible for ESF #12*

**Primary Agency**

- *List primary agency responsible for ESF #12*

**Support Agency**

- *List support agencies responsible for ESF #12*

**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 #12*

**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**

- *Describe how the jurisdiction plans to deal with major utility outages that threaten public health and safety*
- *Summarize how the jurisdiction plans to facilitate the response of utilities to major emergency situations*
- *Describe actions that may be taken to preserve or protect utility capabilities*
- *Describe the role of utilities in providing support for local government emergency response and recovery operations*
- *Include a list of critical local facilities having priority for restoration of utilities during emergencies*
- *Identify utilities serving the local area*

**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 #12 to be taken at preparedness*
- **Response**
  - *Describe actions for ESF #12 to be taken at response*
- **Recovery**
  - *Describe actions for ESF #12 to be taken at recovery*
- **Prevention**
  - *Describe actions for ESF #12 to be taken at prevention*

**Direction and Control**

- *Describe how the emergency response energy support function will be directed and controlled*

**Responsibilities**

*Summarize primary and support agency responsibilities for ESF #12*

**Attachments (recommended)**

- *Provide a map of each utility provide*
  - *Indicate the area and number of customers served*
- *Sample forms and logs*

**Kansas Planning Standards  
County Emergency Operations Plan  
ESF #13 – Public Safety and Security**

**ESF #12 Coordinator**

- *List ESF coordinating agency responsible for ESF #13*

**Primary Agency**

- *List primary agency responsible for ESF #13*

**Support Agency**

- *List support agencies responsible for ESF #13*

**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 #13*

**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 public safety and security support in an emergency*
  - *Describe or depict the coverage by public safety and security organizations in your jurisdiction*
  - *Describe or depict specialized capabilities within each organization*
    - *Hazmat*
    - *Explosive ordinance detection/disposal*
    - *Aviation*
    - *Radiological monitoring*
  - *Describe the size of the force in terms of paid, volunteer, and reserve staffing*
  - *Identify level of certification of personnel as prescribed by 29CFR 1910.120*
- *Describe criteria for securing area depending on the type of hazard*
  - *Hazardous materials*
  - *Criminal*
  - *Terrorism*

- *Mass casualties*
- *Outline possible requirements for providing protection to key facilities*
  - *Emergency Operations Center (EOC)*
  - *Field Command Posts*
  - *Staging area*
  - *Lodging and feeding facilities*
  - *Established and temporary morgues*
  - *Hospitals/emergency centers*
  - *Correctional facilities*
  - *Protection of responders*
- *Describe the role of public safety and security agencies in terrorist incident response*
- *Outline the role of public safety and security agencies in disaster reconnaissance*

**Actions**

- **Preparedness**
  - *Describe actions for ESF #13 to be taken at preparedness*
- **Response**
  - *Describe actions for ESF #13 to be taken at response*
- **Recovery**
  - *Describe actions for ESF #13 to be taken at recovery*
- **Prevention**
  - *Describe actions for ESF #13 to be taken at prevention*

**Notifications**

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

**Responsibilities**

*Summarize primary and support agency responsibilities for ESF #13*

**Attachments (recommended)**

- *Map of public safety and security providers*
- *Sample forms and logs*

**Kansas Planning Standards  
County Emergency Operations Plan  
ESF #14 – Long-term Community Recovery**

**ESF #14 Coordinator**

- *List ESF coordinating agency responsible for ESF #14*

**Primary Agency**

- *List primary agency responsible for ESF #14*

**Support Agency**

- *List support agencies responsible for ESF #14*

**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 #14*

**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 long-term community recovery and mitigation support in an emergency*
- *Describe the general phases of disaster operations*
- *Outline the local concept of operations for a rapid impact assessment*
  - *Describe criteria for selection of a rapid impact assessment team members*
  - *Describe rapid impact assessment criteria and reporting*
  - *Number of persons affected in disaster area*
  - *Number of persons evacuated*
  - *Number of shelters open*
  - *Number of persons in shelter*
  - *Number of confirmed injured*
  - *Number of confirmed fatalities*
  - *Number of confirmed missing persons*
    - *Number of homes and businesses with damage*
    - *Destroyed*
    - *Major*

