

Kansas Planning Standards

County Emergency Operation Plan

Basic Plan

Statement of Policy

The Kansas Planning Standards provide the requirements for Kansas Division of Emergency Management (KDEM) approval of county emergency operations plans. Pursuant to KSA 48-928(c and d) and KSA 48-929(d), KDEM has set approval requirements for the Basic Plan, all emergency support functions (ESFs), Appendixes, and Specific Annexes be reviewed and reapproved by KDEM every five years. In compliance with EPCRA, Public Law 99-499 Section 303 [42 U.S.C. 11003], ESF #10 is required by law to be reviewed annually by Local Emergency Planning Committees (LEPC), County Emergency Management, and KDEM.

Introduction

Promulgation Document

1. Include a Promulgation Statement signed by the jurisdiction's senior elected official. This document/page is a signed statement formally recognizing and adopting the plan as the jurisdiction's all hazards EOP.

Approval and Implementation

1. Statement signed by the Local Emergency Planning Committee (LEPC) Chairperson approves plan based on Superfund Amendment and Reauthorization Act (SARA) Title III provisions.
2. RECOMMENDED: Obtain signatures from all entities charged with responsibilities in the plan via a concurrence page.

Purpose, Scope, Situation Overview, and Assumptions

(This section explains the plans intent, who is involved, and why it was developed.)

Purpose

1. Describe the reason for development of the plan and its annexes.

Scope

1. Identify what the plan contains.
2. Identify to whom the plan applies.

Summarize the following :

1. Geography of county
2. Jurisdictions
3. Economy
4. Demographics
5. Public Safety agencies
 - a. Law Enforcement
 - b. Medical Service
 - c. Fire districts
 - d. Emergency Management
 - e. Communications/Dispatch Centers
6. Education

- a. Primary and Secondary Education Institutions
- b. Colleges
7. Local Culture, Arts, and Humanities
 - a. Libraries
 - b. Museums
 - c. Parks and Recreation areas

Capability Assessment

1. Summarize the jurisdiction's prevention, protection, response, and recovery capabilities involving the defined hazards.
2. Describes the jurisdiction's limitations on the basis of training, equipment, or personnel.
3. Provide a brief summary statement about specialized equipment, facilities, personnel, and emergency response organizations currently available to respond to disasters.
4. Provide information about specialized equipment, facilities, personnel, and emergency response organizations currently available to support children, individuals with disabilities, and others with access and functional needs.

Hazard Analysis

Attach link or reference location to a FEMA approved hazard mitigation plan to meet "Hazard Analysis" requirements. In the absence of a FEMA approved hazard mitigation plan, the CEOP must address all parts of the "Hazard Analysis" section below.

1. Summarize/identify the hazards that pose a unique risk to the jurisdiction and would result in the need to activate this plan (e.g., threatened or actual natural disasters, acts of terrorism, or other human caused disasters).
2. Summarize/identify the probable high-risk areas (i.e., population, infrastructure, and environmental) that are likely to be impacted by the defined hazards (e.g., hospitals, congregate care facilities, wildlife refuges, types/numbers of homes/businesses in floodplains, areas around chemical facilities).
3. Summarize/identify the defined risks that have occurred and the likelihood they will continue to occur within the jurisdiction (e.g., historical frequency, probable future risk, national security threat assessments).
4. Describe how the intelligence from threat analysis via state/local fusion centers, joint terrorism task forces, national intelligence organizations, etc. has been incorporated into the jurisdiction's Hazard and Threat Analysis.
5. Describe how Critical Infrastructure and Key Resources (CIKR) protection activities have been incorporated into the vulnerability and impact analysis.
6. Describe how agricultural security; food supply security; cyber security; Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) events; and pandemics (those located/originating in the jurisdiction, as well as a nonlocal, nationwide, or global event) have been assessed and Incorporated.
7. Describe the assumptions made and the methods used to complete the jurisdiction's Hazard and Threat Analysis, including what tools or methodologies were used to complete the analysis (e.g., a state's Hazard Analysis and Risk Assessment Manual, Mitigation Plan guidance, vulnerability

assessment criteria, and consequence analysis criteria). Include maps that show the high-risk areas that are likely to be impacted by the identified risks (e.g., residential/commercial areas within defined floodplains, earthquake fault zones, vulnerable zones for HAZMAT facilities/routes, areas within ingestion zones for nuclear power plants, critical infrastructure).

