

[Kiowa County] Emergency Operations Plan

[Kiowa County Emergency Management]

DRAFT

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NOTICE: This document contains information pertaining to the deployment, mobilization, and tactical operations of Kiowa County in response to emergencies. It is exempt from public disclosure under Kansas state law.

Acknowledgements

Supersession

Upon completion and formal adoption, this plan will supersede the existing County Emergency Operations Plan.

Table of Contents

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Kiowa County Emergency Operations Plan

I. INTRODUCTION

A. GENERAL

Presidential Homeland Security Directives 5 and 8, enacted in 2004, require the State and Local governments to adopt the fundamental principles, language and operational concepts embedded in the National Incident Management System (NIMS) and the National Response Plan (NRP) as a condition for receiving certain categories of federal support for Emergency Management. To meet these requirements, Kiowa County created this Emergency Operations Plan (EOP) and the Kiowa County Board of County Commissioners officially adopted it on Plan Not Yet Active.

The revised Kiowa County EOP is the product of a detailed and focused planning process that 1) fully incorporates the NIMS concepts, principles, practice and language 2) capitalizes on the lessons learned from recent disasters, 3) incorporates plans, programs and policies that have emerged since the last revision of the EOP. The EOP establishes a framework through which the County may prepare for; respond to; recover from; and mitigate to prevent the impacts of a wide variety of disasters that could adversely affect the health, safety and or general welfare of the residents and emergency workers of Kiowa County. The EOP provides guidance to Kiowa County officials or procedures, organization and responsibilities, which will prevent, minimize and/or relieve personnel hardship and property damage associated with disasters or the imminent threat thereof. This plan also provides for an integrated and coordinated county, municipal, state and federal response.

The EOP is operation oriented and addresses communication and warning systems; rapid deployment and pre-deployment resources; evacuation and shelter operations; post disaster response and recovery activities and clearly defines responsibilities of county, municipal, volunteer and other organizations through an Incident Management System/Emergency Support Function approach to planning and operations.

The EOP describes the basic strategies, assumptions and mechanics through which the County will mobilize resources and conduct activities to guide and support County Emergency Management efforts through prevention, preparedness, response, recovery and mitigation. To facilitate inter-government operations, the EOP adopts a functional approach that groups the type of assistance to be provided under each Emergency Support Function (ESF). Each ESF is headed by a primary agency, which has been selected based on its authorities, resources and capabilities in the functional area. In addition, other agencies with similar capabilities have been given support assignments to appropriate ESF(s). The ESF(s) serve as the primary operational mechanism through which County assistance is managed. Command staff and other General staff have been assigned to support the ESF(s). County assistance will be provided to impacted communities within the County under the overall authority of the Kiowa County Emergency Preparedness Office, on behalf of the Kiowa County Board of County Commissioners.

In an effort to ensure that the revised EOP was strictly aligned with the State and National preparedness guidance, the Kansas Division of Emergency Management and National Department of Homeland Security publications listed below were consulted and closely followed:

- The National Preparedness Guidelines (September, 2007), {superseding the March, 2005 Interim National Preparedness Goal}
- Draft National Response Framework (July, 2007)
- FEMA NIMCAST User's Guide
- National Planning Scenarios (15)
- Targeted Capabilities List (Draft Version 2.0)
- Universal Task List (Draft Version 2.1)

The following information is an excerpt from the National Preparedness Guidelines (September, 2007)

B. Purpose

The purpose of the Kiowa County Emergency Operations Plan is to establish a framework for government, non-profit/volunteer organizations, the private sector and residents to address prevention, preparation, response, recovery and mitigation of the effects of emergencies and disasters.



C. Scope

This plan identifies when and under what conditions the application or activation of this plan is necessary.

The plan establishes fundamental policies strategies and assumptions for a County-wide program that is guided by the principles of the National Incident Management System. This EOP provides the following benefits to Kiowa County:

- Creating a plan which addresses all hazards, all phases of emergency management, all impacts, and extending an opportunity to partner with all stakeholders.
- The EOP establishes a Concept of Operations spanning the direction and control of an emergency from initial monitoring through post disaster response, recovery and mitigation.
- The EOP defines inter-agency and inter-government coordination mechanisms to facilitate delivery of immediate response and recovery assistance.
- The EOP assigns specific functions to appropriate County and municipal agencies and organizations as well as outlines methods to coordinate with the private sector, volunteer organizations, citizens and state and federal counterparts.
- The EOP identifies actions that County response and recovery organizations will take in coordination with municipal, state and federal counterparts as appropriate, regardless of the magnitude of the disaster.

D. Methodology

The Kiowa County EOP was developed as a team effort consisting of the following agencies and organizations:

Federal

Department of Homeland Security
 Federal Emergency Management Agency
 U.S. Environmental Protection Agency

State

Adjutant Adjutant General's Office, Kansas National Guard
 Adjutant General's Office, Kansas Civil Air Patrol
 Adjutant General's Office, Kansas Civil Support Team
 Adjutant General's Office, Kansas Division of Emergency Management
 Adjutant General's Office, Office of Emergency Communications
 Adjutant General's Office, Office of Public Affairs
 Governor's Office
 Kansas Association of Local Health Departments
 Kansas Attorney General's Office
 Kansas Board of Emergency Medical Services
 Kansas Bureau of Investigation
 Kansas Commission on Disability Concerns
 Kansas Corporation Commission
 Kansas Department of Agriculture
 Kansas Department of Agriculture, Division of Water Resources
 Kansas Department of Commerce
 Kansas Department of Corrections
 Kansas Department of Education
 Kansas Department of Health and Environment
 Kansas Department of Health and Environment, Division of Environment
 Kansas Department of Insurance
 Kansas Department of Labor

Kansas Department of Social and Rehabilitation Services
Kansas Department of Transportation
Kansas Department of Veterans Affairs
Kansas Department of Wildlife and Parks
Kansas Department on Aging
Kansas Division of Emergency Management
Kansas Forestry Service
Kansas Geological Society
Kansas Highway Patrol
Kansas Housing Resources Corporation
Kansas Human Rights Commission
Kansas State Fire Marshal's Office
Kansas Water Office

County

Kiowa County Animal Health Department
Kiowa County Appraiser
Kiowa County Attorney
Kiowa County Board of County Commissioners
Kiowa County Clerk
Kiowa County Emergency Medical Service
Kiowa County Emergency Preparedness Office
Kiowa County Extension Office
Kiowa County Fire Department
Kiowa County GIS
Kiowa County Health Department
Kiowa County Hospital
Kiowa County Housing Authority
Kiowa County Human Resource Office
Kiowa County Road and Bridge Department
Kiowa County Sheriff's Department
Kiowa County Treasurer

City

City of Greensburg
City of Greensburg Fire Department
City of Haviland
City of Haviland Fire Department
City of Mullinville
City of Mullinville Fire Department
Greensburg Development Board
Greensburg Housing Authority
Greensburg Police Department

Private Sector

AT and T
Fleener Funeral Home
Haviland Telephone
Iroquois Mental Health Center
Kansas Gas Supply
Kiowa County Veterinary Clinic

Union Pacific Railway

Non-Profit

Amateur Radio Operators (ARES)
American Red Cross
Area Mennonite Group
Bethel Mennonite Church
Bible Baptist Church
Boy Scouts of America
Church of Christ
Faith Tabernacle
First Baptist Church
First Christian Church
First United Methodist Church
Greensburg Mennonite Church
Haviland Friends Church
Haviland United Methodist Church
Kansas Emergency Management Association
Kansas Ethanol, LLC
Kansas Fire Chiefs Association
Kansas Funeral Directors Association
Kansas Gas Service
Kansas Pipeline Association
Kansas Rural Electric Cooperative Association
Kiowa County 4-H
Kiowa County Amateur Radio Club
Kiowa County Humane Society
Kiowa County Ministerial Alliance
Lighthouse Worship Center
Peace Lutheran Church
Radio Amateur Civil Emergency Services (RACES)
SAR Working Group
St. Joseph Catholic Church
State Animal Response Team (SART)
The Salvation Army
United Methodist Church
United Way
Wellsford Community Church

Other

Barclay College
Human Needs Assessment Team
Kansas Assessment Team
Unmet Needs Team
USD 422- Greensburg
USD 474- Haviland

Each agency was consulted with to determine their particular emergency roles and responsibilities. Each agency has agreed with the responsibilities assigned to them in the Kiowa

County EOP. Agency concurrence signatures are maintained with the Kiowa County Emergency Preparedness Office. The EOP's concepts were developed by the Kiowa County Emergency Preparedness Office, in coordination with the agencies and organizations involved in emergency management activities. Each agency and organization involved is expected to have its own procedures to implement the concept of operations.

Each of the above listed agencies will receive "Viewer Access" to the Kiowa County EOP via the Bold Planning Solutions Planning System, www.KansasPlanner.com.

In addition:

- The Kiowa County EOP is adopted by the Kiowa County Board of County Commissioners by resolution, which serves as the promulgation letter for the EOP. A copy of the signed promulgation can be found in the file archive of this plan.
- A Record of Changes Log is used to record all published changes as those holding copies of the EOP receive them. The holder of the copy is responsible for making the appropriate changes and updating the Log.
- A master copy of the EOP, with a master Record of Changes Log, is maintained in the Kiowa County Emergency Preparedness Office.

1. Planning Process

The process used by Kiowa County has been designed to ensure that all stakeholders have an opportunity to participate in the development of the EOP and the EOP is based on the best information available. To this end, the planning process is based on the following planning principles:

- Planning should be community-based, representing the whole community and their needs
- Planning should include participation from all stakeholders in the community
- Planning uses a logical and analytical problem-solving process to help address the complexity and uncertainty inherent in potential hazards
- Planning considers all hazards and threats
- Planning should be flexible enough to address both traditional and catastrophic incidents
- Time, uncertainty, risk and experience influence planning
- Effective plans tell those with operational responsibilities what to do and why to do it
- Planning is fundamentally a process to manage risk
- Planning is one of the key components of the preparedness cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective actions

2. Implementation of NIMS

The Kiowa County EOP implements NIMS by:

- Using ICS and the multi-agency coordination system to manage and support all incidents
- Integrating all response agencies and entities into a single, seamless system
- Establishing a public information plan (ESF-15)
- Identifying and characterizing resources according to established standards and types
- Requiring the need for all personnel to be trained properly for the job they perform
- Ensuring interoperability, accessibility and redundancy of communications

II. SITUATION

This section of the plan summarizes the hazards that could potentially affect Kiowa County. The hazards and risk analysis addresses the major hazards to which the County is vulnerable; provides a summary of the County's vulnerable population; outlines the assumptions that were considered in the planning process; and defines disaster magnitude classifications that will trigger county response under the NIMS.

A comprehensive hazard and risk assessment is contained in the Kiowa County mitigation plan. The plan is kept under separate cover and can be accessed by contacting Kiowa County Emergency Preparedness Office.

A. Hazard Analysis

Hazard and Vulnerability Assessment Summary

Kiowa County is vulnerable to a wide range of hazards that threaten its communities, businesses and environment. To determine the hazards that pose the greatest threat, Kiowa County has prepared a Hazard Identification and Vulnerability Assessment. The major findings are summarized below. The assessment was developed from historical data of events that have occurred, and specifically examines:

1. Probability (frequency) of event
2. Magnitude of event
3. Expected warning time before event
4. Expected duration of event

For emergency management planning purposes, the critical analysis that must be undertaken is an assessment of the consequences of each hazard, including potential area of impact, population exposed and impacted, duration of the hazard, and potential economic consequences.

Three levels of risk have been identified: High, Moderate and Low.

High - High probability of occurrence; at least 50 percent or more of population at risk from hazard; significant to catastrophic physical impacts to buildings and infrastructure; major loss or potential loss of functionality to all essential facilities (hospital, police, fire, EOC and shelters).

Moderate - Less than 50 percent of population at risk from hazard; moderate physical impacts to buildings and infrastructure; moderate potential for loss of functionality to essential facilities.

Low - Low probability of occurrence or low threat to population; minor physical impacts.

Hazard Profile Summary for Emergency Operations Plan						
Hazard	Probability	Magnitude	Warning Time	Duration	CPRI	Planning Significance
Tornado	3	3	4	4	3.25	High
Lightning	4	3	2	2	3.20	High
Drought	4	3	1	4	3.25	High
Windstorm	4	2	1	2	2.75	Moderate
Winter Storm	3	2	1	3	2.40	Moderate
Wildfire	2	2	4	2	2.30	Moderate
Flood	2	3	3	2	2.45	Moderate
Critical Infrastructure/Utility Failure	2	2	4	1	2.20	Moderate
Terrorism	3	2	4	3	2.85	Moderate
Pandemic Event	2	2	1	4	2.05	Moderate
Earthquake	1	2	4	3	1.95	Low

B. Disaster Magnitude Class

This is an all-hazards EOP and addresses minor, major and catastrophic disasters. These levels of disaster are defined as:

Catastrophic Disaster: A disaster that will require massive State and Federal assistance, including immediate military involvement. Federal assistance will involve response as well as recovery assets.

Major Disaster: A disaster that will likely exceed local capability and require a broad range of State and Federal assistance. The Federal Emergency Management Agency (FEMA) will be notified and potential Federal assistance will be predominantly recovery oriented.

Minor Disaster: A disaster that will likely be within the response capability of local government and will result in only a minimal need for State or Federal assistance.

C. Capability Assessment

Currently capability assessments are performed regionally in Kansas. The capability assessment is performed through the Regional Homeland Security Council with wide input accepted from key stakeholders. The results of the capability assessment guide future investments in planning, training, exercising and resources. The regional capability assessment is available under separate cover and is attached to the file archive in the Bold Planning Solutions Super System.

D. Economic Profile

As of 2006-2010, the per capita income of Kiowa County is \$19,430, which is lower than the state average of \$25,907 and is lower than the national average of \$27,334. Kiowa County median household income is \$37,292, which has grown by 18.10% since 2000. The median household income growth rate is about the same as the state average rate of 18.79% and is lower than the national average rate of 19.17%. On average Kiowa County residents spend 12.2 minutes per day commuting to work, which is lower than the state average of 18.3 minutes and is lower than the national average of 25.3 minutes.

E. Spatial Profile

Kiowa County, Kansas is a rural county located on in South Central Kansas with its center at the junction of US 54 and US 183. The county is considered a Farming Dependent County (US Census Bureau) composed of 434,783 acres of farm and pasture lands which constitutes 91% of the total land area of 723 square miles (477,180 acres). The City of Greensburg is the county seat with a number of other smaller municipalities scattered throughout the county (source: US Census Bureau). These include Greensburg, Haviland, and Mullinville. Neighboring counties are Edwards to the north, Pratt to the east, Barber to the southeast, Comanche to the south, Clark to the southwest, and Ford to the west.

Kiowa County's average elevation is approximately 2100 ft with the highest elevation located in the center part of the county resulting in slightly sloping elevations to the east and west. The county contains several rivers, streams and creeks, current FIRMs show several flood hazard areas in Greensburg and Haviland (See Attachments). The three primary physiographic regions of Kiowa County are the sand hills of the north, middle band of upland plains, and the stream-eroded dissected area of the southern half of the county. The three main watersheds drain to the upper Arkansas, lower Arkansas, and Cimarron rivers

Kiowa County is located to the east of the earthquake fault area for the buried Nemaha Ridge. However, the proximity of Kiowa County to the fault line creates an increased possibility of terror if the faultline becomes active (see probability map in attachments).

Climatically speaking, Kiowa County is characterized by cold winters and hot summers with average December temperatures of 28-32 degrees Fahrenheit and average July temperatures greater than 80 degrees Fahrenheit. As a result of such extremes thunderstorms, windstorms and tornadoes are real hazards faced by the county. These situations are discussed in further detail under the hazard analysis below. Average precipitation ranges from 20-28 inches per year with the largest portion of precipitation falling in the spring and early summer.

F. Vulnerabilities

The following vulnerabilities have been identified for the Kiowa County Emergency Operations Plan.

1. Critical Facilities

Depending upon the severity of the hazard/disaster, the residents, population, business, and economic characteristics of the county can be affected in a wide range of ways and severity. However due to the rural nature of the county and the population density of Kiowa County, only a large scale incident should have an effect on a sizeable number of the population.

Facility Summary for Emergency Operations Plan					
Facility Type	Facility Name	Address	City	State	Zip Code
Other	Kiowa County Commons	320 S Main St	Greensburg	KS	67054
Other	Kiowa County EMS repeater site	24666 J St	Haviland	KS	67054
Other	Kiowa County Fire Department	804 W Florida Ave	Greensburg	KS	67054
Other	Kiowa County Tower site	15325 N #1st Ave	Greensburg	KS	67054
Other	Iroquois Center for Human Development	610 E Grant Ave	Greensburg	KS	67054
Emergency Operations Center	State of Kansas EOC	2800 S.W. Topeka Boulevard	Topeka	KS	66611
Emergency Operations Center	Kiowa County Emergency Management (EOC #1)	211 E Florida Ave SW Corner office in Basement	Greensburg	KS	67054
Command Post Location	Kiowa County Sheriff's Office	200 E Wisconsin Ave	Greensburg	KS	67054
Command Post Location	Kiowa County Courthouse	211 E Florida Ave	Greensburg	KS	67054
Shelter Location	Kiowa County Memorial Hospital	721 W Kansas	Greensburg	KS	67054
Staging Area	Kiowa County Fire Department	804 W Florida Ave	Greensburg	KS	67054
Staging Area	Kiowa County Commons	320 S Main St	Greensburg	KS	67054
Other	Kiowa County Highway Department	1002 S Grove St	Greensburg	KS	67054
Other	Kiowa County Noxious Weed	1002 S Grove St	Greensburg	KS	67054
Other	Kiowa County Road and Bridge	1102 S Grove St	Greensburg	KS	67054
Other	Kiowa County Solid Waste	10263 31st Ave	Greensburg	KS	67054

Emergency Operations Center	Kiowa County Memorial Hospital (EOC#2)	721 W Kansas	Greensburg	KS	67054
Command Post Location	Greensburg City Hall	301 S Main	Greensburg	KS	67054
Shelter Location	Kiowa County School	710 S Main St	Greensburg	KS	67054
Shelter Location	Mullinville School/Rec	200 S Main St	Mullinville	KS	67109
Shelter Location	Haviland School	400 N Topeka	Haviland	KS	67059

2. Population Demographics

As of 2010, the total population of Kiowa County is 2,553, which is 22.12% less than it was in 2000. The population growth rate is much lower than the state average rate of 6.13% and is much lower than the national average rate of 9.71%. The Kiowa County population density is 3.53 people per square mile, which is much lower than the state average density of 34.68 people per square mile and is much lower than the national average density of 81.32 people per square mile. The most prevalent race in Kiowa County is white, which represent 95.61% of the total population. The average Kiowa County education level is lower than the state average and is about the same as the national average. 2006 reports from USDA indicate that Kiowa County has 30,393 livestock on the ground.

	Kiowa County	%	Kansas	U.S.
Total 25 Years and Over Population	1,767	100%	1,802,904	199,726,659
Less Than High School	182	10.30%, see rank	10.79%	14.97%
High School Graduate	605	34.24%, see rank	28.87%	28.99%
Some College or Associate Degree	610	34.52%, see rank	30.99%	28.14%
Bachelor Degree	233	13.19%, see rank	19.27%	17.60%
Master, Doctorate, or Professional Degree	137	7.75%, see rank	10.08%	10.30%
USA.com Education Index#	13.35, see rank	-	13.66	13.39

3. Vulnerable Needs

Kiowa County recognizes considerations must be made to reasonably accommodate vulnerable populations during emergencies. Kiowa County is engaged in a number of activities which aim to improve response plans and operations to accommodate the needs of those most vulnerable during an emergency event. ESF Annexes within this plan outline or identify guidance to better assist supporting vulnerable needs populations. Kiowa County at times the best support for such needs is to request assistance from regional and/or state partners. Specifically the following will be addressed in this EOP:

- Identification of Vulnerable populations: Basic Plan, Vulnerable Needs Planning System
- Notification: ESF 2
- Evacuation and Transportation: ESF 1
- Sheltering: ESF 6
- First aid and medical care: ESF 8
- Temporary lodging and housing: ESF 6
- Transition back to the community: ESF 14
- Recovery: ESF 14

G. Public Safety

The following is a list of public safety agencies within Kiowa County. They include law enforcement, medical services, fire districts, emergency management and communication and dispatching centers.

Name of Agency	Area Served	Description of Agency
Kiowa County Emergency Management	Kiowa County	Kiowa County Emergency Management
Kiowa County Sheriff's Office	Kiowa County	Kiowa County Sheriff's Office
Kiowa County Fire Department	Kiowa County	Kiowa County Fire Department
Kiowa County EMS	Kiowa County	Kiowa County EMS
Kiowa County Health Department	Kiowa County	Kiowa County Health Department

H. Education

The following is a list of educational agencies located within Kiowa County.

Name of Agency	Area Served	Description of Agency
Kiowa County School	Kiowa County	K-12
Mullinville Learning Center	Kiowa County and surrounding counties	GED
Haviland Grade School	Kiowa County	K-6
Barclay College	Nation Wide	Graduate School

I. Culture, Arts and Humanities

The following is a list of culture, art and humanity agencies located within Kiowa County.

Name of Agency	Area Served
5.4.7 Art Center, Greensburg Ks	Kiowa County
Kansas Meteorite Museum, Haviland Ks	Nation wide
Red Barn, Mullinville Ks	Nation wide

J. Planning Assumptions

The preparation of the EOP was guided by several assumptions that address a range of issues that potentially impact response and recovery capabilities and the concept of operations. These assumptions include:

- Incidents are best managed at the lowest possible geographic, organizational and jurisdictional level.
- A disaster may occur with little or no warning, and may escalate more rapidly than the ability of local government to effectively respond.
- Achieving and maintaining effective citizen and community preparedness reduces the immediate demands on response organizations. This level of preparedness requires continued public awareness and education programs to ensure citizens will take appropriate advance actions to reduce their vulnerability, especially during the initial days (first 72 hours) after disaster impact.
- Disasters may involve multiple jurisdictions simultaneously impacting the County.
- Disasters will require significant information sharing across jurisdictions and between the public/private sector.
- Kiowa County will utilize available resources fully before requesting state and/or federal assistance.
- Mutual Aid Agreements will be implemented in those instances when locally available resources are depleted or need augmentation.
- The County will coordinate all public information activities during an emergency.
- Disasters may attract a sizeable influx of spontaneous volunteers and donations.
- Widespread damage to commercial telecommunications facilities may occur and the ability of governmental response and emergency response agencies to communicate may be impaired.
- Homes, public buildings, and other critical facilities and equipment may be destroyed or severely damaged.
- Debris may make streets and highways impassable, seriously impeding the movement of emergency supplies and resources.
- Public utilities may be damaged and may be either fully or partially inoperable.
- Many County emergency personnel may be victims of the emergency, preventing them from performing their assigned emergency duties.

- Numerous separate hazardous conditions and other emergencies could result from the major event, further complicating the response efforts.
- People may be forced from their homes and large numbers of people may be killed or injured.
- Many victims may be in life-threatening situations requiring immediate rescue and medical care.
- There may be shortages of a wide variety of supplies necessary for emergency survival.
- Hospitals, nursing homes, pharmacies and other health/medical facilities may be severely damaged or destroyed; and the number of victims requiring medical attention may overwhelm those that do remain in operation.
- Normal food processing and distribution capabilities may be severely damaged or destroyed.
- Damage to fixed facilities that generate, produce, use, store or dispose of hazardous materials could result in the release of hazardous materials into the environment.
- Near-total disruption of energy sources and prolonged electric power failures may occur.
- Initially, emergency response will focus on lifesaving activities. County officials will work toward restoring order and control in the disaster area.
- In major and catastrophic disasters the Kiowa County Emergency Management (EOC #1) will become the central point and control for County response and recovery activities.
- The Kiowa County Emergency Management (EOC #1) will be activated and staffed with agencies organized into specific ESFs. The coordinating agency for each support function is responsible for coordinating the planning and response activities for all the agencies of the function.
- The County will coordinate with State and Federal personnel to expedite recovery.
- Damage assessments will be conducted as soon as weather or the situation permits.
- The County will work to reduce its vulnerability and risk to hazards through proactive mitigation actions and activities.
- All levels of government share the responsibility for working together in mitigating, preparing for, responding to, and recovering from disasters. The emergency plans and procedures referred to in the Kiowa County EOP have been maintained by those organizations having responsibility, are in coordination with the EOP, and are exercised on a regular basis.
- Those individuals and organizations with responsibilities identified in the EOP (or in plans that support of the EOP) are sufficiently trained and prepared to perform their respective responsibilities.

K. Pets and Service Animals

This plan takes into consideration the needs of individuals with disabilities relying on service animals. The Americans with Disabilities Act (ADA) protects the rights of all individuals with disabilities and requires that State and local governments comply with Title II of the ADA in the emergency and disaster-related programs, services, and activities they provide.

The sheltering and protection of companion animals are the primary responsibility of their owners. When owners are unable to provide for the care and needs of their household pets and service animals, the local jurisdictions will provide assistance as outlined in the Pets Evacuation and Transportation Standards Act of 2006 (PETS) and FEMA DAP 9523.19. The Pets Evacuation and Transportation Standards Act of 2006 requires that local governments plan for sheltering and care of household pets and service animals during emergencies where shelters are established. Kiowa County has included pet sheltering as part of ESF 6: Mass Sheltering Annex. The following is specifically addressed in ESF 6:

- Pre-event planning
- Animal sheltering operations
- Animal registration and return
- Coordination with human shelters

FEMA Disaster Assistance Policy 9523.19

The Policy identifies the expenses related to state and local governments' emergency pet evacuation and sheltering activities that are eligible for reimbursement following a major disaster declaration under Category B, Emergency Protective Measures, and provisions of the Public Assistance Program. The terms household pet, service animal, and congregate household pet shelters are defined. The policy details eligible reimbursements related to shelter facilities, supplies and commodities, eligible labor, equipment, emergency veterinary services, transportation, shelter safety and security, cleaning and restoration, and the removal and disposal of animal carcasses.

III. ROLES AND RESPONSIBILITIES

A. Federal Government

The federal government is responsible for:

- Preventing terrorist attacks within the United States through the Department of Homeland Security; reducing the vulnerability of the nation to terrorism, natural disasters, and other emergencies; and minimizing the damage and assisting in the recovery from emergencies.
- Providing emergency response on federally owned or controlled property, such as military installations and federal prisons.

- Providing federal assistance as directed by the President of the United States under the coordination of the United States Department of Homeland Security, Federal Emergency Management Agency and in accordance with National Response plans.
- Identifying and coordinating provision of assistance under other federal statutory authorities.
- Providing 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.
- Managing and resolving all issues pertaining to a mass influx of illegal aliens.
- Providing repatriation assistance to U.S. citizens (including noncombatants of the U.S. Department of Defense) evacuated from overseas areas The U.S. Department of Health and Human Services (DHHS), in coordination with other designated federal departments and agencies, is responsible for providing such assistance.

B. 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.
- Has power to make, amend, and rescind orders and regulations under a Governor's emergency declaration.
- 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 Kansas.
- 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 Kansas Division of Emergency Management 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.

C. County Government

County governments are responsible for:

- Maintaining 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.
- Coordinating the emergency management needs of all municipalities within the county and working to establish intra-county Mutual Aid Agreements to render emergency assistance.
- Implementing 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 (including persons who do not use English as their first language), and those with hearing impairment or loss.
- Coordinating mutual aid activities within Kiowa County to ensure the provision of supplemental emergency aid and assistance.
- Maintaining an emergency management program that is designed to avoid, reduce and mitigate the effects of hazards through the enforcement of policies, standards and regulations.
- Maintaining cost and expenditure reports associated with disasters, including resources mobilized as a result of Mutual Aid Agreements.
- Coordinating public information activities during disasters.
- Developing and maintaining systems to coordinate the provision of shelters and mass care to those displaced by disasters.

Kiowa County departments have specific responsibilities during disasters and/or during EOC activations, the everyday organizational structure of Kiowa County government remains in effect during disaster situations. However, certain functions of various departments may be modified or suspended to meet the needs of the disaster situation.

D. Municipal Government

Cities are responsible for ensuring the safety and well being of their citizens, as well as providing initial response, within city capabilities, in the case of emergency/disaster events. At a minimum, cities should establish emergency response policies and procedures for their jurisdiction. Specific responsibilities of cities include:

- Appoint and support a qualified person to serve as the City Emergency Management Liaison. This position serves as the primary emergency management point of contact between the City and the County and actively participates in the emergency management system.

- Coordinate and integrate emergency management activities of the city with county emergency management through all phases of emergency management (mitigation, preparedness, response, & recovery).
- Provide Kiowa County Emergency Preparedness Office with current copies of the city EOP (or EOGs/SOPs), emergency contact information, and lists of critical resources.
- Ensure incident management activities will be initiated and conducted using the concepts and principles identified by the National Incident Management System (NIMS).
- Ensure all responders have the appropriate level of NIMS and hazardous materials training.
- Train damage assessment teams (for cities desiring to field their own teams) and coordinate efforts with Kiowa County's overall damage assessment process.
- Ensure that Kiowa County Emergency Preparedness Office is kept informed of situations that require (or may potentially require) countywide coordination and/or the activation of the Kiowa County Emergency Management (EOC #1).
- Ensure that, during a disaster, response activities (including requests for assistance, and public information efforts) are coordinated with Kiowa County and that situation reports, damage assessments, and requests for County, State and/or Federal assistance are channeled through Kiowa County.

E. Special Districts

Special districts (such as Soil and Water Conservation, Water Management, Mosquito Control, Fire and Rescue, and School) are responsible for establishing liaisons with Kiowa County and its organizations to support emergency management capabilities within Kansas. Special districts that involve inter-jurisdictional authority can provide resources and services to support other functionally related systems in times of disaster.

F. Private Sector

It is encouraged that members of the Private Sector:

- Coordinate with government agencies to ensure a broad and comprehensive coverage of assistance during emergencies.
- Provide and coordinate relief not provided by government on a complimentary and supplementary basis.
- 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.

- Develop Mutual Aid Agreements and Memorandums of Understanding for actions performed during emergencies.

G. Non-Government and Volunteer Organizations

- Coordinate with government agencies to ensure a broad and comprehensive coverage of assistance and relief during emergencies.
- Provide and coordinate relief not provided by government on a complementary and supplementary basis.
- Develop Mutual Aid Agreements and Memorandums of Understanding of duties and areas of responsibilities to be performed during an emergency.

H. Hospitals, Nursing Facilities and Assisted Living Facilities

These facilities are responsible for the safety and well being of visitors and tenants to their facilities. They have a state mandate to maintain an emergency operations plan.

I. School Districts

School districts are responsible for the safety and well being of students, staff & visitors to their facilities. Emergency plans should be developed taking into account those hazards to which schools might reasonably be exposed. The districts are encouraged to be proactive in developing and implementing these plans.

J. Legal Affairs Officer

The Kiowa County Attorney is responsible for providing legal advice and guidance to emergency management and the Kiowa County Board of County Commissioners all emergency management issues and concerns. The staffing of this position is the responsibility of the Kiowa County Attorney. Kiowa County Attorney Legal Affairs Officers are responsible for supporting requests about actions that require a legal opinion regarding jurisdictional policy and authority by ordinances, statutes and under state and federal laws (e.g., evacuations, quarantines, etc.).

K. Emergency Support Functions (ESFs)

ESF Coordinating Agency

The ESF coordinator is the agency/organization with coordination responsibilities for the assigned ESF throughout the preparedness, response, and recovery phases of incident management. Responsibilities of the ESF coordinator include:

- Coordination before, during, and after an incident, including pre-incident planning and coordination.
- Maintaining ongoing contact with ESF primary and support agencies.
- Conducting periodic ESF meetings and conference calls.
- Coordinating efforts with corresponding private-sector organizations.

- Coordinating ESF activities relating to catastrophic incident planning and critical infrastructure preparedness, as appropriate.
- Managing mission assignments and coordinating with primary and support agencies, as well as appropriate State officials, operations centers, and agencies.
- Ensuring financial and property accountability for ESF activities.

ESF Primary Agencies

An agency designated as an ESF primary agency is chosen on the basis of its authorities, resources, and/or capabilities. When an ESF is activated in response to an incident, the primary agency is responsible for:

- Supporting the ESF coordinator and coordinating closely with the other primary and support agencies.
- Providing staff for the operations at fixed and field facilities.
- Notifying and requesting assistance from support agencies.
- Working with appropriate private-sector organizations to maximize use of all available resources.
- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities.
- Conducting situational and periodic readiness assessments.
- Executing contracts and procuring goods and services as needed.
- Participate in planning for short- and long-term incident management and recovery operations.
- Maintaining trained personnel to support interagency emergency response and support teams.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

ESF Support Agencies

Support agencies are those entities with specific capabilities or resources that support the primary agency in executing the responsibilities of the ESF. When an ESF is activated, support agencies are responsible for:

- Conducting operations, when requested by the EOC consistent with their own authority and resources.
- Participate in planning for short- and long-term incident management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first-responder standards.

- Assisting in situational assessments.
- Furnishing available personnel, equipment, or other resource support as requested by the EOC.
- Providing input to periodic readiness assessments.
- Maintaining trained personnel to support interagency emergency response and support teams.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

L. CITIZEN INVOLVEMENT

The public is responsible for preparing for disasters just as the various levels of government do. Specifically, individual, family, and/or business plans need to be developed and maintained to ensure the appropriate level of preparedness.

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

Vulnerable needs population citizens are encouraged to register their information with the Kiowa County Emergency Preparedness Office for disaster planning and response purposes.

IV. METHOD OF OPERATIONS

A. General

Kiowa County uses the nearest appropriate responder concept (likely to be a county, municipal, state or nationally available resource) when responding to any threat, event, or disaster. In most situations, Kiowa County agencies will be the first and primary responders, and will be required to exceed their abilities or deplete their resources before requesting state assistance. Under some rare circumstances state or federal agencies may have the primary jurisdiction for the overall response effort. However Kiowa County resources will likely provide the first response for all incidents impacting the jurisdictions.

1. Non-Disaster Daily Operations

Day to day operations of Kiowa County, absent of a declaration of State or Local Disaster Emergency is under the authority of the local governing body.

A proactive day-to-day disaster planning process is in place using the following resources:

- Local Emergency Planning Committee (LEPC)
- The Local Emergency Planning Council prepares regional hazardous materials emergency plans that indicate the facilities that use, produce, or store hazardous substances that are present in the jurisdiction.

LEPC serves as the repository for regional reports filed under Title III of the Emergency Planning and Community Right-To-Know Act of 1986 (EPCRA). LEPC directs regional Title III implementation activities and performs associated outreach functions to increase awareness and understanding of and compliance with the EPCRA program.

It is the responsibility of governments of Kiowa County and its communities to protect life and property from the effects of hazardous events. This Plan is based on the concept that emergency functions of responding agencies will generally parallel their normal, day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be re-directed to accomplish the emergency task assigned.

This plan provides assistance in day-to-day operations by providing each agency their responsibilities during an emergency. This allows agencies to construct programs, strategies and methods which allow day-to-day responsibilities to compliment emergency operations.

2. Emergency Operations

In accordance with KSA 48-932, the Chairman of the Kiowa County Board of County Commissioners may declare a state of local disaster emergency within Kiowa County. Such declaration shall be based on the judgment that a state of local disaster emergency is necessary to deal with a current or imminent emergency/disaster situation.

Kiowa County Emergency Preparedness Office will be responsible for preparing any disaster declarations. A declaration of a state of local disaster emergency shall implement the response and recovery elements of this plan and any applicable emergency operations plans. Subject to K.S.A. 48-932, the Chairman of the Kiowa County Board of County Commissioners may issue any order deemed necessary for the efficient and effective management for the protection of life or property or for the general public health and welfare.

The Kiowa County EOP may be activated by the following positions in order of succession:

1. The Chairman of the Kiowa County Board of County Commissioners
2. The Director of Kiowa County Emergency Preparedness Office
3. Any of the designated Emergency Management Duty Officers

Response

The organized structure for response to an emergency/disaster is under the leadership of the Kiowa County Board of County Commissioners who appoints the County Emergency Management Director overall coordination authority for the incident. The agencies, through the ESF structure, operate from the Kiowa County Emergency Management (EOC #1) and support the Kiowa County Emergency Preparedness Office. The management structure designated to respond to emergency/disasters is coordinated by the staff of the Kiowa County Emergency Preparedness Office.

Initial and subsequent notification procedures have been provided to the 24 hour Kiowa County

Warning Point for initial contacts based on the type of event. Additional notifications are made as requested by the Incident Commander or Emergency Management Director.

Disaster response and recovery agencies identify resources, training needs, or planning activities to the Kiowa County Emergency Preparedness Office. The Kiowa County Emergency Management (EOC #1) will be activated for actual or potential events that threaten Kiowa County. The level of activation will be determined by the Emergency Management Director based on the emergency or disaster event.

The following are possible criteria for activation of the Kiowa County Emergency Management (EOC #1):

1. A threat (or potential threat) increases the risk in Kiowa County
2. Coordination of response activities are needed
3. Resource coordination is needed to respond to an event
4. Conditions are uncertain or could possibly escalate
5. A County emergency/disaster declaration is made
6. At the discretion of any of the individuals authorized to activate the EOC

The Kiowa County Emergency Management (EOC #1) may be activated or deactivated by any of the following individuals:

- Emergency Manager - Kiowa County Emergency Management
- Sheriff - Kiowa County Sheriff Department
- Chief - Kiowa County Fire Department
-

The Kiowa County Emergency Management (EOC #1) utilizes 3 levels of activation:

- **Watch:** When conditions indicate an event/disaster is imminent. Notification will be made to those agencies that will need to take action as part of their normal responsibilities. The Kiowa County Emergency Management (EOC #1) will be staffed by emergency management personnel.
- **Partial-Activation:** When conditions indicate an event/disaster is very imminent or has occurred. Emergency management personnel and essential ESFs are represented in the Kiowa County Emergency Management (EOC #1).
- **Full-Scale Activation:** Any disaster/emergency that will require large-scale mutual aid and possible State and Federal assistance in response and recovery. Emergency

management personnel and essential ESFs are represented in the Kiowa County Emergency Management (EOC #1).

The Kiowa County Emergency Management (EOC #1) is located at:

Kiowa County Emergency Management (EOC #1)
211 E Florida Ave
SW Corner office in Basement
Greensburg, KS 67054

The facility serves as the coordination, command and control center for Kiowa County, is staffed when the need arises, and serves as the 24 hour Kiowa County Warning Point for initial notification and warning of emergencies and disasters.

Kiowa County operates under the ESF concept. Each ESF contained in this plan identifies the coordinating, primary and support agencies required to carry out the responsibilities of the ESF. These agencies are responsible for preparing additional operating guides, checklists, staffing patterns or resource requirements needed to complete their assignments. Each agency is responsible for carrying out the tasks assigned by this EOP, with the coordinating agency having primary responsibility for coordinating that effort. A comprehensive list of ESFs and their responsibilities can be found in the file archive as an attachment to this plan.

During activation, the Kiowa County Emergency Management (EOC #1) provides the core emergency function coordination, communication, resource dispatch and tracking; information collection, analysis and dissemination; multi-agency coordination and joint information coordination. Field Operations will be managed through the Incident Command System (ICS) and is discussed below.

EOC Organizational Structure

The EOC staffing level and composition is contingent on the specific requirements of an incident. The organizational structure of the EOC is modular, extending to incorporate all elements necessary for the type, size, scope, and complexity of a given incident. While any configuration of functional units may be used in the EOC, the core organizational structure of the EOC is organized by Sections and ESF teams. While a organizational chart is provided below, the various functional elements are activated based on need. The organizational structure can be condensed, expanded, or reconfigured as needed.

While the structure is flexible, it is always organized around five core functions:

- **EOC Management**: This component is responsible for the overall disaster policy and coordination. Specific functions include oversight of the EOC and coordinates public information with ESF 15. EOC Management is led by the EOC Director. This position is staffed by a designated responsible agency.
- **Operations Section**: The purpose of this section is to support field operations and coordinate countywide response activities through the implementation of the EOC Action Plan. This section is led by the Operations Section Coordinator which is staffed by a designated responsible agency.

- **Planning Section**: The purpose of this section is to collect, evaluate, process, and disseminate information for use in the EOC. This section is led by the Planning Section Coordinator which is staffed by a designated responsible agency.
- **Logistics Section**: This section supports operational activities through the provision of supplies, equipment, facilities, personnel, mutual aid, and other support and services necessary for disaster response and recovery. This section is led by the Logistic Sections Coordinator which is staffed by a designated responsible agency.
- **Finance Section**: The finance section is responsible for the coordination of the financial planning, operations, and reporting services. This section is led by the Finance Section Coordinator which is staffed by Kiowa County Treasurer.



Each agency responding will report back to the Kiowa County Emergency Management (EOC #1) through their liaison who is the Point of Contact (POC) for each respective agency or organization in either a single or Unified Command Structure. These reports are later synchronized and information is provided to mutual aid partners, adjacent counties, and the Kansas Division of Emergency Management to provide visibility of emergency operations.

During the response phase and upon declaration of a local state of emergency, the Kiowa County Board of County Commissioners has ultimate authority. The Kiowa County Emergency Preparedness Office reports directly to the Kiowa County Board of County Commissioners and then provides overall direction to the Kiowa County Emergency Management (EOC #1).

All municipalities, City departments, constitutional officers, agencies and other organizations fall under the direction of the coordinating agency designated in the plan. The Director of Kiowa County Emergency Preparedness Office will coordinate with State, Federal and other outside agencies.

3. Field Operations

Field Operations will be managed through the Incident Command System (ICS). The ICS that has been implemented in Kiowa County and utilizes common terminology; is modular and scalable; incorporates measurable objectives; provides for a manageable span of control; and relies on the Incident Action Plan (IAP) as the principal tool for communicating and carrying out operational objectives in an incident. The incident may be controlled by local emergency responders or with other agencies through the mutual aid system. If the resources available at the field response level are not sufficient to mitigate the situation, the Incident Commander may request, through appropriate channels, that the Kiowa County Emergency Management (EOC #1) be activated to support the field operations.

Response to an incident by single discipline agencies (i.e., fire, law enforcement, EMS) will utilize a single Incident Commander within the ICS structure. As the incident progresses to include multiple jurisdictions and disciplines, a Unified Command will be used to the extent possible, and as deemed necessary.

During a single discipline response to an incident, the first on-scene emergency responder with

management responsibilities will take the necessary steps to establish an Incident Command Post (ICP), report a scene size-up, activate the appropriate ICS organizational elements required for incident management, delegate authority within the ICS organizational structure, and develop incident objectives on which subsequent incident action planning will be based.

Each agency deploying to the field will report back to the Kiowa County Emergency Management (EOC #1) through their liaison who is the Point of Contact (POC) for each respective agency or organization in either a single or Unified Command Structure.



Command Staff

The Command Staff function will be conducted in two ways: 1) as a Single Command (used when an incident occurs within single jurisdiction, and there is no jurisdictional or agency overlap, and a single IC can be designated); or 2) Unified Command (used when there are multiple agencies and multiple jurisdictions, and a single set of objectives need to be developed to guide incident management).