- *Minor*
  - *Affected*
  - *Uninsured loss*
- *Number of homes in flood plain*
- *Number of acres burned*
- *Number of critical care facilities damaged*
- *Number of municipally or county owned facilities*
- *Road, bridge, infrastructure damage*
- *Road closures*
- *Utility damage*
  - *Power*
  - *Water*
- *Economic impact of the disaster on the community*
- *Demographics of community*
- *County declaration issued*
- *Outline the local concept of operation for an environmental assessment*
  - *Describe local capabilities and resources for conducting a chemical or radiological assessment of a containment structure*
  - *Contamination of water, air, food, and ingestion*
  - *Describe local capabilities and resources for conducting environment assessment for a biological event*
- *Describe how the local jurisdiction will request state and federal disaster recovery assistance*
- *Summarize the types of disaster declarations that may be issued by federal officials ad the types of assistance that may be made*
  - *Individual Assistance*
  - *Public Assistance*
  - *Hazard Mitigation*

### **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 #14 to be taken at preparedness*

#### **Response**

- *Describe actions for ESF #14 to be taken at response*

#### **Recovery**

- *Describe actions for ESF #14 to be taken at recovery*

#### **Prevention**

- *Describe actions for ESF #14 to be taken at mitigation*

**Direction and Control**

- *Describe or depict the organization that will carry out the long-term community recovery function*
- *Describe how long-term community recovery function will be directed, controlled, and coordinated*

**Responsibilities**

*Summarize primary and support agency responsibilities for ESF #14*

**Attachments (recommended)**

- *Rapid Impact forms*
- *Sample logs and forms*

**Kansas Planning Standards  
County Emergency Operations Plan  
ESF #15 – External Communications**

**ESF #15 Coordinator**

- *List ESF coordinating agency responsible for ESF #15*

**Primary Agency**

- *List primary agency responsible for ESF #15*

**Support Agency**

- *List support agencies responsible for ESF #15*

**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 #15*

**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 external communications support in an emergency*
  - *Describe general emergency information needs and how information will be collected and disseminated*
  - *Provide general guidance for dealing with the media*
  - *Outline policies relating to access by the media to incident sites and emergency facilities*
- *Describe methods of disseminating information and instruction to the public during emergency situations*
- *Describe methods of disseminating emergency information to special populations*
- *Describe the Joint Information System (JIS)*
- *Describe the Joint Information Center*

**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 #15 to be taken at preparedness*
- **Response**
  - *Describe actions for ESF #15 to be taken at response*
- **Recovery**
  - *Describe actions for ESF #15 to be taken at recovery*
- **Mitigation**
  - *Describe actions for ESF #15 to be taken at mitigation*

**Direction and Control**

- *Identify by position or title who has responsibility of organizing and coordinating external communications function during emergency operations*
- *Identify the position responsible for managing the information flow to and from the EOC*
- *Describe established systems for collecting, processing, and disseminating information*

**Responsibilities**

*Summarize primary and support agency responsibilities for ESF #15*

**Attachments**

- *Sample press releases*
- *Sample protective action measures*
- *List resources available for disseminating emergency public information*
- *Include pre-scripted emergency messages*
- *Include public information checklists for principal hazards*
- *Sample hazard specific educational materials*

**Kansas Planning Standards  
County Emergency Operations Plan  
Foreign Animal Disease Incident Specific**

**Introduction**

**Purpose of the Plan**

- *Purpose statement that describes the reason for development of the plan*
  - *Control and eradication of an outbreak of high contagious or economically devastating animal/zoonotic disease*

**Scope and applicability**

- *Identify what the plan contains*
- *Identify who the plan applies to*
- *Identify how the plan benefits the jurisdiction*

**Authorities**

- *Summarize emergency authorities of local officials*
- *Summarize emergency authorities of state officials*
- *Summarize emergency authorities of federal officials*

**Situation**

**Vulnerability Analysis**

- *Summarize general population characteristics, special needs, and livestock*
- *Summarize economic infrastructure including transportation, industry, communication systems*

**Hazard Analysis**

- *Summarize the likelihood of occurrence and estimated impact on public health and safety, and property for a Foreign Animal Disease outbreak*
- *Provide reference to hazard analysis or link*