8. Describe/identify the risks that could originate in a neighboring jurisdiction and could create hazardous conditions in this jurisdiction (e.g., watershed runoff, chemical incident, riot/terrorist act).
9. Describe/identify the unique time variables that may influence the Hazard and Threat Analysis and preplanning for the emergency (e.g., rush hours, annual festivals, seasonal events, how quickly the event occurs, the time of day that the event occurs).

Vulnerable Needs

1. Describe how plans take into account the physical, programmatic, and communications needs of individuals with disabilities, children, and others with access and/or functional needs.

Planning Assumptions

1. Include a list of planning assumptions on which the plan and its annexes are based.

Organization and Assignment of Responsibilities

(This section provides an overview of the key functions that state or local agencies will accomplish during an emergency, including the roles that Federal, state, territorial, tribal, local, regional, and private sector agencies will take to support local operations.)

Federal Government

1. Summarize the common emergency management responsibilities of the federal government.

State Government

1. Summarize the common emergency management responsibilities of the state government.

Tribal Government (as applicable)

1. Summarize the common emergency management responsibilities of the tribal chief executive officer.

County Government

1. Summarize the common emergency management responsibilities of the county government.

Municipal Government

1. Summarize the common emergency management responsibilities of the municipal government.

Special Districts

1. Identify and summarize emergency management responsibilities of special districts.

Private Sector

1. Summarize the common emergency management responsibilities of the private sector.

Non-governmental and volunteer agencies

1. Summarize the common emergency management responsibilities of non-governmental and volunteer agencies.

Hospitals

1. Summarize the common emergency management responsibilities of hospitals.

School Districts

1. Summarize the common emergency management responsibilities of school districts.

Legal Affairs Officer

1. Identify who has responsibility for legal advice and how legal questions/issues are resolved.

Emergency Support Functions

1. Summarize the responsibilities of ESF coordinating, primary and support agencies.

Citizen Involvement

1. Summarize the common emergency management responsibilities of citizens.

Concept of Operations

(This section is designed to give an overall picture of how the response organization accomplishes a mission or set of objectives in order to reach a desired end-state.)

Normal Operations

1. Describe the jurisdiction's overall approach to emergency management.
2. Describe the process by which the emergency management agency coordinates with all appropriate agencies, boards, or division within the jurisdiction.

Emergency Operations

1. Describe the process, templates, and individuals involved in issuing a local disaster declaration and how the declaration will be coordinated with neighboring jurisdictions and the state.
2. Identify a 24 hour emergency point of contact.
3. Describe who has the authority to activate the plan.
4. Describe activation level of operation before, during, and after an incident.
5. Indicate how the EOC will be staffed during each level of operations.

Information Collection and Dissemination

1. Describe information dissemination methods and protocols.
2. Describe critical information needs and collection priorities.
3. Describe collaboration with the general public, to include sector-specific watch programs.

Direction and Control

1. Summarize who is responsible for directing and controlling emergency response and recovery activities.
2. Summarize who is responsible for coordinating the overall emergency management program.
3. Discuss multi-jurisdictional coordination systems and processes used during an emergency (if applicable).
4. Provide a matrix that summarizes the lead organization for each emergency support function (ESF).

Logistics

1. Describe/identify the steps taken to overcome the jurisdiction's identified resource shortfalls, and the process to request those resources.
2. Describe the process used to identify private agencies/contractors that will support resource management issues.
3. Describe the process of documenting and tracking resources and costs for mission assignments.

4. Describe/identify the steps taken to request state aid/resources.

Mutual Aid

1. Briefly describe the state-wide mutual aid system.
2. Describe what mutual aid agreements (MAAs) are in place for the quick activation and sharing of resources during an emergency.
3. Briefly describe the process of requesting mutual aid.
4. Briefly describe the interstate civil defense compact.
5. Briefly describe the emergency management assistance compact (EMAC).

Communications

1. Describe the framework for delivering communication support and how the jurisdiction's communications integrates into the regional or national disaster communications network.
2. Identify and summarize any interoperable communications plans.

Prevention

1. Describe plans for coordination with the State of Kansas Intelligence Fusion Center.
2. Identify agency responsible for liaison roles between local agencies and State of Kansas Intelligence Fusion Center.
3. Describe how liaison agency will receive and disseminate information.