General Staff

The General Staff positions will include the following sections:

- Operations Section
- Planning Section
- Logistics Section
- Finance / Administration Section

The scope, direction, and control of these sections will follow established ICS procedures.



a. Area of Operations

An area of operations will be established by the Incident Commander. This will vary depending on the size and magnitude of the event. Once established, or changes made to an existing area of operations, it will be communicated to all responders.

b. Area Command

An Area Command (AC) will be activated if an incident is not site specific (i.e., pandemic outbreaks), the incident is extremely large and involves multiple ICS organizations, or there are multiple incidents that are being handled by separate ICS organizations. If the incidents are multi-jurisdictional, then a UC will be established within the AC. Therefore, the AC has the responsibility to:

- Set overall incident-related priorities
- Allocate critical resources according to priorities
- Ensure that incidents are properly managed
- Ensure that incident management objectives are met and do not conflict with each other or with agency policy
- Identify critical resource needs and report them to EOCs and/or multi-agency coordination entities
- Ensure that short-term emergency recovery is coordinated to assist in the transition to full recovery operations

c. Multi-Agency Coordination Center

A key component of NIMS is the development of a multi-agency coordination system that integrates the operations and functions of the Kiowa County Emergency Management (EOC #1) and field operations, guided by the principles embedded in the Incident Command System. In most cases, emergencies are handled by local fire departments, law enforcement agencies, medical service agencies, and communication/dispatch centers; but in larger emergencies or disasters, additional coordination support is required. In these situations, entities such as city EOCs and/or the Kiowa County Emergency Management (EOC #1) have critical roles in an emergency.

The County's incident management responsibility is directed and managed through the Kiowa County Emergency Preparedness Office. As a multi-agency coordination entity, the Kiowa County Emergency Preparedness Office will coordinate and manage disaster operations through the Kiowa County Emergency Management (EOC #1) to:

- Ensure that each agency involved in incident management activities is providing appropriate situational awareness and resource status information to Kiowa County Emergency Management (EOC #1)
- Establish priorities between incidents and/or Area Commands in concert with the Incident Command or Unified Command involved
- Acquire and allocate resources required by incident management personnel in coordination with the priorities established by the IC or UC
- Anticipate and identify future resource requirements
- Coordinate and resolve policy issues arising from the incident(s)

- Provide strategic coordination as required
- Coordinate briefings, message tracking, situational reports, and establish a common operating picture

Following an incident, plans, procedures, communications, staffing and other capabilities necessary for improved incident management are coordinated through the Kiowa County Emergency Preparedness Office. These tasks are accomplished by the Kiowa County Emergency Management (EOC #1) by ensuring the ability to perform four core functions:

- Coordination
- Communications (that are reliable and contain built-in redundancies)
- Resource dispatch and tracking
- Information collection, analysis, and dissemination

4. Joint Information Center

The Joint Information System (JIS) provides the mechanism for integrating public information activities among Joint Information Centers (JIC), across jurisdictions, and with private-sector and non-governmental organizations.

Kiowa County has implemented and institutionalized processes, procedures and plans for its JIC and can be referenced in the Annex for Emergency Support Function 15.

When the Kiowa County Emergency Management (EOC #1) is activated, the Director of Kiowa County Emergency Preparedness Office or the Public Information Officer may activate the Joint Information Center (JIC). When the JIC is in operation, it serves as the central point of public information collection and dissemination. The JIC functions as part of the Command in the Kiowa County Emergency Management (EOC #1) and will coordinate the release of non-operational information.

Depending on the incident, representatives from each jurisdiction, agency, private sector organization, and non-governmental organization involved in incident management activities will be notified and asked to have their JIC representative respond to the Kiowa County Emergency Management (EOC #1) within a reasonable period of time. Communication will be accomplished via the Emergency Alert System, radio, cable override, television, fax, Internet, telephone or any other means available. When the JIC is activated, the Public Information Officer or his/her designee will notify media outlets that all media inquiries are to be directed to the JIC and that the JIC will be releasing media updates on a routine basis and when noteworthy events take place. Members of the media will not be allowed access to the Kiowa County Emergency Management (EOC #1).

More information on public awareness and education can be found in ESF 15, External Communications. More information on communication plans and protocols can be found in ESF 2, Communications.

B. Coordination, Direction and Control

1. County Level

Information Collection and Dissemination

Initial notification of incidents at the local level are accomplished in a variety of ways including public safety radio, television, radio, broadcast, fax, etc.

Responsibility for notification of most incidents is accomplished through the Kiowa County communication center. Other agencies with responsibilities for notification include the National Weather Service and Kansas Highway Patrol.

The Kiowa County communication center will be responsible for notifying response and Emergency management personnel when the threat of a disaster is imminent.

- **Internal:** Response agencies will be notified from the communication center as required by the nature of the disaster.
- **External:** It is the responsibility of Kiowa County Emergency Preparedness Office to notify the appropriate agencies outside of the jurisdiction such as Kansas Division of Emergency Management, State Emergency Response Commission (SERC), and the United States Department of Agriculture (USDA).

The Kiowa County communication center provides communications essential for the city and county governments to communicate with all governmental entities. This information is then passed along to the public via siren, notification system, radio, NOAA radio, television, social media alerts, etc.

The media assume a vital role in dispersing information to the public. Kiowa County Emergency Preparedness Office works closely with local media providers to ensure timely and accurate information is provided to the public.

Information collection needs and priorities will include:

1. Life safety
2. Incident security and stability
3. Property and environmental protection

Direction and Control

Impacted entities will coordinate the emergency response efforts within their political jurisdiction (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 communications and coordination with the Kiowa County Emergency Management (EOC #1) at all times as detailed by this plan.

Kiowa County Emergency Preparedness Office may activate Mutual Aid Agreements with neighboring jurisdictions. They may also recommend that the Kiowa County BOCC declare a local state of emergency and make a formal request for state assistance. The following

positions are authorized to request resources by contacting Kansas Division of Emergency Management.

1. The Kiowa County Director of Emergency Management
2. Any designated personnel authorized by Kiowa County Director of Emergency Management

To request state assistance, Kiowa County must meet the following parameters:

1. Exhausted or will likely exhaust Kiowa County resources
2. Exhausted or will likely exhaust mutual aid resources
3. Exhausted or will likely exhaust contractual resources
4. The requested assistance is not available at the local level

The Director of Kiowa County Emergency Preparedness Office or designee is delegated policy-making authority and can commit Kiowa County resources at the Kiowa County Emergency Management (EOC #1) as well as routine management and operation of the facility. The Director of Kiowa County Emergency Preparedness Office may issue mission assignments to the ESFs to perform duties consistent with Kiowa County policy. Mission assignments and mutual aid assistance is tracked at the Kiowa County Emergency Management (EOC #1).

Coordination of County-wide protective actions will occur among all affected risk and host areas and Kiowa County Emergency Management (EOC #1) under the direction and control of the Director of Kiowa County Emergency Preparedness Office. Areas not impacted by these events may be requested to provide assistance. Prior to an evacuation and under the direction of the Director of Kiowa County Emergency Preparedness Office, the Kiowa County Emergency Management (EOC #1) will implement coordination on issues which may include, but not limited to: lifting of tolls, deploying and pre-deploying personnel, identifying evacuation routes, ensuring the sufficiency of fuel, address emergency medical issues, and initiate procedures for notification to the public.

The Director of Kiowa County Emergency Preparedness Office may authorize a field operations response in or near the impacted area. Field operations will be under the direction and control of the Incident Commander and may involve the deployment and staging of personnel and resources in the impacted area.

Initial planning for recovery begins before an emergency event impacts Kiowa County. While response actions necessary to protect public health and safety are being implemented, the recovery section within the Kiowa County Emergency Management (EOC #1) begins coordination and implementation of the recovery programs.

In the event state and federal assistance is required by Kiowa County, the State Coordinating Officer will interface directly with representatives of the federal government.

In the event a request for disaster assistance comes from the governor of another state, the Governor of the State of Kansas may order the mobilization of State and local resources under the Emergency Management Assistance Compact to be deployed to the impacted state. The

management and coordination of these resources will be administered through the Response and Recovery Section under the direction of the Response and Recovery Director located at Kansas Division of Emergency Management.

2. Coordinating Agencies

The Director of Kiowa County Emergency Preparedness Office designates the coordinating agencies for each emergency support function to coordinate the activities of that support function.

Coordinating Agency Listing for Emergency Operations Plan	
FUNCTIONAL ANNEX	COORDINATING AGENCY
ESF 1 - Transportation	Kiowa County Emergency Preparedness Office
ESF 2 - Communications	Kiowa County Emergency Preparedness Office
ESF 3 - Public Works and Engineering	Kiowa County Road and Bridge Department
ESF 4 - Firefighting	Kiowa County Fire Department
ESF 5 - Emergency Management	Kiowa County Emergency Preparedness Office
ESF 6 - Mass Care, Housing and Human Services	Kiowa County Hospital
ESF 7 - Resource Support	Kiowa County Emergency Preparedness Office
ESF 8 - Public Health and Medical Services	Kiowa County Health Department
ESF 9 - Search & Rescue	Kiowa County Sheriff's Department
ESF 10 - Oil and Hazardous Materials	Kiowa County Fire Department
ESF 11 - Agriculture and Natural Resources	Kiowa County Extension Office
ESF 12 - Energy and Utilities	Kiowa County Emergency Preparedness Office
ESF 13 - Public Safety and Security	Kiowa County Emergency Preparedness Office
ESF 14 - Long-Term Community Recovery	Kiowa County Emergency Preparedness Office
ESF 15 - External Communication	Kiowa County Emergency Preparedness Office

Upon activation of the Kiowa County Emergency Management (EOC #1), the primary agency for the emergency support functions will send representatives to the Kiowa County Emergency Management (EOC #1) to coordinate activities. The coordinating agency determines which primary and support agencies are required at the Kiowa County Emergency Management (EOC #1).

The coordinating agency for the Emergency Support Functions will be responsible for collecting all information related to the disaster and providing it to Kiowa County Emergency Preparedness Office.

3. 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. A complete list of Mutual Aid Agreements in effect for Kiowa County related to emergency management can be found in Section VII-Authorities and References of this EOP. In addition, these agreements are available for review in their entirety at the Kiowa County Emergency Management (EOC #1).

State-Wide Mutual Aid System

KSA 48-948 through 48-958 establishes the statewide Kansas mutual aid system which states:

"The system shall provide for mutual assistance among the participating political subdivisions in the prevention of, response to and recovery from any disaster that results in a formal state of emergency in a participating political subdivision, subject to such participating political subdivision's criterion for a declaration. The system shall provide for mutual cooperation among the participating subdivisions in conducting disaster-related exercises, testing or other training activities outside actual declared emergency periods."

The full act can be found in the file archive of this plan.

Regional mutual aid system will be utilized

Interstate Civil Defense Compact

Kiowa County will participate in a mutual aid system

LEAD, for the South Central Region,
MERGE, for South Central EMS deployment
FORCE, for Fire deployment
HELP, for Hospital deployment
SERT, for community involvement

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 include 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. 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. Request for EMAC assistance are legally binding, contractual arrangements which requires soliciting state 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).

Requesting Mutual Aid

All mutual aid requests should be coordinated through the Kiowa County Emergency Manager or the Kiowa County Emergency Management (EOC #1) if activated. To request mutual aid, Kiowa County uses the following process:

- The Party seeking mutual aid shall make the request directly to the party providing the aid in coordination with Kiowa County Emergency Preparedness Office.
- Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing no later than thirty (30) calendar days following the verbal request unless otherwise stated according to policies or resolutions.
- All communication shall be conducted directly between recipient and provider in coordination with Kiowa County Emergency Preparedness Office.
- The Recipient shall be responsible for keeping all parties advised of the status of mutual aid activities.

If assistance is needed to coordinate mutual aid, Kiowa County can request coordination assistance to Kansas Division of Emergency Management.

4. Communication

ESF 2 (Communications) provides information and guidance concerning available communications systems and methods in Kiowa County, including:

- Dissemination of emergency information to response organizations and government
- Information flow and management to and from the Kiowa County Emergency Management (EOC #1)
- Communications interoperability among response units
- Primary and backup communications systems
- Telecommunications and information technology resources
- Emergency warning and notification

ESF 15 (External Communications) provides information on and the dissemination of information to the public for the purpose of protective action guidance and ongoing emergency

information. This information is focused on the minimization of confusion, misinformation, and rumors during times of an emergency/disaster.

Kiowa County Warning Point

The Kiowa County Sheriff's Office serves as the Kiowa County Warning Point. The Kiowa County Warning Point provides Kiowa County with a single point to disseminate information and warnings to government officials that a hazardous situation could threaten the general welfare, health and safety, and/or property of the population.

The Warning Point is equipped with multiple communication networks and auxiliary power.

A list of these capabilities is provided in ESF 2 (Communications) and below:

The Kiowa County Sheriff's Office has Standard Operating Guides (SOG) to notify and warn officials and general public of emergency and disaster events that occur in Kiowa County. In addition these guides also identify actions to be taken based off types of incidents. Notification lists for agencies and individuals are maintained by the Kiowa County Sheriff's Office . Notification of the State Warning Point is included in these guides. The Director of Emergency Management or the on-call Emergency Management staff person will initiate any further notification.

Developing or existing emergency conditions which should be reported to the Kiowa County Sheriff's Office include those that have or may result in multiple loss of life, environmental or property damage, or evacuation of a populated area whether or not State or Federal resources are needed to support local emergency response efforts.

ESF Coordinators and other Emergency Operation Center Representatives are kept informed of potential events by the Director of Kiowa County Emergency Preparedness Office by fax, email, or telephone.

Warnings are accomplished in various ways depending on the persons that need to be warned and the time available. The Director of Kiowa County Emergency Preparedness Office or the Incident Commander can initiate warnings and notification procedures. The following list identifies warning methods during an event. Any or all may be used.

- Activation of the Emergency Alert System (EAS)
- Information statements released to the local media
- Public address systems of public safety vehicles
- Door-to-door contacts
- Phone Messaging System
- Outdoor warning sirens

Specific warning zones are identified by the type of incident. Many have been pre-identified such as vulnerable areas around hazardous material locations and/or areas subject to storm surge and/or flooding.

Persons in the threatened areas with vulnerable needs may be notified by all of the methods outlined above. Hotels, motels, Chambers of Commerce and the Tourist Information Center will assist in notification of tourists visiting the area. Most of the other warning systems previously listed would also reach some visitors to the County.

The Kiowa County Warning Point (Kiowa County Sheriff's Office) is responsible for network control and conducts routine tests to ensure operational readiness.

Common Program Control Stations (CPCS) are radio stations utilized to provide the general public with information about events. The following stations have been identified as CPCS locations in and around Kiowa County:

5. State Level

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

At the State level, the Kansas Adjutant General, or designee performs policy-making authority and commitment of State resources at the State of Kansas EOC. The State of Kansas EOC Manager is responsible for the provision of State assistance, as well as routine management and operation of the State of Kansas EOC. The State of Kansas EOC Manager may issue mission assignments to the State ESFs to perform duties consistent with State policy. Mission assignments, and mutual aid assistance brokered by the State, are tracked in the State of Kansas EOC.

Coordination of regional and multi-regional protective actions will occur among all affected risk and host counties, other states, and the State of Kansas EOC under the direction and control of the State of Kansas EOC Manager. Counties that are not impacted by an emergency/disaster situation may be directed by the Kansas Adjutant General to activate their EOCs to provide emergency assistance.

During activation of the State of Kansas EOC, the State of Kansas EOC Team provides up-to-date information on the situation and is also equipped to provide information on various grant programs and funding sources available to affected areas in the aftermath of disaster.

The Kansas Division of Emergency Management Regional Coordinator serves as the State of Kansas EOC liaison and shares information with local command, who then shares the information as per local protocol. The State of Kansas EOC will provide incident information to State agencies, State legislative, and United States Congressional officials. This is typically accomplished via situation reports and frequent State of Kansas EOC briefings.

In the event federal assistance is required, the State Coordinating Officer will interface directly with representatives of the federal government. If the State Coordinating Officer determines that the span-of-control needs to be broadened, he may designate a Deputy State Coordinating Officer 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 Governor of the State of Kansas 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 Response Section under the direction of the Response Section Chief located in the State of Kansas EOC. In the event the State of Kansas EOC is not activated, EMAC will be managed and coordinated will be administered by Kansas Division of Emergency Management's Response and Recovery Branch under the direction of the Response and Recovery Branch Director.

6. Federal Level

Through the National Response Framework (NRF), the federal government provides assistance by establishing a single, comprehensive framework for the management of domestic incidents. The NRF provides the structure and mechanisms for the coordination of federal support. Through the NRF, federal ESFs may establish direct liaison with Kansas ESF representatives in the State of Kansas EOC.

If the disaster is major or catastrophic, the Kansas Division of Emergency Management will contact the Federal Emergency Management Agency, Region 7 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 Primary Federal Official (PFO) will represent the Secretary of the U.S. Department of Homeland Security and/or a Federal Coordinating Officer. The Federal Coordinating Officer is authorized to use the full authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended 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.

7. Joint Field Office

The emergency recovery process is initiated when the President of the United States issues a Major Presidential Disaster Declaration. Such a declaration makes available a series of federal disaster assistance programs to aid the State in its recovery from a disaster situation. The basis for the declaration is the determination by the President that the disaster is of such severity and magnitude that response is beyond State and local capabilities. The field recovery operation will be conducted in accordance with the most current edition of the State of Kansas Emergency Response Plan as well as other recovery plans and procedures.

Once a field office has been established in Kiowa County, the Kiowa County Emergency Preparedness Office will provide the proper liaisons to the appropriate field office operations.

The organizational structure for recovery is under the leadership of the State Coordinating Officer. Once a federal disaster declaration has been issued, the State Coordinating Officer consults with a Federal Coordinating Officer. In addition, a Governor's Authorized Representative (GAR) is designated in the Federal Emergency Management Agency-State Agreement and is responsible for compliance with that Agreement.

During a recovery operation, the State Coordinating Officer usually appoints a Deputy State Coordinating Officer who represents him/her at the Joint Field Office. The Deputy State

Coordinating Officer is responsible for the establishment and management of State operations in the Joint Field Office and coordination between State and federal programs.

C. Prevention

Kiowa County's prevention goals are to avoid an incident, intervene, or stop an incident from occurring. To accomplish the goal the following strategy will be used:

- Expand Regional Collaboration
- Implement the National Incident Management System and National Response Framework (NRF)
- Strengthen Information Sharing and Collaboration capabilities
- Strengthen Interoperable and Operable Communications capabilities
- Strengthen Medical Surge and Mass Prophylaxis capabilities
- Strengthen Planning and Citizen Preparedness Capabilities
- Increase coordination with the Kansas Intelligence Fusion Center (KIFC)

1. Kansas Intelligence Fusion Center

The ability to share intelligence information quickly and accurately among state fusion centers and emergency operation centers is crucial in preventing potential criminal and terrorist acts. The primary components of a fusion center are situational awareness and warnings that are supported by law enforcement intelligence, derived from the application of the intelligence process, where requirements for actionable information are generated and information is collected, integrated, evaluated, analyzed, and disseminated. Important intelligence that may forewarn of a future attack may be derived from information collected by several diverse entities.

[FUSIONORG] serves as the local liaison to the Kansas Intelligence Fusion Center at [FUSIONADDRESS]. Given the nature of the information, the [FUSIONORG] will distribute the information in accordance to local SOPs and be marked as Unclassified/For Official Use Only (U/FOUO). Additional information is provided in the file archive of this plan.

D. Preparedness

The goal of Kiowa County's preparedness operations is to help ensure a timely and effective response to, recover from and mitigation of the impacts and consequences associated with an emergency/disaster situation. To accomplish the goal the following strategy will be used:

- Administer grant programs for operational support and training activities
- Participate in capability assessments at the regional and county level
- Participate in the Comprehensive Resource Management and Credentialing (CRMCS) program to further develop resource management capabilities.

- Establish a inclusive planning process using the “Whole Community “concept.

1. Resource Management and Credentialing

Resource Management

Each agency tasked within this plan is responsible for developing and maintaining applicable resource lists. These lists should follow established county protocols for maintaining resource lists. At a minimum, full resource lists (including all county resources) will be provided to Kiowa County Emergency Preparedness Office and the ESF 7 coordinating agency. The following lists are created using the State of Kansas’s Comprehensive Resource Management and Credentialing System (CRMCS). These inventories include a point of contact, geographic location, and operation area for:

1. Vehicle inventories
2. Personnel
3. Equipment
4. Equipment operators
5. Suppliers/Contractors/vendors
6. Resources in adjacent jurisdictions that could be used during a disaster-if applicable

The following lists are currently created outside of the CRMCS and should also include point of contact, geographic location, and operation area:

1. Facilities
2. Staging areas for internal and external response
3. Services/Contracts/Mutual Aid Agreements
4. List of critical facilities having priority for restoration of utilities during emergencies

Credentialing

Kiowa County utilizes the CRMCS as the county credentialing system. Kiowa County follows their designated policy as a guide and policy to ensure that personnel resources requested to assist are adequately trained and skilled. The CRMCS is also used to verify identity and qualification to allow access to an incident site. This system can serve to prevent unauthorized (self-dispatched or unqualified personnel) access to an incident site.



2. Plan Development and Maintenance

Plan Development

The Kiowa County Emergency Operations Plan is developed with the assistance and input from the following groups serving in an advisory capacity.

- Kiowa County Mitigation Planning Committee
- Local Emergency Planning Committee (LEPC)
- ESF Coordinating, primary and support agencies
- Mutual aid partners and adjoining counties.

The preparation and revision of the basic plan and ESF Annexes will be coordinated by Kiowa County Emergency Preparedness Office with the assistance and involvement of all applicable entities. The preparation and revision of the ESF 8 appendices are the responsibility of the coordinating agency with the assistance of the Kiowa County Emergency Preparedness Office and the designated support agencies. The Kiowa County Emergency Preparedness Office will establish a format and content guidance that must be followed in the revision process and coordinate and incorporate revisions to the annexes

This plan will be made available to all agencies tasked therein, mutual aid partners, and adjoining counties for comment. It is the responsibility of ALL parties to review and submit any comments to Kiowa County Emergency Preparedness Office. The process of distributing the plan will be accomplished by either 1) granting “viewer” access via the Bold Planning Solutions Super System or 2) providing an electronic copy. Kiowa County Emergency Preparedness Office will keep a hard copy on file. Hard copies will be made available by contacting the Kiowa County Emergency Management Office.

The public will be provided the opportunity to view the Basic Plan portion of this document at a place determined by Kiowa County.

Plan Maintenance

The Kiowa County Emergency Preparedness Office will maintain the Kiowa County EOP and provide an updated EOP to Kansas Division of Emergency Management every five years, with the exception of ESF 10 which must be updated annually as per federal law. However, the EOP may be updated as often as needed during any year. Examination and review should be conducted annually and will reflect changes in implementing procedures, improved emergency preparation capabilities, and deficiencies identified from corrective action planning. The Kiowa County Emergency Preparedness Office will revise the plan by using a process best suited for the county. Whenever a change is made, the date and nature of the change will be recorded. Upon update, these changes will be incorporated into the overall plan and re-promulgated by the Kiowa County Board of County Commissioners.

The coordinating, primary and support agencies/organizations of each ESF will be responsible for preparing and maintaining operating procedures for all responsibilities assigned them in the EOP. These procedures will be prepared following guidance issued by local policies.

Other Plans

In addition to the Kiowa County EOP, additional plans have been developed and are maintained pursuant to state and federal requirements.
All Health Department plans.

Kiowa County has practice table top exercise plans for the last 2 years and plan to have yearly tabletop drills as well as operations based exercises. This will allow first responders hands on training with equipment and other personnel.

3. Public Information

Before an emergency or disaster occurs, public information is critical for the public to make the necessary protective actions. The County's public information program focuses on how to better communicate emergency information to the public before, during, and after a disaster. Particular attention will be given to strategies that enhance awareness of the evacuation process, road conditions, shelter status and re-entry issues, and how to communicate information to people during evacuation.

- The Kiowa County Public Information Officer or other designee will serve as the Public Information Officer (PIO). The PIO will work closely with the Director of Kiowa County Emergency Preparedness Office or Coordinator, and will be the primary resource for providing disaster-related information to the public. This includes information about all preparedness, response, recovery, and mitigation activities. Following a disaster, the public will be informed that they can contact the Kiowa County Emergency Management (EOC #1) to receive disaster-related preparedness, response, recovery, or mitigation information.
- Pre-scripted public service announcements are maintained by the Kiowa County Emergency Preparedness Office.
- The PIO will be responsible for collecting information, preparing releases for the media, and responding to requests for information and interviews.
- The Kiowa County Emergency Preparedness Office will prepare pre-scripted news releases that can easily be edited to include disaster specific information.
- The PIO will, at his/her discretion, send disaster updates to local media outlets, and to the Kansas Division of Emergency Management.
- Additional information is provided in ESF 15.

4. Training and Exercise

All training related to emergency management is coordinated and scheduled through the Kiowa County Emergency Preparedness Office. The Kiowa County Emergency Preparedness Office offers training to all inter-agencies (County, City and others) on preparedness, response, recovery, mitigation, hazardous materials, debris management, terrorism and other issues. The training offered is conducted through the Kansas Division of Emergency Management training section, American Red Cross, the Local Emergency Planning Committees, Fire Department, the and any other organization offering training. The Kiowa County Emergency Preparedness Office

provides the notice of training being offered to local response agencies.

Kiowa County continues to implement a training and exercise program, consistent with NIMS, for incident management organizations and personnel. Elements of the program include:

- Multi-disciplinary and multi-jurisdictional interaction, including involvement with private-sector and non-governmental organizations, during realistic exercises.
- Standard courses on incident command and management, incident management structure, and operational coordination processes and systems.
- Courses focus on discipline and agency-specific subject matter expertise.

Kiowa County further requires courses for all incident management organizations and personnel to ensure NIMS compliance at all levels of response. The following courses are required:

- IS 700 - National Incident Management System (NIMS), An Introduction
- IS 800 - National Response Plan (NRP), An Introduction
- ICS 100 Series - Incident Command Systems, An Introduction
- ICS 200 Series - Incident Command System, Basic
- ICS 300 Series - Intermediate Incident Command System
- ICS 400 Series - Advanced Incident Command System

Exercises are a key component in improving all-hazards incident management capabilities. The Kiowa County Emergency Preparedness Office participates on an ongoing basis in a range of exercises, including multi-disciplinary and multi-jurisdictional exercises that are designed to improve integration and interoperability. These exercises are integrated in an annual Training and Exercise Planning Workshop (TEPW). Among the key exercises types that Kiowa County participates in or has participated in include:

- Bus Accident
- Elevator explosion, Greensburg Ks
- Truck accident and other emergency ops

The Homeland Security Exercise Evaluation Program (HSEEP) will be used for developing, delivering and evaluating Department of Homeland Security/Office of Domestic Preparedness funded exercises.

The following agencies and entities have exercise programs:

Name of Agency	Type of Exercise Program
Kiowa County Emergency Management	General emergency management exercises

Kiowa County Health Department	Public health
USD 474	Drills (fire, tornado, active shooter, etc.)
Barclay College	Drills (fire, tornado, active shooter, etc.)
Kiowa County Hospital	Public Health
Kiowa County EMS	Public Health

After Action Reviews and Corrective Action Plans

After each exercise, the lead agency performing the exercise will conduct an evaluation of the effectiveness of the exercise. This information will be incorporated into future plan revisions and updates by the Kiowa County Emergency Preparedness Office. This will be accomplished by drafting a corrective action plan which may include, but not limited to assigning the following actions:

- Change to plans/procedures
- Acquire new or replace outdated equipment/resources
- Train/Re-Train Personnel

Following actual events the same procedure will be used and will be led by Kiowa County Emergency Preparedness Office.

E. Response

Kiowa County must be prepared to respond quickly and effectively on a 24-hour basis to developing events. The primary goal of the County's response operation is to ensure a timely and effective response to the many consequences that may be generated by an emergency/disaster situation. When an event or potential event is first detected, a series of actions will take place to ensure an effective and efficient response operation.

1. Local Emergency Operations Center (EOC)

The Kiowa County Emergency Management (EOC #1) is the facility that is used to coordinate a County response to any major emergency or disaster situation. The Kiowa County Emergency Management (EOC #1) is located at 211 E Florida Ave, SW Corner office in Basement, Greensburg, KS 67054. The facility serves as the coordination, command and control center for Kiowa County. The Kiowa County Emergency Management (EOC #1) is staffed as prescribed above. Security and maintenance of the Kiowa County Emergency Management (EOC #1) will be carried out in accordance with the provisions of the most current version of the Kiowa County EOP. In the event the Kiowa County Emergency Management (EOC #1) is threatened, an alternate EOC site may be activated as designated in the Kiowa County Emergency Preparedness Office Continuity of Operations Plan.

The Kiowa County Emergency Management (EOC #1) will be activated for actual or potential events that threaten Kiowa County. The level of activation will be determined by the Director of Kiowa County Emergency Preparedness Office based on the emergency or disaster event.

Additional information on Kiowa County Emergency Management (EOC #1), communications, warning points, and field operations has been previously provided above.

2. Public Safety Enforcement Actions

In a large-scale incident law enforcement resources will quickly become overwhelmed, and law enforcement officials will have to balance their resources and efforts between new responsibilities and everyday service demands. The ESF 13 Coordinating Agency will activate mutual aid by contacting law enforcement agencies outside the affected area. Shifts will be assigned and responding law enforcement agents will report to the staging area for assignments. ESF 13 will provide security for the inner and outer sections of the established perimeter. Additional information is provided in ESF 13.

F. Recovery

In the aftermath of a disaster, County efforts turn to rebuilding the infrastructure and restoring the social and economic life of the community with the incorporation of mitigation measures as a major goal. To accomplish this goal the following strategy is provided:

- To deploy several specialized recovery teams (personnel) and facilities (centers) into a disaster area to help victims and support the Incident Commander
- To work closely with the Kansas Division of Emergency Management and to inform affected local governments, individuals and businesses that programs are available to assist them in recovery efforts.

1. Recovery Field Operations

In the aftermath of a disaster, with or without a Presidential Declaration, the State may deploy several specialized recovery teams (personnel) and establish centers (facilities) into a disaster area.

2. Recovery Personnel

- Assessment Team - 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 Team - Team 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 Team - A team that is deployed to assist policy owners following a disaster.

3. Damage Assessment

Damage assessments include those actions that are undertaken to determine the nature and scope of damages to structures, facilities and infrastructure for the purpose of identifying and scaling the need for State and Federal disaster assistance in the recovery phase. Damage assessment will be closely coordinated with ESF 5, which has the lead for impact assessment and incident action planning during the response phase.

Operational assessment is the immediate, informal reporting of emergency conditions to size-up the damage that has occurred and to determine what personnel, equipment and facility resources the county has available for response. First indications of the scope and extent of damages will likely be provided by field personnel reporting to their dispatch centers or to the Kiowa County Emergency Management (EOC #1). These initial reports include hazard conditions, critical emergency needs and condition of surface routes, and are extremely important in allocating emergency responders and determining incident situation status.

The Kiowa County Emergency Management (EOC #1) may also receive damage assessment information from additional sources: ambulance crews, utility crews, employees traveling to or from work, media sources in the field, citizens, businesses, etc. The Kiowa County Emergency Management (EOC #1) may establish a process where the public can submit damage reports.

The Kiowa County Emergency Preparedness Office is the lead for the County's Damage Assessment Program. Responsibilities include: recruitment and training of team members and the overall management of damage assessment priorities in coordination with ESF 5.

The County Property Appraiser's Office will assist in providing estimates of loss and economic impact. The Chamber of Commerce and the insurance industry will provide information on losses to businesses.

The Emergency Manager will provide information to the Kansas Division of Emergency Management within 12-36 hours if possible.

Initial Safety and Damage Assessments

The County will conduct an initial damage assessment using resources to determine the overall extent of damages. The Kiowa County Emergency Preparedness Office is responsible for the direction and control of the Impact Assessment process and has pre-identified County and municipal employees who will assist with damage assessment. Also, members of the fire department have been trained and will assist with damage assessment. The goal of this assessment is to determine the magnitude and severity of damage to structures and infrastructure; and, in the event of a severe rainfall event, determine the level of flooding damage. This information will be collected by the Kiowa County Emergency Preparedness Office, and provided to the provided to Kiowa County Emergency Preparedness Office, who will then provide the information to the Kansas Division of Emergency Management.

The impact assessment data provides a County wide general overview of the most significantly impacted areas and, therefore establishes a prioritization mechanism for damage assessment team deployment, resource allocation, and disaster assistance.

Team members will be contacted by telephone, pager, cellular phone, email or two-way radio. The Kiowa County Emergency Preparedness Office maintains a current contact list of Damage Assessment Team members. Information collected through the initial damage assessment will be collected by the Kiowa County Emergency Preparedness Office, and provided to the provided to Kiowa County Emergency Preparedness Office, who will then provide the information to the Kansas Division of Emergency Management.

Preliminary Damage Assessment

If the situation warrants, a formal Preliminary Damage Assessment will be requested and performed by local, State, and Federal assessors. This will include assessments for both public and individual damages. Local representatives will accompany these teams during their assessments. These individuals will be familiar with damaged areas and will supply maps needed to complete the damage assessment process. The Kansas Division of Emergency Management will then coordinate with the Federal Emergency Management Agency to determine if the County qualifies for public and/or individual assistance.

Capturing all costs associated with the emergency is essential because accurate damage assessments (Initial Damage Assessments and Preliminary Damage Assessments) document the need for state and/or federal assistance and are required to obtain a federal disaster declaration.

Habitability Assessments

Habitability assessors will determine the structural safety of residential buildings. This will be conducted through the coordinated efforts of the American Red Cross. When practical, this assessment will be coordinated with the American Red Cross, or other relief agencies.

The municipalities in Kiowa County are responsible for all corresponding inspections, damage assessments and other disaster response and recovery functions and activities for their jurisdictional area and the County would include the municipalities in its response and recovery activities due to their limited resources. The municipalities will still coordinate final reporting to the Kiowa County Emergency Preparedness Office, who will then provide the information to the Kansas Division of Emergency Management.

The County is responsible for all corresponding inspections, damage assessments and other disaster response and recovery functions and activities for their jurisdictional area. The County will coordinate final damage estimates to the Kiowa County Emergency Preparedness Office, who will then provide the information to the Kansas Division of Emergency Management.

Additional damage assessment functions are maintained in the appropriate Kiowa County SOPs and Annexes. This includes the identification of roles and responsibilities, training, assessment criteria, reporting formats and process for both initial and preliminary damage assessments.

Priorities of inspections include:

- Structures involved in response operations

- Critical transportation routes and infrastructure
- Essential county facilities

Cities and special districts within the County share responsibility for damage assessment and provide information regarding damages and costs within their jurisdictions and service areas to Kiowa County Emergency Preparedness Office, who will then provide the information to the Kansas Division of Emergency Management.

4. Disaster Declaration

Following a major or catastrophic disaster in which an emergency or major disaster declaration is granted by the President, federal assistance to disaster victims becomes available under three program areas: Individual Assistance, Public Assistance, and Hazard Mitigation. The administration of these programs is coordinated through a joint Federal/State effort in a Joint Field Office, which is usually located in the impacted area

The Joint Field Office (JFO) is the primary field location for the coordination of federal and state recovery operations. The Federal Coordinating Officer (FCO) and the State Coordinating Officer (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.

5. Public Assistance (PA) and Individual Assistance (IA) Activities

Declared Disasters

Public Assistance (PA)

The Public Assistance (PA) program provides program support to eligible local governmental entities following a disaster to assist in the recovery and restoration of buildings, infrastructure and the removal of debris that is on public property. The categories of Public Assistance include:

- Category A: Debris Removal
- Category B: Emergency Protective actions
- Category C: Road Systems
- Category D: Water Control Facilities
- Category E: Buildings and Equipment
- Category F: Utilities
- Category G: Parks, Recreation, and Other

In the event of a declared disaster, Kiowa County Emergency Preparedness Office will work closely with ESF-15 - External Communications to notify all eligible governments and private not-for-profit organizations of the availability of federal public assistance funds. They include all

Kiowa County government agencies, and those quasi-governmental organizations that perform a governmental function. Such applicants are trained concerning the public assistance program through the various recovery training sessions offered. Notification may occur through written correspondence and telephone contacts, notices in local newspapers, and broadcasts on local radio station. The Kiowa County Emergency Preparedness Office will notify local governments, non-profit agencies and other eligible applicants of scheduled briefings and Kick Off Meetings for the Public Assistance (PA) program and the Hazard Mitigation Grant Program (HMGP). The Public Assistance applicant briefings include procedures for all aspects of financial management, personnel and record keeping that will be required for the various Federal and State financial assistance programs. State and Federal recovery personnel must advise the Kiowa County Emergency Preparedness Office of these briefings so that agencies can be notified. Key components of the Public Assistance program include:

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

Documentation is obtained by Kiowa County Emergency Preparedness Office regarding damage sustained to:

- Roads
- Water control facilities
- Public building and related equipment
- Public utilities
- Facilities under construction
- Recreational and park facilities
- Educational institutions
- Certain private non-profit facilities

Individual Assistance (IA)

If the County is declared for Individual Assistance, eligible residents will be able to apply for the Individual Assistance Program. In some cases, FEMA will deploy habitability inspectors to verify the damages individual applicants are claiming. They will do this independent of the State or local assessors. Kiowa County will also perform inspections of damaged homes to determine safety. The American Red Cross will be responsible for coordinating post-disaster habitability inspections. The American Red Cross will also be responsible for coordinating post-disaster permitting of structures to ensure compliance with all state and local building codes and to maximize mitigation of damages in future disasters.

Non-Declared Disasters

During the recovery stage, a disaster may not be declared at the federal level. It will then fall upon the County to use local funds, available competitive grant funds, or any supplemental funding provided by the State of Kansas to recover from the event.

Similar to a declared disaster, costs for response and recovery are to be monitored by all participating agencies. Each responding agency is responsible for the overall management of documentation of the costs of a non-declared disaster with reports submitted ultimately to the Kiowa County Board of County Commissioners for budget and finance approval of local dollars.

6. Disaster Recovery Centers and Staging Areas

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, the Federal Emergency Management Agency, and the County where the center is located.

A Disaster Recovery Center (DRC) is a facility established in, or in close proximity to, the community affected by the disaster where persons can meet face-to-face with represented Federal, State, local and volunteer agencies to:

- Discuss their disaster-related needs
- Obtain information about disaster assistance programs
- Tele-register for assistance
- Learn about measures for rebuilding that can eliminate or reduce the risk
- Request the status of their application for Assistance to Individuals and Households

The Director of Kiowa County Emergency Preparedness Office, the State of Kansas and potentially FEMA, will assess the need to open Disaster Recovery Centers and Field Offices, based upon initial damage assessment and human services needs estimates and reports. Kiowa County Emergency Preparedness Office will request that the Kansas Division of Emergency Management open a Disaster Recovery Center in Kiowa County.

Once it has been determined that Disaster Recovery Centers and/or a Disaster Field Office will be opened in Kiowa County, the State of Kansas EOC will take the lead and should notify the

Kiowa County Emergency Management (EOC #1). The State of Kansas EOC will advise if there are resources the County may need to supply include staffing. The DRC will be staffed with representatives from appropriate federal, state, county, private relief organizations, and other organizations capable of providing disaster related information to individuals and businesses.

Fixed locations for Disaster Recovery Centers include:

Kiowa County Road and Bridge
Kiowa County Fair Grounds
BTI
Farmers Coop
Southern Plains Coop
Kiowa County School
Haviland School
Mullinville School
Kiowa County Hospital

The County Public Information Officer (Lorena L Lothman) will provide local media with detailed information on locations of recovery centers, distribution sites and other individual assistance programs. Pamphlets will be prepared to be distributed by personnel in damaged areas so citizens will know how to apply for assistance.

7. Unmet Needs

The Kiowa County Health Department will coordinate the unmet needs recovery function. The Disaster Services Director of the Kiowa County Health Department or designee will serve as the Unmet Needs Coordinator for Kiowa County following a disaster. The Disaster Services Director will be responsible for making contacts and establishing a relationship with community service providers, local churches, community outreach programs and volunteer organizations to be called upon in the event that a disaster creates unmet needs in the community.

Once immediate life safety issues have been addressed in the end of the response phase and early in the recovery phase, the next task will be identifying any unmet needs. If the need arises for an Unmet Needs Committee, the Disaster Services Director will appoint a committee and a chairperson. The committee will be comprised of members from local religious organizations, the Kiowa County Health Department and the appropriate State and Federal agencies. The Unmet Needs Committee Chairperson will be responsible for the oversight of the committee, addressing immediate human needs (food, water, clothing, etc.), immediate housing needs, issues involving special needs population and coordination with Community Relations Teams. The unmet needs committee will be formed on an as-needed basis for a given event. The Disaster Services Director will select the appropriate individuals and organization when the committee is formed.

G. Mitigation

In the aftermath of a disaster, the County's mitigation goal is to ensure mitigation efforts are designed to ensure that residents, visitors, and businesses in Kansas are safe and secure from future disasters. The strategies to complete this goal include:

- Complete and maintain a hazards and risk assessment
- Comprehensive list of mitigation goals, objectives and tasks
- Planning process and organizational framework for carrying out the mitigation goals and objectives
- Implement Pre and Post Hazard Mitigation Actions to reduce overall risk/vulnerability
- Evaluation of existing agencies, organizations, plans, programs and guidelines that impact mitigation.

1. Coordination of Mitigation Activities

The Kiowa County Emergency Preparedness Office has been delegated as the lead agency to facilitate and coordinate the activities of the Kiowa County Mitigation Planning Committee and subcommittees. The Kiowa County's Mitigation Plan identifies the hazards to which Kiowa County is vulnerable; assesses the facilities and structures that are most vulnerable to hazards; offers a prioritized list of mitigation projects to take advantage of available funding; and links mitigation projects to these sources of funding.

The Kiowa County's Mitigation Plan defines the mitigation goals, objectives and initiatives for Kiowa County. Annual revisions to the Kiowa County's Mitigation Plan are standard, although in the event of a disaster, or if needed, the plan can be updated more frequently.

Past mitigation activities included all Kiowa County 's within Kiowa County. This included all county departments, fire, EMS, Sheriff, Police Dept., Health Dept, County Hospital, all cities, Greensburg, Haviland and Mullinville, and school districts Kiowa County School and Haviland within the county. Other local stake holders such as coops, National Weather Service and Red Cross have also participated.

Kiowa County has developed a training schedule for annual tabletop exercises that have been conducted and have been established in Kiowa County for local training.

2. Mitigation Programs

Pre-Disaster Activities

- ***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).

- **Community Rating System (CRS)** - 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.
- **Flood Mitigation Assistance (FMA) Program** – Kansas Division of Emergency Management administers the FMA. 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 FMA 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.
- **Repetitive Flood Claims (RFC) Program** - Kansas Division of Emergency Management administers the RFC. The goal remains to reduce flood damages to individual properties for which one or more claim payments for losses have been made under flood insurance coverage and that will result in the greatest savings to the National Flood Insurance Fund (NFIF) in the shortest period of time.
- **Severe Repetitive Loss (SRL) Program** - Kansas Division of Emergency Management administers the SRL. The goal remains to reduce flood damages to residential properties that have experienced severe repetitive losses under flood insurance coverage and that will result in the greatest savings to the National Flood Insurance Fund (NFIF) in the shortest period of time.
- **Pre-Disaster Mitigation (PDM) Program** - Kansas Division of Emergency Management administers the PDM. The PDM is designed to assist States, Territories, Indian Tribal governments, and local communities to implement a sustained pre-disaster natural hazard mitigation program to reduce overall risk to the population and structures from future hazard events, while also reducing reliance on Federal funding from future major disaster declarations.
- **State Hazard Mitigation Planning** - The State Hazard Mitigation Plan is updated every three years 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.