**Planning Assumptions and Considerations**

- *Include a list of planning assumptions on which the plan is based*

**Roles and Responsibilities**

**County government**

- *Describe emergency responsibilities of the senior elected official*
- *Outline responsibilities for various emergency support functions, summarize the tasks involve and indicate by title or position who has primary responsibility for each function*
  - *Briefly describe the agency roles and responsibilities in a Foreign Animal Disease outbreak*
    - *Stop movement*
    - *Quarantine*
    - *Decontamination*
    - *Enforcement*
    - *Euthanasia*
    - *Disposal*
    - *Vaccination*
    - *Surveillance*

- *Identify provision for maintaining the emergency point of contact for coordination and assistance*
- *Include reference to regulations and ordinances that apply to emergency roles and responsibilities*
- *Include graphic to depict hierarch of response (ICS)*
- *Include graphic to depict EOC organizational chart*

### **Concept of Operations**

- *Summarize the organizational structure for response to Foreign Animal Disease incident*
- *Describe and depict your Incident Command System (ICS)*
- *Identify the agency responsible for the overall coordination of disaster emergency operations*
- *Summarize the relationship of the local emergency management agency with all response and support agencies*

### **Coordination, Direction and Control**

#### **County level**

- *Summarize who is responsible for providing guidance for the emergency management program and directing and controlling emergency response and recovery activities at the county level during an Animal Disease Outbreak*

#### **State level**

- *Summarize who is responsible for providing guidance for the emergency management program and directing and controlling emergency response and recovery activities at the state level during a Foreign Animal Disease outbreak*

#### **Federal level**

- *Summarize who is responsible for providing guidance for the emergency management program and directing and controlling emergency response and recovery activities at the federal level during a Foreign Animal Disease outbreak*

#### **Primary and support agencies**

- *Define who designates primary and support agencies*
- *Define primary agency*
- *Define support agency*

### **Incident Management Actions**

#### **Notification and assessment**

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

#### **Preparedness**

#### **Plan development and maintenance**

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

**Public information**

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

**Training and exercises**

- *Summarize who is responsible for managing the training and exercise component for the emergency response function of the plan (include NIMS requirements)*
- *Summarize training programs and schedules*
- *Describe how integration of exercises is coordinated in the jurisdiction*

**Response**

**County response**

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

**Local Disaster declaration**

- *List the criteria that determine the implementation of the Plan*

**State Disaster declaration**

- *Outline process for requesting a Governor’s declaration*
- *Summarize what a Governor’s declaration does for the jurisdiction*

**Emergency Operations Center**

- *Describe incident command arrangements and the interface between field operations and the Emergency Operating Center for a Foreign Animal Disease outbreak*
- *Identify the official responsible for alerting and activating the EOC*
- *Include a checklist for activation/deactivation of the EOC for a Foreign Animal Disease outbreak*

**Recovery**

**County Emergency Operations Center functions**

- *Describe/list actions taken by local officials during the recovery phase of emergency management for a Foreign Animal Disease outbreak*

**Federal or Presidential Disaster declaration**

- *Outline criteria for federal or Presidential declaration*
- *Briefly describe how the National Response Plan is implemented*
- *Summarize how federal assistance will be coordinated*

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**Administration and Support**

**Support**

- *Summarize how request for assistance will be made*

**Agreements and understandings**

<ul style="list-style-type: none"> <li>• <i>Outline policies on agreements and contracts and refer to summary of current emergency service agreements and contracts in appendices relating to emergency management functions in KSA 12-16, 117</i></li> </ul>
<p><b>Reports and Records</b></p> <ul style="list-style-type: none"> <li>• <i>Establish requirements for reports required during emergency operations</i></li> </ul>
<p><b>Expenditures and record keeping</b></p> <ul style="list-style-type: none"> <li>• <i>Outline requirements for record-keeping related to emergencies</i></li> </ul>
<p><b>Critiques</b></p> <ul style="list-style-type: none"> <li>• <i>Establish requirements for a post-event review of emergency operations following major emergencies and disasters.</i></li> </ul>
<p><b>Plan development maintenance and execution</b></p> <ul style="list-style-type: none"> <li>• <i>Identify who is responsible for approving and promulgating the plan and indicate how it will be distributed</i></li> <li>• <i>Outline the process and schedule for review and update the plan and its annexes</i></li> </ul>

DRAFT