Preparedness

1. Resource management
 - a. Describe how the jurisdiction maintains a current list of available NIMS typed resources, resources not meeting a NIMS type, and credentialed personnel.
2. Plan Development and Maintenance
 - a. Summarize the process used to submit the plan for review, coordination, and/or evaluation by other jurisdictions/organizations.
 - b. Describe the responsibility of each organization/agency to review and submit changes to its respective portions of the plan.
 - c. Describe how or where the plan is made available to the public.
 - d. Describe the process used to review and revise the plan annually or if changes in the jurisdiction warrants.
 - e. Identify other response/support agency plans that directly support the implementation of this plan (hospital, school emergency, facility plans).
3. Training and Exercise
 - a. Summarize who is responsible for managing the training and exercise component for the emergency response function of the plan.
 - b. Describe how integration of exercises is coordinated in the jurisdiction through an annual Training Exercise Planning Workshop (TEPW).
 - c. Identify agencies that have exercise programs including hospitals, health departments, airports, school, adult care facilities, correctional facilities, etc.
4. After Action Reviews and Corrective Action Plans
 - a. Describe the methods and agencies used to organize and conduct a review of a disaster and/or exercise.
 - b. Describe how the jurisdiction ensures the deficiencies and recommendations identified in the AAR are completed.

Recovery

1. Summarize the damage assessment process to include:
 - a. Identify agencies responsible for collecting, organizing, and reporting damage information to EOC within the first 12-36 hours of the disaster/emergency.
 - b. Explain how each ESF or agency reports damage assessments to avoid duplicated reports and to assure accurate information.
 - c. Identify agency responsible for conducting and coordinating damage assessments on private property (home owners, business, renters).
 - d. Identify agency responsible for conducting and coordinating damage assessments on public property (government, private, not-for profit).
 - e. Identify the agency responsible and describe the process for reporting damage assessments to Kansas Division of Emergency Management.
2. Summarize the types of disaster declarations issued by federal officials and the types of assistance to include:
 - a. Individual Assistance
 - b. Public Assistance
 - c. Hazard Mitigation

Administration, Finance, and Logistics

(This section describes administrative protocols used during an emergency operation.)

Documentation

1. Describe the process agencies use to document the actions taken during and after the emergency.
2. Describe the reasons for documenting the actions taken during both the response and recovery phases of the disaster.

Finance

1. Identify and describe the actions taken to document the costs incurred during response and recovery operations.
2. Describe how local political jurisdictions and their response/support agencies can recover eligible response costs.
3. Describe the methods used to educate responders and local officials about the cost recovery process.
4. Describe/identify the financial assistance programs that assist the general public to recover and begin rebuilding.
5. Describe the impact and role that insurance has in recovering costs.

Authorities and References

1. Identify the federal, state, and local laws that specifically apply to the development and implementation of this plan.

Kansas Planning Standards

ESF 1-Transportation

Planning Team

ESF Coordinator

List ESF coordinating agency responsible for ESF 1

Primary Agency

List ESF primary agencies responsible for ESF 1

Support Agency

List ESF support agencies responsible for ESF 1

Purpose, Scope, Policies/Authorities

(This section explains the ESF, who is involved, and why it was developed.)

Purpose

1. Describe the reason for the development of ESF 1.

Scope

1. Identify what the annex contains.

Policies/Authorities

1. List county specific policies regarding ESF 1.
2. List state policies or authorities regarding ESF 1.
3. List federal authorities regarding ESF 1.

Concept of Operations

(This section is designed to give an overall picture of how the response organization accomplishes a mission or set of objectives in order to reach a desired end-state.)

General (Command, Control and Notifications)

1. Describe how transportation efforts in support of emergency operations will be directed and controlled.
2. Identify agency responsible for liaison roles with the state and adjacent county transportation officials.
3. Identify agency responsible for managing the collection, processing, and disseminating of information to and from the EOC.
4. Identify agency responsible for providing initial notification for ESF 1.

Transportation - Category Specific Coordination

1. Describe the methods by which appropriate aviation, maritime, railroad, and pipeline incident management measures will be implemented.
2. Identify the process in implementing appropriate air traffic management measures.

Traffic Management

1. Identify agency responsible and describe the processes or protocols for specific roles to include:
 - a. Traffic control
 - b. Barricade placement
 - c. Coordination of road closures
 - d. Establishes alternate routes of access

Evacuations

1. Identify by agency who will recommend evacuations.
2. Summarize how evacuation operations will be conducted.
3. Describe potential evacuation areas and hazard specific planning for those areas.
4. Explain how evacuation warnings and evacuation related public information will be provided to individuals and special facilities.
5. Describe the method for registration and tracking of evacuees.
6. Summarize guidance for handling evacuees with pets.
7. Summarize guidance for handling functional needs population evacuees.
8. Identify factors for reentry criteria including:
 - a. Routes of reentry
 - b. Special permission to impacted areas
 - c. Clean up crews

Transportation Infrastructure

1. Describe the process for monitoring and reporting the status of, and damage to, the transportation system and infrastructure and how the information is provided to emergency management (ESF 5).
2. Describe Continuity of Operations protocol to be implemented when systems or infrastructure are damaged, unavailable, or overwhelmed.
3. Identify the process of emergency repair and restoration of transportation infrastructure.