Post Disaster Activities

- **Hazard Mitigation Grant Program (HGMP)** - Kansas Division of Emergency Management administers the HGMP. HGMP is authorized by Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (the Stafford Act), Title 42, United States Code (U.S.C.) 5170c. The key purpose of HGMP is to ensure that the opportunity to take critical mitigation measures to reduce the risk of loss of life and property from future disasters is not lost during the reconstruction process following a disaster. HGMP is available when authorized under the Presidential major disaster declaration in the areas of the State requested by the Governor.

- **406 Mitigation** - 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.

V. ADMINISTRATION, FINANCE AND LOGISTICS

A. Documentation

Responding agencies should keep documentation on the ICS Activity Log (ICS Form 214) or another suitable log. The Kiowa County Emergency Management (EOC #1) will document activities on a situation reports, common operating pictures, and/or WebEOC. Such documentation is crucial for the following reasons:

- Documentation is the key to recovering emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.
- Documentation provides a legal account of the actions which took place before, during and after an emergency.
- Documentation provides for a historical record which could be used during after action reviews to improve response operations in the future.

Following a disaster, documentation is provided to Kiowa County Emergency Preparedness Office to maintain an archive for the required time period, after such time archival documents are protected at a designated location.

During after action review the documentation will be used to identify:

- Actions taken (or not taken)
- Resources expended
- Economic and human impacts
- Lessons learned and possible improvements
- Possible mitigation measures that could be taken
- Key impacts and damages

B. Finance

Funding

- During local state of emergency, the monetary support for logistical and administrative support will be funded out of each agency's budget. However, agencies may request reimbursement or additional funds that may be provided through the county's general funds or other legal funding mechanisms available to the local jurisdiction (non-funded warrants, etc.) if an agency's outlay exceeds their budget.
- In the event of a federal declaration, some expenses and/or reimbursements are available to affected agencies through Public Assistance Grants.

Disaster Assistance

As previously mentioned, in a federal disaster declaration the county and its eligible jurisdictions/citizens may qualify for federal assistance. Such assistance has been described above and will be further described in ESF 14. In the event of a federal declaration authorizing public assistance, applicant briefings will be conducted to educate responders and local officials about the cost recovery process.

The Kiowa County Treasurer will manage and oversee the financial aspects of the Public Assistance Programs. The Kiowa County Treasurer will work closely with Kiowa County Emergency Preparedness Office and the Kiowa County Board of County Commissioners to identify funds for the recovery effort, to include response, recovery and mitigation functions.

Tracking Local Disaster Costs

In the event of a federally declared disaster, Kiowa County Emergency Preparedness Office may ask the County's Financial Officer to assign a special project number to track all county-related expenses. Incorporated areas of the county may also assign special project numbers per the recommendation of Kiowa County Emergency Preparedness Office.

Insurance and Cost Recovery

The Kiowa County Emergency Preparedness Office, in coordination with the Kiowa County Emergency Preparedness Office or other designee, will coordinate all insurance actions pertaining to County property. The Kiowa County Treasurer coordinates all financial activities relating to recovery operations.

Pet Sheltering Costs: Disaster Assistance Policy (DAP) 9523.19

FEMA Disaster Assistance Policy (DAP) 9523.19 details eligible reimbursements related to pet sheltering including: shelter facilities, supplies and commodities, eligible labor, equipment, emergency veterinary services, transportation, shelter safety and security, cleaning and restoration, and the removal and disposal of animal carcasses.

ESF 6 provides the concept of operations for pet sheltering and documentation of costs.

C. Logistics

Identifying Resource Gaps

The Local Emergency Planning Committee (LEPC) will determine the priorities for resource needs based on identified gaps.

The LEPC using input and data from the regional capability assessment (see file archive), Department of Homeland Security, local intelligence and threat assessments, will provide a high level determination of resource needs. These assessments will take into account specific threats as well as potential all-hazard threats and response capability.

Resource and logistic response will be prioritized and accomplished under the direction of the EOC Manager. Information from Field Incident Commanders and Incident Action Plan priorities will be used to prioritize multiple requests. Resource requests will be met dependent on incident type and the responding entities available or anticipated resource requirements. All resource requests should be captured using an ICS form. Any requests requiring rental, hire or costs to fill will be passed on to the Finance group with a copy of the ICS form.

Contracting

The following locations provide a list of contractors for Kiowa County:

- Attached to the file archive of this plan is a list of contractors that could be used to support emergency operations.
- The CRMCS has the functionality to enter contractor support and can be retrieved during an emergency.
- Kiowa County can access the state contracting website at <http://www.da.ks.gov/purch/Contracts> and query for available state contracts applicable to political subdivisions (i.e. counties, cities, etc.)
- County resource battle books with specific contracting lists.

Requesting State Assistance

Coordination of resource needs:

- When local municipal resources are committed, the Kiowa County Emergency Preparedness Office will coordinate assistance to satisfy resource needs.
- If the County requires additional assistance, it will call mutual aid from adjacent counties and regional resources
- Only the Kiowa County Emergency Manager or his/her documented designee, is authorized to request resource support from the Kansas Division of Emergency Management
- Kansas Division of Emergency Management will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major disaster that threatens to exceed the capabilities and resources of the state.

Each agency tasked within this plan, is responsible for developing and maintaining applicable resource lists. These lists should follow established county protocols for maintaining resource lists. At a minimum, a full resource list (including all county resources) will be provided to Kiowa County Emergency Preparedness Office and the ESF 7 Coordinating and Primary Agency.

Key Logistics Facilities

Potential locations for Staging Areas and Points of Distribution sites (PODS) are identified annually by Kiowa County Emergency Preparedness Office. Predetermined Staging Areas and PODS include:

Kiowa County Points of Distribution:

Kiowa County Staging Area:

Kiowa County Commons
320 S Main St
Greensburg, KS 67054

Kiowa County Fire Department
804 W Florida Ave
Greensburg, KS 67054

Kiowa County Landing Zones:

Pre-Staging

Certain situations will require pre-staging assets. Identifying these resources and triggers points to utilize such resources are based on the phases indicated in the Kiowa County Incident Action Plan (IAP). The IAP will be developed in preparation of or during an emergency or disaster situation.

Fuel

Fuel will be procured using local economy. Local incident command will provide the desired location of fuel purchasing if applicable for the incident. ESF 7 and ESF 12 provide further detail concerning procuring fuel.

Security

Security at each staging area will be accomplished by mission assigning ESF 13. ESF 13 provides further detail.

VI. CONTINUITY OF OPERATIONS / CONTINUITY OF GOVERNMENT

All Kiowa County government agencies are encouraged to develop and implement Continuity of Operations Plans (COOP) to ensure that a viable capability exists to continue their essential functions of government services. Planning and training efforts for COOP is closely coordinated with the EOP and actions. This serves to protect and preserve vital records/documents deemed essential for continuing government functions and conducting post-disaster operations.

Continuity of Government is also an essential function of Emergency Management and is vital during an emergency/disaster situation. Critical issues such as Lines of Succession, Delegation of Emergency Authority, Emergency Actions, safeguarding essential records, and protection of government resources are adhered within the State of Kansas constitution, statutes and administrative rules.

VII. REFERENCES AND AUTHORITIES

The following references and authorities may be consulted for further advice and guidance. Other than those references and authorities that have the inherent force and effect of law, this EOP is not intended to incorporate them by reference.

Relationship to Other Plans

In addition to the Kiowa County EOP, the following plans have been developed and are maintained pursuant to state and federal requirements. In addition they have been incorporated in the EOP annexes:

- Hazardous Materials
- Mitigation Plan / Local Mitigation Strategy
- Special Needs
- Continuity of Operations / Continuity of Government (COOP/COG)
- Terrorism
- Other

References:

- **Federal Bureau of Investigation's Concept of Opera** - Federal Bureau of Investigation's Concept of Operations for Weapons of Mass Destruction
- **Federal Radiological Emergency Response Plan**
- **National Incident Management System (NIMS)** - National Incident Management System (NIMS)

- **National Response Framework (NRF)** - National Response Framework (NRF)

Authorities:

- **16 U.S.C. 3501** - et seq, Coastal Barrier Resources Act.
- **44 CFR 350** - of the Code of Federal Regulations.
- **44 CFR Part 10** - Environmental Considerations.
- **44 CFR Part 13** - (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
- **44 CFR Part 14** - Audits of State and Local Governments.
- **44 CFR Part 206** - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
- **44 CFR Parts 59-76** - National Flood Insurance Program and related programs.
- **50 CFR, Title 10** - 50 CFR - Title 10 of the Code of Federal Regulations.
- **National Flood Insurance Act of 1968, 42 U.S.C. 4101** - As amended by the National Flood Insurance Reform Act of 1994 (Title V of Public Law 103-325).
- **Public Law 101-549** - Clean Air Act Amendments of 1990, which provide for reductions in hazardous air pollutants and risk management planning requirements.
- **Public Law 101-615** - Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.
- **Public Law 106-390, Disaster Mitigation Act 2000** - Public Law 106-390, Disaster Mitigation Act of 2000, to amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the Federal costs of disaster assistance, and for other purposes.
- **Public Law 107-296, 116 Stat. 2135 (2002)** - Public Law 107-296, 116 Stat. 2135 (2002) (codified predominantly at 6 U.S.C. 101-557 and other sections of the U.S.C.), ESTABLISHED THE Department of Homeland Security with the mandate and legal authority to protect the American people from the continuing threat of terrorism.
- **Public Law 833-703** - amendment to the Atomic Energy Act of 1954.
- **Public Law 84-99, 33 U.S.C. 701n** - Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, and repair and restoration of flood control works threatened or destroyed by flood.

- **Public Law 85-256, Price-Anderson Act** - 42 U.S.C. 2210, which provides for a system of compensating the public for harm caused by a nuclear accident.
- **Public Law 89-665, 16 U.S.C. 470** - National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.
- **Public Law 91-671, Food Stamp Act of 1964** - in conjunction with Section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.
- **Public Law 93-234** - Flood Disaster Protection Act of 1973, as amended by the Flood Insurance Reform Act of 1994, 42 U.S.C. 4001, et seq, provides insurance coverage for all types of buildings.
- **Public Law 93-288, as amended, 42 U.S.C. 5121** - et seq, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, which provides authority for response and recovery assistance under the Federal Response Plan, which empowers the President to direct any federal agency to utilize its authorities and resources in support of State and local assistance efforts.
- **Public Law 95-510, 42 U.S.C. 9601** - et seq, the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- **Public Law 99-499** - Superfund Amendments and Re-authorization Act of 1986, Part III, the Emergency Planning and Community Right-to-Know Act of 1986, 42 U.S.C. 11001, et seq, which governs hazardous materials planning and community right-to-know.
- **Regulatory Improvement Act of 1994** - Regal Community Development and Regulatory Improvement Act of 1994.
- **Stewart B. McKinney Homeless Assistance Act** - 42 U.S.C. 11331-11352, Federal Emergency Management Food and Shelter Program.
- **Kansas Administrative Regulation 56-2-1 and 56-2** - These regulations define 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.
- **Kansas Planning Standards** - The Kansas Planning Standards (KPS) is intended to be an all-encompassing guide to review or redevelop Local Emergency Operations Plans (LEOPs).
- **Kansas Response Plan** - The Kansas Response Plan (KRP) is designed to address natural and man-made hazards that could adversely affect the State of Kansas. The KRP applies to all State 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.

- **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. Emergency Management Assistance Compact establishes a firm legal foundation for States to send assistance to, and receive assistance from other States.
- **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.
- **KSA 48-904 through 48-936** - These state statutes establish 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** - These state statutes are the state level implementation of Superfund Amendments and Reauthorization Act (SARA), Title III. It defines the Hazardous Materials (HAZMAT) roles and responsibilities of state agencies, makes counties Hazardous Materials emergency planning districts and establishes a Local Emergency Planning Committee (LEPC) in each county.
- **State of Kansas 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.
- **Kiowa County Resolution # 88-2, dated February 1988**

Memorandums of Understanding and Agreements:

Local

- **All MAMOU's See 'File Archive'** - Listed in Main Menu in "File Archive"

Attachments

ESF 1 - Transportation

Coordinating Agency:

Kiowa County Emergency Preparedness Office

Primary Agency:

Kiowa County Road and Bridge Department
Kiowa County Sheriff's Department

Support Agencies:

Kiowa County Road and Bridge Department
City of Greensburg
City of Haviland
City of Mullinville

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 1 is to provide resources of member agencies to support emergency transportation needs in Kiowa County.

B. Scope

1. ESF 1 addresses both emergency transportation assistance and the maintenance of transportation routes. Specifically, it discusses:
 - a. Evacuation of people and resources
 - b. Restoration of transportation infrastructure
 - c. Coordination of resource movement
 - d. Traffic restrictions and transportation safety
 - e. Mutual aid and private sector transportation resources
2. Encompassed in this ESF is information on standard operating procedures for emergency routes, movement of responders, victims and supplies associated with response and recover efforts following a major disaster, egress and ingress information. Also included is information on major surface transportation routes as well as transport of services critical to the welfare of the citizens of Kiowa County.

II. Concept of Operations

A. General

1. ESF 1 is organized consistent with the Kiowa County Emergency Management (EOC #1), the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Kiowa County through the Kiowa County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Kiowa County Emergency Management (EOC #1) and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 1 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, ESF 1 will work with its support agency counterparts to seek and procure, plan, coordinate and/or direct the use of required assets.
4. Throughout the response and recovery periods, ESF 1 will evaluate and analyze information requests to move people, materials, equipment and other resources as necessary; develop and update assessments of the transportation service situation and status in the impact area; and undertake contingency planning to meet anticipated demands or needs.
5. Kiowa County has a number of areas and other jurisdictions. Railroad, Union Pacific is the only rail operator, 5 Gas companies are also located within Kiowa County. Over 500 miles of underground pipelines also run throughout Kiowa County. A state lake with 6 acres of water is located northwest of Greensburg. Agricultural related businesses are also scattered throughout the county.
6. Kiowa County Sheriff or the EM will make the call on closing air space. This will be done through dispatch. The Kansas Highway Patrol will take care of airport notifications.
7. All contact information is available at the Kiowa County Sheriff's Office and EOC. See attached contact list in the file archive.
8. Traffic Management-
 - a. Initial police response and Sheriff's office will assist with traffic movement; KDOT will assist on state and fed Hwy to support the movement of people and equipment.
 - b. County road and bridge will work with the Sheriff's office and local law enforcement to place barricades on local roads. KDOT is responsible for barricades on state and federal HWY.
 - c. The Sheriff's office has the authority to close local roads. They will coordinate with KDOT for closing state and federal highways.
 - d. The Sheriff's office, Public Works, or IC will establish alternate routes of access.

- e. Cities within Kiowa County have the option of setting up barricades as needed.

9. Evacuations

- a. Sheriff's, fire, EM, elected officials, and Local LE can recommend evacuation. Government has authority to require evacuation.
- b. Procedures for Natural hazards, Technological hazard, and civil hazards will be supported by local authorities and info will be coordinated with state agencies for recommended evacuation zones/areas.
- c. Potential evacuation sites are homes in a flood plain. Evacuation areas will be coordinated through the EOC.
- d. Reverse 911, text caster, social media, NWS broadcast, local communications plan, EAS, door to door, PA system on cruiser, broadcast media, ESF-2 etc...
- e. Local vets, County extension and KSART will work together to handle evacuees with pets in accordance with KSART procedures.
- f. These facilities (Care Facilities, Assisted Living Centers, Independent Living Facilities, Schools, Hospitals and Day care facilities) are required to maintain EOPs to care for their populations at their facilities. The county will utilize facility staff to evacuate patients, clients, students, and visitors in accordance with the facility plan and coordination with the EOC or IC.
- g. The most secure and safe route for reentry to the scene will be chosen by the IC/EOC.
- h. Using rapid tag, local IDs, people will be allowed back into the area as controlled at the check in station (controlled by EOC). These individuals (companies) will be assessed and controlled for entry into the effected area. All subjects will have an access paper or sheet in there vehicle to be allowed back into the effected area.
- i. IC will coordinate with the check in station to ensure cleanup crews belong on station. See ESF-7.
- j. All transportation routes and control will be managed by Kiowa County Road and Bridge and local cities.
- k. Evacuation notifications will be made by door to door contacts, textcaster, law enforcement, fire dept. etc.
- l. People (life safety) will be evacuated first. State resources will be tasked to help with local animal control such as pets (dogs and cats.) Livestock will be dealt with by the owner and or state resources.
- m. All special needs facilities will activate their own evacuation plans. The EOC, law enforcement, fire dept. and police dept. will assist in all evacuation needs.

10. Transportation Infrastructure

- a. Area public works supervisor will report to IC or through ESF-3 in the EOC, and they will report to ESF-5 in the EOC.
- b. When system are overwhelmed, the county will ask for Mutual aid, and then ask for state resources to augment the local shortfalls. *there is minimal coop ability in the public works area.
- c. Local Road and Bridge Supervisor and or City Managers will evaluate the damage and determine if an emergency repair can be accomplished. The decisions of priority restoration and emergency repair will be 1) life safety, 2) protection, and 3) incident stabilization.
- d. All funding for repairs will be directed to each jurisdictions governing body and financial departments.

B. Direction and Control

1. The ESF 1 Coordinating Agency is Kiowa County Emergency Preparedness Office which is appointed by the Kiowa County Emergency Preparedness Office, in coordination with local planning partners. The staff member serving as ESF 1 Coordinator is appointed by and located in the Kiowa County Emergency Preparedness Office. When ESF 1 support is necessary, the ESF 1 Coordinator coordinates all aspects of ESF 1.
2. The ESF 1 may operate at two levels: 1) Kiowa County Emergency Management (EOC #1); and 2) Field operations.
3. During emergency activations, all management decisions regarding transportation for Kiowa County are made at the Kiowa County Emergency Management (EOC #1) by the ESF 1 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section and associated staff at the Kiowa County Emergency Management (EOC #1) assist the incident commander in carrying out the overall mission.
4. In accordance with a mission assignment from ESF 1, each primary and/or support organization assisting ESF 1 will retain administrative control over its own resources and personnel, but will be under the operational control of ESF 1. Mission operational control may be delegated to the field by the Kiowa County Emergency Management (EOC #1).

C. Organization

1. County
 - a. During an activation of the Kiowa County Emergency Management (EOC #1), primary and support agency staff are integrated with the Kiowa County Emergency Preparedness Office staff to provide support.
 - b. During an emergency or disaster event, the Kiowa County Emergency Management (EOC #1), Operations Section Chief will coordinate resource support with the Infrastructure Services Branch Chief.

- c. During the response phase, ESF 1 will evaluate and analyze information regarding transportation services requests. ESF 1 will develop and update assessments of the transportation services status in the impacted area and undertake contingency planning to meet anticipated transportation requirements.
- d. The Kiowa County Emergency Preparedness Office will develop and maintain the overall ESF 1 Annex and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP.
- e. The Kiowa County Emergency Preparedness Office shall be represented in ESF 5 (Information and Planning) and support disaster intelligence collection and analysis as relates to the ESF 1 scope.

2. State of Kansas

- a. During an activation of the State of Kansas EOC, the Kansas Department of Transportation is the designated lead agency for State transportation services and may provide a liaison to facilitate requests for transportation service resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of ESF 1 at the State of Kansas EOC will report to the Infrastructure Services Branch Chief, who reports to the Response Section Chief under the overall direction of the SEOC Manager.
- c. The Kansas Department of Transportation, in coordination with Kansas Highway Patrol, develops and maintains the overall ESF 1 Annex. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Kansas Response Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the Kansas Response Plan.

D. Alerts and Notifications

- 1. The Kiowa County Emergency Preparedness Office and/or Kiowa County Emergency Preparedness Office will notify the County Warning Point (Kiowa County Sheriff's Office) when information comes to their attention indicating that an emergency or disaster situation is developing.
- 2. The County Warning Point (Kiowa County Sheriff's Office), will notify the "on call" Emergency Duty Officer and/or ESF 1 Coordinator when Kiowa County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
- 3. ESF 1 will be activated or placed on standby upon notification by the Kiowa County Emergency Management (EOC #1). The representatives or designees of the coordinating agency will manage the emergency activities of ESF 1. If additional support

is required, the ESF 1 coordinating and primary agencies may jointly manage ESF 1 activities.

4. Upon instructions to activate or placement of ESF 1 on standby, Kiowa County Emergency Preparedness Office will implement procedures to notify all ESF 1 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

1. Actions carried out by ESF 1 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 1 agencies and the intended recipients of service.

Overall Actions Assigned to All Members	
<i>Preparedness (Pre-Event) Actions for ESF 1 - Transportation</i>	
1	Ensure personnel are trained in EOC operations, the Incident Command System (ICS) and the National Incident Management System (NIMS).
2	Develop plans to provide resources to assist with evacuations or other movements of people.
3	Participate in emergency management training and exercises.

Overall Actions Assigned to All Members	
<i>Response (During Event) Actions for ESF 1 - Transportation</i>	
1	Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes
2	Provide field support for emergency responders at the scene integrated through the Incident Command System (ICS).

Overall Actions Assigned to All Members	
<i>Recovery (Post Event) Actions for ESF 1 - Transportation</i>	
1	Continue to coordinate transportation of equipment, supplies and people.
2	Continue to perform tasks necessary to expedite restoration and recovery operations.
3	Scale back assignments and personnel requirements to normal.
4	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
5	Evaluate response and make necessary changes in this ESF Annex to correct shortfalls and improve future response activities.
6	Participate in after action meetings and prepare after action reports as requested.

Overall Actions Assigned to All Members	
<i>Mitigation Actions for ESF 1 - Transportation</i>	
1	Participate in the hazard identification process to identify and correct vulnerabilities.
2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.

III. Responsibilities

A. The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Kiowa County Emergency Preparedness Office	
<i>Preparedness (Pre-Event) Actions for ESF 1 - Transportation</i>	
1	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
2	Develop plans to use available transportation systems to manage the immediate transport of critical supplies.
3	Ensure damage assessments are performed on infrastructure and transportation systems, facilities and equipment.
<i>Response (During Event) Actions for ESF 1 - Transportation</i>	
1	Maintain awareness of the transportation related components of the CEOP.
2	Assign transportation resources to move materials, personnel and supplies as requested by first responders.
3	Assist in initiating traffic management operations and control strategies.

Primary: Kiowa County Road and Bridge Department	
<i>Preparedness (Pre-Event) Actions for ESF 1 - Transportation</i>	
1	Develop plans to use available transportation systems to manage the immediate transport of critical supplies.
2	Ensure damage assessments are performed on infrastructure and transportation systems, facilities and equipment.
<i>Response (During Event) Actions for ESF 1 - Transportation</i>	
1	Maintain awareness of the transportation related components of the CEOP.
2	Coordinate with other response agencies regarding the operational capabilities of the transportation system.
3	Assist in initiating traffic management operations and control strategies.
<i>Mitigation Actions for ESF 1 - Transportation</i>	
1	Provide ESF-1 representative for update of mitigation plan.

Supporting: Kiowa County Road and Bridge Department	
<i>Preparedness (Pre-Event) Actions for ESF 1 - Transportation</i>	
1	Develop plans to use available transportation systems to manage the immediate transport of critical supplies.
2	Ensure damage assessments are performed on infrastructure and transportation systems, facilities and equipment.
<i>Response (During Event) Actions for ESF 1 - Transportation</i>	

1	Maintain awareness of the transportation related components of the CEOP.
2	Coordinate with other response agencies regarding the operational capabilities of the transportation system.
3	Assist in initiating traffic management operations and control strategies.
Mitigation Actions for ESF 1 - Transportation	
1	Provide ESF-1 representative for update of mitigation plan.

Kiowa County Fire Department	
Preparedness (Pre-Event) Actions for ESF 1 - Transportation	
1	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
Response (During Event) Actions for ESF 1 - Transportation	
1	Maintain awareness of the transportation related components of the CEOP.

IV. Financial Management

- A. ESF 1 is responsible for coordinating with Kiowa County Treasurer to manage ESF 1 expenses relevant to an event.
- B. During a response, each agency/department fund disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.
- C. Expenditures by support entities will be documented by those entities and submitted directly to the Kiowa County Treasurer or a designated Finance Service officer as soon as possible.

V. References and Authorities

REFERENCES

AUTHORITIES

ESF 2 - Communications

Coordinating Agency:

Kiowa County Emergency Preparedness Office

Primary Agency:

Kiowa County Sheriff's Department

Support Agencies:

Kiowa County Fire Department

Kiowa County Emergency Medical Service

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 2 is to provide resources of member agencies to support emergency communications needs in Kiowa County. The purpose for the allocation of these assets are:
 - a. Establish and maintain communications between and among the key facilities that are integral to efficient disaster operations.
 - b. Ensure that the Emergency Communications Center is prepared to respond to emergencies, recover, and mitigate their impacts.
 - c. Ensure that the Emergency Communications Center is prepared to provide the mission essential communications services required during normal operations.

B. Scope

1. ESF 2 coordinates actions to provide temporary communications to support incident management and facilitates the restoration of the communications infrastructure. Specifically, ESF 2 addresses the following:
 - a. Communications interoperability among field response units
 - b. Primary and back-up communications systems
 - c. Communications to and from the Emergency Operations Centers (EOCs)
 - d. Sources for communications augmentation such as Amateur Radio
 - e. Other communications systems to support emergency operations.

II. Concept of Operations

A. General

1. ESF 2 is organized consistent with the Kiowa County Emergency Management (EOC #1), the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Kiowa County through the Kiowa County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Kiowa County Emergency Management (EOC #1) and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 2 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, ESF 2 will work with its support agency counterparts to seek and procure, plan, coordinate and/or direct the use of any required assets.
4. Throughout the response and recovery periods, ESF 2 will evaluate and analyze information communications requests; develop and update assessments of the communications service situation and status in the impact area; and to undertake contingency planning to meet anticipated communications demands or needs.
5. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
6. The Kiowa County Emergency Preparedness Office will support the establishment of communications between key facilities. These facilities have a key role in emergency response and recovery under the National Incident Management System.
7. The communication systems identified for Kiowa County are provided below and are grouped in order based upon their level of priority for repair and restoration.

Communications		
Communication: Kiowa County Communications		
Priority: High	Type: Voice	Quantity: 100
<p>Description: - Kiowa County utilizes 4 major radio communication support systems. All 4 systems operate on a UHF system. Sheriff's Office, Fire Dept and Road and Bridge repeaters are located on the Kiowa County Tower located 1 Mile north of Greensburg. EMS repeater is located on a cell tower 1 mile west of Haviland. Kiowa County also has 800mtz radio systems for Sheriff and EMS, both state and conventional.</p> <p>Sheriff's Office Fire Department</p>		

Communication: 800 mhz radios		
Priority: High	Type: Other	Quantity: 20
Description: External Use, Mobile, Secure - An 800MHz radio system is a blend of traditional two-way radio technology and computer-controlled transmitters. The system's main advantage is that radio transmitters can be shared among various departments on campus, with the aid of computer programming. Virtual radio groups called "talk groups" are created in software to enable private departmental conversations. This gives the new system the appearance of having many "frequencies," when in fact everyone is sharing only a few.		
Communication: Cell Phones		
Priority: High	Type: Other	Quantity:
Description: External Use, Mobile - Cell phones allow for person to person mobile voice and text communications.		
Communication: Textcaster		
Priority: High	Type: Data	Quantity: 200
Description: Internal Use - Text communication system		
Communication: Internet and Email		
Priority: High	Type: Data	Quantity:
Description: Internal Use, External Use - The internet is used to access email systems, post information on websites, and access situational information.		
Communication: Hard Line Phones		
Priority: High	Type: Other	Quantity:
Description: External Use - Hard line phones allow for voice to voice communications.		
Communication: Mobile Communications Center		
Priority: High	Type: Other	Quantity:
Description: Internal Use, External Use, Mobile, Secure - A mobile communications center provides mobile emergency response capability, interconnectivity and interoperability between federal, state and local emergency response entities. Its primary purpose is to provide the capability to establish an alternate Emergency Operations Center (EOC) anywhere in the County. In addition to serving as a network hub for the County's alternate EOC, this asset is available to assist local agencies who have lost		

connectivity. It may be hardwired to local power, telephone, cable television and internet systems or operated independently with onboard generators and satellite connectivity for telephone and data connectivity.

Communication: MOTOBRIDGE

Priority: Moderate

Type: Other

Quantity:

Description: External Use, Secure - A statewide fixed-site communications interoperability gateway available to emergency responders is called MOTOBRIDGE. This system consists of 76 tower sites owned by the Kansas Department of Transportation and operated by the Kansas Highway Patrol dispatch center in Salina. The MOTOBRIDGE can handle VHF Low Band State channels (50-60 MHz), VHF High Band National channels (150-160 MHz), UHF National channels (450-470 MHz), 800 MHz National Channels (760-870 MHz), and the KHP Event talk groups (Kansas Digital Trunked P-25 Radio System users). Each tower is microwave linked and consists of one control channel and five repeaters, with generally a 20- mile footprint of local coverage. One patch station to station can handle up to five channels (party line). Methods of requesting patching through the MOTOBRIDGE are: Call channel on the radio, *47 on a cell phone, Telephone KHP Dispatch Center, and teletype via the KCJIS network. Information needed from the caller consists of: Home County/City or position, Identify basic location, waiting for acknowledgement from KHP Dispatch of patch completion.

Communication: Fax Machine

Priority: Low

Type: Other

Quantity:

Description: External Use - Fax machines allow for the transmission of documents over phone lines to other receiving fax machines.

Communication: Government Emergency Telecommunications Service (GETS)

Priority: Low

Type: Other

Quantity:

Description: External Use, Mobile, Secure - The Government Emergency Telecommunications Service (GETS) provides National Security/Emergency Preparedness (NS/EP) personnel a high probability of completion for their phone calls when normal calling methods are unsuccessful. It is designed for periods of severe network congestion or disruption, and works through a series of enhancements to the Public Switched Telephone Network (PSTN). GETS is in a constant state of readiness. Users receive a GETS "calling card" to access the service. This card provides access phone numbers, Personal Identification Number (PIN), and simple dialing instructions.

Communication: Tornado Siren

Priority: High

Type: Other

Quantity: 10

Description: External Use - Kiowa County has 10 total sirens. 5 Greensburg, 3 Haviland and 2 in Mullinville. Greensburg and Mullinville sirens are set off by radio and by dispatchers. A select few

such as sheriff, fire chief and EM can set off by handheld radios. Haviland is set off by a phone call to the siren controller. It to is set off only by the dispatcher but can be set off by anyone with the correct phone numbers.		
Communication: NWS		
Priority: Low	Type: Voice	Quantity: 400
Description: Internal Use - The National Weather Service is a system that can be utilized by Kiowa County and the surrounding area. A call to the National Weather Service in Dodge City will allow communication to all citizens having the NOAA radios in their homes.		

8. Kiowa County has a number of phone companies. AT&T and Haviland Telephone for land line service. Verizon, Sprint, AT&T and United are wireless providers.
 - a. The Coordinating agency is responsible for public notification. Language Line, TTY....
 - b. Local notification systems in place for emergency conditions are Text Caster, IPAWS, social media, etc. See attached Communications matrix.
 - c. Warning systems used for emergency conditions may include, but not limited to radio broadcast, NWS will implement TV crawl warnings, Emergency alert system through the state wide communications plan. Note: see communications matrix for systems.
 - d. The actions that will be taken to manage communications between the on-scene and off-site personnel/agencies (e.g., shelters, hospitals, emergency management agency) _Local public radio system, cell phone, 800 MHz. The coordinator of this ESF will establish and maintain communications with agencies, departments, and facilities to ensure smooth scene operations.
 - e. If dispatch loses the ability to operate, operations can be moved to a secondary EOC which is located in the basement of the courthouse. This backup site has all dispatch capabilities as the permanent facility.
 - f. A third backup site is located in the basement of the hospital.
 - g. Communications will be maintained to the max extent feasible. When local capacity is exceeded, the county will work with the state ADA coordinator to comply with ADA requirements.
 - h. If staff becomes an issue, mutual aid may be utilized to help cover shifts
 - i. Other resources may be the state backup site located in Yoder. This site is capable of handling all calls made to the local 911 facility as well as have radio capabilities through the 800MHz system and local UHF frequencies.

- j. A number of HAM operators are available in Kiowa County. These individuals will be contacted and asked to assist in events needing additional communications.
9. Communications infrastructure.
- a. Director of emergency communications (or coordinating agency) will monitor and report the status of damage to communications systems and report the status to the EOC or incident Command.
 - b. When local 911 is disrupted, the county will transfer to a neighboring county via the established mutual aid process. Alternate dispatch is available at 211 E Florida and 721 W Kansas.
 - c. Kiowa County utilizes 4 major radio communication support systems. All 4 systems operate on a UHF system. Sheriff's Office, Fire Dept and Road and Bridge repeaters are located on the Kiowa County Tower located 1 Mile north of Greensburg. EMS repeater is located on a cell tower 1 mile west of Haviland. Kiowa County also has 800MHz radio systems for Sheriff and EMS, both state and conventional.
 - d. All radio traffic is ran through dispatch.
 - e. Kiowa County has a mobile command unit that is capable of running a full communications from within the unit. Radios, phone and computer (Internet) connectivity.
 - f. The strategy in implementing long distance communications during disasters the county will coordinate with KDOT to operate the 800MHz radio system via the statewide interoperability plan. Cell service is maintained by private industry and will be restored on a priority basis by that industry. The CAALF may be used to enhance cell coverage. GETS cards may be used for communications.
 - g. Please see the communications matrix to order to view the arrangements we have in place to protect emergency circuits with telecommunication services 24 hour communications, local communications systems and temporary communications capabilities.



Communication Links with Key Facilities

B. Direction and Control

- 1. The ESF 2 Coordinating Agency is Kiowa County Emergency Preparedness Office which is appointed by the Kiowa County Emergency Preparedness Office, in coordination with local planning partners. The staff serving as ESF 2 Coordinator is appointed by and located in the Kiowa County Emergency Preparedness Office. When ESF 2 support is necessary, the ESF 2 Coordinator coordinates all aspects of ESF 2.

2. The ESF 2 may operate at two levels: 1) Kiowa County Emergency Management (EOC #1); and 2) Field operations
3. During emergency activations, all management decisions regarding Communications for Kiowa County are made at the Kiowa County Emergency Management (EOC #1) by the ESF 2 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section at the Kiowa County Emergency Management (EOC #1) assist the incident commander in carrying out the overall mission.
4. In accordance with a mission assignment from ESF 2, each primary and/or support organization assisting ESF 2 will retain administrative control over its own resources and personnel, but will be under the operational control of ESF 2. Mission operational control may be delegated to the field by the Kiowa County Emergency Management (EOC #1).

C. Organization

1. County

- a. During an activation of the Kiowa County Emergency Management (EOC #1), primary and support agency staff is integrated with the Kiowa County Emergency Preparedness Office staff to provide support.
- b. During an emergency or disaster event, the Kiowa County Emergency Management (EOC #1), Operations Section Chief will coordinate resource support with the Infrastructure Services Branch Chief.
- c. During the response phase, ESF 2 will evaluate and analyze information regarding communications services requests. ESF 2 will develop and update assessments of the communications services status in the impacted area and undertake contingency planning to meet anticipated demands and needs.
- d. The Kiowa County Emergency Preparedness Office develops and maintains ESF 2 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan.
- e. The Kiowa County Emergency Preparedness Office shall be represented in ESF 5 (Information and Planning) and keep management of ESF 5 fully apprised of developing conditions as relates to carrying out the ESF 2 mission.

2. State of Kansas

- a. During an activation of the State of Kansas EOC, the Kansas Office of Emergency Communications is the designated lead agency for State communications services and will provide a liaison to facilitate requests for communications service resources to local Emergency Operations Centers.

- b. During an emergency or disaster event, the primary and support agencies of ESF 2 at the State of Kansas EOC will report to the Infrastructure Services Branch Chief who reports to the Response Section Chief under the overall direction of the SEOC Manager.
- c. The Kansas Office of Emergency Communications develops and maintains ESF 2 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP.

D. Alerts and Notifications

- 1. The Kiowa County Emergency Preparedness Office and/or Kiowa County Emergency Preparedness Office will notify the County Warning Point (Kiowa County Sheriff's Office) when information comes to their attention indicating that an emergency or disaster situation is developing.
- 2. The County Warning Point (Kiowa County Sheriff's Office) , will notify the "on call" Emergency Duty Officer and/or ESF Coordinator for ESF 2 when Kiowa County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
- 3. ESF 2 will be activated or placed on standby upon notification by the Kiowa County Emergency Management (EOC #1). The representatives or designees of the coordinating agency will manage the emergency activities of ESF 2. If additional support is required, the ESF 2 coordinating and primary agencies may jointly manage ESF 2 activities.
- 4. Upon instructions to activate or placement of ESF 2 on standby, Kiowa County Emergency Preparedness Office will implement procedures to notify all ESF 2 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

- 1. Actions carried out by ESF 2 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 2 agencies and the intended recipients of service.

Overall Actions Assigned to All Members	
<i>Preparedness (Pre-Event) Actions for ESF 2 - Communications</i>	
1	Identify responsibilities for liaison roles with state and adjacent county communications officials.
2	Develop standard operating guides and checklists to support ESF-2 activities.
3	Train personnel on EOC operation, the Incident Command System (ICS), and the National Incident Management System (NIMS).
4	Participate in training, drills, and exercises.
5	Develop and/or review procedures for the crisis augmentation of resources.

6	Identify local emergency notification equipment status and notification procedures.
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Overall Actions Assigned to All Members	
<i>Response (During Event) Actions for ESF 2 - Communications</i>	
1	Designate personnel to coordinate ESF-2 activities in EOC.
2	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF2.

Overall Actions Assigned to All Members	
<i>Recovery (Post Event) Actions for ESF 2 - Communications</i>	
1	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
2	Evaluate response and recommend changes to ESF-2 Annex to correct shortfalls and improve future response activities.
3	Participate in after action meetings and prepare after action reports as requested.
4	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

Overall Actions Assigned to All Members	
<i>Mitigation Actions for ESF 2 - Communications</i>	
1	Ensure methods are in place to protect communications equipment, including cyber and telecommunications resources.
2	Participate in the hazard identification process and identify and correct vulnerabilities.
3	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.

III. Responsibilities

- A. The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Kiowa County Emergency Preparedness Office	
<i>Preparedness (Pre-Event) Actions for ESF 2 - Communications</i>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-2 tasks.
2	Identify who is responsible for initial notification of ESF-2 personnel.
3	Collect, process, and disseminate information to and from the EOC.
4	Develop and maintain ESF-2 Annex.
5	Develop and/or identify mutual aid and other support agreements with surrounding jurisdictions and the private sector.
6	Identify alternate or backup communications systems and facilities.
7	Develop and test emergency communication procedures.
8	Provide staff and equipment to perform county warning point duties.
9	Identify warning systems that will be used for emergency conditions (sirens, radio, emergency alert system, etc...).
<i>Response (During Event) Actions for ESF 2 - Communications</i>	
1	Manage the collection, processing, and dissemination of information between ESF-2 and EOC or incident command.

2	Provide field support for emergency responders at the scene.
3	Maintain existing equipment and follow established procedures for communicating with organization personnel performing field operations.
4	Identify damage to communications infrastructure and assist/support damage assessment teams.
5	Activate alternate 911 dispatch center if necessary.
6	Identify communications equipment priority restoration list.
7	Implement procedure to maintain, inspect, and protect communications equipment.
8	Make arrangements to repair emergency communications equipment on a 24-hour basis. Notify EOC of equipment failures and repair actions.
9	Keep the EOC informed of communications operations and maintain a communications link with the EOC.
10	Establish and maintain communications at shelters, feeding sites, staging areas distribution centers and hospitals as needed.
11	Notify the public, including people with hearing and visual impairments and or non-english speaking
Recovery (Post Event) Actions for ESF 2 - Communications	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Provide documentation for possible financial reimbursement process for recovery activities.
Mitigation Actions for ESF 2 - Communications	
1	Provide ESF-2 representative for update of mitigation plan.

Primary: Kiowa County Sheriff's Department	
Preparedness (Pre-Event) Actions for ESF 2 - Communications	
1	Develop and test emergency communication procedures.
Response (During Event) Actions for ESF 2 - Communications	
1	Notify the public, including people with hearing and visual impairments and or non-english speaking

Supporting: Kiowa County Fire Department	
Response (During Event) Actions for ESF 2 - Communications	
1	Notify the public, including people with hearing and visual impairments and or non-english speaking

IV. Financial Management

- A. ESF 2 is responsible for coordinating with Kiowa County Treasurer to manage ESF 2 expenses relevant to an event.
- B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking

reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.

- C. Expenditures by support entities will be documented by those entities and submitted directly to the Kiowa County Treasurer or a designated Finance Service officer as soon as possible.

V. References and Authorities

REFERENCES

AUTHORITIES

ESF 3 - Public Works and Engineering

Coordinating Agency:

Kiowa County Road and Bridge Department

Primary Agency:

Kiowa County Road and Bridge Department

Support Agencies:

City of Greensburg

City of Haviland

City of Mullinville

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 3 is to provide resources of member agencies to support Public Works and Engineering needs in Kiowa County.

B. Scope

1. ESF 3 addresses both emergency public works assistance and engineering support. Specifically, it discusses:
 - a. Infrastructure protection and emergency restoration;
 - b. Safety inspections and other assistance for first responders;
 - c. Engineering and construction services;
 - d. Debris management operations; and
 - e. Safety of public water supplies and wastewater treatment facilities.

II. Concept of Operations

A. General

1. ESF 3 is organized consistent with the Kiowa County Emergency Management (EOC #1), the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Kiowa County through the Kiowa County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.

2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Kiowa County Emergency Management (EOC #1) and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 3 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, ESF 3 will work with its support agency counterparts to seek and procure, plan, coordinate and/or direct the use of required assets.
4. Throughout the response and recovery periods, ESF 3 will evaluate and analyze information regarding public works and engineering service requests for response, develop and update assessments of the impacted area, and undertake contingency planning to meet anticipated demands or needs.
5. Local Health department in coordination with KDHE, Department of Ag will be in charge of environmental safety.
6. City public works is responsible for trash collection; local health department is responsible for sanitation...
7. Protective actions-
 - a. Critical infrastructure within the 100 year flood plain will be protected with appropriate and measurable sandbagging and pumping operations. Fuel will be supplied locally for any required pumps in coordination with ESF-12 (ESF-7).
8. Debris management
 1. Kiowa County has the solid waste supervisor and road and bridge supervisor that is one person. All debris management recommendations will be directed to this supervisor. Coordination's with all other agencies will be through the EOC and county commissioners as needed to manage all debris.
 2. Debris removal from roadways will consist of allowing critical facilities first consideration. All roadways will be cleared as soon as possible to allow for safe travel of residence. Livestock will be secondary to life safety.
 3. Steps for condemning homes and unsafe structures will be the responsibility of each jurisdiction. These inspections will be done by qualified personnel.
 - a. Solid waste is responsible for local landfills.
 - b. No current temporary debris storage plan or reduction sites in place, if established will be managed by the coordinating agency.
 - c. Site selected for debris storage and reduction sites will be on public property with sufficient acreage to handle anticipated needs. Decisions based on the types of debris involved, proximity to the existing landfills, and any restrictions or capacity of landfills and their use.