Responsibilities

1. List agency/organization responsibilities to support ESF 1 activities.

Attachments

Required Attachments

1. Provide the following maps:
 - a. Primary and alternate transportation routes
 - b. Evacuation routes
 - c. Population density
 - d. Traffic count
 - e. Railroads
2. Provide a list of transportation resources¹ to include:
 - a. Equipment
 - b. Personnel
 - c. Services/Contractors
3. Provide a list of necessary transportation contacts.

Recommended Attachments (as applicable)

1. Provide any sample forms and logs.

ⁱ If resource information is within the Comprehensive Resource Management and Credentialing System (CRMCS), it does not have to be provided as an attachment. Upon submission KDEM will verify resources are within the CRMCS.

Kansas Planning Standards

ESF 2-Communications

Planning Team

ESF Coordinator

List ESF coordinating agency responsible for ESF 2

Primary Agency

List ESF primary agencies responsible for ESF 2

Support Agency

List ESF support agencies responsible for ESF 2

Purpose, Scope, Policies/Authorities

(This section explains the ESF, who is involved, and why it was developed.)

Purpose

1. Describe the reason for the development of ESF 2.

Scope

1. Identify what the annex contains.

Policies/Authorities

1. List county specific policies regarding ESF 2.
2. List state policies or authorities regarding ESF 2.
3. List federal authorities regarding ESF 2.

Concept of Operations

(This section is designed to give an overall picture of how the response organization accomplishes a mission or set of objectives in order to reach a desired end-state.)

General (Command, Control, and Notifications)

1. Describe how communications efforts in support of emergency operations will be directed and controlled.
2. Identify agency responsible for liaison roles with the state and adjacent county communications officials.
3. Identify agency responsible for managing collection, processing, and disseminating of information to and from, the EOC.
4. Identify agency responsible for providing initial notification for ESF 2.

Communication Capabilities

1. Identify agency that serves as the County Warning Point.
2. Summarize the county communications system. Must address the following:
 - a. What agency is responsible for communications management?
 - b. What radio system (s) are used?
 - c. How is interoperable communications capabilities achieved during response operations?
 - d. How are service calls dispatched?
 - e. How are calls dispatched if 9-1-1 center is not operational?
 - f. Identify temporary/backup communications capabilities.
 - g. Identify available augmentation for communications support (ARES, RACES, etc.).
3. Identify the actions taken to manage communications between the on-scene and off-site personnel/agencies (e.g., shelters, hospitals, emergency management agency).

Public Warning and Notification

1. Identify local notification systems in place for emergency conditions (e.g.: reverse 911, IRIS, etc.).
2. Identify warning systems used for emergency conditions (e.g.: sirens, radio/TV override, NWS, emergency alert system, etc.).
3. Identify agency responsible for notifying the public, including people with visual and hearing impairments, low literacy skills, and/or non-English speaking.

Communications Infrastructure

1. Describe the process for monitoring and reporting the status of, and damage to, the communications system and infrastructure as a result of an incident and how this information is provided to ESF 5.
2. Identify what telecommunications services are present (landline, data, cellular) and known communications dead spots.

Responsibilities

1. List agency/organization responsibilities to support ESF 2 activities.

Attachments

Required Attachments

1. Provide a matrix of the interoperable communications plan and compatible frequencies used by agencies during a response (e.g., who can talk to whom, including contiguous jurisdictions and private agencies).
2. Provide a list of broadcast stations.
3. Identify and map areas of communications coverage and those not covered.
4. Provide a list and map of repeater locations.
5. Provide a list of communications resources¹ to include:
 - a. Equipment
 - b. Personnel
 - c. Services/Contractors
6. Provide a list of necessary communications contacts.

Recommended Attachments (as applicable)

1. Describe and list information displays and software.
2. Provide any sample logs and forms.
3. Reference appropriate plans and/or procedures for receiving or notifying certain staff, facilities, departments, etc.
4. Reference established plans and procedures detailing with communications protocols.

¹ If resource information is within the Comprehensive Resource Management and Credentialing System (CRMCS), it does not have to be provided as an attachment. Upon submission KDEM will verify resources are within the CRMCS.

Kansas Planning Standards

ESF 3-Public Works & Engineering

Planning Team

ESF Coordinator

List ESF coordinating agency responsible for ESF 3

Primary Agency

List ESF primary agencies responsible for ESF 3

Support Agency

List ESF support agencies responsible for ESF 3

(Definition of all three provided in attachments of the Basic Plan)

Purpose, Scope, Policies/Authorities

(This section explains the ESF, who is involved, and why it was developed.)

Purpose

1. Describe the reason for the development of this annex.

Scope

1. Identify what the annex contains.

Policies/Authorities

1. List county specific policies regarding ESF 3.
2. List state policies or authorities regarding ESF 3.
3. List federal authorities regarding ESF 3.

Concept of Operations

(This section is designed to give an overall picture of how the response organization accomplishes a mission or set of objectives in order to reach a desired end-state.)

This section shall meet the following requirements:

General (Command, Control, and Notification)

1. Describe how public works and engineering efforts in support of emergency operations will be directed and controlled.
2. Identify agency responsible for liaison roles with the state and adjacent county public works and engineering officials.
3. Identify agency responsible for managing the collection, processing, and disseminating of information to and from the EOC.
4. Identify agency responsible for providing initial notification for ESF 3.

Protective Actions

1. Identify and describe the protection efforts for areas inside of a 100 year flood plain to include the following:
 - a. Critical infrastructure located in the 100-year flood plain
 - b. Placement, size, and fuel procurement strategy of water transfer pumps
 - c. Location and specification of sandbagging operations

Debris Management

Attach FEMA approved debris management plan in file archive. In the absence of a FEMA approved debris management plan, the county must address the following:

1. Summarize the actions taken to coordinate the debris collection and removal process to include:
 - a. Overall description of the debris management process in the county
 - b. Identification and role of landfill (s) within the county
 - c. Identification and process at temporary debris storage and reduction sites
2. Identify agency responsible and the priorities in removing debris from roadways to ensure access for local responders (snow/debris removal, clearance of debris/ice from streams).
3. Identify agency responsible in removing hazardous material debris, hazardous material waste in coordination with ESF 10.
4. Summarize actions taken to condemn, demolish, and dispose of structures that present a safety hazard to the public.
5. Identify the agencies likely to be used to provide technical assistance on the debris removal process (e.g. KDHE, Dept. of Ag, KDEM, mutual aid, etc).

Structure and Environmental Assessments

1. What is the local capability to inspect the safety of structures (public and private)? Where would structural assessment support come from?
2. What is the local capability to assess the safety of the environment? Where would environmental assessment support come from?

Continuity of Operations/Repair/Restore

1. Identify the process of repair and restoration of infrastructure to include:
 - a. Identify agency responsible to repair/restore local roads, bridges, and culverts
 - b. Identify agency responsible to repair/restore local water and wastewater systems
2. Identify any existing agreements to provide public works or engineering support (e.g. KS-MAP, Regional mutual aid agreements, etc.).

Responsibilities

1. List agency/organization responsibilities to support ESF 3 activities.

Attachments

Required Attachments

1. Provide map and list to identify potential trash collection and temporary storage sites, including final landfill sites for specific waste categories. (e.g. vegetation, food, dead animals, hazardous and infectious wastes, construction debris, etc.)
2. Provide a list of public works and engineering resources¹ and contacts to include:
 - a. Equipment

¹ If resource information is within the Comprehensive Resource Management and Credentialing System (CRMCS), it does not have to be provided as an attachment. Upon submission KDEM will verify resources are within the CRMCS.

- b. Personnel
- c. Services/contracts
- 3. Provide a list of necessary public works and engineering contacts.

Recommended Attachments (as applicable)

- 1. Provide any sample forms and logs.
- 2. Reference appropriate plans and/or procedures for receiving or notifying certain staff, facilities, departments, etc.
- 3. Reference established plans and procedures detailing protocols.

Kansas Planning Standards

ESF 4-Firefighting

Planning Team

ESF Coordinator

List ESF coordinating agency responsible for ESF 4

Primary Agency

List ESF primary agencies responsible for ESF 4

Support Agency

List ESF support agencies responsible for ESF 4

(Definition of all three provided in attachments of the Basic Plan)

Purpose, Scope, Policies/Authorities

(This section explains the ESF, who is involved, and why it was developed.)

Purpose

1. Describe the reason for the development of this annex.

Scope

1. Identify what the annex contains.

Policies/Authorities

1. List county specific policies regarding ESF 4.
2. List state policies or authorities regarding ESF 4.
3. List federal authorities regarding ESF 4.