- d. KDHE, Department of Agriculture and KDEM will coordinate with locals to provide tech assistance on debris removal and separation.
- e. Chemtrek will assist in providing info on hazardous material. The spiller is required to clean up their spill. State assistance may be requested.
- f. Local public works will clear local roads, KDOT will clear state and federal highways. Priorities will be in accordance with the snow removal plan. (agency responsible for maintaining that roadway will clear road, coordinate with IC)
- g. An engineer will need to inspect a damaged building that presents a danger to the public and recommend demolition or condemnation. The governing body responsible for that building will need to authorize the demolition of any public structure. Local Engineer, city code enforcement, contract engineer, or request assistance from state will inspect the safety of structures (public and private).

9. Continuity of operations, repair, and restoration

- a. When the county/city public works are overwhelmed, they will use mutual aid to maintain COOP. Alternate public works facility is located at Mullinville location. When mutual aid is overwhelmed they will contact the state for resources using the proper requesting procedures as outlined in ESF-7.
- b. The agency responsible for the maintaining the water systems will responsible for repair of said infrastructure. The recovery process will be coordinated through the EOC or recovery center.
- c. The industry responsible for gas, electric and phone may be private industry and will restore their services based on their availability of repair crews. Every effort will be made to coordinate their activities through the EOC or recovery center.

B. Direction and Control

- 1. The ESF 3 Coordinating Agency is Kiowa County Road and Bridge Department which is appointed by the Kiowa County Emergency Preparedness Office, in coordination with local planning partners. The staff serving as ESF 3 Coordinator is appointed by and located in the Kiowa County Road and Bridge Department. When ESF 3 support is necessary, the ESF 3 Coordinator coordinates all aspects of ESF 3.
- 2. The ESF 3 system operates in two levels: 1) Kiowa County Emergency Management (EOC #1); and 2) Field operations.
- 3. During emergency activations, all management decisions regarding public works and engineering for Kiowa County are made at the Kiowa County Emergency Management (EOC #1) by the ESF 3 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Kiowa County Emergency Management (EOC #1) assist the incident commander in carrying out the overall mission.

4. In accordance with a mission assignment from ESF 3, and further mission tasking by a local primary agency, each support organization assisting ESF 3 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF 3. Mission operational control may be delegated to the field by the Kiowa County Emergency Management (EOC #1).

C. Organization

1. County

- a. During an activation of the Kiowa County Emergency Management (EOC #1), support agency staff is integrated with the Kiowa County Road and Bridge Department staff to provide support that will provide for an appropriate, coordinated and timely response.
- b. During an emergency or disaster event, the Kiowa County Emergency Management (EOC #1), Operations Section Chief will coordinate resource support with the Infrastructure Services Branch Chief.
- c. During the response phase, ESF 3 will evaluate and analyze information regarding public works and engineering service requests. Also, ESF 3 will develop and update assessments of the public works and engineering services status in the impacted area and undertake contingency planning to meet anticipated demands and needs.
- d. Kiowa County Road and Bridge Department develops and maintains ESF 3 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan.

2. State of Kansas

- a. During an activation of the State of Kansas EOC, the Kansas Division of Emergency Management in coordination with Kansas Department of Transportation is the designated lead agency for State public works and engineering services and will provide a liaison to facilitate requests for public works and engineering service resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of ESF 3 at the State of Kansas EOC will report to the Infrastructure Services Branch Chief who reports to the Operations Section Chief under the overall direction of the SEOC Manager.
- c. During the response phase, ESF 3 will evaluate and analyze information regarding public works and engineering service needs requests. ESF 3 will develop and update assessments of the public works services situation and status and undertake contingency planning to meet anticipated demands and needs.

- d. The Kansas Division of Emergency Management in coordination with the Kansas Department of Transportation develops and maintains ESF 3 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP.

D. Alerts and Notifications

1. The Kiowa County Road and Bridge Department and/or Kiowa County Emergency Preparedness Office will notify the County Warning Point (Kiowa County Sheriff's Office) when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The County Warning Point (Kiowa County Sheriff's Office) , will notify the "on call" Emergency Duty Officer and/or ESF Coordinator for ESF 3 when Kiowa County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. ESF 3 will be activated or placed on standby upon notification by the Kiowa County Emergency Management (EOC #1). The representatives or designees of the coordinating agency will manage the emergency activities of ESF 3. If additional support is required, the ESF 3 coordinating and primary agencies may jointly manage ESF 3 activities.
4. Upon instructions to activate or placement of ESF 3 on standby, Kiowa County Road and Bridge Department will implement procedures to notify all ESF 3 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

1. Actions carried out by ESF 3 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 3 agencies and the intended recipients of service.

Overall Actions Assigned to All Members	
<i>Preparedness (Pre-Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Identify responsibilities for liaison roles with State and adjacent county transportation officials.
2	Develop standard operating guides and checklists to support ESF-3 activities.
3	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
4	Participate in training, drills, and exercises.

Overall Actions Assigned to All Members	
<i>Response (During Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF 3.

Overall Actions Assigned to All Members <i>Recovery (Post Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
2	Evaluate response and recommend changes to ESF-3 Annex to correct shortfalls and improve future response activities.
3	Participate in after action meetings and prepare after action reports as requested.

Overall Actions Assigned to All Members <i>Mitigation Actions for ESF 3 - Public Works and Engineering</i>	
1	Recommend changes in planning, zoning, and building codes to prevent or lessen the effect of future disasters.
2	Identify critical facilities and recommend mitigation activities to those facilities.
3	Participate in the hazard identification process and identify and correct vulnerabilities.
4	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
5	Provide ESF-3 representative for update of mitigation plan.

III. Responsibilities

- A. The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Kiowa County Road and Bridge Department <i>Response (During Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Inspect damage to streets, bridges, and private and public buildings.
2	Assist in clearance of debris from roads to facilitate emergency operations.
3	Coordinate with ESF-1 to facilitate closing roads and constructing barricades.
4	Perform priority repairs of local roads, bridges, and culverts.
5	Perform priority repairs to local water and wastewater systems.
6	Request outside assistance from surrounding jurisdictions and the private sector as required.
7	Designate personnel to provide technical assistance on the debris removal process.
<i>Recovery (Post Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Continue to repair infrastructure and buildings on a priority basis.
3	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

Primary: Kiowa County Road and Bridge Department <i>Response (During Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Inspect damage to streets, bridges, and private and public buildings.

2	Assist in clearance of debris from roads to facilitate emergency operations.
3	Coordinate with ESF-1 to facilitate closing roads and constructing barricades.
4	Perform priority repairs of local roads, bridges, and culverts.
5	Perform priority repairs to local water and wastewater systems.
6	Request outside assistance from surrounding jurisdictions and the private sector as required.
7	Designate personnel to provide technical assistance on the debris removal process.
<i>Recovery (Post Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Continue to repair infrastructure and buildings on a priority basis.
3	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

Supporting: City of Greensburg	
<i>Response (During Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Inspect damage to streets, bridges, and private and public buildings.
2	Assist in clearance of debris from roads to facilitate emergency operations.
3	Coordinate with ESF-1 to facilitate closing roads and constructing barricades.
4	Perform priority repairs of local roads, bridges, and culverts.
5	Perform priority repairs to local water and wastewater systems.
6	Designate personnel to provide technical assistance on the debris removal process.
<i>Recovery (Post Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Continue to repair infrastructure and buildings on a priority basis.
3	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

Supporting: City of Haviland	
<i>Response (During Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Inspect damage to streets, bridges, and private and public buildings.
2	Assist in clearance of debris from roads to facilitate emergency operations.
3	Coordinate with ESF-1 to facilitate closing roads and constructing barricades.
4	Perform priority repairs of local roads, bridges, and culverts.
5	Perform priority repairs to local water and wastewater systems.
6	Designate personnel to provide technical assistance on the debris removal process.
<i>Recovery (Post Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Continue to repair infrastructure and buildings on a priority basis.
3	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

Supporting: City of Mullinville	
<i>Response (During Event) Actions for ESF 3 - Public Works and Engineering</i>	

1	Inspect damage to streets, bridges, and private and public buildings.
2	Assist in clearance of debris from roads to facilitate emergency operations.
3	Coordinate with ESF-1 to facilitate closing roads and constructing barricades.
4	Perform priority repairs of local roads, bridges, and culverts.
5	Perform priority repairs to local water and wastewater systems.
6	Designate personnel to provide technical assistance on the debris removal process.
<i>Recovery (Post Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Continue to repair infrastructure and buildings on a priority basis.
3	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

American Red Cross	
<i>Preparedness (Pre-Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Identify sandbagging operation procedures and water transfer pump placement, size and fuel procurement strategy.

Barclay College	
<i>Preparedness (Pre-Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Identify sandbagging operation procedures and water transfer pump placement, size and fuel procurement strategy.

City of Greensburg Fire Department	
<i>Preparedness (Pre-Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Identify sandbagging operation procedures and water transfer pump placement, size and fuel procurement strategy.

City of Haviland Fire Department	
<i>Preparedness (Pre-Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Identify sandbagging operation procedures and water transfer pump placement, size and fuel procurement strategy.

City of Mullinville Fire Department	
<i>Preparedness (Pre-Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Identify sandbagging operation procedures and water transfer pump placement, size and fuel procurement strategy.

Kansas Gas Supply	
<i>Recovery (Post Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.

Kansas Rural Electric Cooperative Association	
<i>Recovery (Post Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.

Kiowa County Emergency Preparedness Office	
<i>Preparedness (Pre-Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-3 tasks.
2	Identify who is responsible for initial notification of ESF-3 personnel.
3	Collect, process, and disseminate information to and from the EOC.
4	Develop and maintain ESF-3 Annex.
5	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
6	Identify established pre-disaster contracts.
7	Identify critical infrastructure within the 100 year flood plain.
8	Identify sandbagging operation procedures and water transfer pump placement, size and fuel procurement strategy.
<i>Response (During Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Designate personnel to coordinate ESF-3 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF-3 and EOC or incident command.
3	Provide field support for emergency responders at the scene.
4	Perform priority repairs of local roads, bridges, and culverts.
5	Assist in the restoration of gas, electric, and communications services.
6	Coordinate with ESF 10 on hazardous material debris removal.
<i>Recovery (Post Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Provide documentation for possible financial reimbursement process for recovery activities.
3	Continue to repair infrastructure and buildings on a priority basis.
4	Provide personnel to support damage assessment teams.
5	Coordinate with damage assessment teams to condemn, demolish, and dispose of structures that present a safety hazard to the public.
6	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

Kiowa County Fire Department	
<i>Preparedness (Pre-Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Identify sandbagging operation procedures and water transfer pump placement, size and fuel procurement strategy.

The Salvation Army	
<i>Preparedness (Pre-Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Identify sandbagging operation procedures and water transfer pump placement, size and fuel procurement strategy.

USD 422- Greensburg	
<i>Preparedness (Pre-Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Identify sandbagging operation procedures and water transfer pump placement, size and fuel procurement strategy.

USD 474- Haviland	
<i>Preparedness (Pre-Event) Actions for ESF 3 - Public Works and Engineering</i>	

1	Identify sandbagging operation procedures and water transfer pump placement, size and fuel procurement strategy.
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IV. Financial Management

- A. ESF 3 is responsible for coordinating with Kiowa County Treasurer to manage ESF 3 expenses relevant to an event.
- B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.
- C. Expenditures by support entities will be documented by those entities and submitted directly to the Kiowa County Treasurer or a designated Finance Service officer as soon as possible.

V. References and Authorities

REFERENCES

AUTHORITIES

ESF 4 - Firefighting

Coordinating Agency:

Kiowa County Fire Department

Primary Agency:

City of Greensburg Fire Department

City of Haviland Fire Department

City of Mullinville Fire Department

Support Agencies:

Kiowa County Road and Bridge Department

Kiowa County Emergency Preparedness Office

Kiowa County Sheriff's Department

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 4 is to provide fire service coordination and support services in support of fire service events in Kiowa County.

B. Scope

1. The scope of ESF 4 addresses fire service assistance. ESF 4 coordinates firefighting activities, including the detection and suppression of fires and if required, providing personnel, equipment and supplies to local governments. Specifically it discusses:
 - a. Fire service support in prevention, detection, suppression and recovery from urban, rural, and wild-land fires.
 - b. Fire suppression and prevention activities
 - c. Mutual aid and resource augmentation
 - d. Fire command and control structure

II. Concept of Operations

A. General

1. ESF 4 is organized consistent with Kiowa County Emergency Management (EOC #1), the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, coordination, and support operations to Kiowa County through the Kiowa County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.

2. Procedures, protocols, and plans for disaster response activities are developed to govern staff operations at the Kiowa County Emergency Management (EOC #1) and in the field. These are in the form of Emergency Operations Plans (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 4 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. Kiowa County is divided into 4 volunteer districts, Mullinville, Greensburg, Haviland and Belvidere. All fire dept personnel carry pagers or radios to receive notification of calls. These calls are sent by the Kiowa County Dispatch. Calls for local Fire departments may be structure fires, field or grass land fires, vehicle accidents and EMS calls.
4. Kiowa County uses mutual aid from surrounding counties on a fire by fire basis. Depending of severity of the fire and location, fire districts may have all 4 districts involvements.
5. Greensburg, Haviland and Mullinville also have city fire departments that have 1 apparatus per city. These units are rarely ever used beyond the city limits.
6. In a large event requiring local and State mutual aid assistance, ESF 4 will coordinate with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required assets.
7. Throughout the response and recovery periods, ESF 4 will evaluate and analyze information regarding fire detection, suppression, and prevention requests for response, develop and update assessments of the fire service situation and status in the impact area, and perform contingency planning to meet anticipated demands or needs.
8. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
9. When responding to fire service calls where vulnerable needs concerns are present the responding agencies will attempt to coordinate with facility personnel or residents to best address such concerns. On all response calls concerns for life safety will be the top priority. **Care facilities, assisted living centers, independent living centers, schools, hospitals, and daycare facilities are required to maintain emergency operations plans to care for their populations at their facilities. The county will utilize facility staff to evacuate patients, clients, students, and visitors, in accordance with the facility plan and coordination with the Kiowa County EOC or IC.**

B. Direction and Control

1. The ESF 4 Coordinating Agency is Kiowa County Fire Department which is appointed by the Kiowa County Emergency Preparedness Office, in coordination with local planning partners. The staff serving as ESF 4 Coordinator is appointed by and located in the Kiowa County Fire Department. When ESF 4 support is necessary, the ESF 4 Coordinator coordinates all aspects of ESF 4.

2. ESF 4 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Kiowa County Emergency Preparedness Office, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Kiowa County.
3. The ESF 4 may operate at two levels: 1) Kiowa County Emergency Management (EOC #1); and 2) Field Operations
4. During emergency activations, all management decisions regarding fire service for Kiowa County are made at the Kiowa County Emergency Management (EOC #1) by the ESF 4 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Kiowa County Emergency Management (EOC #1) assist the incident commander in carrying out the overall mission.
5. In accordance with a mission assignment from ESF 4, and further mission tasking by a local primary agency, each support organization assisting ESF 4 assignment will retain administrative control over its own resources and personnel but will be under the operation control of ESF 4. Mission operational control may be delegated to the field by the Kiowa County Emergency Management (EOC #1).

C. Organization

1. County
 - a. During an activation of the Kiowa County Emergency Management (EOC #1), support staff is integrated with the Kiowa County Firefighting staff to provide support that will allow for an appropriate, coordinated, and timely response.
 - b. During an emergency or disaster event, the Kiowa County Emergency Management (EOC #1) Operations Section Chief will coordinate resources support agencies with the Emergency Services Branch Chief.
 - c. During the response phase, ESF 4 will evaluate and analyze information regarding fire service requests. Also, ESF 4 will develop and update assessments of the fire service status in the impact area and undertake contingency planning to meet anticipate demands and needs.
 - d. The Kiowa County Fire Department will develop and maintain ESF 4 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the Kiowa County EOP.
2. State of Kansas

- a. During an activation of the State of Kansas EOC, the Kansas Fire Marshal's Office is the designated lead agency for Fire Fighting and will provide a liaison to facilitate requests for State Fire Fighting resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of ESF 4 at the State of Kansas EOC will report to the Emergency Services Branch Chief who reports to the Response Section Chief under the overall direction of the SEOC Manager.
- c. During the response phase, ESF 4 will evaluate and analyze information regarding fire service requests. Also, ESF4 will develop and update assessments of the fire service situation and status in the impact area and do contingency planning to meet anticipated demands and needs.
- d. The Kansas Fire Marshal's office develops and maintains ESF 4 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the Kiowa County EOP.

D. Alerts and Notifications

1. The Kiowa County Fire Department and/or Kiowa County Emergency Preparedness Office will notify the County Warning Point (Kiowa County Sheriff's Office) when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The County Warning Point (Kiowa County Sheriff's Office), will notify the "on call" Emergency Duty Officer and/or ESF Coordinator for ESF 4 when Kiowa County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. ESF 4 will be activated or placed on standby upon notification by the Kiowa County Emergency Management (EOC #1). The representatives or designees of the coordinating agency will manage the emergency activities of ESF 4. If additional support is required, the ESF 4 coordinating and primary agencies may jointly manage ESF 4 activities.
4. Upon instructions to activate or placement of ESF 4 on standby, Kiowa County Fire Department will implement procedures to notify all ESF 4 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

Actions carried out by ESF 4 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and

knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 4 agencies and the intended recipients of service.

Overall Actions Assigned to All Members <i>Preparedness (Pre-Event) Actions for ESF 4 - Firefighting</i>	
1	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
2	Participate in training, drills, and exercises.

Overall Actions Assigned to All Members <i>Response (During Event) Actions for ESF 4 - Firefighting</i>	
1	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF4.

Overall Actions Assigned to All Members <i>Recovery (Post Event) Actions for ESF 4 - Firefighting</i>	
1	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
2	Evaluate response and recommend changes to ESF-4 Annex to correct shortfalls and improve future response activities.
3	Participate in after action meetings and prepare after action reports as requested.
4	Support clean up and restoration activities.
5	Coordinate demobilization of ESF-4 resources.
6	Review plans and procedures with key personnel and make revisions and changes.
7	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

Overall Actions Assigned to All Members <i>Mitigation Actions for ESF 4 - Firefighting</i>	
1	Participate in hazard identification process and identify and correct vulnerabilities in the firefighting function.

III. Responsibilities

A. The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Kiowa County Fire Department <i>Preparedness (Pre-Event) Actions for ESF 4 - Firefighting</i>	
1	Identify who is responsible for initial notification of ESF-4 personnel.
2	Identify responsibilities for liaison roles with State and adjacent county fire fighting officials.
3	Develop standard operating guides and checklists to support ESF-4 activities.
4	Collect, process, and disseminate information to and from the EOC.
5	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.

6	Ensure the availability of necessary equipment to support firefighting activities.
Response (During Event) Actions for ESF 4 - Firefighting	
1	Designate personnel to coordinate ESF-4 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF-4 and EOC or incident command.
3	Preposition firefighting resources as required.
4	Coordinate and direct the activation and deployment of fire service personnel, supplies and equipment to provide firefighting assistance.
5	Assist with emergency evacuations.
6	Alert and activate off-duty and auxiliary personnel as required by the emergency.
7	Conduct other specific response actions as dictated by the situation.
Recovery (Post Event) Actions for ESF 4 - Firefighting	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Provide documentation for possible financial reimbursement process for recovery activities.
Mitigation Actions for ESF 4 - Firefighting	
1	Develop fire safety programs that include disaster situations and present them to the public.

Primary: City of Greensburg Fire Department	
Preparedness (Pre-Event) Actions for ESF 4 - Firefighting	
1	Develop standard operating guides and checklists to support ESF-4 activities.
2	Ensure the availability of necessary equipment to support firefighting activities.
Response (During Event) Actions for ESF 4 - Firefighting	
1	Conduct other specific response actions as dictated by the situation.
Mitigation Actions for ESF 4 - Firefighting	
1	Develop fire safety programs that include disaster situations and present them to the public.

Primary: City of Haviland Fire Department	
Preparedness (Pre-Event) Actions for ESF 4 - Firefighting	
1	Develop standard operating guides and checklists to support ESF-4 activities.
2	Ensure the availability of necessary equipment to support firefighting activities.
Response (During Event) Actions for ESF 4 - Firefighting	
1	Conduct other specific response actions as dictated by the situation.
Mitigation Actions for ESF 4 - Firefighting	
1	Develop fire safety programs that include disaster situations and present them to the public.

Primary: City of Mullinville Fire Department	
Preparedness (Pre-Event) Actions for ESF 4 - Firefighting	
1	Develop standard operating guides and checklists to support ESF-4 activities.
2	Ensure the availability of necessary equipment to support firefighting activities.
Response (During Event) Actions for ESF 4 - Firefighting	
1	Conduct other specific response actions as dictated by the situation.

Mitigation Actions for ESF 4 - Firefighting	
1	Develop fire safety programs that include disaster situations and present them to the public.

Supporting: Kiowa County Emergency Preparedness Office Preparedness (Pre-Event) Actions for ESF 4 - Firefighting	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-4 tasks.
2	Develop and maintain ESF-4 Annex.
3	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
Response (During Event) Actions for ESF 4 - Firefighting	
1	Provide field support for emergency responders at the scene.
2	Coordinate activating mutual aid agreements as needed.
Mitigation Actions for ESF 4 - Firefighting	
1	Develop fire safety programs that include disaster situations and present them to the public.
2	Provide ESF-4 representative for update of mitigation plan.

IV. Financial Management

A. ESF 4 is responsible for coordinating with Kiowa County Treasurer to manage ESF 4 expenses relevant to an event.

B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.

C. Expenditures by support entities will be documented by those entities and submitted directly to the Kiowa County Treasurer or a designated Finance Service officer as soon as possible.

V. References and Authorities

REFERENCES

1. National Incident Management System (NIMS) - National Incident Management System (NIMS)
2. National Response Framework (NRF) - National Response Framework (NRF)

AUTHORITIES

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.

ESF 5 - Emergency Management

Coordinating Agency:

Kiowa County Emergency Preparedness Office

Primary Agency:

Kiowa County Sheriff's Department
Greensburg Police Department

Support Agencies:

American Red Cross
The Salvation Army
Kiowa County Road and Bridge Department
City of Greensburg
City of Haviland
City of Mullinville
City of Greensburg Fire Department
City of Haviland Fire Department
City of Mullinville Fire Department
Kiowa County Emergency Medical Service
Kiowa County Hospital
Kiowa County Health Department
United Way

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 5 is to:
 - a. Collect, analyze, and disseminate information on the nature, scope and potential impacts of an incident or major disaster;
 - b. Use this intelligence to support the Command Group, Logistics, and Operations in their impact assessment and response missions;
 - c. Identify and anticipate future needs and resource requirements, and incorporate this analysis into Incident Action Plans.

B. Scope

1. ESF 5 serves as the coordinating ESF to address response to local events. ESF 5 facilitates information and resource flow to assist locals during a disaster.
2. ESF 5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination for operations involving potential and actual disaster/emergencies. This includes alert and notification, deployment and staffing of the EOC Team; incident action planning, coordination of operations, logistics and material,

direction and control, information management, facilitation of requests for state assistance resource requests, worker safety and health, facilities management, financial management, and other support as required.

II. Concept of Operations

A. General

1. ESF 5 is organized consistent with the Kiowa County Emergency Management (EOC #1) and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to Kiowa County through the County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Kiowa County Emergency Management (EOC #1) and in the field. These are in the form of Emergency Operations Plans (i.e. Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 5 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or state mutual aid assistance, ESF 5 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. The development of a fully functional, effective, and sustainable ESF 5 capability for Kiowa County will be guided by the following principles:
 - a. All ESFs will be fully integrated into all phases of ESF 5.
 - b. ESF 5 will address the potential impacts of natural, technological and man-made hazards, and be in full compliance with NIMS.
 - c. Planning for recovery will begin on Day 1 of the event.
 - d. Emphasis will be given to pre-disaster planning for post-disaster utilization of disaster intelligence to support Incident Action Planning.
5. Information and Planning will give priority to five fundamental functions:
 - a. Use of technology and human intelligence to collect, analyze, and disseminate information on disaster impacts, including direct impacts (people, buildings, infrastructure) and indirect impacts (debris generated, hazmat releases)
 - b. Assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the disaster.
 - c. Assess and prioritize the immediate needs of impacted communities and neighborhoods.

- d. Incorporate the analysis into Incident Action Plans that establish operational objectives, and identify resource requirements to accomplish these objectives.
- e. Utilize an Incident Action Matrix to establish priorities, assign tasks to agencies, and track progress in meeting objectives.

6. Incident Assessment

- a. Information about an event would be given to dispatch, this information is given to the EM and he will make calls or have dispatch make calls to the IM team of the circumstances surrounding the event. If needed, available personnel will be called in and open the EOC. depending on the situation, only a part of the IM team may be needed.
- b. County Commissioners have the authority to issue a local declaration. Declaration status will be shared with stakeholders through the processes outlined in ESF-2 and through WebEOC. IC will make protective actions and set priorities based on the status of the incident. IC will report the status of the emergency to the EOC.
- c. Information will be given to all other team leaders as it comes in or a scheduled briefing may set up for additional needed assets.

7. Incident Command

- a. Incident command may be the Fire Chief, Sheriff, Police Chief. He may select an on scene site for command or even keep the command mobile within his unit.
- b. Personnel may respond either by county unit or by personal vehicle. Command will track all personnel on scene.
- c. The IC post will follow ICS and be established within close proximity to the scene in order to best facilitate the response.
- d. The majority of disasters will not require the "formal" EOC to be activated. The EOC may be run from a mobile command post. Many incidents can be managed by IC without activating an EOC. To activate the EOC the IC will request the EM or ESF5 coordinator to activate the EOC.
- e. Unplanned/spontaneous volunteers will be sent to a volunteer reception center for processing and possible release. United Way will assist with managing the VRC.

8. Emergency Operations Center

- a. Activation of the EOC relies solely on the event and available personnel.
 - 1. EOC will be staffed according to the event. EOC manager, logistics and sections chief should be the minimum staff to function productively.

2. The EOC may be required to be open for an extended length of time. Others may be needed to fill in when extended times continue. This may include help from within the other county offices as well as outside assistance. Depending on the nature of the event, KDEM may be asked for Assistance as well.
3. If the EOC is damaged, the hospital EOC will be used to take command.
4. The IC post will follow ICS and be established within close proximity to the scene in order to best facilitate the response.
5. The majority of disasters will not require the “formal” EOC to be activated. The EOC may be run from a mobile command post. Many incidents can be managed by IC without activating an EOC. To activate the EOC the IC will request the EM or ESF5 coordinator to activate the EOC. Senior officials will be briefed by the county emergency manager or will attend briefings held by the incident command team.
6. Unplanned/spontaneous volunteers will be sent to a volunteer reception center for processing and possible release. United Way will assist with managing the VRC.

B. Direction and Control

1. The ESF 5 Coordinating Agency is Kiowa County Emergency Preparedness Office. The staff serving as ESF 5 Coordinator is appointed by and located in the Kiowa County Emergency Preparedness Office. When ESF 5 support is necessary, the ESF 5 Coordinator directs all aspects of ESF 5.
2. The ESF 5 may operate at two levels: 1) Kiowa County Emergency Management (EOC #1); and 2) Field operations.
3. During emergency activations, all management decisions regarding Emergency Management for Kiowa County are made at the Kiowa County Emergency Management (EOC #1) by the ESF 5 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Kiowa County Emergency Management (EOC #1) assist the incident commander in carrying out the overall mission.
4. In accordance with a mission assignment from ESF 5, each primary and/or support organization assisting ESF 5 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF 5. Mission operational control may be delegated to the field by the Kiowa County Emergency Management (EOC #1).

C. Organization

1. County
 - a. During an activation of the Kiowa County Emergency Management (EOC #1), primary and support agency staff is integrated with the Kiowa County Emergency

Preparedness Office staff to provide support that will allow for an appropriate, coordinated and timely response.

- b. During an emergency or disaster event, ESF 5 will establish staffing in accordance to the EOC organizational chart found in the Basic Plan.
 - c. The Kiowa County Emergency Preparedness Office develops and maintains ESF 5 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP.
2. State of Kansas
- a. During an activation of the State of Kansas EOC, the Kansas Division of Emergency Management is the designated lead agency for ESF 5 and will provide a liaison to facilitate requests for information and planning resources to local Emergency Operations Centers.
 - b. During an emergency or disaster event, the primary and support agencies of ESF 5 at the State of Kansas EOC will report to the Response Section Chief who is under the overall direction of the SEOC Manager.
 - c. The Kansas Division of Emergency Management develops and maintains ESF 5. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP.

D. Alerts and Notifications

1. The Kiowa County Emergency Preparedness Office will notify the County warning point (Kiowa County Sheriff's Office) when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The County Warning Point (Kiowa County Sheriff's Office), will notify the "on call" Emergency Duty Officer and/or ESF Coordinator for ESF 5 when Kiowa County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. ESF 5 will be activated as identified in the Basic Plan. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 5. If additional support is required, the ESF 5 coordinating and primary agencies may jointly manage ESF 5 activities.
4. Upon instructions to activate or placement of ESF 5 on standby, Kiowa County Emergency Preparedness Office will implement procedures to notify all ESF 5 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance

E. Actions

The following are general actions performed by ESF 5. The specific actions carried out by ESF 5 in Kiowa County are grouped into phases of emergency management in the table below. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 5 agencies and the intended recipients of service.

1. Intelligence Planning Functions

- a. Gathering information, analyzing intelligence, preparing incident action plans, and providing training and exercises on the above is the prime focus of ESF-5. These actions are spread across all phases of emergency management.

2. Intelligence Collection and Analysis

- a. The ability to acquire, analyze and disseminate information and intelligence on disasters and their impacts is fundamental to effective use of intelligence to establish operational and logistical objectives and priorities. Intelligence can be collected, analyzed and used in support of three overlapping phases of disaster operations: pre-event (as applicable for foreseeable events such as Severe Storms, Wildfires, etc.); impact assessment and immediate response; and sustained response and initial recovery.
- b. Pre-disaster analysis (predicted impacts), which use predictive tools to estimate disaster impacts.
- c. Immediate, post-disaster impact assessments, which focus on: 1) disaster impacts on people, buildings and infrastructure – with emphasis on assessments of functionality of essential services; and 2) local response capabilities and immediate needs.
- d. Post disaster damage assessments, which assess damages to eligible infrastructure and individuals.

3. Intelligence on predicted and observed disaster impacts should be used by ESF 5 to assess jurisdictional ESF capabilities (response and recovery). This is designed:

- a. To evaluate ESF resource and capabilities and shortfalls (e.g., availability of trained personnel, equipment, supplies) to determine the level of State and Federal assistance that is needed, organized by ESF; and
- b. To rapidly communicate estimated ESF shortfalls to the Kiowa County Command Group and State Emergency Management.

4. Incident Action Planning

- a) Disaster intelligence will provide critical input to the Incident Action Plan (IAP), which provides:

1. Current information that accurately describes the incident situation and resource status;
2. Predictions of the probable course of events

3. Alternative strategies to attain critical incident objectives; and
4. An accurate, realistic IAP for the next operational period.
5. Training
 - a. Training is a critical Preparedness component of ESF 5. The objective is to develop and sustain a capability in Kiowa County to routinely implement each phase and function of ESF 5. Accordingly, training will address the following:
 - i. ESF 5 – Planning and Information – overview of key components of ESF 5; role, requirements and integration of ESF 5 under NIMS.
 - ii. Intelligence and Analysis - procedures for identifying, collecting, prioritizing and utilizing intelligence.
 - iii. Use of Predictive Models – coordination with in use of predictive tools for rapid needs assessment; templates; SOPs; identification of needed local expertise (Geographic Information Systems)
 - iv. Preparation and Utilization of Incident Action Plans
 - v. Incident Action Matrix: A Tool for Establishing Priorities, Assigning Tasks to Agencies, and Tracking Progress
6. Exercises
 - a. Consistent with NIMS, Kiowa County will incorporate ESF 5 plans and procedures into exercises that will be conducted at the local and State level. On an annual basis, at least two exercises will be used to evaluate ESF 5 readiness.
 - b. Actions carried out by ESF 5 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF 5 encompasses a full range of activities from training to the provision of field services.

7. Actions

No actions have been assigned.

III. Responsibilities

- A. The following list identifies the responsibilities designated to each of the Primary and Support Agencies for ESF 5. The Primary Agency and its responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Kiowa County Emergency Preparedness Office
Preparedness (Pre-Event) Actions for ESF 5 - Emergency Management

1	Maintain a central personnel roster, contact, and resource lists to support ESF-5 tasks.
2	Identify who is responsible for initial notification of ESF-5 personnel.
3	Identify responsibilities for liaison roles with state and adjacent county emergency management officials.
4	Develop standard operating guides and checklists to support ESF-5 activities.
5	Train personnel on EOC operation, the Incident Command System (ICS), and the National Incident Management System (NIMS).
6	Collect, process, and disseminate information to and from the EOC and distribute to pre-determined list.
7	Develop and maintain Basic Plan and ESF-5 Annex.
8	Coordinate the construction of the EOP with other ESFs.
9	Coordinate and participate in training, drills, and exercises; including position specific training for EOC operations.
10	Incorporate ESF 5 plans and procedures into training and exercises and conduct at local level.
11	Establish, staff, and train damage assessment teams within the jurisdiction.
12	Identify how initial damage assessment will be collected, processed, and disseminated among local, county and State entities.
13	All Kiowa County officials will be notified either by phone, email, or meetings on how the event is being handled and what is expected of them. All officials will be continually updated of any major situations that may develop during the event. Kiowa County will manage the EOC with local resources as available. Staff will continue to monitor the event as needed. If the event continues past 24 hours, outside agency assistance will be critical to maintain the effectiveness of the EOC.
14	Identify alternate EOC location and requirements to open and staff.
15	Develop and maintain County Continuity of Government (COG) plan.
16	Identify protective action decisions and establish response priorities.
Response (During Event) Actions for ESF 5 - Emergency Management	
1	Coordinate activities between incident command and EOC.
2	Coordinate response to unplanned arrivals and volunteer groups who self deploy.
3	Collect and process information received from rapid damage assessment teams, analyze this information, and share with appropriate partners.
4	Support the preparation of and/or prepare an Incident Action Plans and distribute to appropriate partners.
5	Ensure that requests for Assessment Teams are forwarded to the local and State EOC.
6	Ensure that copies of all news releases and situation reports are transmitted to the State EOC.
7	Collect and analyze intelligence in support of the overlapping phases of disaster operations: pre-event, impact assessment, and immediate response; and sustained response and initial recovery.
8	Evaluate ESF resources, capabilities and shortfalls (e.g., availability of trained personnel, equipment, supplies) to determine the level of State and Federal assistance that is needed.
9	In the case of a foreseeable event impact, set up the status boards, obtain data/studies and electronic files, and staff ESF 5. Initiate contact with the media through ESF 15, and establish contact with KDEM.
10	In the case of a foreseeable event impact, review pre-determined requests for pre-positioning of critical resources (personnel, equipment, and supplies).
11	In the case of a foreseeable event impact, collect, analyze and apply disaster intelligence information and deployment of local damage assessment teams.

12	Provide GIS support to ESF-5.
<i>Recovery (Post Event) Actions for ESF 5 - Emergency Management</i>	
1	Establish and draft recovery plans to address: building inspection requirements and priorities; emergency and temporary housing issues; business impacts (direct and indirect); debris management; route clearance; and utilities restoration.
2	Perform pre and post-disaster analyses of disaster impacts on buildings, infrastructure and the general population can be used to support mitigation decision-making.
3	Provide continued situation reports to support recovery and damage assessment process.
4	Provide information on damage assessment flyovers and transmitting video/pictures to the Local EOC/State EOC.
5	Schedule and conduct after action meetings and after action reviews. Draft corrective action plan.
6	Collect documentation for possible financial reimbursement process for recovery activities. Provide updates to eligible applicants on any disaster recovery programs.
<i>Mitigation Actions for ESF 5 - Emergency Management</i>	
1	Analyze community economic impacts - including the total percentage of building stock damaged in disaster and replacement values. Refine and implement protective actions for the jurisdiction.
2	Coordinate mitigation plan revision to identify county risk and projects that could lessen risk.
3	Provide ESF partners and other eligible applicants of mitigation funding opportunities.
4	Coordinate the update of the mitigation plan.

Kansas Division of Emergency Management	
<i>Response (During Event) Actions for ESF 5 - Emergency Management</i>	
1	Coordinate with ESF 7 to ensure that all available resources are logged and requests for resources are filled.

IV. Financial Management

- A. ESF 5 is responsible for coordinating with Kiowa County Treasurer to manage ESF 5 expenses relevant to an event.
- B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.
- C. Expenditures by support entities will be documented by those entities and submitted directly to the Kiowa County Treasurer or a designated Finance Service officer as soon as possible.

V. References and Authorities

REFERENCES

AUTHORITIES

ESF 6 - Mass Care, Housing and Human Services

Coordinating Agency:

Kiowa County Hospital

Primary Agency:

American Red Cross
Kiowa County Sheriff's Department
Kiowa County Emergency Medical Service
Kiowa County Health Department

Support Agencies:

Kiowa County Emergency Preparedness Office
USD 422- Greensburg
USD 474- Haviland
Barclay College

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 6 is to coordinate the emergency provision of temporary shelters, emergency mass feeding, and the bulk distribution of coordinated relief supplies for victims of a disaster and disaster workers.

B. Scope

1. ESF 6 promotes the delivery of services and the implementation of programs to assist individuals, households and families impacted by disaster/emergencies.
2. ESF 6 includes four primary functions: mass care, emergency assistance, housing, and human services.
 - a. Mass care involves the coordination of non-medical mass care services to include sheltering of disaster survivors and household pets, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on disaster survivors to family members, and coordinating bulk distribution of emergency relief items;
 - b. Emergency assistance includes functions of evacuation support in conjunction with ESF 1 and ESF 9, reunification of families, vulnerable needs support, sheltering of disaster survivors and household pets, and overall shelter management.
 - c. Housing involves the provision of assistance for short- and long-term housing needs of disaster survivors; and
 - d. Human Services includes providing disaster survivor-related recovery efforts such as emotional support and identifying supports for persons with vulnerable needs.

II. Concept of Operations

A. General

1. ESF 6 is organized consistent with the Kiowa County Emergency Management (EOC #1), the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Kiowa County through the Kiowa County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Kiowa County Emergency Management (EOC #1) and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 6 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, ESF 6 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of required assets.
4. ESF 6 will coordinate with ESF 8 to address the requirements of persons with vulnerable needs, including their sheltering requirements.
5. Sheltering
 - a. Kiowa County has utilized the basement of the Kiowa County Memorial Hospital. This facility has a basement that will hold 75 people. The facility has generator backup and is ADA compliant. It has a cafeteria and restroom facilities that accompany the shelter.
 - b. If a determination that a long term weather event or known situation may arise, Emergency Management, Hospital Management, Sheriff's Office and ARC will make a decision based on information given and what we may expect for shelteries. If the event is a quick devastating event, pre planning of sheltering in the hospital has already been predetermined.
 - c. Supplies for the shelter (Cots, blankets, hygiene kits ect.) are kept in a trailer so if needed, they can be utilized throughout the county.
 - a. Staffing for the shelter facility is by EMS and hospital personnel. If long term sheltering becomes needed, the ARC may send additional staff for long term housing. Security for shelters will be provided by the Kiowa County Sheriff's Department or Greensburg City Police.
 - b. Unaccompanied minors are dealt with separately and housed in a different part of the facility. A call to DCS will be made to establish parental custody and or location of legal guardian.

- c. Sex offenders will be treated as other shelter occupants and are required to self report. It is the offenders responsibility to follow county reporting requirements.
 - d. Shelter information and location is disseminated by LEO and fire dept personnel. While housed in the shelter, information regarding status of the event is given to shelter staff. Message boards, written statements, shelter information will be provided to shelter occupants.
- 6. Short term and long term housing
 - a. The housing authority, ARC and or the United Way may be called to assist long term individuals in placement.
 - b. Depending on shelter nessesity, if certian shelteries do not want to leave or dont have a home to go to, All nessesary steps will be taken to work with dislocated people.
- 7. Emergency relief supplies (food, water, medicine, clothing, etc.
 - a. The Kiowa County Hospital has a supply of food for only a short period of time. The Kwik Shop and or Kiowa County School may be asked to help support supplies needed to keep the shelter active.
 - b. The Kiowa County Health Department, American Red Cross, and the Kiowa County Ministerial Alliance will assist in needs of medical supplies, diapers, formula etc.
 - c. 211 may be contacted for additional support.
 - d. The ARC Health Department and Salvation Army will assist in distributing hygiene kits, personal items, food, water and other needed items while at the shelter.
- 8. Vulnerable needs
 - a. ARC will assist in glasses, crutches, blankets and other special needs
 - b. The special needs population will be assisted in every way possible. Wheel chair accessible facilities. ADA will be adhered to. The mental, blind, deaf and non-English speaking population will be assisted in all aspects of registration and needed assistance.
- 9. Accountability: disaster survivors and volunteers
 - a. Evacuees will be tracked and accounted for when they leave the affected area, this will give an estimate of people not accounted for to the first responders
 - b. Document all volunteer hours by rapid tag or an ID system. This will keep all volunteers accounted for for safety

- c. Establish mental health for survivors and volunteers by allowing mental health professionals into the area to assess victims and evacuees.
- d. Contact family members of missing or deceased victims by working with the ARC and other personal assets with the county

10. Hazardous materials situations

- a. The Kiowa County Hospital will assist in decontamination needs by utilizing the decontamination room at the ER or by setting up the portable decontamination area where ever the event may pose the need.
- b. Also, areas within the Hospital, hotels and or gymnasiums may be used to keep infected or contaminated patients, shelteries and or survivors away from victims in need of care.
- c. Kiowa County is limited on available shelters however we can utilize other county facilities as well as the comunity center and red barn.

11. Animal sheltering

a. Pre-event

- 1. Animal control needs will be dealt with by the Greensburg Police dept.

Animal shelter operations will follow the standards and SOPs issued by KSART

- 0. The Kiowa County Hospital has a number of pet carriers, cages and holding facilities on site for containment of a limited amount of animals.
- 1. It is estimated the county has the following pet population which may require sheltering: 570 dogs, 640 cats, and various other small animals.

Animal care

- 0. Animals will be checked by a local vet or any available vet that can respond.

Animal Registration and return

- 0. All animals will be accounted for and place on a registration form. This will allow easy return of all documented animals.

12. Cohabitation shelter

The Kiowa County Hospital will place animals in the ambulance barn in crates provided by the hospital or if needed by KSART. In the past, animals where allowed in the shelter but kept on leashes and or in cages. The unknown circumstances will dictate cohabitation at the time ov the event.