Concept of Operations

(This section is designed to give an overall picture of how the response organization accomplishes a mission or set of objectives in order to reach a desired end-state.)

This section shall meet the following requirements:

General (Command, Control, and Notifications)

1. Describe how firefighting efforts in support of emergency operations will be directed and controlled.
2. Identify agency responsible for liaison roles with the state and adjacent county firefighting officials.
3. Identify agency responsible for managing the collection, processing, and disseminating of information to and from the EOC.
4. Identify agency responsible for providing initial notification for ESF 4.

Firefighting Capabilities and Operations

1. Summarize existing firefighting capabilities.
2. During response to a disaster describe how areas outside of the impacted area continue fire service responsibilities to include:
 - a. Maintain coverage
 - b. How is back fill established
 - c. How are such calls dispatched

3. Summarize guidance for handling vulnerable populations during fire response calls.

Firefighting Mutual Aid

1. Describe existing firefighting assistance agreements.

Responsibilities

1. List agency/organization responsibilities support ESF 4 activities.

Attachments

Required Attachments

1. Provide a map of fire service providers and coverage.
2. Provide a list and contact for firefighting resources¹ to include:
 - a. Equipment
 - b. Personnel
 - c. Services/contracts
3. Provide a list of necessary fire service contacts

Recommended Attachments (as applicable)

1. Provide any sample forms and logs.
2. Reference appropriate plans and/or procedures for receiving or notifying certain facilities, department, etc.

¹ If resource information is within the Comprehensive Resource Management and Credentialing System (CRMCS), it does not have to be provided as an attachment. Upon submission KDEM will verify resources are within the CRMCS.

Kansas Planning Standards

ESF 5-Emergency Management

Planning Team

ESF Coordinator

List ESF coordinating agency responsible for ESF 5

Primary Agency

List ESF primary agencies responsible for ESF 5

Support Agency

List ESF support agencies responsible for ESF 5

(Definition of all three provided in attachments of the Basic Plan)

Purpose, Scope, Policies/Authorities

(This section explains the ESF, who is involved, and why it was developed.)

Purpose

1. Describe the reason for the development of this annex.

Scope

1. Identify what the annex contains.

Policies/Authorities

1. List county specific policies regarding ESF 5.
2. List state policies or authorities regarding ESF 5.
3. List federal authorities regarding ESF 5.

Concept of Operations

(This section is designed to give an overall picture of how the response organization accomplishes a mission or set of objectives in order to reach a desired end-state.)

General (Command, Control and Notifications)

1. Describe how emergency management efforts in support of emergency operations will be directed and controlled.
2. Identify agency responsible for liaison roles with the state and adjacent county emergency management officials.
3. Identify agency responsible for managing the collection, processing, and disseminating of information to and from the EOC.
4. Identify agency responsible for providing initial notification for ESF 5.

Incident Assessment

1. Describe the actions taken to gather essential information and assess the immediate risks posed by the emergency.
2. Describe how the initial assessment is disseminated.
3. Describe actions taken to monitor the status of the emergency and future effects that may result from the emergency.

Incident Command

1. Describe how incident command operations will be conducted.
2. Describe the process used to coordinate activities between the incident command post and an activated EOC, including how and when an Incident Commander can request the activation of an EOC.

Emergency Operation Center (EOC)

1. Identify the primary and alternate sites that will be used as an EOC for the jurisdiction.
2. Identify who is in charge of the EOC.
3. Describe the EOC staffing process.
4. Summarize how the EOC operates when activated.
5. Describe the actions taken to routinely brief senior officials not present in the EOC on the emergency situation and to authorize emergency actions.
6. Describe the EOC's ability to manage an emergency response that lasts longer than 24 hours.
7. Describe the actions that will be taken to transition from response to recovery operations.
8. Describe the process used to deactivate/close the EOC.

Responsibilities

1. List agency/organization responsibilities to support ESF 5 activities.

Attachments

Required Attachments

1. Provide an EOC organization chart (if not previously provided in Basic Plan).
2. Provide an EOC staffing roster and contact information.
3. Provide a sample emergency declaration.
4. Provide a list of necessary emergency management contacts.

Recommended Attachments (as applicable)

1. Provide an EOC functions chart.
2. Provide an emergency/disaster event flow chart.
3. Provide an EOC room layout diagram.
4. Provide a checklist of activation/deactivation of the EOC.
5. Provide any sample forms and logs.
6. Reference appropriate plans and/or procedures for receiving or notifying certain facilities, department, etc.

Kansas Planning Standards

ESF 6-Mass Care, Housing and Human Services

Planning Team

ESF Coordinator

List ESF coordinating agency responsible for ESF 6

Primary Agency

List ESF primary agencies responsible for ESF 6

Support Agency

List ESF support agencies responsible for ESF 6

(Definition of all three provided in attachments of the Basic Plan)

Purpose, Scope, Policies/Authorities

(This section explains the ESF, who is involved, and why it was developed.)

Purpose

1. Describe the reason for the development of this annex.

Scope

1. Identify what the annex contains.

Policies/Authorities

1. List county specific policies regarding ESF 6.
2. List state policies or authorities regarding ESF 6.
3. List federal authorities regarding ESF 6.

Concept of Operations

(This section is designed to give an overall picture of how the response organization accomplishes a mission or set of objectives in order to reach a desired end-state.)

This section shall meet the following requirements:

General (Command, Control and Notifications)

1. Describe how mass care, housing and human services efforts in support of emergency operations will be directed and controlled.
2. Identify agency responsible for liaison roles with the state and adjacent county mass care, housing and human services officials.
3. Identify agency responsible for managing the collection, processing, and disseminating of information to and from the EOC.
4. Identify agency responsible for providing initial notification for ESF 6.

Sheltering Capabilities and Operations

1. Provide an overview of the county's approach to shelter operations.

2. Summarize how shelters will be selected and operated.¹
3. Identify agency responsible for determining structural soundness of shelter.
4. Identify the actions taken to identify and open emergency shelters.
5. Identify the personnel that will staff emergency shelters for short term (less than 72 hours) and long term (more than 72 hours) shelter operations.
6. Describe how the jurisdiction will ensure physical and programmatic accessibility of shelter facilities, effective communication using multiple methods, full access to emergency services, and reasonable modification of programs or policies where needed.
7. Describe how the public will be informed of availability and location of mass care facilities.
8. Describe the mechanisms or processes for handling and providing for unaccompanied minors in shelters.
9. Identify agency responsible for security at public shelters.
10. Describe the processes for handling registered sex offenders, parolees, or other individuals required to report to local, state, or federal law enforcement entities in public shelters.
11. Describe how shelters will keep evacuees informed about the status of the disaster, including information about actions evacuees may need to take when returning home.
12. Describe arrangements in place with other jurisdictions for receiving their assistance in sheltering, including providing shelters when it is not practical locally (e.g., there are no available shelters or staff support).

Short and Long Term Housing

1. Describe the process to coordinate with housing authorities and ESF 14 for short/long term recovery efforts.

Emergency Relief Supplies (food, water, medicine, clothing, etc)

1. Identify/describe the actions taken to provide food to citizens dependent on food programs.
2. Describe the plans, methods, and agencies/organizations responsible for the distribution and sustained distribution of emergency relief and essential care items.
3. Describe the method by which necessary supplies for adults and children with access and functional needs will be obtained.
4. Identify/describe the actions that will be taken to identify and address the general public's "unmet needs" during the disaster.

Vulnerable Needs

1. Describe how ESF 6 will coordinate with the Local and State ADA Coordinator for compliance with the Americans with Disabilities Act.
2. Describe how those with vulnerable needs are identified and how those identified needs will be met.
3. Identify agency responsible to provide and support long-term care and assisted living facilities, group homes housing individuals with vulnerable needs, and others with access and functional needs.
4. Identify agency responsible to provide care and support for institutionalized populations.

¹ HINT: The American Red Cross (ARC) Sheltering Handbook dated March 2013 provides information to meet this item. If the county intends to follow ARC guidelines, a simple reference to this document will meet this standard item.

Disaster Survivors

1. Identify/describe the actions that will be taken to notify or inform the public about the status of injured or missing relatives.

Hazard Material Situations

1. Outline plans for reception and care of nuclear plan evacuees.
2. Include a description of how evacuees will be informed of shelter and lodging availability and locations.
3. Describe where contamination screening and decontamination will occur.
4. Describe the methods used to identify, screen, and handle evacuees exposed to the hazards posed by the disaster and the methods used to keep the shelter free of contamination.

Animal Sheltering

Pre-Event

1. Provide an overview of the county's approach to animal shelter operations.
2. Describe the partnership between the jurisdiction's emergency management agency, the animal control authority, and the owner of each proposed congregate household pet sheltering facility.
3. Provide an estimated number of pets that may require animal sheltering services.ⁱ

Shelter Operation²

1. Describe how shelters will be operated for animal sheltering.
2. Describe the animal registration and return process.
3. Identify/describe the actions that will be taken to address the long-term care, permanent relocation, or disposal of unclaimed pets.