B. Direction and Control

1. The ESF 6 Coordinating Agency is Kiowa County Hospital which is appointed by the Kiowa County Emergency Preparedness Office, in coordination with local planning partners. The staff serving as ESF 6 Coordinator is appointed by and located in the Kiowa County Hospital. When ESF 6 support is necessary, the ESF 6 Coordinator coordinates all aspects of ESF 6.
2. ESF 6 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Kiowa County Emergency Preparedness Office, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Kiowa County.
3. The ESF 6 may operate at two levels: 1) Kiowa County Emergency Management (EOC #1); and 2) Field operations
4. During emergency activations, all management decisions regarding sheltering, housing and human services for Kiowa County are made at the Kiowa County Emergency Management (EOC #1) by the ESF 6 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Kiowa County Emergency Management (EOC #1) to assist the commander in carrying out the overall mission.
5. In accordance with a mission assignment from ESF 6, and further mission tasking by a local primary agency, each support organization assisting ESF 4 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF 6. Mission operational control may be delegated to the field by the Kiowa County Emergency Management (EOC #1).

C. Organization

1. County
 - a. During an activation of the Kiowa County Emergency Management (EOC #1), support agency staff is integrated with the Kiowa County Hospital staff to provide support that will allow for an appropriate, coordinated and timely response.
 - b. During an emergency or disaster event, the Kiowa County Emergency Management (EOC #1) Operations Section Chief will coordinate resource support with the Human Services Branch Chief.
 - c. During the response phase, ESF 6 will evaluate and analyze information regarding mass care, mass feeding and bulk distribution of relief supplies. Also, ESF 6 will develop and update assessments of the mass care services status in the impact area and undertake contingency planning to meet anticipate demands and needs.
 - d. The Kiowa County Hospital develops and maintains ESF 6 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance

with the National Response Framework, the National Incident Management System, the Incident Command System and the Kiowa County Emergency Operations Plan.

2. State of Kansas

- a. During an activation of the State of Kansas EOC, the Kansas Department of Children and Families (SRS) is the designated lead agency for State mass care services and will provide a liaison to facilitate requests for mass care service resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of ESF 6 at the State of Kansas EOC will report to the Human Services Branch Chief who reports to the Response Section Chief under the overall direction of the SEOC Manager.
- c. During the response phase, ESF 6 will evaluate and analyze information regarding mass care service needs requests. Also, ESF 6 will develop and update assessments of the mass care services situation and status in the impact area and undertake contingency planning to meet anticipated demands and needs.
- d. The Kansas Department of Children and Families (SRS) develops and maintains ESF 6 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the Kiowa County Emergency Operations Plan.

D. Alerts and Notifications

1. The Kiowa County Hospital and/or Kiowa County Emergency Preparedness Office will notify the County Warning Point (Kiowa County Sheriff's Office) when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The County Warning Point (Kiowa County Sheriff's Office), will notify the "on call" Emergency Duty Officer and/or ESF Coordinator for ESF 6 when Kiowa County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. ESF 6 will be activated or placed on standby upon notification by the Kiowa County Emergency Management (EOC #1). The representatives or designees of the coordinating agency will manage the emergency activities of ESF 6. If additional support is required, the ESF 6 coordinating and primary agencies may jointly manage ESF 6 activities.
4. Upon instructions to activate or placement of ESF 6 on standby, Kiowa County Hospital will implement procedures to notify all ESF 6 planning team members and, if necessary,

mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

1. The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Overall Actions Assigned to All Members	
<i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
2	Participate in training, drills, and exercises

Overall Actions Assigned to All Members	
<i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF6.

Overall Actions Assigned to All Members	
<i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
2	Evaluate response and recommend changes to ESF-6 Annex to correct shortfalls and improve future response activities.
3	Provide documentation for possible financial reimbursement process for recovery activities.
4	Participate in after action meetings and prepare after action reports as requested.
5	Identify long-term housing resources.
6	Form a long-term recovery assistance team to help identify current assistance to individuals and families, and identify any unmet needs.

Overall Actions Assigned to All Members	
<i>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Participate in the hazard identification process and identify and correct vulnerabilities
2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
3	Provide ESF-6 representative for update of mitigation plan.

III. Responsibilities

- A. The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Kiowa County Hospital
<i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and</i>

Human Services	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-6 tasks.
2	Identify who is responsible for initial notification of ESF-6 personnel.
3	Identify responsibilities for liaison roles with state and adjacent county officials.
4	Develop standard operating guides and checklists to support ESF-6 activities.
5	Collect, process, and disseminate information to and from the EOC.
6	Implement a public education campaign regarding the importance of having a family disaster plan and 72-hour preparedness kit.
7	Identify, inspect and establish locations for the use of suitable shelter facilities.
8	Establish the criteria for how shelters will be selected and operated (kitchen, restrooms, showers, size, parking, etc.).
9	Identify how county will sustain shelter operations for less than 72 hours and greater than 72 hours.
10	Identify resources to be used for sanitation of shelters.
Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Designate personnel to coordinate ESF-6 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF-6 and EOC or incident command.
3	Establish and staff reception centers while waiting for shelters to open.
4	Identify and establish protocol to provide reasonable accommodations for vulnerable needs populations in the absence of ADA compliant shelter.
5	Identify procedures for handling and providing for unaccompanied minors in shelters.
6	Coordinate with ESF 14 to identify short term and long term housing resources.
7	Coordinate with the EOC, ESF partners, and private sector to provide meals and necessary supplies to shelter residents and staff.
Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Provide public information regarding safe re-entry to damaged areas.

Primary: American Red Cross	
Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-6 tasks.
2	Implement a public education campaign regarding the importance of having a family disaster plan and 72-hour preparedness kit.
3	Identify, inspect and establish locations for the use of suitable shelter facilities.
4	Establish the criteria for how shelters will be selected and operated (kitchen, restrooms, showers, size, parking, etc.).
5	Identify how county will sustain shelter operations for less than 72 hours and greater than 72 hours.
6	Identify resources to be used for sanitation of shelters.
7	Coordinate with ESF-13 to identify the process of handling parolees, registered sex offenders, and other individuals with legal reporting requirements.
Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Establish and staff reception centers while waiting for shelters to open.
2	Identify and provide staff to support shelter operations. This includes activation, staffing and

	management of shelter operations.
3	Identify and establish protocol to provided reasonable accommodations for vulnerable needs populations in the absence of ADA compliant shelter.
4	Identify procedures for handling and providing for unaccompanied minors in shelters.
5	Coordinate with ESF 14 to identify short term and long term housing resources.
6	Coordinate with the EOC, ESF partners, and private sector to provide meals and necessary supplies to shelter residents and staff.

Primary: Kiowa County Emergency Medical Service
Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services

1	Identify and provide staff to support shelter operations. This includes activation, staffing and management of shelter operations.
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Primary: Kiowa County Health Department
Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services

1	Maintain a central personnel roster, contact, and resource lists to support ESF-6 tasks.
2	Identify who is responsible for initial notification of ESF-6 personnel.
3	Identify responsibilities for liaison roles with state and adjacent county officials.
4	Develop standard operating guides and checklists to support ESF-6 activities.
5	Collect, process, and disseminate information to and from the EOC.
6	Implement a public education campaign regarding the importance of having a family disaster plan and 72-hour preparedness kit.
7	Identify, inspect and establish locations for the use of suitable shelter facilities.
8	Establish the criteria for how shelters will be selected and operated (kitchen, restrooms, showers, size, parking, etc.).
9	Identify how county will sustain shelter operations for less than 72 hours and greater than 72 hours.
10	Identify resources to be used for sanitation of shelters.

Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services

1	Designate personnel to coordinate ESF-6 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF-6 and EOC or incident command.
3	Establish and staff reception centers while waiting for shelters to open.
4	Identify and provide staff to support shelter operations. This includes activation, staffing and management of shelter operations.
5	Identify and establish protocol to provided reasonable accommodations for vulnerable needs populations in the absence of ADA compliant shelter.
6	Coordinate with ESF 14 to identify short term and long term housing resources.
7	Coordinate with the EOC, ESF partners, and private sector to provide meals and necessary supplies to shelter residents and staff.

Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services

1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Provide public information regarding safe re-entry to damaged areas.

Primary: Kiowa County Sheriff's Department

Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Coordinate with ESF-13 to identify the process of handling parolees, registered sex offenders, and other individuals with legal reporting requirements.
Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Establish and staff reception centers while waiting for shelters to open.
2	Identify and provide staff to support shelter operations. This includes activation, staffing and management of shelter operations.
3	Coordinate with ESF-13 to provide security at shelters.
4	Coordinate with the EOC, ESF partners, and private sector to provide meals and necessary supplies to shelter residents and staff.
Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Provide public information regarding safe re-entry to damaged areas.

Supporting: Kiowa County Emergency Preparedness Office	
Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Identify who is responsible for initial notification of ESF-6 personnel.
2	Identify responsibilities for liaison roles with state and adjacent county officials.
3	Develop standard operating guides and checklists to support ESF-6 activities.
4	Collect, process, and disseminate information to and from the EOC.
5	Develop and maintain ESF-6 Annex.
6	Implement a public education campaign regarding the importance of having a family disaster plan and 72-hour preparedness kit.
7	Identify, inspect and establish locations for the use of suitable shelter facilities.
8	Establish pre-designated shelters that are in compliance with FEMA and ADA requirements. In the absence of available ADA compliant shelters, establish procedures to offer reasonable accommodations to vulnerable needs citizens.
9	Establish the criteria for how shelters will be selected and operated (kitchen, restrooms, showers, size, parking, etc.).
10	Identify how county will sustain shelter operations for less than 72 hours and greater than 72 hours.
11	Identify resources to be used for sanitation of shelters.
12	Coordinate with ESF-13 to identify the process of handling parolees, registered sex offenders, and other individuals with legal reporting requirements.
Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Designate personnel to coordinate ESF-6 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF-6 and EOC or incident command.
3	Provide field support for emergency responders at the scene.
4	Establish and staff reception centers while waiting for shelters to open.
5	Identify and provide staff to support shelter operations. This includes activation, staffing and management of shelter operations.
6	Identify and establish protocol to provide reasonable accommodations for vulnerable needs populations in the absence of ADA compliant shelter.
7	Identify procedures for handling and providing for unaccompanied minors in shelters.

8	Coordinate with ESF-15, EOC, and Incident Command to provide information regarding the disaster to evacuees and the public.
9	Coordinate with ESF 14 to identify short term and long term housing resources.
10	Coordinate with the EOC, ESF partners, and private sector to provide meals and necessary supplies to shelter residents and staff.
Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Provide public information regarding safe re-entry to damaged areas.

City of Greensburg Fire Department	
Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Provide public information regarding safe re-entry to damaged areas.

City of Haviland Fire Department	
Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Provide public information regarding safe re-entry to damaged areas.

City of Mullinville Fire Department	
Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Provide public information regarding safe re-entry to damaged areas.

Greensburg Police Department	
Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Coordinate with ESF-13 to provide security at shelters.

Kiowa County Fire Department	
Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Provide public information regarding safe re-entry to damaged areas.

Kiowa County Housing Authority	
Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Identify procedures for handling and providing for unaccompanied minors in shelters.

The Salvation Army	
Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Implement a public education campaign regarding the importance of having a family disaster plan and 72-hour preparedness kit.

IV. Financial Management

- A. ESF 6 is responsible for coordinating with Kiowa County Treasurer to manage ESF 6 expenses relevant to an event.

- B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.
- C. Expenditures by support entities will be documented by those entities and submitted directly to the Kiowa County Treasurer or a designated Finance Service officer as soon as possible.

V. References and Authorities

REFERENCES

AUTHORITIES

ESF 7 - Resource Support

Coordinating Agency:

Kiowa County Emergency Preparedness Office

Primary Agency:

Kiowa County Fire Department

Kiowa County Sheriff's Department

Support Agencies:

Kiowa County Health Department

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 7 is to acquire the necessary resources to support disaster operations. This process includes providing fiscal and logistical managerial support through timely and efficient acquisition and distribution of resources, purchasing, contracting, renting and leasing of supplies and equipment. Also included are the roles of providing coordination of the documentation of reimbursable expenditures as determined by the Federal Emergency Management Agency (FEMA).

B. Scope

1. ESF 7 provides the operational framework for the resource management activities within the scope of this function, to include:
 - a. EOC logistics section operations;
 - b. Resource identification;
 - c. Resource procurement;
 - d. Resource coordination;
 - e. Facilities and logistics;
 - f. Personnel augmentation;
 - g. Logistic management; and
 - h. Volunteer and donations management

II. Concept of Operations

A. General

1. ESF 7 is organized consistent with Kiowa County Emergency Management (EOC #1) and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, coordination, and support operations to Kiowa County through the County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to assure a timely and appropriate response to an emergency or situation.
2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Kiowa County Emergency Management (EOC #1) and in the field. These are in the form of Emergency Operations Plans (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 7 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, ESF 7 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of required assets.
4. The focal point for all requests for resources will be the Kiowa County Emergency Management (EOC #1). Resource requests unable to be provided by applicable ESFs will be routed to ESF7. In coordination with Logistics Section, the ESF 7 representative will determine the sources of the needed resources. The ESF 7 representative will follow procedures as outlined in the Logistics Standard Operating Procedures. These include:
 - a. Procurement Process
 - i. Equipment and materials will be procured from both intra-departmental and inter-departmental supplies. Inter-departmental resource requests will be submitted through ESF 7. Requests unable to be filled by County inventories are procured by ESF7 from commercial vendors. Sources include assets within County government and the municipalities. During disaster situations, all resources within County government agencies are considered available. Coordination for such resource reallocation will be accomplished within the Kiowa County Emergency Management (EOC #1). If necessary, reimbursement will be made in accordance with local directives.
 - ii. If needed supplies and equipment are not available within County government resources, ESF 7 will attempt to purchase or lease them from commercial sources.
 - iii. When resources cannot be acquired through local sources, commercial sources, or mutual aid; requests for these items will be made to the State of Kansas EOC. These requests may be filled by state resources, Intra state mutual aid, interstate mutual aid or federal resources.
 - iv. Kiowa County Emergency Preparedness Office maintains lists of vendors and suppliers of equipment, materials and services needed during disaster response and recovery operations. In addition, the Kiowa County Emergency Management (EOC #1) maintains a comprehensive data

base of resources that may be needed during disasters. In some cases, contingency contracts may be written for known critical services or items.

- v. The Statewide Mutual Aid Agreement may be implemented as necessary to obtain required goods and services from other jurisdictions.
 - vi. Contracts for resources or services will be initiated by ESF 7. Contracts will be managed by the agency responsible for the support provided.
 - vii. ESF 7 will conduct operations in accordance with all local, state and federal laws and regulations.
 - viii. In some cases, needed resources may be available through donations and volunteers. Coordination will be maintained between ESF 7 and ESF 15 on a continual basis.
 - ix. Information is disseminated to volunteer groups, vendors and other governmental agencies that may supplement local resources in a variety of ways.
- b. Transportation requirements will be coordinated through ESF 1.
- i. All available transportation assets will be used to deliver resources to affected areas.
 - ii. Sources include County and municipal assets, as well as those belonging to private nonprofit organizations.
 - iii. Existing County resources will be transported to the disaster area by the County department normally responsible for the resources.
 - iv. Commercial vendors are responsible for transportation of their own products/services.
- c. Staging Areas. Kiowa County has identified staging areas for resources brought in to the County. The Staging Areas for Kiowa County are provided below and are also provided in the Base Plan.

Kiowa County Commons
320 S Main St
Greensburg, KS 67054

Kiowa County Fire Department
804 W Florida Ave
Greensburg, KS 67054

- i. The County Staging Area (STAGENAME) is mission tasked and reports to the Logistics Section.
- ii. The Kiowa County Emergency Preparedness Office or his/her designee manages the County Staging Area.Storage Facilities. A list of available

storage facilities within the area should be pre-identified in advance of an event. ESF 7 will identify these storage facility locations and lease storage space as necessary. The replacement of any damaged or destroyed facilities would be accomplished by relocating the affected personnel to other County-owned buildings, or space obtained as outlined above, temporarily until the damaged facilities can be repaired or replaced by County personnel or through contractual arrangements secured on an emergency basis through ESF 7.

- iii. It is the responsibility of agencies receiving loaned property to maintain appropriate accountability of items received.
 - Agencies will monitor and track loaned items.
 - Documentation will be provided to lending organizations for their records.
 - Intra-departmental property/equipment requests are documented and submitted to ESF 7.
 - The loaning department normally furnishes an operator which is responsible for the care and location of the equipment.
 - The borrowing department is responsible for the return of the equipment after the disaster period.

5. Credentialing

- a. The county uses CRMCS for credentialing. Personnel entering the site will be required to have a credential badge or rapid tag that grants them access/authorization. IC and/or EOC will authorize vehicles and equipment to transit checkpoints and will notify those checkpoints via available communication methods.

6. Resource directories

- a. Vehicle inventories, Personnel, Staging areas and Equipment and operators are listed in the CRMCS
- b. Staging areas are also listed in the CRMCS.
- c. List all resource providers located in contact list. The Greensburg Chamber of Commerce also keeps an online business directory which is searchable by category. This website can be found at <http://www.greensburgks.org/business/business-resource-directory>.
- d. Large resources that may be needed from other counties will be acquired through the EM of other counties.
- e. Local resources are available for other jurisdictions by going through the local EM or the designee.

7. Resources request and management

- a. No county declaration is necessary to ask or deliver local resources during the emergency stage of a disaster.
- b. The EM or logistics officer will document the activation, monitor the time used and the deactivation and return of all county assets brought in and or delivered to other jurisdictions.
- c. All local resources will be utilized so over staffing or more than needed equipment or tasked items are not overloaded on scene.
- d. Resources and equipment are staged prior to know weather or planned events within Kiowa County.

8. Volunteer and donations management

- a. For guidance on unaffiliated volunteers refer to the United Way SOG's. Unsolicited donations will be managed by the VOAD coordinator, or the county will request state support to manage the donations.

9. Tracking resources

- a. The county will rely on local fuel distribution points until those resources are exhausted and then will contact fuel through the petroleum markets association. For more information on sites, reference the ESF12 "bulk fuel storage site" map.
- b. Each agency will be responsible for maintaining their equipment and submitting their documentation to the EOC finance sections. Resources will be tracked locally (manually) and will be demobilized at the request of the IC. The EOC will track resource allocation to maintain COP of the incident. Resources maybe tracked via State salamander system.
- c. Resource tracking will be done manually at the EOC until such time a digital resource tracking system can be setup.
- d. Initial requests for resources will initially be filled by dispatch with local resources. At the time local resources become exhausted the EOC will begin handling resource management be executing mutual aid and contacting the State EOC for resources.

10. Emergency contacting

- a. The BOCC will designate the spending limits and inform EM, County Clerk, and Treasure of the limits.
- b. All other emergency contacts will be in the contact list

B. Direction and Control

1. The ESF 7 Coordinating Agency is Kiowa County Emergency Preparedness Office which is appointed by the Kiowa County Emergency Preparedness Office, in coordination with local planning partners. The staff serving as ESF 7 Coordinator is appointed by and located in the Kiowa County Emergency Preparedness Office. When ESF 7 support is necessary, the ESF 7 Coordinator coordinates all aspects of ESF 7.
2. The ESF 7 may operate at two levels: 1) Kiowa County Emergency Management (EOC #1); and 2) Field operations.
3. During emergency activations, all management decisions regarding resource support for Kiowa County are made at the Kiowa County Emergency Management (EOC #1) by the ESF 7 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Kiowa County Emergency Management (EOC #1) assist the incident commander in carrying out the overall mission.
4. In accordance with a mission assignment from ESF 7, each primary and/or support organization assisting ESF 7 will retain administrative control over its own resources and personnel, but will be under the operational control of ESF 7. Delegation of mission operational control may be delegated to the field by the Kiowa County Emergency Management (EOC #1).

C. Organization

1. County
 - a. During an activation of the Kiowa County Emergency Management (EOC #1), primary and support agency staff is integrated with the Kiowa County Emergency Preparedness Office staff to provide support.
 - b. During an emergency or disaster event, the Kiowa County Emergency Management (EOC #1), Operations Section will coordinate resource support with the Logistics Section. In addition, ESF 7 will:
 - i. Operate under the direction of the Kiowa County Emergency Preparedness Office Coordinator.
 - ii. Operate throughout the emergency, either in the Kiowa County Emergency Management (EOC #1), or at a location designated by the Logistics Section Chief in coordination with the Kiowa County Emergency Preparedness Office coordinator.
 - iii. Alert designated primary personnel of possible resource needs and to report to the Kiowa County Emergency Management (EOC #1).
 - iv. Maintain liaison with other ESFs and interested parties. This will be accomplished through the coordination of the Kiowa County Emergency Preparedness Office Coordinator and the Logistics Section Chief.
 - v. At the tasking of the Logistics Chief, take action if another ESF requires assistance in obtaining needed items. ESF 7 finds a source for needed

items and provides to the requesting ESF the name of the contact person, the price and schedule for when the material can be made available at the established location.

- vi. Unless otherwise directed, and in order to provide resource support when needed during disaster operations, the ESF 7 function will be staffed on a 24 hour basis at the Kiowa County Emergency Management (EOC #1).
- c. The Kiowa County Emergency Preparedness Office will develop and maintain ESF 7 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan.

2. State of Kansas

- a. During an activation of the State of Kansas EOC, the Kansas Division of Emergency Management is the designated lead agency for State resource services and will provide a liaison to facilitate requests for transportation service resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of ESF 7 at the State of Kansas EOC will report to the Logistics Section Chief, who reports to the SEOC Manager.
- c. The Kansas Division of Emergency Management develops and maintains the overall ESF 7 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the Kiowa County Emergency Operations Plan.

D. Alerts and Notifications

- 1. The Kiowa County Emergency Preparedness Office and/or Kiowa County Emergency Preparedness Office will notify the County Warning Point (Kiowa County Sheriff's Office) when information comes to their attention indicating that an emergency or disaster situation is developing.
- 2. The County Warning Point (Kiowa County Sheriff's Office), will notify the "on call" Emergency Duty Officer and/or ESF Coordinator for ESF 7 when Kiowa County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
- 3. ESF 7 will be activated or placed on standby upon notification by the Kiowa County Emergency Management (EOC #1). The representatives or designees of the coordinating agency will manage the emergency activities of ESF 7. If additional support

is required, the ESF 7 coordinating and primary agencies may jointly manage ESF 7 activities.

4. Upon instructions to activate or placement of ESF 7 on standby, Kiowa County Emergency Preparedness Office will implement procedures to notify all ESF 7 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

1. Actions carried out by ESF 7 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 7 agencies and the intended recipients of service.

Overall Actions Assigned to All Members	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i>	
1	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
2	Collect, process, and disseminate information to and from the EOC.
3	Participate in training, drills, and exercises.
4	Identify and establish SOPs for points of distributions and staging areas.
5	Identify information technology disaster plan to assist in restoration of computer resources.

Overall Actions Assigned to All Members	
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF7.
2	Work with the EOC staff to establish priorities and grant resource requests according to priorities.
3	Cooperate with EOC, incident command, adjacent counties, and/or region to provide logistics support for larger regional incidents.
4	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.

Overall Actions Assigned to All Members	
<i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-7 Annex to correct shortfalls and improve future response activities.
4	Participate in after action meetings and prepare after action reports as requested.
5	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

Overall Actions Assigned to All Members	
<i>Mitigation Actions for ESF 7 - Resource Support</i>	
1	Participate in the hazard identification process identify and correct vulnerabilities.

2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
3	Provide ESF-7 representative for update of mitigation plan.

III. Responsibilities

A. The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Kiowa County Emergency Preparedness Office	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-7 tasks.
2	Identify who is responsible for initial notification of ESF-7 personnel.
3	Identify liaison rolls with the state and adjacent county resource support officials.
4	Develop standard operating guides and checklists to support ESF-7 activities.
5	Develop and maintain ESF-7 Annex.
6	Establish contact with private resources that could provide support during an emergency.
7	Identify and establish a credentialing system to be used in a disaster.
8	Identify how access will be granted and tracked to critical or limited access sites following an incident.
9	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
10	Identify how resources are inventoried and tracked.
11	Establish emergency contracting procedures.
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Designate personnel to coordinate ESF-7 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF 7 and EOC or incident command.
3	Provide field support for emergency responders at the scene.
4	If necessary, establish staging areas, distribution sites and mobilization centers.
5	Activate mutual aid agreements as required.
6	Maintain an inventory system to track supplies used in the disaster.
7	Maintain accurate records of resources utilized and submit reports.
8	Preposition resources when incident is likely or imminent.
9	Relocate essential resources outside of threatened area when required.
10	Coordinate with ESF 12 to support missions with limited fuel availability.
11	Track resources during incident and ensure equipment maintenance is conducted and tracked.
<i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	
1	Provide documentation for possible financial reimbursement process for recovery activities.
2	Stand down any facilities no longer in use.
3	Dispose of excess supplies.

Primary: Kiowa County Fire Department

Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
Response (During Event) Actions for ESF 7 - Resource Support	
1	Provide field support for emergency responders at the scene.
2	If necessary, establish staging areas, distribution sites and mobilization centers.
3	Preposition resources when incident is likely or imminent.
4	Relocate essential resources outside of threatened area when required.
5	Coordinate with ESF 12 to support missions with limited fuel availability.

Primary: Kiowa County Sheriff's Department	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
Response (During Event) Actions for ESF 7 - Resource Support	
1	Provide field support for emergency responders at the scene.
2	If necessary, establish staging areas, distribution sites and mobilization centers.
3	Preposition resources when incident is likely or imminent.
4	Relocate essential resources outside of threatened area when required.
5	Coordinate with ESF 12 to support missions with limited fuel availability.

Supporting: Kiowa County Health Department	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
Response (During Event) Actions for ESF 7 - Resource Support	
1	If necessary, establish staging areas, distribution sites and mobilization centers.
2	Preposition resources when incident is likely or imminent.

City of Greensburg	
Response (During Event) Actions for ESF 7 - Resource Support	
1	Maintain an inventory system to track supplies used in the disaster.
2	Preposition resources when incident is likely or imminent.
3	Coordinate with ESF 12 to support missions with limited fuel availability.

City of Greensburg Fire Department	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
Response (During Event) Actions for ESF 7 - Resource Support	
1	Provide field support for emergency responders at the scene.
2	If necessary, establish staging areas, distribution sites and mobilization centers.
3	Preposition resources when incident is likely or imminent.
4	Relocate essential resources outside of threatened area when required.

5	Coordinate with ESF 12 to support missions with limited fuel availability.
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City of Haviland	
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Maintain an inventory system to track supplies used in the disaster.
2	Preposition resources when incident is likely or imminent.
3	Coordinate with ESF 12 to support missions with limited fuel availability.

City of Haviland Fire Department	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i>	
1	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Provide field support for emergency responders at the scene.
2	If necessary, establish staging areas, distribution sites and mobilization centers.
3	Preposition resources when incident is likely or imminent.
4	Relocate essential resources outside of threatened area when required.
5	Coordinate with ESF 12 to support missions with limited fuel availability.

City of Mullinville	
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Maintain an inventory system to track supplies used in the disaster.
2	Preposition resources when incident is likely or imminent.
3	Coordinate with ESF 12 to support missions with limited fuel availability.

City of Mullinville Fire Department	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i>	
1	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Provide field support for emergency responders at the scene.
2	If necessary, establish staging areas, distribution sites and mobilization centers.
3	Preposition resources when incident is likely or imminent.
4	Relocate essential resources outside of threatened area when required.
5	Coordinate with ESF 12 to support missions with limited fuel availability.

Greensburg Police Department	
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Provide field support for emergency responders at the scene.
2	If necessary, establish staging areas, distribution sites and mobilization centers.
3	Preposition resources when incident is likely or imminent.
4	Relocate essential resources outside of threatened area when required.
5	Coordinate with ESF 12 to support missions with limited fuel availability.

Kiowa County Board of County Commissioners	
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	

1	Maintain an inventory system to track supplies used in the disaster.
Recovery (Post Event) Actions for ESF 7 - Resource Support	
1	Dispose of excess supplies.

Kiowa County Clerk	
Response (During Event) Actions for ESF 7 - Resource Support	
1	Maintain an inventory system to track supplies used in the disaster.

Kiowa County Emergency Medical Service	
Response (During Event) Actions for ESF 7 - Resource Support	
1	Provide field support for emergency responders at the scene.
2	If necessary, establish staging areas, distribution sites and mobilization centers.
3	Preposition resources when incident is likely or imminent.
4	Relocate essential resources outside of threatened area when required.

Kiowa County Hospital	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
Response (During Event) Actions for ESF 7 - Resource Support	
1	If necessary, establish staging areas, distribution sites and mobilization centers.
2	Preposition resources when incident is likely or imminent.

Kiowa County Road and Bridge Department	
Response (During Event) Actions for ESF 7 - Resource Support	
1	Preposition resources when incident is likely or imminent.
2	Coordinate with ESF 12 to support missions with limited fuel availability.

United Way	
Response (During Event) Actions for ESF 7 - Resource Support	
1	Manage the collection, distribution, or rejection of unsolicited donations.

IV. Financial Management

- A. Once the Emergency Declaration is in effect ESF 7, in conjunction with the support agencies, assumes the full responsibility for resource support for all departments within the guidelines of the Emergency Declaration.
- B. All inter-departmental and a portion of intra-departmental procurement from existing inventories is handled on the departmental level with no assistance from ESF 7. If this course is pursued, departments are instructed to document all transactions pursuant to FEMA audit requirements.
- C. Resources obtained from outside sources (other governmental entities or commercial suppliers) are routed through ESF 7 as necessary.

- D. Procurement procedures should be outlined in an "Emergency Purchasing Procedures Manual." This manual should be complete with a copy of telephone and fax numbers for "emergency vendors" sorted by product or service. These "emergency vendors" should have agreed in advance to provide necessary supplies to authorized Kiowa County officials and employees at little or no notice at the normal government discount rate.
- E. Expenditures for cost recovery are documented during the incident and after the incident period. All response agencies work with ESF 7 personnel in notifying the Kiowa County Emergency Preparedness Office of expenditures based on standard accounting procedures.
- F. Each agency is responsible for tracking its own costs associated with ESF 7 operations using the standard procedures established by the support agency's standard accounting and tracking procedures.
- G. Each agency is responsible for monitoring staff hours using its own tracking system, and requesting financial reimbursement (as applicable) for staff hours incurred in association with ESF 7 operations.
- H. The State of Kansas EOC through the Kiowa County Emergency Management (EOC #1) will provide appropriate forms, and provide guidance to complete forms for efficient tracking and reimbursement.

V. References and Authorities

REFERENCES

AUTHORITIES

ESF 8 - Public Health and Medical Services

Coordinating Agency:

Kiowa County Health Department

Primary Agency:

Kiowa County Emergency Preparedness Office
Kiowa County Hospital

Support Agencies:

Kansas Department of Health and Environment
Kiowa County Emergency Medical Service

I. Purpose and Scope

A. Purpose

1. The purpose of Emergency Support Function (ESF) 8 is to provide health and medical coordination in support of emergency events in Kiowa County. ESF 8 can provide the mechanism for personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives.

B. Scope

1. ESF 8 is a functional annex to the Kiowa County EOP and this Annex describes the actions required to coordinate public health and medical services during a disaster. It addresses:
 - a. Local Health Department notification, coordination and response
 - b. Emergency Medical Services (EMS) activities
 - c. Coordination among community hospital partners
 - d. Mass fatality partnerships in planning
 - e. Community planning with other health care providers
 - f. Behavioral health (mental health) activities
2. Most of the agencies involved in public health and medical services activities have existing emergency plans and procedures. The ESF 8 Annex is not designed to take the place of these plans rather it is designed to complement, support, and reference existing plans and procedures.
3. The ESF 8 Annex supports health and medical response during a biological incident within the community and complements the Biological Incident Annex (BIA) to the Kiowa County EOP.

4. For this document, public health and medical services include: medical needs associated with behavioral health needs of victims and responders, medical needs of "at risk" populations, and environmental health concerns associated with activities outlined in other portions of the Kiowa County EOP.

C. Policies

Kiowa County Emergency Medical Service has protocols.
Kiowa County Memorial Hospital has protocols.
Iroquois Center for Human Development has protocols.
Kiowa County Health Department has protocols.

State Statutes and Regulations K.S.A. 65 Article 1 Public Health, emergency Medical Service Article 61

K.S.A. 65-119: Duties and powers of local health officers; contagious diseases; confidentiality of information; disclosure, when (a) Any county or joint board of health or local health officer having knowledge of any infectious or contagious disease, or of a death from such disease, within their jurisdiction, shall immediately exercise and maintain a supervision over such case or cases during their continuance, seeing that all such cases are properly cared for and that the provision of this act as to isolation, restriction of communication, quarantine and disinfection are duly enforced. The county or joint board of health or local health officer shall communicate without delay all information as to existing conditions to the secretary of health and environment. The local health officer shall confer personally, if practicable, otherwise by letter, with the person in attendance upon the case, as to its future management and control. The county or joint board of health or local health officer is hereby empowered and authorized to prohibit public gatherings when necessary for the control of any and all infectious or contagious disease.

(b) Any disclosure or communication of information relating to infectious or contagious diseases required to be disclosed or communicated under subsection (a) of this section shall be confidential and shall not be disclosed or made public beyond the requirements of subsection (a) of this section of subsection (a) K.S.A. 65-118, except as otherwise permitted by subsection (c) of K.S.A. 65-118.

K.S.A.65-201: County, city-county and multicounty units; local health officers; appointment, tenure, removal; laws applicable. The county commissioners of the several counties of this state shall act as county boards of health for their respective counties. Each county board thus created shall appoint a person licensed to practice medicine and surgery, preference being given to persons who have training in public health, who shall serve in an advisory capacity to the county board of health and as the local health officer, except that the appointing authority of city-county, county or multicounty health units with less than one hundred thousand (100,000) population may appoint a qualified local health program administrator as the local health officer if a person licensed to practice medicine and surgery or person licensed to practice dentistry is designated as a consultant to direct the administrator on program and related medical and professional matters. The local health officer or local health program administrator shall hold office at the pleasure of the board. The board of county commissioners in any county having a population of less than fifteen thousand (15,000) may contract with the governing body of any hospital located in such county for the purpose of authorizing such governing body to supply services to a county board of health.

For policies related specifically to Biological Public Health emergencies, see the Biological Incident Specific Annex to the CEOP.

II. Concept of Operations

A. General

1. Operational Overview

- a. ESF 8 is organized to be consistent with the Kiowa County Emergency Management (EOC #1), the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System (ICS). This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Kiowa County through the Kiowa County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.
- b. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Kiowa County Emergency Management (EOC #1) and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding appendices, annexes, and standard operating guidelines, which describe ESF 8 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
- c. In a large event requiring local or State mutual aid assistance, ESF 8 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of required assets.
- d. When an event is focused in scope to a specific type or response mode (i.e., hospital evacuation, biological threat, hazardous materials release, pandemic disease or radiological event) technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the ICS structure.
- e. Throughout the response and recovery periods, ESF 8 will evaluate and analyze information regarding medical, health, and public health assistance requests for response, develop and update assessments of medical and public health status in the impact area and do contingency planning to meet anticipated demands.
- f. If additional support is necessary, ESF 8 will contact the supporting agencies and other ESFs to request applicable support activities.
- g. The coordinating agency or Emergency Operation Center Manager will make the needed notifications. Emergency Management. Kiowa County Health Department will be the liaison with the Kansas Department of Health and Environment.

2. Continuity of Operations

- a. Continuity of operations establishes policies and guidance to ensure the essential business functions of the health care system in the community are continued in the event that a man made, natural or technological emergency disrupts or threatens to disrupt normal business operations. The community hospital and county health department have established a Continuity of Operations Plan (COOP). The county health department COOP is managed through an electronic application to ensure access to plan during an emergency.
- b. Reconstitution is the process by which surviving and/or replacement health and medical personnel resume normal operations at the original or replacement facility. There are three tasks associated with reconstitution: transitioning, coordinating and planning, and outlining the procedures. The decision to reconstitute will be made by the Incident Commander and as outlined in internal plans. Operations may be resumed in phases with the essential functions being first priority followed by other functions as resources and personnel allow.

3. Medical Surge

- a. In the event of a disaster, it is necessary to use surge capacity to provide emergency care and appropriate definitive management of patients. Bed counts alone do not determine surge capacity or the ability to care for patients. The hospital has internal policies, plans, and procedures for patient surge within their facilities, including requesting medical material and pharmaceuticals and coordinating mass fatality.
- b. ESF 8 will monitor the EMSsystem application in the Kiowa County Emergency Management (EOC #1) to maintain awareness of the availability of beds at hospitals within their jurisdiction and surrounding counties. Hospitals in Kiowa County will be requested to update their bed availability at the time of a disaster or large-scale emergency through a HAvBED alert initiated at the regional or state level. The hospital will update the HAvBED alert as requested to assist with planning of patient transfers.
- c. The health and medical community has a decontamination plan and access to necessary equipment. The health and medical community also have trained individuals who can assist and perform decontamination activities for patients arriving from the scene of emergencies and disasters.
- d. Health and medical entities have processes and policies for medical surge capabilities, these internal plans provide details with internal patient tracking procedures. Patients seen as a result of an emergency will be tracked utilizing these procedures. The numbers of patients seen, disposition, and status of these patients will be coordinated throughout the day by ESF 8. Hospitals will follow CMS and HIPAA regulations when reporting patient information. All participating health and medical organizations will assist in determining the health and medical impact of the emergency on the community.
- e. Health and medical entities protect the privacy of individually identifiable health information. ESF 8 follows standards to protect information and will utilize internal

policies for reunification of patients with family. ESF 8 will coordinate efforts, when possible, to gather missing persons information from participating health and medical partners and response organizations to cross reference with data received from ESF 6 – Mass Care, Housing, and Human Services. If ESF 8 recognizes a patient identified as missing on the American Red Cross's Safe and Well or another missing person data system provided by another mass care, housing, and human service agency, ESF 8 will verify to the extent possible the validity of their reunification need and, if acceptable, provide the current location of the patient to the requesting family member.

- f. In the event individuals are in need of additional transportation to health and medical facilities, ESF 8 will coordinate with ESF 1 - Transportation.
 - g. During a large scale emergency, emergency room departments, treatment centers, and other medical clinics across the community may see an influx in patients. An Alternate Care Site (ACS) is a community-based location that may provide additional treatment area(s) with a minimum specific level of care for patients. An ACS may be established at sites where no medical care is usually provided or at medical facilities where the usual scope of medical services does not normally include large-scale urgent care or traditional inpatient services. If an ACS is needed to respond for managing a disaster that creates a surge of patients beyond community capabilities, the health and medical entities within Kiowa County will consider options for ACS sites to care for ill patients who would otherwise seek care at hospitals and community health centers.
 - h. Through preparedness planning the community has developed regional relationships within the health and medical sector. This provides additional access to medical surge supply trailers, field hospital trailers, health and medical supplies, and specialized equipment which may be necessary for response. The ESF 8 coordinator will follow standard procedures for requests in the event these assets are needed to support operations and improve the health delivery during an emergency.
4. Epidemiology and Surveillance
- a. Kiowa County's Health Department is responsible for conducting disease surveillance and investigation within Kiowa County and maintains access to an electronic disease tracking and surveillance system.
 - b. The health department conducts disease surveillance and investigation activities in partnership with local hospitals, physician's offices, clinics, schools and pharmacies to maintain an overall assessment of disease outbreaks or clusters within the county. These activities also provide a reporting avenue from these organizations to the Kiowa County Health Department to identify and contain disease outbreaks. The Kiowa County Health Department also utilizes neighboring counties and state assistance in disease surveillance and investigation as part of a coordinated statewide public health system.
 - c. Kiowa County Emergency Preparedness Office has identified vulnerabilities within the community. In the event of a radiological emergency, Community Reception Center (CRC) guidance is available to assist Kiowa County with this

process and would be used as guidance for population monitoring of county residents should a radiological emergency be declared. At the CRC, citizens will be asked to provide information regarding their location and possible exposure to the radiological emergency. This will assist the Kiowa County Health Department, Kansas Department of Health and Environment and the Centers for Disease Control and Prevention in providing appropriate surveillance and follow up after this type of emergency. When conducting our Hazardous Analysis, due to our location, a radiological emergency is a very low risk. We do not have any nuclear facilities within 200 miles. Our hospital does not conduct nuclear medicine.

5. Fatalities Management

- a. Kiowa County recognizes the need to organize local agencies and resources to plan for and respond to an incident resulting in catastrophic loss of life. Natural disasters frequently overwhelm local systems that care for the deceased. Consequently, the responsibility for the immediate response falls on local organizations and communities. Management of the dead requires coordination of body recovery, short and long-term storage, identification, burial arrangements, and support of victims and relatives.
- b. Kiowa County Emergency Preparedness Office and ESF 8 will coordinate with county coroner, funeral directors, mortuary services, and coordinating group(s)/team(s) early during an emergency to ensure required resources, assessment activities, and the responsible agencies implement appropriate plans. Funeral home capacity is difficult to determine due to the number of variables involved (i.e., funeral staff available; single or joint service: chapel, church, or graveside service; etc.). In a time of disaster the Kansas Funeral Directors Association would come in to assist. Kiowa County does not have any refrigerated trailers in the county. We would have to rely on outside resources to lease or rent.
- c. Following an emergency, ESF 8, when requested and in coordination with its partner organizations, will assist or help identify resources to support the local district coroner, medical professionals, and law enforcement agencies in:
 - i. Tracking and documenting of human remains and associated personal effects
 - ii. Reducing the hazard presented by chemically, biologically, or radiologically contaminated human remains (when indicated and possible)
 - iii. Establishing temporary morgue facilities;
 - iv. Determining the cause and manner of death. When the determination of the cause of a death is held to be in the public interest or a child under the age of 18 dies, the coroner or deputy coroner shall be notified. The coroner shall decide if an investigation shall take place;

- v. Collecting ante mortem data in a compassionate and culturally competent fashion from authorized individuals
 - vi. Performing postmortem data collection and documentation;
 - vii. Identifying human remains using scientific means (e.g., dental, pathology, anthropology, fingerprints, and, as indicated, DNA samples);
 - viii. Preparing, processing and returning human remains and personal effects to the authorized person(s) when possible
 - ix. Providing technical assistance and consultation on fatality management and mortuary affairs; and
 - x. Coordinating with behavioral health, social workers, counselors, and community mental health centers in support of victims and relatives.
- d. During an event, first responders will follow appropriate policies, procedures, and guideline to ensure safety precautions are appropriate and implemented.
- e. One component of an effective mass fatality incident response is the Family Assistance Center. This center should be set up in a suitable location convenient to the site but removed from the majority of on-scene activities. A staff of funeral service and behavioral health professionals should be organized to assist appropriate agencies and families with family notification, service preparation, behavioral health support and other end-of-life documentation. Only selected individuals shall have access to the Family Assistance Center due to the sensitive and personal nature of the work being done. Proper decorum shall be dictated and established by the coordinator of the Center.

Information should be gathered from survivors or their designated agents to assist in the identification of remains. A member of the Kansas DMORT shall utilize a comprehensive form to interview the family. This information shall come directly from the family or from a local law enforcement agency and not the receiving funeral director.

The Family Assistance Center personnel shall assist the family in preparation of all necessary paperwork for the final distribution of the remains. This paperwork will be maintained with the victim's records and individual victim files will be maintained. Family Assistance center personnel will also coordinate the return of the remains to the funeral director who has been chosen by the family.

We will utilize the guidance from Advanced Practice Center website at <http://apctoolkits.com/family-assistance-center>.

6. Pre-Hospital Care

- a. Kiowa County promotes local and regional coordination and cooperation in emergency pre-hospital care for mass casualty events, including those that involve children. During an emergency, pre-hospital care may involve more than one jurisdiction, therefore ICS will be used to help standardize organizational structure and common terminology and to ensure a useful and flexible management system is practical for incidents involving multi-jurisdictional and multi-agency response, especially those in the field.
- b. Pre-arrival assessments will be conducted by Emergency Medical Services and notification procedures to dispatch, hospitals, and other mutual aid partners will be activated.
- c. Triage procedures, ambulance diversion guidelines, EMS system protocol and policies, pediatric guidelines, and other community and internal agency plans have been developed and may be implemented in response to this type of emergency.
- d. Medical mutual aid may be necessary and implemented during a mass casualty or large-scale emergency.
- e. Victims will be triaged on scene as directed by the Kiowa county EMS using the Kansas triage codes which are:
 1. Green-minor or no injuries
 2. Yellow-non life-threatening injuries
 3. Red-critical
 4. Blue-extremely critical
 5. Black-deceased
 6. Orange-psychiatric

*For mass casualty incidents, the blue classification is not used. Victims will be tracked by using the Triage tag system. Casualty information will be routed through the Incident Commander, and through Kiowa County EOC. The County EOC will coordinate with ESF #15-External Communications on disseminating casualty information gathered. Information and statistics will be compiled from radio logs, facsimiles, databases and direct communications with EMS staff. This information will be processed and made available through the Public Information Officer and the Joint Information Center.

7. Medical Countermeasure Dispensing

- a. The primary goal of the county's mass dispensing program is to provide life saving medical countermeasures to citizens and visitors of Kiowa County in a timely manner in response to a health and medical emergency. This program is led by the Kiowa County Health Department and includes many of the county's other departments, health and medical partner organizations and private companies. The Kiowa County Health Department has developed a Mass Dispensing Standard Operating Guide (SOG) which will be used during an emergency as a guide for providing vaccines and pharmaceuticals at Point of Dispensing (POD) sites for the public.

8. Medical Material Distribution

- a. During a time of disaster state and federal medical material and pharmaceuticals may be available to Kiowa County. To access these assets, a coordinated resource management and requesting process must be in place for participating agencies. This process promotes the full utilization of local medical equipment and supplies and exhaustion of services available locally. With the exhaustion or immediate exhaustion of these local supplies and services, Kiowa County can make a request through Kiowa County Emergency Preparedness Office to the State of Kansas EOC for fulfillment. Procedures for requesting medical materials can be found in the Kiowa County Mass Dispensing SOG and Hospital EOP.
- b. Health and medical entities have processes in place for requesting medical countermeasures, including but not limited to the Strategic National Stockpile (SNS), CHEMPACK (nerve agent and organophosphate antidotes), and Chemical Event Shipping Supply Location (CESSL) program.

9. Non-Pharmaceutical Interventions

- a. The Kansas Isolation and Quarantine statute K.S.A. 65-129 provides the template for control efforts in the case of large-scale outbreaks of naturally occurring diseases, like pandemic influenza, SARS or artificially introduced biological agents in connection with bio terrorism. The Kiowa County Board of Health may also issue advisories or recommendations for the closure of public buildings, events and activities. In partnership with local school districts, schools may also be dismissed to aid in disease containment measures.
- b. When necessary, ESF 8 will coordinate with ESF 13 – Public Safety to ensure the safety of public and community members related to isolation and quarantine.
- c. The hospital maintains an appropriate HVAC system which is an essential tool for the control of infection. The hospital has a negative pressure room and procedures to keep contaminants and pathogens from reaching surrounding areas within the hospital. These procedures are outlined in internal hospital policies and will be activated as outlined in these policies to prevent cross-contamination from room to room.
- d. We will coordinate with ESF 15 to promote hygiene and disease prevention measures. We will utilize the information provided by Kansas Department of Health and Environment and/or Center for Disease Control or develop what we

need using this information. We will utilize radio, television, newspaper, website, social media and or fliers and door-to-door if necessary.

10. Responder Health and Safety

- a. Health and medical officials may be requested to provide information related to agents or diseases and appropriate measures to take to protect the health, medical, and emergency services sector responders. Officials may be asked to serve as subject matter experts and information resources to make health and safety recommendations to incident management staff and safety officers.
- b. A community hazardous vulnerability assessment (HVA) has been made available to identify any anticipated hazards, including infectious disease, hazardous materials, and environmental factors.
- c. ESF 8 has or has access to personal protective equipment (PPE) to ensure the safety and health of first responders.
- d. There are counseling services available throughout the community for those victims and responders with behavioral health needs. This is outlined under the Behavioral Health section of this Annex.

11. Volunteer Management

- a. ESF 8 has access to the Kansas System for the Early Registration of Volunteers (K-SERV) system, which can be utilized as a volunteer database at the local and state levels. In addition, various health and medical entities have an internal volunteer database. Each facility should utilize internal policies and procedures for verifying and credentialing. In the event that volunteers are needed to provide assistance during an incident response, K-SERV offers an opportunity for volunteer request and receipt through a standard operating procedure.
- b. Additional volunteer resources may be available through Kansas Medical Reserve Corps (MRC) units, Community Emergency Response Teams (CERT), American Red Cross (ARC) and other community organizations active in disasters.

12. Environmental Health

- a. Kiowa County does not have any vector or animal control policies in the county. We would contact Kiowa County K-State Research and Extension Office and/or Kansas Department of Health and Environment for help and information on how to deal with the problem. The Kiowa County Public Health Department may be requested to assist other ESF 8 partner organizations, as appropriate, in assessing the threat of vector-borne diseases and providing technical assistance and consultation on medical treatment of victims of vector-borne diseases. ESF 8, along with ESF 11, may be tasked to coordinate the health and safety issues of food-producing animals, animal feed, and therapeutics with other support agencies. When a veterinary response is required, assets may be requested from the National Veterinary Stockpile, which is managed by USDA Animal and Plant Health Inspection Service (APHIS).

- b. The Primary Agency is responsible for coordinating the identification of associated environmental hazards to include exposure to infectious diseases that are secondary transmission modes. The rebuilding of the public health infrastructure, removal of environmental hazards, and appropriate decontamination of the environment enable the safe re-entry and re-occupancy of the impacted area. Kiowa County will work with our City/County Building Inspector and Kansas Department of Health and Environment to evaluate structures and areas for habitability and other environmental health concerns.
- c. The ESF Coordinator will coordinate with Kansas Department of Health and Environment and the City of Greensburg to test and check public water supplies to ensure s

13. Behavioral Health

- a. ESF 8 will coordinate with behavioral health professionals and organizations within the county and with the State ESF 8 Coordinator to promote behavioral health response and recovery needs. The ESF 8 Coordinator will work with behavioral health, social workers, counselors, substance abuse professionals and community mental health centers.

14. Demobilization and Recovery

- a. When the Incident Commander has ordered demobilization, the ESF 8 Coordinator will notify health and medical response entities. Each agency should consider their property and business impact for returning to normal facility operations.
 - i. As needs for personnel decrease, personnel should report to debriefing area or standard area of operations as directed by supervisor. Positions will deactivate in a phased manner as outlined by internal plans and policies
 - ii. Il equipment and supplies shall be returned or disposed of in compliance with recommendations from internal and/or external authorities and coordinated by supply unit leader and finance/administration section. Health and medical supplies and equipment should be repaired, repacked, and replaced as needed.
 - iii. Any plans to salvage, restore, and recover the impacted facility will initiate upon approval from applicable local, State, and Federal law enforcement and emergency service authorities.

B. Direction and Control

- 1. During a state of emergency, Kiowa County health and medical response activities will be coordinated through the Kiowa County Emergency Management (EOC #1); which will serve as the source of all direction and control.

2. The Kiowa County Emergency Manager or designee provides direction and control for ESF 8 to include mission assignments, mutual aid, contracts for goods and services, and recovery and mitigation activities.
3. During emergency activations, all management decisions regarding Kiowa County or regional response are made at the Kiowa County Emergency Management (EOC #1) by the ESF 8 Coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the Kiowa County Emergency Management (EOC #1) assist the commander in carrying out the overall mission. Resources for response are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.
4. A staffing directory and the ESF 8 Emergency Operations Plan, its accompanying appendices, annexes and standard operating guidelines are maintained by the Kiowa County Health Department. Kiowa County Health Department is responsible for ensuring contact information is accurate and ready for response.
5. Agencies of ESF 8 may serve in Field Operations (i.e., Disaster Recovery Center operations, intrastate and/or interstate mutual aid assistance, etc.).
6. When a request for assistance is received by ESF 8 it is assigned to the agency or agencies that have the most appropriate resources and expertise to accomplish the task.
7. Kiowa County Emergency Preparedness Office will assist in the coordination of state response efforts under the provisions of a Governor's Disaster Declaration.

C. Organization

1. County
 - a. During an actual or potential emergency or disaster, the primary agency of Kiowa County Health Department will assign a liaison to Kiowa County Emergency Management (EOC #1) to fill the role of ESF 8 Coordinator. During an activation of the Kiowa County Emergency Management (EOC #1), support agency staff will work with the coordinating agency to provide support that will allow for an appropriate, coordinated and timely response. If additional support is required, the Kiowa County Health Department and primary agencies may co-manage ESF 8 activities.
 - b. ESF 8 Coordinator will report to the Kiowa County Emergency Manager or designee. During the response phase, the ESF 8 Coordinator will evaluate and analyze information regarding medical and public health assistance requests
 - c. ESF 8 Coordinator will develop and update assessments of medical and public health status in the impact area and do contingency planning to meet anticipated demands.
 - d. ESF 8 Coordinator will partner with the ESF 6 –Mass Care, Housing, and Human Services to support all individuals and organizations regarding mass care services, including sheltering that may be required to support disaster response and recovery operations in Kiowa County.

2. State of Kansas

- a. The Kansas Department of Health and Environment (KDHE) is the lead ESF 8 Coordinating agency for the State of Kansas. The State ESF 8 provides supplemental assistance to local governments in identifying and meeting the public health and medical needs of victims of disasters and emergencies. The State ESF 8 concept of operations is outlined in the Kansas Response Plan (KRP).

D. Alerts and Notification

- 1. The Kiowa County Emergency Management will notify the Kiowa County Health Department when an area of Kiowa County is threatened or has been impacted by an emergency or disaster event.
- 2. The primary agency notified will report to the Kiowa County Emergency Management (EOC #1), if so advised or requested by Kiowa County Emergency Management.
- 3. The ESF 8 Coordinator and/or Kiowa County Emergency Management will provide notification to support agencies as outlined in internal call down procedures. The ESF 8 Coordinator will continue to update those agencies as the situation progresses and upon demobilization and recovery.

E. Actions

- 1. Actions carried out by ESF 8 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 8 agencies and the intended recipients of service.

Overall Actions Assigned to All Members	
<i>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</i>	
1	Coordinate with ESF 6, to identify at-risk individuals in advance of, during, and following an emergency
2	Identify the public health impact of identified risks
3	Coordinate activities related to health department SOG development
4	Participate in the CDC Public Health Preparedness Program
5	Coordinate health department's exercise program
6	Participate in the Hospital Preparedness Program
7	Participate in county medical countermeasure planning
8	Provide hand washing and other disease prevention campaign activities
9	Coordinate and maintain ESF 8 situational awareness
10	Identify specific health and safety risks for disasters
11	Recommend or determine health-related protective actions
12	Recommend or determine health department's protective action
13	Report incident related injuries to EOC
14	Report incident related fatality to EOC

15	Perform vector surveillance activities
16	Provide briefs or updates related to vector surveillance activities to ESF 8
17	Coordinate with health and medical sector agencies submitting response and recovery information to emergency management
18	Provide public health input into community recovery affairs
19	Provide incident reports for elected officials
20	Assist at-risk populations in recovering from disasters including programs provided
21	Communicate ESF 8 information to and between support agencies

Overall Actions Assigned to All Members	
<i>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</i>	
1	Identify liaison to communicate between health department and ESF for emergency related information

III. Responsibilities

- A. The following list identifies the responsibilities designated to each of the Primary and Support Agencies for ESF 8. The Primary Agency and its responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Kiowa County Health Department	
<i>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</i>	
1	Identify organizations or facilities responsible for providing initial notification for ESF 8
2	Monitor available medical beds and reports to ESF 8
3	Identify county's behavioral health response capabilities
4	Maintain MOUs or MOAs in place to share medical resources
5	Coordinate local efforts related to K-SERV and medical professional volunteer registration
6	Identify alternate care site planning activities
7	Capture incident related expenses to be used in emergency response
8	Credential medical staff
9	Coordinate credentialing/privileging procedures to utilize volunteer behavioral health professional and other staff
10	Coordinate community medication dispensing activities including vaccines and pharmaceuticals
11	Coordinate activities in preparing at-risk populations for disasters
12	Coordinate and maintain family reunification policies or procedures to be used by ESF 8
13	Provide vaccinations against preventable diseases including tetanus, influenza, pertussis, etc
14	Coordinate medical operations activities and resource needs for the following: Health department, Hospital(s) , EMS, Environmental health, Pharmacy(ies), Behavioral health center(s)/team(s), Clinic(s), Funeral director(s)/coroner
15	Coordinate support activities to ESF 6 for Vulnerable Needs at shelters
16	Coordinate and activate mutual aid, K-SERV and other methods for requesting additional medical providers and support personnel
17	Communicate incident related health and medical information to citizens including at-risk populations

18	Coordinate surveillance and epidemiological activities of the local health department including activities with community partners: schools, EMS, hospitals, private medical providers, and others
19	Activate community alternate care site
20	Operate community alternate care site
21	Coordinate fatality management process and requests additional support
22	Activate the Kansas Funeral Directors Association Disaster Team to support fatality management according to the Kansas Mass Fatality Plan
23	Determine the extent or threat of contamination from chemical, radiological or infectious agents
24	Track the injured (Registration to discharge process)
25	Document and track resources that are committed to specific missions and costs
26	Activate and conduct activities that may be involved in community disease containment measures including isolation, quarantine, and gathering cancelation
27	Activate and conduct county's mass dispensing campaign priorities and general activities
28	Activate and conduct county's disease surveillance system
29	Provide liaison to communicate between health department and ESF 8 for emergency related information
30	Provide liaison for communication between hospitals and ESF 8 related to patient numbers and information
31	Coordinate vector surveillance activities
32	Activate and conduct medical care activities during a disaster
33	Activate and perform decontamination of patients, service animals and pets
34	Provide numbers of available beds, resources, medical capabilities and medical specialties to the ESF 8 Coordinator
35	Coordinate and activate mortuary services during an emergency
36	Coordinate with at-risk populations at a community shelter
37	Activate family reunification policies or procedures to be used by ESF 8
38	Record damage assessment information
39	Conduct and monitor health effects post-disaster
40	Report damages of hospitals to ESF 8
Response (During Event) Actions for ESF 8 - Public Health and Medical Services	
1	Identify currently available health and medical sector related volunteer organizations

Primary: Kiowa County Emergency Preparedness Office	
Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services	
1	Identify organizations or facilities responsible for providing initial notification for ESF 8
2	Identify health services needed to support identified disaster risks and provision of those services
3	Monitor available medical beds and reports to ESF 8
4	Identify county's behavioral health response capabilities
5	Identify county's fatality management capabilities
6	Maintain MOUs or MOAs in place to share medical resources
7	Identify alternate care site planning activities
8	Develop procedures to appropriately vet and release casualty and fatality information

9	Credential and badge department employees prior to an incident
10	Capture incident related expenses to be used in emergency response
11	Credential medical staff
12	Coordinate credentialing/privileging procedures to utilize volunteer behavioral health professional and other staff
13	Coordinate behavioral health capabilities of the organization
14	Coordinate activities in preparing at-risk populations for disasters
15	Coordinate and maintain family reunification policies or procedures to be used by ESF 8
16	Provide vaccinations against preventable diseases including tetanus, influenza, pertussis, etc
17	Coordinate medical operations activities and resource needs for the following: Health department, Hospital(s) , EMS, Environmental health, Pharmacy(ies), Behavioral health center(s)/team(s), Clinic(s), Funeral director(s)/coroner
18	Coordinate support activities to ESF 6 for Vulnerable Needs at shelters
19	Coordinate with ESF 7 for requesting resources
20	Coordinate and activate mutual aid, K-SERV and other methods for requesting additional medical providers and support personnel
21	Coordinate surveillance and epidemiological activities of the local health department including activities with community partners: schools, EMS, hospitals, private medical providers, and others
22	Activate community alternate care site
23	Coordinate fatality management process and requests additional support
24	Activate the Kansas Funeral Directors Association Disaster Team to support fatality management according to the Kansas Mass Fatality Plan
25	Track the injured (Registration to discharge process)
26	Document and track resources that are committed to specific missions and costs
27	Activate continuity of operations plan
28	Activate and conduct county's disease surveillance system
29	Provide liaison to communicate between health department and ESF 8 for emergency related information
30	Provide liaison for communication between hospitals and ESF 8 related to patient numbers and information
31	Coordinate vector surveillance activities
32	Activate and conduct medical care activities during a disaster
33	Activate and perform decontamination of patients, service animals and pets
34	Coordinate and activate mortuary services during an emergency
35	Coordinate and activate patient decontamination activities with EMS agencies
36	Coordinate emergency organization credentialing/privileging procedures
37	Provide communication of at-risk populations' needs to the ESF 8 Coordinator
38	Coordinate with at-risk populations at a community shelter
39	Activate family reunification policies or procedures to be used by ESF 8
40	Record damage assessment information
41	Report damages of hospitals to ESF 8

Primary: Kiowa County Hospital

Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services

1	Identify organizations or facilities responsible for providing initial notification for ESF 8
2	Identify hospital's ability to perform decontamination of patients, service animals and pets
3	Identify health services needed to support identified disaster risks and provision of those services
4	Monitor available medical beds and reports to ESF 8
5	Identify county's behavioral health response capabilities
6	Identify county's fatality management capabilities
7	Maintain MOUs or MOAs in place to share medical resources
8	Coordinate local efforts related to K-SERV and medical professional volunteer registration
9	Identify alternate care site planning activities
10	Capture incident related expenses to be used in emergency response
11	Credential medical staff
12	Coordinate credentialing/privileging procedures to utilize volunteer behavioral health professional and other staff
13	Coordinate community medication dispensing activities including vaccines and pharmaceuticals
14	Coordinate activities in preparing at-risk populations for disasters
15	Coordinate and maintain family reunification policies or procedures to be used by ESF 8
16	Provide vaccinations against preventable diseases including tetanus, influenza, pertussis, etc
17	Coordinate medical operations activities and resource needs for the following: Health department, Hospital(s) , EMS, Environmental health, Pharmacy(ies), Behavioral health center(s)/team(s), Clinic(s), Funeral director(s)/coroner
18	Coordinate support activities to ESF 6 for Vulnerable Needs at shelters
19	Coordinate and activate mutual aid, K-SERV and other methods for requesting additional medical providers and support personnel
20	Communicate incident related health and medical information to citizens including at-risk populations
21	Coordinate surveillance and epidemiological activities of the local health department including activities with community partners: schools, EMS, hospitals, private medical providers, and others
22	Activate community alternate care site
23	Operate community alternate care site
24	Coordinate fatality management process and requests additional support
25	Activate the Kansas Funeral Directors Association Disaster Team to support fatality management according to the Kansas Mass Fatality Plan
26	Determine the extent or threat of contamination from chemical, radiological or infectious agents
27	Track the injured (Registration to discharge process)
28	Document and track resources that are committed to specific missions and costs
29	Activate and conduct activities that may be involved in community disease containment measures including isolation, quarantine, and gathering cancelation
30	Activate and conduct county's mass dispensing campaign priorities and general activities
31	Activate and conduct county's disease surveillance system
32	Provide liaison to communicate between health department and ESF 8 for emergency related information
33	Provide liaison for communication between hospitals and ESF 8 related to patient numbers and information

34	Coordinate vector surveillance activities
35	Activate and conduct medical care activities during a disaster
36	Activate and conduct medical surge activities: cancellation of elective surgeries, transfer of patients, etc.
37	Activate and perform decontamination of patients, service animals and pets
38	Provide numbers of available beds, resources, medical capabilities and medical specialties to the ESF 8 Coordinator
39	Coordinate and activate mortuary services during an emergency
40	Coordinate and activate patient decontamination activities with EMS agencies
41	Dispose of medical supplies
42	Conduct decontamination activities, in coordination with ESF 10, from chemical, radiological or biological agents
43	Provide communication of at-risk populations' needs to the ESF 8 Coordinator
44	Coordinate with at-risk populations at a community shelter
45	Activate family reunification policies or procedures to be used by ESF 8
46	Record damage assessment information
47	Conduct and monitor health effects post-disaster
48	Report damages of hospitals to ESF 8
49	Inspect food service establishments prior to resuming business
Response (During Event) Actions for ESF 8 - Public Health and Medical Services	
1	Identify currently available health and medical sector related volunteer organizations

Supporting: Kansas Department of Health and Environment
Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services

1	Activate and conduct activities that may be involved in community disease containment measures including isolation, quarantine, and gathering cancellation
2	Activate and conduct county's disease surveillance system

Supporting: Kiowa County Emergency Medical Service
Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services

1	Identify organizations or facilities responsible for providing initial notification for ESF 8
2	Coordinate medical operations activities and resource needs for the following: Health department, Hospital(s) , EMS, Environmental health, Pharmacy(ies), Behavioral health center(s)/team(s), Clinic(s), Funeral director(s)/coroner
3	Coordinate support activities to ESF 6 for Vulnerable Needs at shelters
4	Coordinate and activate mutual aid, K-SERV and other methods for requesting additional medical providers and support personnel
5	Communicate incident related health and medical information to citizens including at-risk populations
6	Coordinate surveillance and epidemiological activities of the local health department including activities with community partners: schools, EMS, hospitals, private medical providers, and others
7	Operate community alternate care site
8	Track the injured (Registration to discharge process)

9	Document and track resources that are committed to specific missions and costs
10	Activate and conduct county's disease surveillance system
11	Provide liaison to communicate between health department and ESF 8 for emergency related information
12	Provide liaison for communication between hospitals and ESF 8 related to patient numbers and information
13	Coordinate vector surveillance activities
14	Activate and conduct medical care activities during a disaster
15	Activate and conduct medical surge activities: cancellation of elective surgeries, transfer of patients, etc.
16	Activate and perform decontamination of patients, service animals and pets
17	Provide numbers of available beds, resources, medical capabilities and medical specialties to the ESF 8 Coordinator
18	Coordinate and activate mortuary services during an emergency
19	Coordinate and activate patient decontamination activities with EMS agencies
20	Conduct decontamination activities, in coordination with ESF 10, from chemical, radiological or biological agents
21	Coordinate community outreach to at-risk populations
22	Provide communication of at-risk populations' needs to the ESF 8 Coordinator
23	Coordinate with at-risk populations at a community shelter
24	Activate family reunification policies or procedures to be used by ESF 8
25	Conduct and monitor health effects post-disaster
26	Report damages of hospitals to ESF 8

American Red Cross

Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services

1	Identify alternate care site planning activities
2	Coordinate support activities to ESF 6 for Vulnerable Needs at shelters
3	Coordinate with at-risk populations at a community shelter

City of Greensburg

Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services

1	Restore water and wastewater capabilities in coordination with ESF 3
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City of Greensburg Fire Department

Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services

1	Activate and perform decontamination of patients, service animals and pets
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City of Haviland

Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services

1	Restore water and wastewater capabilities in coordination with ESF 3
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City of Haviland Fire Department

Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services

1	Activate and perform decontamination of patients, service animals and pets
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City of Mullinville	
<i>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</i>	
1	Restore water and wastewater capabilities in coordination with ESF 3

City of Mullinville Fire Department	
<i>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</i>	
1	Activate and perform decontamination of patients, service animals and pets

Fleener Funeral Home	
<i>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</i>	
1	Activate the Kansas Funeral Directors Association Disaster Team to support fatality management according to the Kansas Mass Fatality Plan
2	Coordinate and activate mortuary services during an emergency
3	Conduct mortuary services during an emergency
4	Coordinate and activate the Kansas Funeral Directors Association to support fatality management according to the Kansas Mass Fatality Plan

Greensburg Police Department	
<i>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</i>	
1	Coordinate vector surveillance activities
2	Activate and perform decontamination of patients, service animals and pets

Iroquois Mental Health Center	
<i>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</i>	
1	Identify county's behavioral health response capabilities
2	Coordinate credentialing/privileging procedures to utilize volunteer behavioral health professional and other staff
3	Coordinate behavioral health capabilities of the organization
4	Coordinate organization's behavioral health disaster team
5	Coordinate activities in preparing at-risk populations for disasters
6	Coordinate and activate behavioral health care activities
7	Conduct behavioral health care activities

Kiowa County Fire Department	
<i>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</i>	
1	Determine the extent or threat of contamination from chemical, radiological or infectious agents
2	Activate and perform decontamination of patients, service animals and pets
3	Coordinate and activate patient decontamination activities with EMS agencies
4	Conduct decontamination activities, in coordination with ESF 10, from chemical, radiological or biological agents

Kiowa County Road and Bridge Department	
<i>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</i>	
1	Restore water and wastewater capabilities in coordination with ESF 3

Kiowa County Sheriff's Department	
<i>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</i>	
1	Determine the extent or threat of contamination from chemical, radiological or infectious agents
2	Coordinate vector surveillance activities
3	Activate and perform decontamination of patients, service animals and pets
4	Coordinate and activate mortuary services during an emergency

The Salvation Army	
<i>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</i>	
1	Identify alternate care site planning activities

United Way	
<i>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</i>	
1	Identify alternate care site planning activities

IV. Financial Management

- A. ESF 8 is responsible for coordinating with Kiowa County Treasurer to manage ESF 8 expenses relevant to an event.
- B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.
- C. Expenditures by support entities will be documented by those entities and submitted directly to the Kiowa County Treasurer or a designated Finance Section Chief as soon as possible.

V. References and Authorities

REFERENCES

- National Response Framework (NRF)
- National Incident Management System (NIMS)

AUTHORITIES

- 44 CFR Parts 59-76 - National Flood Insurance Program and related programs.
- 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.

- 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
- 44 CFR Part 10 - Environmental Considerations.
- 44 CFR Part 14 - Audits of State and Local Governments.
- 44 CFR 350 of the Code of Federal Regulations.
- 50 CFR - Title 10 of the Code of Federal Regulations.
- Public Law 107-296, 116 Stat. 2135 (2002) (codified predominantly at 6 U.S.C. 101-557 and other sections of the U.S.C.), ESTABLISHED THE Department of Homeland Security with the mandate and legal authority to protect the American people from the continuing threat of terrorism.
- Public Law 93-288, as amended, 42 U.S.C. 5121, et seq, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, which provides authority for response and recovery assistance under the Federal Response Plan, which empowers the President to direct any federal agency to utilize its authorities and resources in support of State and local assistance efforts.
- Public Law 106-390, Disaster Mitigation Act of 2000, to amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the Federal costs of disaster assistance, and for other purposes.
- 16 U.S.C. 3501, et seq, Coastal Barrier Resources Act.
- Public Law 93-234, Flood Disaster Protection Act of 1973, as amended by the Flood Insurance Reform Act of 1994, 42 U.S.C. 4001, et seq, provides insurance coverage for all types of buildings.
- Public Law 99-499, Superfund Amendments and Re-authorization Act of 1986, Part III, the Emergency Planning and Community Right-to-Know Act of 1986, 42 U.S.C. 11001, et seq, which governs hazardous materials planning and community right-to-know.
- Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.
- Public Law 95-510, 42 U.S.C. 9601, et seq, the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- Public Law 101-549, Clean Air Act Amendments of 1990, which provide for reductions in hazardous air pollutants and risk management planning requirements.
- Public Law 85-256, Price-Anderson Act, 42 U.S.C. 2210, which provides for a system of compensating the public for harm caused by a nuclear accident.

- Public Law 84-99, 33 U.S.C. 701n, Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, and repair and restoration of flood control works threatened or destroyed by flood.
- Public Law 91-671, Food Stamp Act of 1964, in conjunction with Section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.
- Public Law 89-665, 16 U.S.C. 470, et seq, National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.
- Stewart B. McKinney Homeless Assistance Act, 42 U.S.C. 11331-11352, Federal Emergency Management Food and Shelter Program.
- National Flood Insurance Act of 1968, 42 U.S.C. 4101, et seq, as amended by the National Flood Insurance Reform Act of 1994 (Title V of Public Law 103-325).
- Regal Community Development and Regulatory Improvement Act of 1994.
- Public Law 833-703 - amendment to the Atomic Energy Act of 1954.

ESF 9 - Search & Rescue

Coordinating Agency:

Kiowa County Sheriff's Department

Primary Agency:

Kiowa County Fire Department
Greensburg Police Department

Support Agencies:

Kiowa County Emergency Preparedness Office
City of Greensburg Fire Department
City of Haviland Fire Department
City of Mullinville Fire Department

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 9 is to provide search and rescue services in support of emergency operations in Kiowa County.

B. Scope

1. ESF 9 coordinates actions to provide search and rescue to support incident management and facilitate the response process. Specifically, ESF 9 supports local governments by supporting:
 - a. Searches and rescues rural areas for lost, missing, or endangered persons;
 - b. Waterborne searches and rescues in lakes, ponds, or rivers;
 - c. Searching for downed or missing aircraft; and
 - d. Searches as a result of a structural collapse.

II. Concept of Operations

A. General

1. ESF 9 is organized consistent with the Kiowa County Emergency Management (EOC #1), the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Kiowa County through the Kiowa County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.

2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Kiowa County Emergency Management (EOC #1) and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 9 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, ESF 9 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of required assets.
4. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
5. The county does not have the ability to maintain operations for >72 hrs. The county will use mutual aid (LEAD, FORCE) to maintain operations for >72 hrs.
6.
 - a. Kiowa County has limited or no specialized search and rescue capabilities other than basic LEO and fire dept. abilities
 - b. Rescue for wind turbine victims are recovered by trained personnel within the company. Kiowa County will be an assisting agency for that event.
 - c. Task force personnel will be activated by the Kiowa County dispatcher by contacting FORCE
 - d. Agency responsible and process for search and rescue management during emergency situations. To include, but not limited to:
 - e. Lakes, ponds, streams, flood/swift water: The county does not have the ability to do water rescue. Mutual aid (KDWP, Reno, Sedgwick, etc.) will be requested for water search and rescue operations.
 - f. Water Towers, tall building, towers : The County does not have the ability to do any high angle rescue and will utilize Mutual aid (Pratt, Reno, Sedgwick, etc.) for rescue.
 - g. Aviation assets: The County may request local pilots for assistance in search and rescue operations. If local assets are not available, mutual aid will be requested from KDEM, KHP, ICT, etc.
 - h. Collapsed structures: The County will request Kansas Task Force 5 out of Reno County.
 - i. Inland/wilderness: The Sheriff's Office and Emergency Management will coordinate with each other to complete search and rescue operations for Inland/wilderness.

- j. Missing persons: Law enforcement from appropriate jurisdiction will be in charge of missing persons' and will coordinate with other agencies for personnel and resources to support SAR efforts.
 - k. Criminal activities: Law enforcement from appropriate jurisdiction will be in charge of missing persons' and will coordinate with other agencies for personnel and resources to support SAR efforts.
 - l. Terrorist incident: The County has no capacity to work a terrorist incident and will request state and federal assistance. The county may provide some secondary support.
 - m. Weather related disasters: Emergency management will coordinate SAR for weather related disasters.
7. Recovering Victims - Victims recovered during search and rescue operations will be handled in the following manner. To include, but not limited to:
- a. Victims with no injuries – Processed and released.
 - b. Injured victims – Will be transported to nearest medical care facility, treated, processed and released.
 - c. Fatality victims – Will be processed, County Corner will decide if the body can be released to a mortuary service.
 - d. Partial remains – Will be processed and the County Corner will request that the remains will be sent to the Sedgwick County Forensic Science Center for identification.
 - e. Kiowa County EMS is responsible for coordination of transportation of all injured victims and will call upon MERGe for Mutual Aid. Kiowa County EMS is responsible for coordination of transportation for all human remains and will call upon MERGe for Mutual Aid. Kiowa County EMS is responsible for coordination of transportation for all fatality victims and for large incidents will call upon MERGe and State's Mass Fatality Plan for Mutual Aid.
8. Vulnerable needs - The County will conduct SAR operations to the max extent feasible with regard to vulnerable needs populations. When local resources are overwhelmed, the county will contact the state ADA coordinator. Care facilities, assisted living centers, independent living centers, schools, hospitals, and daycare facilities are required to maintain emergency operations plans to care for their populations at their facilities. The county will utilize facility staff to evacuate patients, clients, students, and visitors, in accordance with the facility plan and coordination with the Kiowa County EOC or IC.

B. Direction and Control

- 1. The ESF 9 Coordinating Agency is Kiowa County Sheriff's Department which is appointed by the Kiowa County Emergency Preparedness Office, in coordination with local planning partners. The staff serving as ESF 9 Coordinator is appointed by and

located in the Kiowa County Sheriff's Department. When ESF 9 support is necessary, the ESF 9 Coordinator coordinates all aspects of ESF 9.

2. The ESF 9 may operate at two levels: 1) Kiowa County Emergency Management (EOC #1); and 2) Field operations.
3. During emergency activations, all management decisions regarding search and rescue for Kiowa County are made at the Kiowa County Emergency Management (EOC #1) by the ESF 9 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Kiowa County Emergency Management (EOC #1) assist the incident commander in carrying out the overall mission.
4. In accordance with a mission assignment from ESF 9, each primary and/or support organization assisting ESF 9 will retain administrative control over its own resources and personnel, but will be under the operational control of ESF 9. Delegation of mission operational control may be delegated to the field by the Kiowa County Emergency Management (EOC #1).

C. Organization

1. County

- a. During an activation of the Kiowa County Emergency Management (EOC #1), primary and support agency staff is integrated with the Kiowa County Sheriff's Department staff to provide support.
- b. During an emergency or disaster event, the Kiowa County Emergency Management (EOC #1) Operations Section Chief will coordinate resource support with the Emergency Services Branch Chief.
- c. During the response phase, ESF 9 will evaluate and analyze information regarding search and rescue requests. Also, ESF 9 will develop and update assessments of the search and rescue status in the impact area and do contingency planning to meet anticipate demands and needs.
- d. The Kiowa County Sheriff's Department will develop and maintain ESF 9 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan.

2. State of Kansas

- a. During an activation of the State of Kansas EOC, the Kansas Division of Emergency Management is the designated lead agency for search and rescue and will provide a liaison to facilitate requests for State search and rescue resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of ESF 9 at the State of Kansas EOC will report to the Emergency Services Branch Chief

who reports to the Response Section Chief under the overall direction of the SEOC manager.

- c. The Kansas Division of Emergency Management develops and maintains the overall ESF 9 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan.

D. Alerts and Notifications

1. The Kiowa County Sheriff's Department and/or Kiowa County Emergency Preparedness Office will notify the County Warning Point (Kiowa County Sheriff's Office) when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The County Warning Point (Kiowa County Sheriff's Office), will notify the "on call" Emergency Duty Officer and/or ESF Coordinator for ESF 9 when Kiowa County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. ESF 9 will be activated or placed on standby upon notification by the Kiowa County Emergency Management (EOC #1). The representatives or designees of the coordinating agency will manage the emergency activities of ESF 9. If additional support is required, the ESF 9 coordinating and primary agencies may jointly manage ESF 9 activities.
4. Upon instructions to activate or placement of ESF 9 on standby, Kiowa County Sheriff's Department will implement procedures to notify all ESF 9 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

1. Actions carried out by ESF 9 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 9 agencies and the intended recipients of service.

Overall Actions Assigned to All Members	
<i>Preparedness (Pre-Event) Actions for ESF 9 - Search & Rescue</i>	
1	Develop standard operating guides and checklists to support ESF-9 activities.
2	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
3	Collect, process, and disseminate information to and from the EOC.
4	Participate in training, drills, and exercises
5	Designate personnel to coordinate ESF-9 activities in EOC.
6	Manage the collection, processing, and dissemination of information between ESF-9 and EOC or incident command.

7	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF9.
8	Coordinate fatality information with other agencies and provide documentation as available.
9	Continue to perform tasks necessary to expedite restoration and recovery operations.
10	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.

Overall Actions Assigned to All Members	
<i>Response (During Event) Actions for ESF 9 - Search & Rescue</i>	
1	Provide documentation for possible financial reimbursement process for recovery activities.

Overall Actions Assigned to All Members	
<i>Recovery (Post Event) Actions for ESF 9 - Search & Rescue</i>	
1	Evaluate response and recommend changes to ESF-9 Annex to correct shortfalls and improve future response activities.
2	Participate in after action meetings and prepare after action reports as requested.
3	Provide assistance in initial needs assessment and augment search and rescue operations.
4	Clean, replenish, repair, and perform maintenance on all equipment before returning to normal operations or storage.
5	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.

Overall Actions Assigned to All Members	
<i>Mitigation Actions for ESF 9 - Search & Rescue</i>	
1	Participate in the hazard identification process and identify and correct vulnerabilities.
2	Provide ESF-9 representative for update of mitigation plan.

III. Responsibilities

- A. The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Kiowa County Sheriff's Department	
<i>Preparedness (Pre-Event) Actions for ESF 9 - Search & Rescue</i>	
1	Identify who is responsible for initial notification of ESF-9 personnel.
2	Identify responsibilities for liaison roles with state and adjacent county SAR officials.
3	Identify search and rescue sustainment needs for incidents less than 72 hours and greater than 72 hours.
4	Identify guidance on handling vulnerable populations as is necessary to search and rescue operations.
5	Provide field support for emergency responders at the scene.
6	Transport victims to emergency treatment centers, mass casualty centers, or fatality collection points.
7	Coordinate with search and rescue elements responding from outside the jurisdiction.
8	Alert or activate off-duty and auxiliary personnel as required by the emergency.

Primary: Greensburg Police Department Preparedness (Pre-Event) Actions for ESF 9 - Search & Rescue	
1	Identify search and rescue sustainment needs for incidents less than 72 hours and greater than 72 hours.
2	Identify guidance on handling vulnerable populations as is necessary to search and rescue operations.
3	Provide field support for emergency responders at the scene.
4	Transport victims to emergency treatment centers, mass casualty centers, or fatality collection points.
5	Coordinate with search and rescue elements responding from outside the jurisdiction.
6	Alert or activate off-duty and auxiliary personnel as required by the emergency.

Primary: Kiowa County Fire Department Preparedness (Pre-Event) Actions for ESF 9 - Search & Rescue	
1	Identify who is responsible for initial notification of ESF-9 personnel.
2	Identify guidance on handling vulnerable populations as is necessary to search and rescue operations.
3	Provide field support for emergency responders at the scene.
4	Transport victims to emergency treatment centers, mass casualty centers, or fatality collection points.
5	Coordinate with search and rescue elements responding from outside the jurisdiction.
6	Alert or activate off-duty and auxiliary personnel as required by the emergency.

Supporting: Kiowa County Emergency Preparedness Office Preparedness (Pre-Event) Actions for ESF 9 - Search & Rescue	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-9 tasks.
2	Identify who is responsible for initial notification of ESF-9 personnel.
3	Develop and maintain ESF-9 Annex.
4	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
5	Identify search and rescue sustainment needs for incidents less than 72 hours and greater than 72 hours.
6	Identify guidance on handling vulnerable populations as is necessary to search and rescue operations.
7	Provide field support for emergency responders at the scene.
8	Transport victims to emergency treatment centers, mass casualty centers, or fatality collection points.
9	Coordinate the activation of mutual aid agreements.
10	Coordinate with search and rescue elements responding from outside the jurisdiction.
11	Alert or activate off-duty and auxiliary personnel as required by the emergency.

Kiowa County Emergency Medical Service Preparedness (Pre-Event) Actions for ESF 9 - Search & Rescue	
1	Identify search and rescue sustainment needs for incidents less than 72 hours and greater

	than 72 hours.
2	Identify guidance on handling vulnerable populations as is necessary to search and rescue operations.
3	Provide field support for emergency responders at the scene.
4	Transport victims to emergency treatment centers, mass casualty centers, or fatality collection points.
5	Coordinate with search and rescue elements responding from outside the jurisdiction.
6	Alert or activate off-duty and auxiliary personnel as required by the emergency.

Kiowa County Health Department	
<i>Preparedness (Pre-Event) Actions for ESF 9 - Search & Rescue</i>	
1	Transport victims to emergency treatment centers, mass casualty centers, or fatality collection points.

IV. Financial Management

- A. ESF 9 is responsible for coordinating with Kiowa County Treasurer to manage ESF 9 expenses relevant to an event.
- B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.
- C. Expenditures by support entities will be documented by those entities and submitted directly to the Kiowa County Treasurer or a designated Finance Service officer as soon as possible.

V. References and Authorities

REFERENCES

AUTHORITIES

ESF 10 - Oil and Hazardous Materials

Coordinating Agency:

Kiowa County Fire Department

Primary Agency:

Kiowa County Emergency Preparedness Office
Kiowa County Sheriff's Department
City of Greensburg Fire Department
City of Haviland Fire Department
City of Mullinville Fire Department
Greensburg Police Department

Support Agencies:

City of Greensburg
City of Haviland
City of Mullinville

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 10 is to provide hazardous materials (HazMat) coordination and support services in support of emergency events in Kiowa County.

B. Scope

1. ESF 10 provides for a coordinated response to HazMat incidents. This includes the appropriate response and recovery actions to prepare for, prevent, minimize, or mitigate a threat to public health, welfare, or the environment caused by oil or HazMat.
2. ESF 10 describes the actions unique to oil and hazardous materials response. ESF 10 addresses:
 - a. Response to oil and hazardous materials incidents at both fixed sites and on transportation routes
 - b. Specialized local, regional, state and federal mutual aid resources
 - c. Hazardous materials planning and reporting requirements
 - d. Short and long-term environmental clean-up

II. Concept of Operations

A. General

1. ESF 10 is organized consistent with the Kiowa County Emergency Management (EOC #1), the requirements of the National Response Framework, the National Incident

Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Kiowa County through the Kiowa County Emergency Response Team, Area Operations, Regional HazMat Teams, and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.

2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Kiowa County Emergency Management (EOC #1) and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 10 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring State, Federal or mutual aid assistance, ESF 10 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, ESF 10 will evaluate and analyze information regarding the identification of securing, removing and disposing of the hazardous materials requests for response, develop and update assessments of the hazardous materials situation and status in the impact area, and do contingency planning to meet anticipated demands or needs.
5. When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
6. Incident Commander will perform scene size-up, look for environmental factors, setup initial isolation zones, and call for assistance from the regional hazmat team. The Incident Commander will also be responsible for developing the incident action plan in accordance with NIMS standards.
7. When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
8. The IC will initially work to maintain life safety. The IC will complete scene size up. After that, they will begin defensive actions to prevent the spread of the hazardous material. When local resources are overwhelmed the IC will request assistance from mutual aid (regional hazmat team).
9. Spiller will take appropriate notification actions with regard to SARA III of any hazardous materials. Kiowa County may be requested to support the spiller's cleanup operations by providing medical support, traffic control, evacuation support, or public notification.
10. Regulated facilities and hazmat transporters are responsible for cleanup of any of their spilled hazmat, per SARA title III. The county may be requested to support the spiller's operations by providing medical support or public notifications.

11. Pre Incident - The LEPC is responsible for maintaining all the tier II reports, reviewing ESF 10 annually, and EPCRA (right-to-know). See attached Critical Facilities map and the attached LEPC Handbook for information on EPCRA and regulated facilities located in close proximity to critical facilities. Emergency Management and LEPC will work to establish and maintain contact with regulated facilities' emergency coordinator. Every effort will be made to use the facility plan to enhance county hazmat response planning. See the attached transportation routes map in ESF1 to see the routes for hazmat transport on highway and rail; and also the evacuation map. There are no requirements for radiation training in this county. For assistance the county will contact Kansas Division of Emergency Management, Technical Hazards Section.

12.

- a. The emergency management and fire departments maintain the inventory of radiological instruments. The county may request instruction on proper usage of these instruments from KDEM or the state. 1-866-542-9628 to contact the KSFMO hazardous materials contact.
- b. Agency responsibilities of the community emergency coordinator by the Emergency Planning and Community Right-to-Know Act (EPCRA):
 1. Inventory of Radiological Instruments - The Emergency Management maintains the inventory of County radiological instruments.
 2. KSFMO (Kansas Fire Marshal's Office) Hazardous materials contacts - 1-866-542-9628
 3. KDHE (Kansas Department of Health and Environment) District Office contacts - KDHE Spill Reporting 785-296-1679, KDHE Wichita office 316-337-6020
 4. KCC Spills 620-225-8888
 5. KDEM Tech Hazards 785-296-3176
- c. The LEPC is responsible for Emergency Planning and Right to Know.
- d. See attached critical facilities map and the attached LEPC handbook for information on EPCRA and regulated facilities located in close proximity to a regulated facility.
- e. The EM department and the LEPC will work to establish and maintain contact with regulated facilities emergency coordinator. Every effort will be made to use the facility plan to enhance county hazmat response planning.
- f. See the attached transportation routes map in ESF 1 to see routes for hazmat transport on highway and rail. Evacuation routes will be in accordance with the evacuation map in ESF 1.
- g. There are no requirements for radiological training in our region. For assistance the county would contact the state.

13. Warning, alert, and public announcement -

- a. Incident Commander will determine that no threat no longer exists to human life and will instruct ESF 15 to put out a public notice via media, social media, and weather radio(via NOAA). The spiller will fill out a form A and notify the local, state, and federal agencies of the spill. Incident Commander will coordinate with ESF 15 for public information.
- b. Hazardous material releases are disseminated to the public the same as ESF2 and ESF15.

14. Contamination

- a. The EM or Incident Commander will make the initial call on evacuation.
- b. The Regional Hazmat Team will access the incident and make the recommendations on containment and cleanup.
- c. The County will request KDHE to conduct an assessment of the extent of the contamination to the scene. KDHE will inform the spiller of the required clean up area.
- d. The determination of the hazmat contamination will be assessed by KDHE.
- e. Technical experts will provide advice on how to stabilize the release and prevent to the spread of contamination.

15. Environmental clean-up-

- a. The following (environmental clean-up and waster disposition, implement environmental cleanup; storage, treatment, and disposal of oil and hazardous materials) will be on the recommendations made by KDHE to the county and the spiller. Kiowa County will follow recommendations made by the appropriate State agency for remediation and rehabilitation of the environment after a hazardous materials release.
- b. If know spiller's are on scene, coordination with the spiller and Kiowa County will take place on containment. If the spiller is not located, Kiowa County will take the lead and we will ask assistance from Regional Hazmat Team.

B. Direction and Control

1. The ESF 10 Coordinating Agency is Kiowa County Fire Department which is appointed by the Kiowa County Emergency Preparedness Office, in coordination with local planning partners. The staff serving as ESF 10 Coordinator is appointed by and located in the Kiowa County Fire Department. When ESF 10 support is necessary, the ESF 10 Coordinator coordinates all aspects of ESF 10.
2. The ESF 10 may operate at two levels: 1) Kiowa County Emergency Management (EOC #1); and 2) Field operations.

3. During emergency activations, all management decisions regarding hazardous material response and/or protection for Kiowa County are made at the Kiowa County Emergency Management (EOC #1) by the ESF 10 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Kiowa County Emergency Management (EOC #1) assist the incident commander in carrying out the overall mission.
4. In accordance with a mission assignment from ESF 10, and further mission tasking by a Local primary agency, each support organization assisting ESF 10 assignment will retain administrative control over its own resources and personnel but will be under the operation control of ESF 10. Delegation of mission operational control may be delegated to the field by the Kiowa County Emergency Management (EOC #1).

C. Organization

1. County

- a. During an activation of the Kiowa County Emergency Management (EOC #1), primary and support agency staff is integrated with the Kiowa County Fire Department staff to provide support.
- b. During an emergency or disaster event, the Kiowa County Emergency Management (EOC #1), Operations Section Chief will coordinate resource support with the Emergency Services Branch Chief.
- c. During the response phase, ESF 10 will evaluate and analyze information regarding transportation services requests. ESF 10 will develop and update assessments of the transportation services status in the impacted area and undertake contingency planning to meet anticipated requirements.
- d. The Kiowa County Fire Department will develop and maintain ESF 10 and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the Emergency Operations Plan.

2. State of Kansas

- a. During an activation of the State of Kansas EOC, the Kansas Division of Emergency Management is the designated lead agency for State hazardous materials and will provide a liaison to facilitate requests for hazardous materials resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of ESF 10 at the State of Kansas EOC will report to the Emergency Services Branch Chief who reports to the Response Section chief under the overall direction of the SEOC Manager.
- c. During the response phase, ESF 10 will evaluate and analyze information regarding hazardous materials requests. Also, ESF 10 will develop and update

assessments of the hazardous materials situation and status in the impact area and do contingency planning to meet anticipated demands and needs.

- d. The Kansas Division of Emergency Management develops and maintains ESF 10 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan.

D. Alerts and Notifications

1. The Kiowa County Fire Department and/or Kiowa County Emergency Preparedness Office will notify the County Warning Point (Kiowa County Sheriff’s Office) when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The County Warning Point (Kiowa County Sheriff’s Office), will notify the “on call” Emergency Duty Officer and/or ESF Coordinator for ESF 10 when Kiowa County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. ESF 10 will be activated or placed on standby upon notification by the Kiowa County Emergency Management (EOC #1). The representatives or designees of the coordinating agency will manage the emergency activities of ESF 10. If additional support is required, the ESF 10 coordinating and primary agencies may jointly manage ESF 10 activities.
4. Upon instructions to activate or placement of ESF 10 on standby, Kiowa County Fire Department will implement procedures to notify all ESF 10 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

1. Actions carried out by ESF 10 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 10 agencies and the intended recipients of service.

Overall Actions Assigned to All Members	
<i>Preparedness (Pre-Event) Actions for ESF 10 - Oil and Hazardous Materials</i>	
1	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
2	Collect, process, and disseminate information to and from the EOC.
3	Participate in training, drills, and exercises.
4	Participate in LEPC meetings as a representative of ESF 10.
5	Develop radiological awareness programs for responders, public and industry.
6	Develop emergency preparedness programs for hazardous materials incidents.
7	Manage the collection, processing, and dissemination of information between ESF 10 and

	EOC or incident command.
8	Provide field support for emergency responders at the scene.
9	Coordinate with EOC to deploy trained personnel to the incident to provide hazardous material assessment and response activities.
10	Manage the direction and control of hazardous materials response efforts.
11	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
12	Evaluate response and recommend changes to ESF-10 Annex to correct shortfalls and improve future response activities.
13	Provide documentation for possible financial reimbursement process for recovery activities.
14	Participate in after action meetings and prepare after action reports as requested.
15	Coordinate with ESFs 2 and 15 to announce an area is "all clear" after the assessment team determines the area is safe for return.
16	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

Overall Actions Assigned to All Members	
<i>Recovery (Post Event) Actions for ESF 10 - Oil and Hazardous Materials</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.

Overall Actions Assigned to All Members	
<i>Mitigation Actions for ESF 10 - Oil and Hazardous Materials</i>	
1	Participate in the hazard identification process and identify and correct vulnerabilities.
2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
3	Participate in identification and planning response to potential radiological incidents.
4	Provide ESF-10 representative for update of mitigation plan.

III. Responsibilities

- A. The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Kiowa County Fire Department	
<i>Preparedness (Pre-Event) Actions for ESF 10 - Oil and Hazardous Materials</i>	
1	Identify who is responsible for initial notification of ESF-10 personnel.
2	Identify responsibilities for liaison roles with state and adjacent county officials.
3	Develop standard operating guides and checklists to support ESF-10 activities.
4	Develop and maintain ESF-10 Annex.
5	Maintain adequate supply of radiological monitors and monitoring equipment.
6	Identify procedures for notification to the public about the status of hazmat facilities and transports.
7	Identify critical facilities that may contain hazardous materials and develop a response plan for those facilities.
8	Identify local transportation routes for hazardous materials on highway and rail.

9	Identify evacuation routes away from regulated facilities.
10	Identify and track radiological response training requirements for personnel and agencies.
11	Designate personnel to coordinate ESF-10 activities in EOC.
12	Coordinate with ESF 2 and 15 to initiate warning to the public of imminent hazmat incident or radiological release.
13	Alert all local, state, and federal agencies of incidents as prescribed by law or policy.
14	Establish adequate safety zones required for decontamination and quarantine.
15	Identify resources needed to ensure personnel are adequately protected and equipped to handle radiological incidents
16	Request mutual aid as needed.
17	Request assistance from the EPA, KDHE and others as dictated by the situation.
18	Develop and implement environmental cleanup plan.
19	Assess the extent of contamination and determine the area and population likely to be affected by hazardous materials release.
20	Continue to monitor personnel and area for radiological contamination.

Primary: Greensburg Police Department
Preparedness (Pre-Event) Actions for ESF 10 - Oil and Hazardous Materials

1	Identify local transportation routes for hazardous materials on highway and rail.
2	Establish adequate safety zones required for decontamination and quarantine.

Primary: Kiowa County Emergency Preparedness Office
Preparedness (Pre-Event) Actions for ESF 10 - Oil and Hazardous Materials

1	Maintain a central personnel roster, contact, and resource lists to support ESF-10 tasks.
2	Develop and maintain ESF-10 Annex.
3	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
4	Identify procedures for notification to the public about the status of hazmat facilities and transports.
5	Identify critical facilities that may contain hazardous materials and develop a response plan for those facilities.
6	Identify local transportation routes for hazardous materials on highway and rail.
7	Identify evacuation routes away from regulated facilities.
8	Identify and track radiological response training requirements for personnel and agencies.
9	Designate personnel to coordinate ESF-10 activities in EOC.
10	Coordinate with ESF 2 and 15 to initiate warning to the public of imminent hazmat incident or radiological release.
11	Alert all local, state, and federal agencies of incidents as prescribed by law or policy.
12	Establish adequate safety zones required for decontamination and quarantine.
13	Request mutual aid as needed.
14	Request assistance from the EPA, KDHE and others as dictated by the situation.
15	Develop and implement environmental cleanup plan.
16	Assess the extent of contamination and determine the area and population likely to be affected by hazardous materials release.

17	Continue to monitor personnel and area for radiological contamination.
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Primary: Kiowa County Sheriff's Department	
<i>Preparedness (Pre-Event) Actions for ESF 10 - Oil and Hazardous Materials</i>	
1	Identify local transportation routes for hazardous materials on highway and rail.
2	Designate personnel to coordinate ESF-10 activities in EOC.
3	Coordinate with ESF 2 and 15 to initiate warning to the public of imminent hazmat incident or radiological release.
4	Alert all local, state, and federal agencies of incidents as prescribed by law or policy.
5	Establish adequate safety zones required for decontamination and quarantine.
6	Request mutual aid as needed.
7	Request assistance from the EPA, KDHE and others as dictated by the situation.
8	Assess the extent of contamination and determine the area and population likely to be affected by hazardous materials release.
9	Continue to monitor personnel and area for radiological contamination.

Kansas Department of Health and Environment	
<i>Preparedness (Pre-Event) Actions for ESF 10 - Oil and Hazardous Materials</i>	
1	Develop and implement environmental cleanup plan.
2	Continue to monitor personnel and area for radiological contamination.

Kiowa County Emergency Medical Service	
<i>Preparedness (Pre-Event) Actions for ESF 10 - Oil and Hazardous Materials</i>	
1	Coordinate with ESF 2 and 15 to initiate warning to the public of imminent hazmat incident or radiological release.
2	Establish adequate safety zones required for decontamination and quarantine.
3	Request assistance from the EPA, KDHE and others as dictated by the situation.

Kiowa County Health Department	
<i>Preparedness (Pre-Event) Actions for ESF 10 - Oil and Hazardous Materials</i>	
1	Continue to monitor personnel and area for radiological contamination.

Kiowa County Road and Bridge Department	
<i>Preparedness (Pre-Event) Actions for ESF 10 - Oil and Hazardous Materials</i>	
1	Establish adequate safety zones required for decontamination and quarantine.

IV. Financial Management

- A. ESF 10 is responsible for coordinating with Kiowa County Treasurer to manage ESF 10 expenses relevant to an event.
- B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If

a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.

- C. Expenditures by support entities will be documented by those entities and submitted directly to the Kiowa County Treasurer or a designated Finance Service officer as soon as possible.

V. References and Authorities

REFERENCES

AUTHORITIES

ESF 11 - Agriculture and Natural Resources

Coordinating Agency:

Kiowa County Extension Office

Primary Agency:

Kiowa County Emergency Preparedness Office

Support Agencies:

Kiowa County Road and Bridge Department
Kiowa County Board of County Commissioners
Kiowa County Health Department
Kiowa County Animal Health Department
Kiowa County Humane Society
Kiowa County GIS

I. Purpose and Scope

A. Purpose

1. ESF 11 provides the mechanism for coordinated local assistance to supplement other emergency support functions and, if available, support state and federal agencies with overall response authority. For this document, agriculture and natural resources include: animal and plant health, nutrition assistance, food protection, natural and cultural resources, and water quality and availability.

B. Scope

1. ESF 11 addresses the following:
 - a. Describes food and water security and inspections in the aftermath natural or technological disaster.
 - b. Addresses how natural and cultural resources will be protected and recovered in the aftermath of a disaster.
 - c. Due to limited local authorities in the areas of food contamination, plant pests, and animal disease, this plan references the Food and Agriculture Incident Annex that is attached to the Kansas Response Plan. This annex describes federal and state roles and authorities for food contamination, plant pests, and animal disease.

II. Concept of Operations

A. General

1. ESF 11 is organized consistent with the Kiowa County Emergency Management (EOC #1) and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system

supports incident assessment, planning, procurement, deployment, and coordination and support operations to Kiowa County through the County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.

2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Kiowa County Emergency Management (EOC #1) and in the field. These are in the form of Emergency Operations Plans (i.e. Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 11 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, ESF 11 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, ESF 11 will evaluate and analyze information regarding the availability of ESF 11 support services.
5. In some agriculture emergencies, State and Federal law grants lead response authority to state and/or federal agencies. This authority will be exercised pursuant to the Food and Agriculture Incident Annex to the 2014 Kansas Response Plan. The county will support State and Federal operations pursuant to county policy and/or availability of resources.
6. Food and Water Supply
 - a. The Kansas Department of Agriculture is responsible for inspections and provision of a safe food supply. To provide safety and security of the food supply, the Kansas Department of Agriculture will follow established agency standard operating guidelines for food inspection.
 - i. All transportation accidents involving food must be reported to the Kansas Department of Agriculture Food Safety Division before the food can be transported (Daytime: 1-785-296-5600, Nights and Weekends: 1-800-915-6163)
 - b. The Kansas Department of Health and Environment is responsible for inspections of the water supply. To provide safety and security of the water supply, the Kansas Department of Health and Environment will follow established agency standard operating guideline for water inspections.
7. Animal Health Care
 - a. Requests for Animal Control assistance will be channeled through the Kiowa County dispatch. Please see ESF 6 for animal sheltering and care information. Such operations will use the KSART manual.
8. Incident Specific Operations

- a. Zoonotic-The County will coordinate with local health dept and inform the Dept. of Ag. of a zoonotic disease outbreak. The dept of Ag is the lead agency for zoonotic disease issues.
- b. Radiological incident where contamination/deposition is present
 - i. The Kansas Department of Agriculture may implement an agriculture control zone in response to a CBRNE incident.
- c. Plant Disease
 - i. Reference the Food and Agriculture Incident Annex to the 2014 Kansas Response Plan.
 - ii. The Kiowa County Emergency Operations Plan provides established processes for resource support for all hazards. Resource support is subject to Kiowa County policy, resource availability and capability status.
- d. Plant, Pest or Disease
 - i. Reference the Food and Agriculture Incident Annex to the 2014 Kansas Response Plan.
 - ii. The Kiowa County Emergency Operations Plan provides established processes for resource support for all hazards. Resource support is subject to Kiowa County policy, resource availability and capability status.
- e. Foreign Animal Disease
 - i. The Kansas Department of Agriculture will provide direction and control in a FAD event. Reference the Food and Agriculture Incident Annex to the 2014 Kansas Response Plan
 - ii. The Kiowa County Emergency Operations Plan provides established processes for resource support for all hazards. Resource support is subject to Kiowa County policy, resource availability and capability status.
- f. National or State Historical
 - i. Kiowa County utilizes three organizations for historical records and property. The Kansas Historical Society records all properties in Kiowa County as historical land marks. The Kiowa County Historical Society and Kiowa County Museum also acts as advisers on any historic applications within Kiowa County.

B. Direction and Control

1. The ESF 11 Coordinating Agency is Kiowa County Extension Office which is appointed by the Kiowa County Emergency Preparedness Office, in coordination with local planning partners. The staff serving as ESF 11 Coordinator is appointed by and located

in the Kiowa County Extension Office. When ESF 11 support is necessary, the ESF 11 Coordinator coordinates all aspects of ESF 11.

2. The ESF 11 may operate at two levels: 1) Kiowa County Emergency Management (EOC #1); and 2) Field operations.
3. During emergency activations, all management decisions regarding agriculture and natural resources for Kiowa County are made at the Kiowa County Emergency Management (EOC #1) by the ESF 11 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Kiowa County Emergency Management (EOC #1) assist the incident commander in carrying out the overall mission.
4. In accordance with a mission assignment from ESF 11, each primary and/or support organization assisting ESF 11 will retain administrative control over its own resources and personnel, but will be under the operational control of ESF 11. Delegation of mission operational control may be delegated to the field by the Kiowa County Emergency Management (EOC #1).

C. Organization

1. County

- a. During an activation of the Kiowa County Emergency Management (EOC #1), primary and support agency staff is integrated with the Kiowa County Extension Office staff to provide support.
- b. During an emergency or disaster event, the Kiowa County Emergency Management (EOC #1), Operations Section Chief will coordinate resource support with the Human Services Branch Chief.
- c. During the response phase, ESF 11 will evaluate and analyze information regarding volunteers and donations requests. ESF 11 will develop and update assessments of the requirements for resources in the impacted area and undertake contingency planning to meet anticipated demands and requirements.
- d. The Kiowa County Extension Office, or an assigned designee at the Kiowa County Emergency Management (EOC #1), is responsible for all activity of the ESF. All volunteer animal-related agencies will coordinate directly with this ESF at the Kiowa County Emergency Management (EOC #1).
- e. Kiowa County Extension Office will develop and maintain ESF 11 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan.
- f. Staffing of ESF 11 positions will be accomplished through using resources of the Kiowa County Extension Office along with personnel from ESF 11 support agencies and trained and screened unaffiliated volunteers.

2. State of Kansas

- a. During an activation of the State of Kansas EOC, the Kansas Department of Agriculture is the designated lead agency for agriculture and natural resources and will provide a liaison to facilitate requests for ESF 11 resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of ESF 11 at the State of Kansas EOC will report to the Human Services Branch Chief who reports to the Operations Section Chief under the overall direction of the SEOC Manager.
- c. The Kansas Department of Agriculture develops and maintains ESF 11 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan.

D. Alerts and Notifications

1. The Kiowa County Extension Office and/or Kiowa County Emergency Preparedness Office will notify the County Warning Point (Kiowa County Sheriff's Office) when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The County Warning Point (Kiowa County Sheriff's Office), will notify the "on call" Emergency Duty Officer and/or ESF Coordinator for ESF 11 when Kiowa County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. ESF 11 will be activated or placed on standby upon notification by the Kiowa County Emergency Management (EOC #1). The representatives or designees of the coordinating agency will manage the emergency activities of ESF 11. If additional support is required, the ESF 11 coordinating and primary agencies may jointly manage ESF 11 activities.
4. Upon instructions to activate or placement of ESF 11 on standby, Kiowa County Extension Office will implement procedures to notify all ESF 11 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

1. Actions carried out by ESF 11 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 11 agencies and the intended recipients of service.

No actions have been assigned.

III. Responsibilities

A. The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Kiowa County Extension Office	
<i>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</i>	
1	Identify who is responsible for initial notification of ESF-11 personnel.
2	Identify responsibilities for liaison roles with state and adjacent county transportation officials.
3	Develop standard operating guides and checklists to support ESF-11 activities.
4	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
5	Develop preparedness programs that address household pet preparedness and response during disasters.
6	Identify pet boarding facilities and private organizations that may provide emergency shelters for animals.
7	Develop and review procedures for augmentation of ESF 11 primary and support personnel.
8	Identify national and state historical properties and how they will be preserved, conserved, rehabbed, recovered, and restored to protect natural and cultural historic properties.
9	Designate personnel to coordinate ESF-11 activities in EOC.
10	Determine the nutrition assistance needs, obtain appropriate food supplies and arrange for delivery of those supplies to the individuals or animals requiring such needs.
11	Provide assistance to established pet shelters.
12	Support ESF 6 in the capture and transfer of animals to shelters.
<i>Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources</i>	
1	Evaluate response and recommend changes to ESF-11 annex to correct shortfalls and improve future response activities.
<i>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</i>	
1	Provide for surveillance of plant pests of unknown or questionable origin that may pose a potential threat to agriculture, horticulture, the economy or public health.
2	Promote awareness of animal protection through public education brochures and information.
3	Participate in the hazard identification process and identify and correct vulnerabilities.
4	Provide ESF-11 representative for update of mitigation plan.

Primary: Kiowa County Emergency Preparedness Office	
<i>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</i>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-11 tasks.
2	Identify who is responsible for initial notification of ESF-11 personnel.
3	Identify responsibilities for liaison roles with state and adjacent county transportation officials.

4	Develop standard operating guides and checklists to support ESF-11 activities.
5	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
6	Collect, process, and disseminate information to and from the EOC.
7	Develop and maintain ESF-11 Annex.
8	Participate in training, drills, and exercises.
9	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
10	Develop preparedness programs that address household pet preparedness and response during disasters.
11	Identify pet boarding facilities and private organizations that may provide emergency shelters for animals.
12	Identify sources to augment emergency food and water supplies.
13	Identify local agribusiness operators with equipment and personnel to assist with animal stop movement and quarantine activities.
14	Develop and review procedures for augmentation of ESF 11 primary and support personnel.
15	Identify national and state historical properties and how they will be preserved, conserved, rehabbed, recovered, and restored to protect natural and cultural historic properties.
16	Designate personnel to coordinate ESF-11 activities in EOC.
17	Manage the collection, processing, and dissemination of information between ESF -11 and EOC or incident command.
18	Provide field support for emergency responders at the scene.
19	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF11.
20	Determine the nutrition assistance needs, obtain appropriate food supplies and arrange for delivery of those supplies to the individuals or animals requiring such needs.
21	Provide assistance to established pet shelters.
22	Conduct inspections of food and water to determine safety for people and animals.
23	Support ESF 6 in the capture and transfer of animals to shelters.
Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources	
1	Coordinate the removal and disposal of dead animals.
2	Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and the spread of disease.
3	Provide and/or receive appropriate mutual aid with surrounding jurisdictions.
4	Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health or any act of agro terrorism.
5	Coordinate with ESF 15 and PIO to release public information regarding animal health issues.
6	Manage the collection, processing, and dissemination of information between ESF -11 and EOC or incident command.
7	Provide field support for emergency responders at the scene.
8	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF11.
Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when

	those resources are no longer required.
3	Evaluate response and recommend changes to ESF-11 annex to correct shortfalls and improve future response activities.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Participate in after action meetings and prepare after action reports as requested.
6	Restore equipment and restock supplies to normal state of readiness.
7	Manage the collection, processing, and dissemination of information between ESF -11 and EOC or incident command.
8	Provide field support for emergency responders at the scene.
9	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF11.
Mitigation Actions for ESF 11 - Agriculture and Natural Resources	
1	Provide surveillance for a foreign animal disease or an animal borne poison or toxin that may pose a threat to the animal industries, the economy or public health.
2	Provide for surveillance of plant pests of unknown or questionable origin that may pose a potential threat to agriculture, horticulture, the economy or public health.
3	Participate in the hazard identification process and identify and correct vulnerabilities.
4	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
5	Manage the collection, processing, and dissemination of information between ESF -11 and EOC or incident command.
6	Provide field support for emergency responders at the scene.
7	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF11.

Supporting: Kiowa County Animal Health Department	
Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources	
1	Provide assistance to established pet shelters.

Supporting: Kiowa County Board of County Commissioners	
Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources	
1	Participate in training, drills, and exercises.
Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources	
1	Evaluate response and recommend changes to ESF-11 annex to correct shortfalls and improve future response activities.
2	Provide documentation for possible financial reimbursement process for recovery activities.
3	Participate in after action meetings and prepare after action reports as requested.

Supporting: Kiowa County Health Department	
Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources	
1	Conduct inspections of food and water to determine safety for people and animals.
Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources	

1	Evaluate response and recommend changes to ESF-11 annex to correct shortfalls and improve future response activities.
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Supporting: Kiowa County Humane Society
Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources

1	Provide assistance to established pet shelters.
2	Support ESF 6 in the capture and transfer of animals to shelters.

Supporting: Kiowa County Road and Bridge Department
Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources

1	Collect, process, and disseminate information to and from the EOC.
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Greensburg Police Department
Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources

1	Identify local agribusiness operators with equipment and personnel to assist with animal stop movement and quarantine activities.
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Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources

1	Investigate and respond to animal related inquiries, including animal cruelty and neglect complaints.
2	Enforce local animal control ordinances.

Kansas Department of Agriculture
Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources

1	Determine the nutrition assistance needs, obtain appropriate food supplies and arrange for delivery of those supplies to the individuals or animals requiring such needs.
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Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources

1	Coordinate the removal and disposal of dead animals.
2	Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and the spread of disease.
3	Provide and/or receive appropriate mutual aid with surrounding jurisdictions.
4	Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health or any act of agro terrorism.
5	Coordinate with ESF 15 and PIO to release public information regarding animal health issues.

Mitigation Actions for ESF 11 - Agriculture and Natural Resources

1	Provide for surveillance of plant pests of unknown or questionable origin that may pose a potential threat to agriculture, horticulture, the economy or public health.
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Kansas Department of Agriculture, Division of Water Resources
Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources

1	Determine the nutrition assistance needs, obtain appropriate food supplies and arrange for delivery of those supplies to the individuals or animals requiring such needs.
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Mitigation Actions for ESF 11 - Agriculture and Natural Resources	
1	Provide for surveillance of plant pests of unknown or questionable origin that may pose a potential threat to agriculture, horticulture, the economy or public health.

Kansas Department of Health and Environment	
Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources	
1	Determine the nutrition assistance needs, obtain appropriate food supplies and arrange for delivery of those supplies to the individuals or animals requiring such needs.
2	Conduct inspections of food and water to determine safety for people and animals.
Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources	
1	Coordinate the removal and disposal of dead animals.
2	Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and the spread of disease.

Kansas Department of Wildlife and Parks	
Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources	
1	Identify national and state historical properties and how they will be preserved, conserved, rehabbed, recovered, and restored to protect natural and cultural historic properties.

Kiowa County Clerk	
Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Provide documentation for possible financial reimbursement process for recovery activities.

Kiowa County Emergency Medical Service	
Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources	
1	Provide field support for emergency responders at the scene.
Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources	
1	Provide field support for emergency responders at the scene.
Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources	
1	Evaluate response and recommend changes to ESF-11 annex to correct shortfalls and improve future response activities.
2	Provide field support for emergency responders at the scene.
Mitigation Actions for ESF 11 - Agriculture and Natural Resources	
1	Provide field support for emergency responders at the scene.

Kiowa County Fire Department	
Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources	
1	Collect, process, and disseminate information to and from the EOC.
2	Provide field support for emergency responders at the scene.
Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources	
1	Provide field support for emergency responders at the scene.
Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources	
1	Evaluate response and recommend changes to ESF-11 annex to correct shortfalls and improve future response activities.
2	Provide field support for emergency responders at the scene.
Mitigation Actions for ESF 11 - Agriculture and Natural Resources	

1	Provide surveillance for a foreign animal disease or an animal borne poison or toxin that may pose a threat to the animal industries, the economy or public health.
2	Provide field support for emergency responders at the scene.

Kiowa County Sheriff's Department	
<i>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</i>	
1	Collect, process, and disseminate information to and from the EOC.
2	Identify local agribusiness operators with equipment and personnel to assist with animal stop movement and quarantine activities.
3	Develop and review procedures for augmentation of ESF 11 primary and support personnel.
4	Provide field support for emergency responders at the scene.
<i>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</i>	
1	Coordinate the removal and disposal of dead animals.
2	Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and the spread of disease.
3	Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health or any act of agro terrorism.
4	Investigate and respond to animal related inquiries, including animal cruelty and neglect complaints.
5	Provide field support for emergency responders at the scene.
<i>Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources</i>	
1	Evaluate response and recommend changes to ESF-11 annex to correct shortfalls and improve future response activities.
2	Provide field support for emergency responders at the scene.
<i>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</i>	
1	Provide surveillance for a foreign animal disease or an animal borne poison or toxin that may pose a threat to the animal industries, the economy or public health.
2	Provide field support for emergency responders at the scene.

Kiowa County Veterinary Clinic	
<i>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</i>	
1	Develop preparedness programs that address household pet preparedness and response during disasters.

IV. Financial Management

- A. ESF 11 is responsible for coordinating with Kiowa County Treasurer to manage ESF 11 expenses relevant to an event.
- B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.

- C. Expenditures by support entities will be documented by those entities and submitted directly to the Kiowa County Treasurer or a designated Finance Service officer as soon as possible.

V. References and Authorities

REFERENCES

AUTHORITIES

ESF 12 - Energy and Utilities

Coordinating Agency:

Kiowa County Emergency Preparedness Office

Primary Agency:

Kiowa County Road and Bridge Department

City of Greensburg

City of HaviLand

City of Mullinville

Support Agencies:

AT and T

Kansas Rural Electric Cooperative Association

Kansas Gas Supply

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 12 is to establish policies to be used in the coordination with private providers for restoration energy and other utilities during emergencies or following a major disaster in Kiowa County.

B. Scope

1. The activities within the scope of this function include, but are not be limited to:
 - a. Estimate number of customers without specific utility (electricity, natural gas, petroleum, etc);
 - b. Assess energy and utility system damages;
 - c. Estimate the time needed for restoration of utility systems;
 - d. Support the restoration of utility services;
 - e) Assist in assessing emergency power needs and priorities;
 - f) Coordinate restoration efforts with utility providers to prioritize emergency power needs;
 - g) Assist in obtaining emergency power generation capabilities for critical infrastructure and essential facilities;
 - h) If appropriate, assist energy suppliers and utilities in obtaining equipment, specialized labor, and transportation to repair or restore systems;

- i) Provide emergency information, education, and conservation guidance concerning energy and utility systems.

II. Concept of Operations

A. General

1. ESF 12 is organized consistent with the Kiowa County Emergency Management (EOC #1), the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Kiowa County through the Kiowa County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Kiowa County Emergency Management (EOC #1) and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 12 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. There is always a potential for widespread loss of power in Kiowa County due severe weather events. Loss of power to large areas of the County may require that shelters be opened and some basic services be provided. Power companies serving Kiowa County have well established and proven storm plans and procedures and their representatives are knowledgeable in the contents of the Kiowa County Emergency Operations Plan and ESF 12.
4. In a large event requiring local or State mutual aid assistance, ESF 12 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of required assets.
5. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
6. There is always a potential for widespread loss of power in Kiowa County due severe weather events. Loss of power to large areas of the County may require that shelters be opened and some basic services be provided. Power companies serving Kiowa County have well established and proven storm plans and procedures and their representatives are knowledgeable in the contents of the Kiowa County Emergency Operations Plan and ESF 12.
7. Resources
 - a. The priority for fueling will be based on life safety, protection of property and incident stabilization. The County a variety of locations for fuel supply. For more fuel info see 'bulk fuel map'.

- b. The County has limited capacity to respond to economic or international political events that disrupt energy supply.
 - c. See ESF 7 for resources.
 - d. Petroleum Marketers and Convenience Store Association: Tom Palace, email
 - a. (tom@pmcaofks.org), office phone ([785-233-9655](tel:785-233-9655)), cell phone ([785-633-0229](tel:785-633-0229))
8. Disruptions and restoration
- a. The local power, (gas) company (utility) will restore power based on their priorities and availability of crews. The County will work with the utility company in any way possible to assist in restoration issues.
 - b. The local distribution systems will restore delivery based on their priorities and availability of drivers.
 - c. The County has limited capacity to respond to economic or international political events that disrupt energy supply.
 - d. The service provider (City of Greensburg, Ninnescah, Southern Pioneer, Sunflower, etc.) will be responsible for restoration of power disruption.
 - e. When possible, facilities that are responsible for public health and safety should have a generator or generator plan. The county may open shelters to protect the health and safety of the population in accordance with ESF 6. See generator list attached...
 - f. ESF 12 will coordinate with ESF 13 in order to ensure the safety and security of utility service provider restoration crews.
 - g. To the maximum extent feasible, the county will coordinate the utility service providers to share priority restoration lists and work together to complete restoration.
 - h. Kansas Water, Wastewater, Gas and Electric Mutual Aid Program (KSMAP) contact: Brad Mears, bmears@kmunet.org, office phone ([620-241-1423](tel:620-241-1423)), cell phone ([785-364-0670](tel:785-364-0670))
9. Service and power providers are listed in the file archive in the attached map. Electricity and gas providers contact information are also available in the contact list also located in the file archive.
- a. During outages, these individual companies will be contacted to establish the length of time outage. Generators may be acquired by the EM and through proper tasking procedures.

10. City jurisdictions will coordinate with the EOC on water issues and together, PIO will disseminate information to the public on boiling water or stop usage in the event of contamination.
 - a. Bottled water as the best resource can be delivered by available resources as Walmart. Large amounts of water may need to be transported by truck/tanker companies when large amounts of water are needed.
11. Security for any power or distribution service will be run through EM and command prior to activation.

B. Direction and Control

1. The ESF 12 Coordinating Agency is Kiowa County Emergency Preparedness Office which is appointed by the Kiowa County Emergency Preparedness Office, in coordination with local planning partners. The staff serving as ESF 12 Coordinator is appointed by and located in the Kiowa County Emergency Preparedness Office. When ESF 12 support is necessary, the ESF 12 Coordinator coordinates all aspects of ESF 12.
2. The ESF 12 may operate at two levels: 1) Kiowa County Emergency Management (EOC #1); and 2) Field operations.
3. During emergency activations, all management decisions regarding transportation for Kiowa County are made at the Kiowa County Emergency Management (EOC #1) by the ESF 12 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections and staff at the Kiowa County Emergency Management (EOC #1) assist the incident commander in carrying out the overall mission.
4. In accordance with a mission assignment from ESF 12, each primary and/or support organization assisting ESF 12 will retain administrative control over its own resources and personnel, but will be under the operational control of ESF 12. Delegation of mission operational control may be delegated to the field by the Kiowa County Emergency Management (EOC #1).

C. Organization

1. County
 - a. During an activation of the Kiowa County Emergency Management (EOC #1), support agency staff is integrated with the Kiowa County Emergency Preparedness Office staff to provide support that will allow for an appropriate, coordinated and timely response.
 - b. During an emergency or disaster event, the Kiowa County Emergency Management (EOC #1) Operations Section Chief will coordinate the support resources from the support agencies with the Infrastructure Services Branch Chief.

- c. During the response phase, ESF 12 will evaluate and analyze information regarding energy service requests. Also, ESF 12 will develop and update assessments of the energy situation and status in the impact area and perform contingency planning to meet anticipated demands and needs.
- d. The Kiowa County Emergency Preparedness Office will develop and maintain ESF 12 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan.
- e. The Kiowa County Emergency Preparedness Office serves as the lead agency for ESF 12 and will work with the support agencies listed above to coordinate the response and process resource requests for power companies during major power outages. Upon notification by the power companies of any major problem or potential problem, the office will coordinate with ESF 6 and ESF 8 to open shelters as necessary.
- f. Power companies within Kiowa County, using established response plans and standard operating guidelines, will provide their own resources through contractual agreements with other power providers to perform damage assessment; and obtain necessary equipment, repair or rebuild transmission and distribution systems, and restore power.
- g. Power companies serving Kiowa County have public information officers who, in conjunction with the Kiowa County Emergency Preparedness Office, will issue statements and press releases that address existing or potential power problems or shortages.

2. State of Kansas

- a. During an activation of the State of Kansas EOC, the Kansas Division of Emergency Management is the designated lead agency for ESF 12 Energy and will provide a liaison to facilitate requests for state Energy resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of ESF 12 at the State of Kansas EOC will report to the Infrastructure Branch Chief who reports to the Operations Section Chief under the overall direction of the SEOC Manager.
- c. The Kansas Division of Emergency Management develops and maintains ESF 12 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan.

D. Alerts and Notifications

1. The Kiowa County Emergency Preparedness Office and/or Kiowa County Emergency Preparedness Office will notify the County Warning Point (Kiowa County Sheriff's Office) when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The County Warning Point (Kiowa County Sheriff's Office), will notify the "on call" Emergency Duty Officer and/or ESF Coordinator for ESF 12 when Kiowa County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. ESF 12 will be activated or placed on standby upon notification by the Kiowa County Emergency Management (EOC #1). The representatives or designees of the coordinating agency will manage the emergency activities of ESF 12. If additional support is required, the ESF 12 coordinating and primary agencies may jointly manage ESF 12 activities.
4. Upon instructions to activate or placement of ESF 12 on standby, Kiowa County Emergency Preparedness Office will implement procedures to notify all ESF 12 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

1. Actions carried out by ESF 12 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 12 agencies and the intended recipients of service.

Overall Actions Assigned to All Members	
<i>Preparedness (Pre-Event) Actions for ESF 12 - Energy and Utilities</i>	
1	Develop standard operating guides and checklists to support ESF-12 activities.
2	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
3	Collect, process, and disseminate information to and from the EOC.
4	Develop and maintain ESF-12 Annex.
5	Participate in training, drills, and exercises.
6	Implement a public awareness campaign regarding energy and utilities safety in emergencies.
7	Continue to perform tasks necessary to expedite restoration and recovery operations.
8	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.

Overall Actions Assigned to All Members	
<i>Response (During Event) Actions for ESF 12 - Energy and Utilities</i>	
1	Designate personnel to coordinate ESF-12 activities in EOC.
2	Provide field support for emergency responders at the scene.
3	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF12.
4	Identify damage to energy and utility outside of county borders that may impact local

	jurisdictions.
5	Deploy trained individuals to the EOC to assist with coordination of utility repairs.
6	Evaluate response and recommend changes to ESF-12 Annex to correct shortfalls and improve future response activities.

Overall Actions Assigned to All Members	
<i>Recovery (Post Event) Actions for ESF 12 - Energy and Utilities</i>	
1	Provide documentation for possible financial reimbursement process for recovery activities.
2	Participate in after action meetings and prepare after action reports as requested.
3	Clean, repair, replenish and perform maintenance on all equipment before returning to normal operations or storage.

Overall Actions Assigned to All Members	
<i>Mitigation Actions for ESF 12 - Energy and Utilities</i>	
1	Participate in the hazard identification process and identify and correct vulnerabilities.
2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
3	Provide ESF-12 representative for update of mitigation plan.
4	Manage the collection, processing, and dissemination of information between ESF-12 and EOC or incident command.

III. Responsibilities

- A. The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Kiowa County Emergency Preparedness Office	
<i>Preparedness (Pre-Event) Actions for ESF 12 - Energy and Utilities</i>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-12 tasks.
2	Identify responsibilities for liaison roles with state and adjacent county officials.
3	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
4	Ensure the availability of necessary equipment to support energy and utilities activities.
5	Identify and establish contact with county electric providers.
6	Identify how agencies will provide support while having limited fuel supplies and identify alternate fuel providers for emergency response.
7	Identify bulk storage fuel facilities.
<i>Response (During Event) Actions for ESF 12 - Energy and Utilities</i>	
1	Monitor power restoration response activities and provide estimates for restoration.
2	Work with private energy and utility organizations to maintain current information regarding damage to supply and distribution systems.
3	Coordinate with ESF 7 to obtain resources to assist in utility and energy repair and restoration.
4	Coordinate with ESF 15 to disseminate information to the public regarding the status or utilities and power restoration.
5	Coordinate with ESF 6 and ESF 7 to provide emergency power and utilities to shelters when

	available.
6	Respond to significant physical, operational, or economic disruptions to energy supplies.
7	Coordinate with ESF 13 to provide security to critical energy facilities and protection to maintenance personnel.
8	Alert or activate off-duty and auxiliary personnel as required by the emergency.

Primary: City of Greensburg	
<i>Preparedness (Pre-Event) Actions for ESF 12 - Energy and Utilities</i>	
1	Identify who is responsible for initial notification of ESF-12 personnel.
<i>Response (During Event) Actions for ESF 12 - Energy and Utilities</i>	
1	Identify facilities that require priority repair of utilities and establish a plan for restoration of critical services.

Primary: City of Haviland	
<i>Preparedness (Pre-Event) Actions for ESF 12 - Energy and Utilities</i>	
1	Identify who is responsible for initial notification of ESF-12 personnel.
<i>Response (During Event) Actions for ESF 12 - Energy and Utilities</i>	
1	Identify facilities that require priority repair of utilities and establish a plan for restoration of critical services.

Primary: City of Mullinville	
<i>Preparedness (Pre-Event) Actions for ESF 12 - Energy and Utilities</i>	
1	Identify who is responsible for initial notification of ESF-12 personnel.
<i>Response (During Event) Actions for ESF 12 - Energy and Utilities</i>	
1	Identify facilities that require priority repair of utilities and establish a plan for restoration of critical services.

Supporting: AT and T	
<i>Preparedness (Pre-Event) Actions for ESF 12 - Energy and Utilities</i>	
1	Identify who is responsible for initial notification of ESF-12 personnel.
<i>Response (During Event) Actions for ESF 12 - Energy and Utilities</i>	
1	Identify facilities that require priority repair of utilities and establish a plan for restoration of critical services.

Supporting: Kansas Gas Supply	
<i>Preparedness (Pre-Event) Actions for ESF 12 - Energy and Utilities</i>	
1	Identify who is responsible for initial notification of ESF-12 personnel.
<i>Response (During Event) Actions for ESF 12 - Energy and Utilities</i>	
1	Identify facilities that require priority repair of utilities and establish a plan for restoration of critical services.

Supporting: Kansas Rural Electric Cooperative Association	
<i>Preparedness (Pre-Event) Actions for ESF 12 - Energy and Utilities</i>	

1	Identify who is responsible for initial notification of ESF-12 personnel.
Response (During Event) Actions for ESF 12 - Energy and Utilities	
1	Identify facilities that require priority repair of utilities and establish a plan for restoration of critical services.

Kiowa County Fire Department	
Response (During Event) Actions for ESF 12 - Energy and Utilities	
1	Coordinate with ESF 6 and ESF 7 to provide emergency power and utilities to shelters when available.
2	Respond to significant physical, operational, or economic disruptions to energy supplies.

Kiowa County Sheriff's Department	
Preparedness (Pre-Event) Actions for ESF 12 - Energy and Utilities	
1	Identify and establish contact with county electric providers.
Response (During Event) Actions for ESF 12 - Energy and Utilities	
1	Monitor power restoration response activities and provide estimates for restoration.
2	Work with private energy and utility organizations to maintain current information regarding damage to supply and distribution systems.
3	Coordinate with ESF 6 and ESF 7 to provide emergency power and utilities to shelters when available.
4	Respond to significant physical, operational, or economic disruptions to energy supplies.

IV. Financial Management

- A. ESF 12 is responsible for coordinating with Kiowa County Treasurer to manage ESF 12 expenses relevant to an event.
- B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.
- C. Expenditures by support entities will be documented by those entities and submitted directly to the Kiowa County Treasurer or a designated Finance Service officer as soon as possible.

V. References and Authorities

REFERENCES

AUTHORITIES

ESF 13 - Public Safety and Security

Coordinating Agency:

Kiowa County Emergency Preparedness Office

Primary Agency:

Kiowa County Fire Department
Kiowa County Sheriff's Department
Kiowa County Emergency Medical Service
Greensburg Police Department

Support Agencies:

Kiowa County Hospital

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 13 is to provide law enforcement coordination and support services in support of emergency events in Kiowa County.

B. Scope

1. ESF 13 provides a mechanism for coordinating and providing support to local authorities to include law enforcement, public safety, and security capabilities and resources during potential or actual disaster/emergencies.
2. ESF 13 generally is activated in situations requiring extensive assistance to provide public safety and security and where local government resources are overwhelmed or are inadequate, or in pre-incident or post-incident situations that require protective solutions.
3. ESF 13 capabilities support incident management requirements including:
 - a. Force and critical infrastructure protection;
 - b. Security planning and technical assistance; and
 - c. Technology support and public safety in both pre-incident and post-incident situations.
 - d. To create a county law enforcement emergency response that provides for the command, control, and coordination of law enforcement planning, operations, and mutual aid; and
 - e. To coordinate dispatch and the use of county law enforcement and means of coordination with local government.

II. Concept of Operations

A. General

1. ESF 13 is organized consistent with the Kiowa County Emergency Management (EOC #1), the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Kiowa County through the Kiowa County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Kiowa County Emergency Management (EOC #1) and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 13 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, ESF 13 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of required assets.
4. Throughout the response and recovery periods, ESF 13 will evaluate and analyze information requests to move people, materials, equipment and other resources as necessary; develop and update assessments of the Law Enforcement situation and status in the impact area; and undertake contingency planning to meet anticipated demands or needs.
5. When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
6. Capabilities:
 - a. The County has limited or no specialized capability for hazmat, explosive ordinance detection/disposal, aviation, or radiological monitoring. If the County were to encounter one of these threats with regard to law enforcement, the county would request mutual aid.
 - b. Kiowa County has a all purpose K-9.
7. Public safety, security and protection -
 - a. The Kiowa County Sheriff has jurisdiction over Kiowa County. The Greensburg Police Department has jurisdiction over the City of Greensburg.
 - b. The process of determining public safety and security will be coordinated by the Sheriff's Office. Police Department will determine public safety for the city of Greensburg. The first responders will make recommendations to the Incident Commander or EOC on response priorities. Law enforcement agencies will

secure points of entry to the scene of Natural Disasters, Hazardous Materials, Criminal Acts, Terrorism, and Mass Casualties.

- c. If more resources are necessary the Sheriff's Office will coordinate with the EOC for Mutual Aid (LEAD). County Law Enforcement agencies will be responsible for providing protection to EOC, Field Command Post, Staging Area, Morgues, Medical Centers, Correctional facilities, and overall scene security. The Sheriff's Office will coordinate with ESF 6 to provide security for lodging and feeding facilities because shelters have limited staff and training for overall security.
 - d. Law Enforcement on scene will secure all affected areas needed for life safety and securing property.
8. Continuity of operations
- a. If agencies are overwhelmed or their facilities are damaged and unavailable the Law Enforcement Agency will request Mutual Aid (LEAD). Upon arrival of mutual aid local Law Enforcement will advise incoming responders of local policies and procedures.

B. Direction and Control

1. The ESF 13 Coordinating Agency is Kiowa County Emergency Preparedness Office which is appointed by the Kiowa County Emergency Preparedness Office, in coordination with local planning partners. The staff serving as ESF 13 Coordinator is appointed by and located in the Kiowa County Emergency Preparedness Office. When ESF 13 support is necessary, the ESF 13 Coordinator coordinates all aspects of ESF 13.
2. The ESF 13 may operate at two levels: 1) Kiowa County Emergency Management (EOC #1); and 2) Field operations.
3. During emergency activations, all management decisions regarding transportation for Kiowa County are made at the Kiowa County Emergency Management (EOC #1) by the ESF 13 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Kiowa County Emergency Management (EOC #1) assist the incident commander in carrying out the overall mission.
4. In accordance with a mission assignment from ESF 13, each primary and/or support organization assisting ESF 13 will retain administrative control over its own resources and personnel, but will be under the operational control of ESF 13. Delegation of mission operational control may be delegated to the field by the Kiowa County Emergency Management (EOC #1).

C. Organization

1. County

- a. During an activation of the Kiowa County Emergency Management (EOC #1), primary and support agency staff is integrated with the Kiowa County Emergency Preparedness Office staff to provide support.
- b. During an emergency or disaster event, the Kiowa County Emergency Management (EOC #1)/Operations Section Chief will coordinate the support resources from the support agencies with the Emergency Services Branch Chief.
- c. During the response phase, ESF 13 will evaluate and fulfill all valid requests for law enforcement resources. ESF 13 will complete and update assessments and contingency plans for the law enforcement support services deployed or anticipated in the incident area.
- d. The Kiowa County Emergency Preparedness Office will develop and maintain ESF 13 and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain supporting documents for agency use, which must be compatible with the overall Emergency Operations Plan.

2. State of Kansas

- a. During an activation of the State of Kansas EOC, the Kansas Highway Patrol is the designated lead agency for State law enforcement and will provide a liaison to facilitate requests for State law enforcement resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of ESF13 at the State of Kansas EOC will report to the Emergency Services Branch Chief who reports to the Operations Section Chief under the overall direction of the SEOC Manager.
- c. During the response phase, ESF 13 will evaluate and analyze information regarding statewide law enforcement coordination and support requests. ESF 13 will develop and update law enforcement assessments and contingency plans to meet anticipated demands and needs.
- d. The Kansas Highway Patrol develops and maintains ESF 13 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain similar documents for agency use, which must be compatible with and in support of the overall Kansas Response Plan.

D. Alerts and Notifications

1. The Kiowa County Emergency Preparedness Office and/or Kiowa County Emergency Preparedness Office will notify the County Warning Point (Kiowa County Sheriff's Office) when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The County Warning Point (Kiowa County Sheriff's Office), will notify the "on call" Emergency Duty Officer and/or ESF Coordinator for ESF 13 when Kiowa County has

been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

3. ESF13 will be activated or placed on standby upon notification by the Kiowa County Emergency Management (EOC #1). The representatives or designees of the coordinating agency will manage the emergency activities of ESF 13. If additional support is required, the ESF 13 coordinating and primary agencies may jointly manage ESF 13 activities.
4. Upon instructions to activate or placement of ESF 13 on standby, Kiowa County Emergency Preparedness Office will implement procedures to notify all ESF 13 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

1. Actions carried out by ESF 13 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 13 agencies and the intended recipients of service.

Overall Actions Assigned to All Members	
<i>Preparedness (Pre-Event) Actions for ESF 13 - Public Safety and Security</i>	
1	Identify who is responsible for initial notification of ESF-13 personnel.
2	Develop standard operating guides and checklists to support ESF-13 activities.
3	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
4	Collect, process, and disseminate information to and from the EOC.
5	Develop and maintain ESF-13 Annex.
6	Participate in training, drills, and exercises.
7	Develop safety programs, to include disaster situations, and present them to the public.
8	Designate personnel to coordinate ESF-13 activities.
9	Provide field support for emergency responders at the scene.
10	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF13.
11	Coordinate with other ESF sections to provide protection to key and critical facilities.
12	Provide protection to emergency responders.
13	Activate continuity of operations protocol when agencies are overwhelmed or unable to respond due to facilities damage.
14	Continue to perform tasks necessary to expedite restoration and recovery operations.
15	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
16	Evaluate response and recommend changes to ESF-13 Annex to correct shortfalls and improve future response activities.
17	Provide documentation for possible financial reimbursement process for recovery activities.
18	Participate in after action meetings and prepare after action reports as requested.
19	Clean, repair, replenish and perform maintenance on all equipment before returning to normal operations or storage.
20	Participate in the hazard identification process and identify and correct vulnerabilities.

21	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
22	Provide ESF-13 representative for update of mitigation plan.

III. Responsibilities

A. The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Kiowa County Emergency Preparedness Office <i>Preparedness (Pre-Event) Actions for ESF 13 - Public Safety and Security</i>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-13 tasks.
2	Identify responsibilities for liaison roles with state and adjacent county law enforcement officials.
3	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
4	Manage the collection, processing, and dissemination of information between ESF-13 and EOC or incident command.
5	Identify capabilities to provide safety and security for hazmat, EOD, aviation, and radiological incidents.
6	Secure disaster area in accordance with the requirements of the specific hazard present.
7	Coordinate the activation of mutual aid agreements.
8	Coordinate with law enforcement agencies responding from outside the jurisdiction.
9	Alert or activate off-duty and auxiliary personnel as required by the emergency.

Primary: Greensburg Police Department <i>Preparedness (Pre-Event) Actions for ESF 13 - Public Safety and Security</i>	
1	Identify capabilities to provide safety and security for hazmat, EOD, aviation, and radiological incidents.
2	Secure disaster area in accordance with the requirements of the specific hazard present.
3	Coordinate with law enforcement agencies responding from outside the jurisdiction.
4	Alert or activate off-duty and auxiliary personnel as required by the emergency.

Primary: Kiowa County Emergency Medical Service <i>Preparedness (Pre-Event) Actions for ESF 13 - Public Safety and Security</i>	
1	Identify capabilities to provide safety and security for hazmat, EOD, aviation, and radiological incidents.
2	Secure disaster area in accordance with the requirements of the specific hazard present.
3	Alert or activate off-duty and auxiliary personnel as required by the emergency.

Primary: Kiowa County Fire Department

Preparedness (Pre-Event) Actions for ESF 13 - Public Safety and Security

1	Identify capabilities to provide safety and security for hazmat, EOD, aviation, and radiological incidents.
2	Secure disaster area in accordance with the requirements of the specific hazard present.
3	Alert or activate off-duty and auxiliary personnel as required by the emergency.

Primary: Kiowa County Sheriff's Department

Preparedness (Pre-Event) Actions for ESF 13 - Public Safety and Security

1	Identify capabilities to provide safety and security for hazmat, EOD, aviation, and radiological incidents.
2	Secure disaster area in accordance with the requirements of the specific hazard present.
3	Coordinate with law enforcement agencies responding from outside the jurisdiction.
4	Alert or activate off-duty and auxiliary personnel as required by the emergency.

American Red Cross

Preparedness (Pre-Event) Actions for ESF 13 - Public Safety and Security

1	Coordinate with EOC or incident command to provide protection to shelters and feeding facilities.
2	Provide support to ESF 6 in handling individuals in shelters with legal restrictions.

Kiowa County Road and Bridge Department

Preparedness (Pre-Event) Actions for ESF 13 - Public Safety and Security

1	Secure disaster area in accordance with the requirements of the specific hazard present.
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IV. Financial Management

- A. ESF 13 is responsible for coordinating with Kiowa County Treasurer to manage ESF 13 expenses relevant to an event.
- B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.
- C. Expenditures by support entities will be documented by those entities and submitted directly to the Kiowa County Treasurer or a designated Finance Service officer as soon as possible.

V. References and Authorities

REFERENCES

AUTHORITIES

ESF 14 - Long-Term Community Recovery

Coordinating Agency:

Kiowa County Emergency Preparedness Office

Primary Agency:

Kansas Division of Emergency Management
Kiowa County Board of County Commissioners

Support Agencies:

Federal Emergency Management Agency
City of Greensburg
City of Haviland
City of Mullinville
Greensburg Housing Authority

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 14 is to coordinate the long term recovery of Kiowa County in an efficient and effective manner.

B. Scope

1. This ESF is structured to provide coordination during large-scale or catastrophic incidents that require assistance to address significant long-term impacts in the affected area.
2. Specifically the scope of ESF 14 is to:
 - a) Provide for coordinated measures and policies designed to facilitate recovery from the effects of natural and technological disasters, civil disturbances, or acts of domestic terrorism.
 - b) Provide for effective utilization of resources to support efforts to aid long-term community recovery, stabilize local and regional economies, and reduce or eliminate risks from future incidents.
 - c) Assist in coordinating the damage assessment process in order to determine the need for assistance.
 - d) Provide a government conduit and administrative means for appropriate voluntary and private sector organizations to assist Kiowa County governments during the recovery and mitigation phases.
 - e) On-going and post-incident assessments of infrastructure and assessment of total damages including insured and uninsured losses.

- f) Providing technical assistance to include engineering expertise, construction management, contracting and real estate services.

II. CONCEPT OF OPERATIONS

A. General

1. ESF 14 is organized consistent with the State of Kansas EOC and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to Kiowa County through the County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Kiowa County Emergency Management (EOC #1) and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 14 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, ESF 14 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, ESF 14 will evaluate and analyze information regarding the availability of volunteers and donated goods and services.
5. A volunteer representative will serve a liaison role at the Kiowa County Emergency Management (EOC #1) to assist in coordination of all activities under ESF 14.
6. Requests will be made of the State of Kansas EOC ESF 14 and ESF 2 to assist in managing incoming volunteer and donations related calls placed from outside of Kiowa County. This assistance will come by referring interested parties to the Kansas AID MATRIX website or by directing them to contact United Way 2-1-1. The Kiowa County Emergency Preparedness Office Public Information Officer will publicize the importance of outside callers using these locations for receiving volunteer and donation instructions prior to citizens sending donations or arriving for volunteer assignment.
7. Pre-designated warehouse space will be utilized by ESF 14 to receive, sort, inventory and redistribute donated goods to agencies and assisting organizations.
8. Volunteer coordinators will establish reception centers adjacent to donations warehouse facilities.
9. Rapid Impact Assessment- Initial overview of the scene will be completed by the EM and local law enforcement.

- a. Initial overview (rapid impact assessment) of the scene will be completed by the emergency manager and his/her designee. The rapid impact assessment criteria and reporting protocol will include but will not be limited to:
 - a. Number of persons affected.
 - b. Number of property affected.
 - c. See Checklist in ESF 14 Folder

10. Environmental Assessment

- a. KDHE will be responsible for identifying long term environmental restoration issues. KDHE may address issues to include, but not limited to: air, water, soil, hazmat, etc...
- b. The County has limited resources for conducting chemical and radiological assessment. The County will use regional teams for assessment and will use KDHE and department of agriculture as needed.
- c. Local Health Department, KDHE, Department of Agriculture, and EPA are responsible for assessing the contamination of water, air, food and ingestion.
- d. Local health department will coordinate with KDHE and CDC for conducting environmental assessment for biological event.

11. Types of Disaster Declarations- Individual Assistance, Public Assistance, Hazard Mitigation are all covered in the County's Hazardous Mitigation plan. Please see the mitigation plan for more information.

12. Other/Vulnerable Needs Considerations

- a. The County will have a limited ability to support long term recovery based on a federal declaration. The County will work to expedite the Preliminary Damage Assessment in order to facilitate the declaration process. FEMA, HUD may support long term recovery efforts. This ESF will coordinate with ESF 6 for transition from short to long term housing.
- b. Emergency management will coordinate with local and state health departments to incorporate the requirements of special needs populations into the long term recovery strategy. The state ADA coordinator may be asked to advise on sheltering vulnerable needs populations.
- c. This ESF will coordinate with ESF 6 and ESF 11 for coordination of animal welfare and agriculture stakeholders for long term community recovery efforts.
- d. The County utilizes Iroquois Center for Human Development for mental health services. See ESF 6 and ESF 8 for more information on these services.

B. Direction and Control

1. The ESF 14 Coordinating Agency is Kiowa County Emergency Preparedness Office which is appointed by the Kiowa County Emergency Preparedness Office, in coordination with local planning partners. The staff serving as ESF 14 Coordinator is appointed by and located in the Kiowa County Emergency Preparedness Office. When ESF 14 support is necessary, the ESF 14 Coordinator coordinates all aspects of ESF 14.(MS).
2. The ESF 14 system operates in two arenas; 1) Kiowa County Emergency Management (EOC #1); 2) field locations.
3. During emergency activations, all management decisions regarding transportation for Kiowa County are made at the Kiowa County Emergency Management (EOC #1) by the ESF 14 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Kiowa County Emergency Management (EOC #1) assist the incident commander in carrying out the overall mission.

C. Organization

1. County
 - a. During an activation of the Kiowa County Emergency Management (EOC #1), support agency staff is integrated with the Kiowa County Emergency Preparedness Office staff to provide support.
 - b. During an emergency or disaster event, the Kiowa County Emergency Management (EOC #1) Operations Section Chief will coordinate resource support with the Human Services Branch Chief.
 - c. During the response phase, ESF 14 will evaluate and analyze information regarding volunteers and donations requests. Also, ESF 14 will develop and update assessments of the requirements for volunteers and donations in the impacted area and undertake contingency planning to meet anticipated demands and requirements.
 - d. The Kiowa County Emergency Preparedness Office will develop and maintain ESF14 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan.
 - e. The Kiowa County Emergency Preparedness Office shall be represented in ESF 5 (Information and Planning) and support disaster intelligence collection and analysis as relates to the ESF 14 scope.
 - f. Individual organizations supporting ESF 14 will maintain contact with the Kiowa County Emergency Management (EOC #1) ESF 14 liaison to advise them of status and response capabilities.
2. State of Kansas

- a. During an activation of the State of Kansas EOC, the Kansas Division of Emergency Management is the designated lead agency for State volunteer and donations services and will provide a liaison to facilitate requests for ESF 14 resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of ESF 14 at the State of Kansas EOC will report to the Human Services Branch Chief who reports to the Response Section Chief under the overall direction of the SEOC Manager.
- c. The Kansas Division of Emergency Management develops and maintains ESF 14 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan.

D. Alerts and Notifications

1. The Kiowa County Emergency Preparedness Office and/or Kiowa County Emergency Preparedness Office will notify the County Warning Point (Kiowa County Sheriff's Office) when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The County Warning Point (Kiowa County Sheriff's Office), will notify the "on call" Emergency Duty Officer and/or ESF Coordinator for ESF 14 when Kiowa County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. ESF 14 will be activated or placed on standby upon notification by the Kiowa County Emergency Management (EOC #1). The representatives or designees of the coordinating agency will manage the emergency activities of ESF 14. If additional support is required, the ESF 14 coordinating and primary agencies may jointly manage ESF 14 activities.
4. Upon instructions to activate or placement of ESF 14 on standby, Kiowa County Emergency Preparedness Office will implement procedures to notify all ESF 14 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.
5. When notified that the EOC has been activated, the ESF 14 coordinator will:
 - a. Conduct an immediate telephone survey of all Health and Human Service agencies to assess damage, determine ability to continue to provide services and determine support capabilities.
 - b. Establish contact with the Kiowa County Public Information Officer to coordinate dissemination of media information relative to volunteers and donations.
 - c. Establish contact with the State of Kansas EOC ESF 14 coordinator to advise them of current situation, status and emerging needs.

E. Actions

1. Actions carried out by ESF 14 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 14 agencies and the intended recipients of service.

Overall Actions Assigned to All Members	
<i>Preparedness (Pre-Event) Actions for ESF 14 - Long-Term Community Recovery</i>	
1	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
2	Collect, process, and disseminate information to and from the EOC.
3	Develop and maintain ESF-14 Annex.
4	Participate in training, drills, and exercises.
5	Inform all personnel of their emergency responsibilities.
6	Designate personnel to coordinate ESF-14 activities in EOC.
7	Manage the collection, processing, and dissemination of information between ESF-14 and EOC or incident command.
8	Provide field support for emergency responders at the scene.
9	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF14.
10	Work with the private sector to ensure the disaster related needs of the business community are met.
11	Coordinate with EOC and incident command to provide lists of long term recovery personnel staff.
12	Use impact assessment to identify number of persons affected, homes damaged/destroyed, and infrastructure losses to predict the ongoing need for long term recovery efforts.
13	Coordinate with ESF6 and ESF 8 to acquire long term mental health services.
14	Identify long term impacts of environmental issues caused by the disaster.
15	Communicate with ESF-15 the status of long term recovery efforts for public information purpose.
16	Identify and provide strategy to assist citizens with unmet needs.
17	Continue to perform tasks necessary to expedite restoration and recovery operations.
18	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
19	Evaluate response and recommend changes to ESF-14 Annex to correct shortfalls and improve future response activities.
20	Provide documentation for possible financial reimbursement process for recovery activities.
21	Participate in after action meetings and prepare after action reports as requested.
22	Support community recovery activities.
23	Work with the State and Federal government to administer disaster recovery programs.
24	Participate in the hazard identification process and identify and correct vulnerabilities.
25	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
26	Develop and implement mitigation strategies.
27	Support programs that provide individual assistance, public assistance, and hazard mitigation.

28 | Provide ESF-14 representative for update of mitigation plan.

III. Responsibilities

- A. The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Kiowa County Emergency Preparedness Office <i>Preparedness (Pre-Event) Actions for ESF 14 - Long-Term Community Recovery</i>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-14 tasks.
2	Identify who is responsible for initial notification of ESF-14 personnel.
3	Identify responsibilities for liaison roles with state and adjacent county transportation officials.
4	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.

Primary: Kiowa County Board of County Commissioners <i>Preparedness (Pre-Event) Actions for ESF 14 - Long-Term Community Recovery</i>	
1	Identify how long term community recovery efforts in support of emergency operations will be directed and controlled.

Supporting: City of Greensburg <i>Preparedness (Pre-Event) Actions for ESF 14 - Long-Term Community Recovery</i>	
1	Identify how long term community recovery efforts in support of emergency operations will be directed and controlled.

Supporting: City of Haviland <i>Preparedness (Pre-Event) Actions for ESF 14 - Long-Term Community Recovery</i>	
1	Identify how long term community recovery efforts in support of emergency operations will be directed and controlled.

Supporting: City of Mullinville <i>Preparedness (Pre-Event) Actions for ESF 14 - Long-Term Community Recovery</i>	
1	Identify how long term community recovery efforts in support of emergency operations will be directed and controlled.

Supporting: Greensburg Housing Authority	
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Preparedness (Pre-Event) Actions for ESF 14 - Long-Term Community Recovery

1	Identify how long term community recovery efforts in support of emergency operations will be directed and controlled.
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American Red Cross

Preparedness (Pre-Event) Actions for ESF 14 - Long-Term Community Recovery

1	Coordinate with ESF 6 and housing authorities for sheltering and short/long term recovery efforts.
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Greensburg Development Board

Preparedness (Pre-Event) Actions for ESF 14 - Long-Term Community Recovery

1	Identify how long term community recovery efforts in support of emergency operations will be directed and controlled.
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Kansas Department of Agriculture

Preparedness (Pre-Event) Actions for ESF 14 - Long-Term Community Recovery

1	Identify long term recovery efforts for animal welfare and agriculture stakeholders.
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Kansas Department of Health and Environment

Preparedness (Pre-Event) Actions for ESF 14 - Long-Term Community Recovery

1	Identify the trained personnel or agency responsible for conducting an environmental assessment.
2	Identify long term recovery efforts for animal welfare and agriculture stakeholders.

Kansas Department of Wildlife and Parks

Preparedness (Pre-Event) Actions for ESF 14 - Long-Term Community Recovery

1	Identify long term recovery efforts for animal welfare and agriculture stakeholders.
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Kiowa County Health Department

Preparedness (Pre-Event) Actions for ESF 14 - Long-Term Community Recovery

1	Identify the trained personnel or agency responsible for conducting an environmental assessment.
2	Identify long term recovery efforts for individuals with vulnerable needs.

Kiowa County Humane Society

Preparedness (Pre-Event) Actions for ESF 14 - Long-Term Community Recovery

1	Identify long term recovery efforts for animal welfare and agriculture stakeholders.
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IV. Financial Management

- A. ESF 14 is responsible for coordinating with Kiowa County Treasurer to manage ESF 14 expenses relevant to an event.

- B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.
- C. Expenditures by support entities will be documented by those entities and submitted directly to the Kiowa County Treasurer or a designated Finance Service officer as soon as possible.

V. References and Authorities

REFERENCES

AUTHORITIES

ESF 15 - External Communication

Coordinating Agency:

Kiowa County Emergency Preparedness Office

Primary Agency:

Kiowa County Attorney

Support Agencies:

Kiowa County Fire Department

Kiowa County Sheriff's Department

Kiowa County Emergency Medical Service

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 15 is to disseminate information on emergencies to the public through the news media in Kiowa County.

B. Scope

1. This ESF coordinates actions to provide the required external affairs support to county and incident management elements. This Annex details the establishment of support positions to coordinate communications to various audiences. This ESF applies to county departments and agencies that may require public affairs support or whose public affairs assets may be employed during an emergency. This scope describes:
 - a. Quickly relay critical and potentially lifesaving information to those at risk
 - b. Provide timely, consistent information on the status of emergency operations
 - c. Coordinate the release of public information from all responding agencies
 - d. Assure the public that government is responding effectively to the emergency
 - e. Make credible and consistent information available to answer citizen inquiries
 - f. Provide ongoing and useful information regarding recovery activities
 - g. Ensure a system is in place to provide information and guidance to County, City and if appropriate, State and Federal, elected and appointed officials

II. Concept of Operations

A. General

1. ESF 15 is organized consistent with the State of Kansas EOC and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System to provide incident assessment, planning, procurement,

deployment, coordination and support operations to the County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to assure a timely and appropriate response to an emergency or situation.

2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Kiowa County Emergency Management (EOC #1) and in the field. These are in the form of Emergency Operations Plans (i.e. Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 15 capabilities.
3. In a large event requiring local or state mutual aid assistance, ESF 15 will coordinate with support agency counterparts to seek, procure, plan, coordinate and direct the use of required assets.
4. The Kiowa County Emergency Preparedness Office will act as the lead agency for ESF 15. Depending on the severity of the situation, other local public information officers and County staff will assist with media advisories and releases. Lead or support agency public information staff will operate from the Kiowa County Emergency Management (EOC #1) on a 24-hour schedule to help maintain the flow of public information.
5. Depending on the severity of the disaster, the Kiowa County Emergency Preparedness Office may activate a 24-hour citizen information center to handle citizens' inquiries.
6. In a catastrophic disaster, ESF 7 (Resource Support), ESF 14 (Long Term Recovery) and ESF 15 will work together to release information regarding volunteer goods and services that need to be sent to the disaster area, and where volunteers and donors may go to deliver such goods or services. All ESFs will routinely provide information to ESF 15 to keep Kiowa County officials and citizens aware of current events.
7. Joint Information System (JIS)

The Joint Information System (JIS) describes all public information activities being conducted regarding the event, including those outside the EOC and the JIC (i.e., public information functions being carried out at the scene and from departmental offices or other remote offices and locations).

The ESF #15 Coordinator will work to establish communications with all Joint Information System (JIS) components to facilitate the exchange of information. The use of an organized JIS will help to ensure inter-agency communication and the release of consistent information.

As part of the JIS, the on scene agency PIO will address media representatives at the incident site and keep the EOC and the JIC informed of these briefings. Contact with JIS components will be maintained primarily by telephone and radio.

8. Joint Information Center (JIC)
 - a. The Joint Information Center (JIC) is a physical location where PIOs from organizations with primary disaster involvement come together to coordinate and disseminate information.

- b. The purpose of JIC is to :
 - i. Gather and coordinate information and serve as the “hub” for the release of timely, accurate, consistent and useful disaster related information
 - ii. Allow all involved organizations to speak from “one sheet of paper” providing consistent messages to the public
 - iii. Enable the EOC Team to concentrate on emergency decision-making and refer all media and public inquires to the JIC
 - iv. Ensure the ability exists to answer direct inquiries from the public
 - v. Monitor media coverage to verify the accuracy of information being disseminated
 - vi. Be proactive in responding to the disaster related information needs of all audiences
 - vii. Develop and implement a comprehensive public information strategy to gain and maintain public trust and confidence
- c. In most cases, the JIC will be located in close proximity to the County EOC. However, it may be located anywhere to support emergency activities. Wherever it is located, it is imperative that the JIC maintain contact with decision makers and/or the EOC via telephone, radio, the Internet, facsimile and/or face-to-face communications.
- d. Once a JIC is activated, all emergency public information activities, including media inquires, should be coordinated through the JIC. The JIC will become the central coordination point for all emergency public information and external communications activities. To the extent possible, the JIC will be staffed with Public Information Officers (PIOs) from all agencies and organizations involved in the event.
- e. The PIO will coordinate with city and county officials to establish a Joint Information Center in accordance with National Incident Management System principles and work with media at the scene. The PIO will coordinate information sharing among internal and external partners. The PIO will conduct media briefings and coordinate with the Incident Commander or EOC on time of media briefs and content.
- f. The PIO will have all public messages approved by the Incident Commander or the EOC manager.
- g. Public information will be released through official sources and will have the originating source of the information listed on the document. All releases will be verified and approved by either the Incident Commander or EOC Director.
- h. Rumor control is accomplished by dispelling as quickly as possible the false information during media briefings and on official agency social media sites.

- i. The PIO will have regularly scheduled media briefings and allow the media escorted access to the scene when safe. The media may be invited into the Joint Information Center. Every effort will be made to coordinate information sharing between the media and the PIO/JIC.
- j. The JIC is designed to be flexible to accommodate the unique requirements of any emergency or disaster situation and its structure and staffing will be customized for each response. For example, a major event would require JIC activation and full staffing, while a smaller event might only require one or two people performing all of the necessary tasks.
- k. Regardless of the incident, the function of the JIC remains essentially the same, while the number of departments and agencies involved as well as the location and the quantity of information to be disseminated will vary greatly. At a minimum, the following functions must be performed regardless of these variables:
 - i. Establish and maintain contact with local radio, television and print media
 - ii. Develop and disseminate written information such as news releases, fact sheets and other reports as needed
 - iii. Schedule news conferences or interviews with department heads and other officials; brief them if appropriate
 - iv. Provide interview opportunities that meet the unique needs of each medium (television, radio, print)
 - v. Establish and maintain a communications link or a Joint Information System (JIS) with field PIOs and all remote sites performing public information activities
 - vi. Monitor the information being released by the media to ensure appropriate information is being released and take steps to correct any inaccurate information
 - vii. Exchange information with elected officials, voluntary organizations, industry representatives, State and Federal PIOs and all other involved agencies as the situation dictates
 - viii. Provide ongoing information to and coordination with County, City, State and Federal elected officials
- l. PIOs working in the JIC retain the autonomy to represent the public information needs of their respective agencies, while working closely with the EOC Team and/or JIC to ensure consistent information is being disseminated in a timely manner by all departments.

9. Vulnerable Needs

- a. The County will provide information to those with vulnerable needs to the maximum extent feasible. The County may contact the state ADA coordinator if needed to assist in informing the vulnerable public.
- b. These facilities such as: childcare centers, group homes, assisted living centers, and nursing homes are required to provide information that will inform their population on the status of the disaster and recovery efforts. The county will utilize facility staff to inform those individuals in these facilities.

10.

B. Direction and Control

1. The ESF 15 Coordinating Agency is Kiowa County Emergency Preparedness Office which is appointed by the Kiowa County Emergency Preparedness Office, in coordination with local planning partners. The staff serving as ESF 15 Coordinator is appointed by and located in the Kiowa County Emergency Preparedness Office. When ESF 15 support is necessary, the ESF 15 Coordinator coordinates all aspects of ESF 15.
2. The ESF 15 system operates at two levels: 1) Kiowa County Emergency Management (EOC #1); 2) field locations.
3. The Kiowa County Emergency Preparedness Office serves as the focal point for ESF 15 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other ESF and other private voluntary agencies have knowledge about the system and ESF 15 expectations, as well as coordinate and cooperate efficiently during an event.

C. Organization

1. County
 - a. During an activation of the Kiowa County Emergency Management (EOC #1), primary and support agency staff is integrated with the Kiowa County Emergency Preparedness Office staff to provide support.
 - b. The Public Information function will be a part of the Command Staff. The Public Information Officer is responsible for interfacing with the public and media and/or agencies with incident-related information requirements.
 - c. During a disaster, the Kiowa County Emergency Management (EOC #1) will act as the central coordinating facility for receiving and disseminating public information. Information flow to the Kiowa County Emergency Management (EOC #1) will occur directly from news media reports and citizen public information phone calls. Information will flow from the Kiowa County Emergency Management (EOC #1) in the form of media briefings, news releases and situation reports. Information will also flow from ESF 15 to the State of Kansas EOC.

- d. The Kiowa County Emergency Preparedness Office will develop and maintain ESF 15 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan.

2. State of Kansas

- a. During an activation of the State of Kansas EOC, the Adjutant General's Department, Office of Public Affairs is designated as the state lead for Public Information and will provide a liaison to facilitate requests for State PIO resources to local Emergency Operations Centers.
- b. During an emergency or disaster event, the primary and support agencies of ESF 15 at the State of Kansas EOC will report to the SEOC Manager.
- c. The Adjutant General's Department, Office of Public Affairs develops and maintains ESF 15 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Kansas Response Plan.
- d. The primary and supporting agencies working for the State ESF 15 will report directly to the State of Kansas EOC.

D. Alerts and Notifications

1. The Kiowa County Emergency Preparedness Office and/or Kiowa County Emergency Preparedness Office will notify the County Warning Point (Kiowa County Sheriff's Office) when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The County Warning Point (Kiowa County Sheriff's Office), will notify the "on call" Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for ESF 15 when Kiowa County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. ESF 15 will be activated or placed on standby upon notification by the Kiowa County Emergency Management (EOC #1). The representatives or designees of the coordinating agency will manage the emergency activities of ESF 15. If additional support is required, the ESF 15 coordinating and primary agencies may jointly manage ESF 15 activities.
4. Upon instructions to activate or placement of ESF 15 on standby, Kiowa County Emergency Preparedness Office will implement procedures to notify all ESF 15 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

1. Actions carried out by ESF 15 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service.

Overall Actions Assigned to All Members	
<i>Preparedness (Pre-Event) Actions for ESF 15 - External Communication</i>	
1	Designate personnel to coordinate ESF-15 activities in EOC and JIC.

Overall Actions Assigned to All Members	
<i>Response (During Event) Actions for ESF 15 - External Communication</i>	
1	Manage the collection, processing, and dissemination of information between ESF-15 and EOC or incident command.
2	Provide field support for emergency responders at the scene.
3	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF15.
4	Resolve any conflicting information and dispel rumors.
5	Provide documentation for possible financial reimbursement process for recovery activities.
6	Develop and maintain ESF-15 Annex.
7	Participate in training, drills, and exercises.
8	Establish process to verify information is accurate and valid before public release.
9	Identify public information needs required for facilities that serve vulnerable needs populations.
10	Identify public information needs required for individuals with vulnerable needs.

Overall Actions Assigned to All Members	
<i>Recovery (Post Event) Actions for ESF 15 - External Communication</i>	
1	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
2	Participate in after action meetings and prepare after action reports as requested.
3	Distribute information on how and where to apply for different types of disaster assistance.
4	Participate in briefings, incident action plans, situation reports and briefings.
5	Release information concerning the need for volunteer goods and services.
6	Provide information regarding available disaster recovery programs and resources to the media and the public.
7	Compile a written record of events, including any printed materials, news releases, tapes and clippings.

Overall Actions Assigned to All Members	
<i>Mitigation Actions for ESF 15 - External Communication</i>	
1	Promote preparedness information that will lessen the impact of disasters, such as having a disaster preparedness kit and family disaster plan.
2	Provide ESF-15 representative for update of mitigation plan.

III. Responsibilities

- A. The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: Kiowa County Emergency Preparedness Office	
<i>Preparedness (Pre-Event) Actions for ESF 15 - External Communication</i>	
1	Train personnel on EOC operation, JIC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
2	Collect, process, and disseminate information to and from the EOC.
<i>Response (During Event) Actions for ESF 15 - External Communication</i>	
1	Inform the public of health and/or safety concerns, status of emergency situation, and ways to reduce or eliminate the associated dangers.
2	In coordination with the EOC team, release emergency information.
3	Activate and staff management functions of the JIC.
4	Identify responsibilities for liaison roles with state and adjacent county PIOs.
5	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
6	Identify all viable methods to reach the public including but not limited to radio, television, print media flyers, posters, brochures, informational booths and the Internet.
7	Develop pre-scripted media releases and public advisories.
8	Ensure adequate space and equipment is available for the operation of a JIC.
9	Pre-identify media outlets, establish contact lists, and provide training on emergency public information procedures.
10	Provide continuous and accessible public information about disasters and recovery activity.
11	Identify personnel or process used to provide public information to individuals with limited English language ability.
<i>Recovery (Post Event) Actions for ESF 15 - External Communication</i>	
1	Maintain records of all news releases to support documentation after the disaster.
<i>Mitigation Actions for ESF 15 - External Communication</i>	
1	Provide information and increase awareness about safe rooms and other shelter methods.
2	Establish contacts and develop working relationships with the media.

Supporting: Kiowa County Emergency Medical Service	
<i>Preparedness (Pre-Event) Actions for ESF 15 - External Communication</i>	
1	Train personnel on EOC operation, JIC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).

Supporting: Kiowa County Fire Department	
<i>Preparedness (Pre-Event) Actions for ESF 15 - External Communication</i>	
1	Train personnel on EOC operation, JIC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).

Supporting: Kiowa County Sheriff's Department	
<i>Preparedness (Pre-Event) Actions for ESF 15 - External Communication</i>	
1	Train personnel on EOC operation, JIC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).

Response (During Event) Actions for ESF 15 - External Communication	
1	Identify responsibilities for liaison roles with state and adjacent county PIOs.

City of Greensburg	
Preparedness (Pre-Event) Actions for ESF 15 - External Communication	
1	Train personnel on EOC operation, JIC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
Mitigation Actions for ESF 15 - External Communication	
1	Provide information and increase awareness about safe rooms and other shelter methods.

City of Greensburg Fire Department	
Preparedness (Pre-Event) Actions for ESF 15 - External Communication	
1	Train personnel on EOC operation, JIC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).

City of Haviland	
Preparedness (Pre-Event) Actions for ESF 15 - External Communication	
1	Train personnel on EOC operation, JIC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
Mitigation Actions for ESF 15 - External Communication	
1	Provide information and increase awareness about safe rooms and other shelter methods.

City of Haviland Fire Department	
Preparedness (Pre-Event) Actions for ESF 15 - External Communication	
1	Train personnel on EOC operation, JIC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).

City of Mullinville	
Preparedness (Pre-Event) Actions for ESF 15 - External Communication	
1	Train personnel on EOC operation, JIC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
Mitigation Actions for ESF 15 - External Communication	
1	Provide information and increase awareness about safe rooms and other shelter methods.

City of Mullinville Fire Department	
Preparedness (Pre-Event) Actions for ESF 15 - External Communication	
1	Train personnel on EOC operation, JIC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).

Kiowa County Extension Office	
Preparedness (Pre-Event) Actions for ESF 15 - External Communication	
1	Train personnel on EOC operation, JIC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).

Kiowa County GIS	
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Preparedness (Pre-Event) Actions for ESF 15 - External Communication	
1	Train personnel on EOC operation, JIC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).

Kiowa County Health Department	
Preparedness (Pre-Event) Actions for ESF 15 - External Communication	
1	Train personnel on EOC operation, JIC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).

Kiowa County Hospital	
Preparedness (Pre-Event) Actions for ESF 15 - External Communication	
1	Train personnel on EOC operation, JIC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).

Kiowa County Road and Bridge Department	
Preparedness (Pre-Event) Actions for ESF 15 - External Communication	
1	Train personnel on EOC operation, JIC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).

USD 422- Greensburg	
Preparedness (Pre-Event) Actions for ESF 15 - External Communication	
1	Train personnel on EOC operation, JIC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).

IV. Financial Management

- A. ESF 15 is responsible for coordinating with Kiowa County Treasurer to manage ESF 15 expenses relevant to an event.
- B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.
- C. Expenditures by support entities will be documented by those entities and submitted directly to the Kiowa County Treasurer or a designated Finance Service officer as soon as possible.

V. References and Authorities

REFERENCES

AUTHORITIES

**ANNEX
ORDERS OF SUCCESSION**

Orders of Succession for Kiowa County

The Emergency Operations Plan has developed an Orders of Succession for all key positions held within the organization. Provided below is the title and name of each primary person currently holding each key position, followed by a list of designated successors. The successors are listed by title in order of precedence.

Who is authorized to activate the local Emergency Operations Center?

Primary: Emergency Manager - Ray Stegman - Kiowa County Emergency Management

1. Sheriff - Kendal Lothman - Kiowa County Sheriff Department - Sheriff
2. Chief - Jay Koehn - Kiowa County Fire Department - Greensburg
3. To Be Determined

Who is authorized to declare a State of General Emergency?

Primary: John Unruh - Kiowa County Courthouse - Commissioners

1. Chair - Bert Lowry - Kiowa County Courthouse - Commissioners
2. Ron Freeman - Kiowa County Courthouse - Commissioners
3. To Be Determined

Who is the Public Information Officer for your jurisdiction?

Primary: Administrative Assistant - Lorena L Lothman - Kiowa County Emergency Management

1. Sheriff - Kendal Lothman - Kiowa County Sheriff Department - Sheriff
2. Emergency Manager - Ray Stegman - Kiowa County Emergency Management
3. To Be Determined

Who is the Main Point of Contact for this plan?

Primary: Emergency Manager - Ray Stegman - Kiowa County Emergency Management

1. Administrative Assistant - Lorena L Lothman - Kiowa County Emergency Management
 2. Sheriff - Kendal Lothman - Kiowa County Sheriff Department - Sheriff
 3. To Be Determined
-

Executive Team Chief.

Primary: Chairman - Bert Lowry - Kiowa County Courthouse - Commissioners

1. Ron Freeman - Kiowa County Courthouse - Commissioners
2. John Unruh - Kiowa County Courthouse - Commissioners

Pandemic Team Chief.

Primary: Health Director - Mitzi Hesser - Kiowa County Courthouse - Health Department

1. Health Care Technician - Kerri Ulrich - Kiowa County Courthouse - Health Department
2. Health Care Technician - Marsha Klein - Kiowa County Courthouse - Health Department

Kiowa County Emergency Services.

Primary: Emergency Manager - Ray Stegman - Kiowa County Emergency Management

1. Administrative Assistant - Lorena L Lothman - Kiowa County Emergency Management
2. Sheriff - Kendal Lothman - Kiowa County Sheriff Department - Sheriff
3. Chief - Jay Koehn - Kiowa County Fire Department - Greensburg

ANNEX TEAMS AND RESPONSIBILITIES