Co-located Human and Animal Sheltering (if applicable)

1. Identify how co-habitation sheltering will meet requirements for human and animal sheltering.

Responsibilities

1. List agency/organization responsibilities to support ESF 6 activities.

Attachments

Required Attachments

1. Provide a list of local reception and care facilities (include number of people and hours of the day facility is occupied).
2. Provide a list of resources to includeⁱⁱ:
 - a. Equipment
 - b. Personnel
 - c. Services/Contracts
3. Provide a list of necessary mass care, housing, and human service contacts. At a minimum the list must include the following:

² For standard items 1 and 2 the "County Animal Shelter Operations Manual" dated August 2014 can be referenced. This is located in "ESF 06 Master" folder in Kansasplanner.com (AKA SuperSystem).

- a. A list and contact information of interpreters.
- b. A list and contact information of potential shelters.
- c. A list and contact information of shelter manager.
- d. A list and contact information of volunteer organizations that can provide human services and animal support during emergencies and the services they provide.
- e. A list and contact information of animal shelters³.
- f. A list and contact information of veterinarians or animal medical personnel.

Recommended Attachments (as applicable)

1. Provide any of the following human sheltering resources.
 - a. Human Shelter agreements, To include, but not limited to:
 - i. Memorandum of Understanding agreements
 - ii. Additional agreements in place
 - iii. Responsibilities identified with such agreements
 - iv. Local ADA compliant policy
 - v. Any other policies regarding security agreements outside ESF 13
 - vi. Any other policies regarding food handling outside ESF 11
 - b. Position Descriptions
 - c. Job Aids
 - d. Forms
2. Provide any of the following animal sheltering resources.
 - a. Animal shelter plan or procedures
 - b. Congregate shelter plan or procedures (if applicable)
 - c. List of FEMA approved reimbursed pets for animal sheltering
 - d. Diagram of ICS structure indicating animal sheltering
 - e. Position Descriptions
 - f. Job Aids
 - g. Forms
3. Reference organizational procedures for insuring first responders involvement in emergency operation to include medical monitoring.
4. Reference appropriate plans and/or procedures for receiving or notifying certain facilities, department, etc.

ⁱ The following formulas taken from the American Veterinary Medical Association's, *US Pet Ownership & Demographics Sourcebook* can estimate the total number of pets in a specific county.

³ Suggestion: For items 6 and 7 I suggest filling out the grey highlighted areas in the "County Animal Shelter Operations Manual" located under "ESF 06 Master" folder the file archive in kansasplanner.com (AKA SuperSystem).

Animal	Multiplier	Total Number of Households in County	Total Estimate
Dogs	.534		
Cats	.598		
Birds	.126		
Rabbits and Ferrets	.023		
Rodents	.023		
Reptiles	.015		
Fish	.063		

ⁱⁱ If resource information is within the Comprehensive Resource Management and Credentialing System (CRMCS), it does not have to be provided as an attachment. Upon submission KDEM will verify resources are within the CRMCS.

Kansas Planning Standards

ESF 7-Resource Support

Planning Team

ESF Coordinator

List ESF coordinating agency responsible for ESF 7

Primary Agency

List ESF primary agencies responsible for ESF 7

Support Agency

List ESF support agencies responsible for ESF 7

(Definition of all three provided in attachments of the Basic Plan)

Purpose, Scope, Policies/Authorities

(This section explains the ESF, who is involved, and why it was developed.)

Purpose

1. Describe the reason for the development of this annex.

Scope

1. Identify what the annex contains

Policies/Authorities

1. List county specific policies regarding ESF 7.
2. List state policies or authorities regarding ESF 7.
3. List federal authorities regarding ESF 7.

Concept of Operations

(This section is designed to give an overall picture of how the response organization accomplishes a mission or set of objectives in order to reach a desired end-state.)

General (Command, Control, and Notifications)

1. Describe how resource support efforts in support of emergency operations will be directed and controlled.
2. Identify agency responsible for liaison roles with the state and adjacent county resource support officials.
3. Identify agency responsible for managing the collection, processing, and disseminating of information to and from the EOC.
4. Identify agency responsible for providing initial notification for ESF 7.

Credentialing

1. Identify and describe the credentialing system in place for each ESF.
2. Explain how personnel will have access to the critical or limited access sites following an incident.

Resource Directories

1. Identify how resource directories are created and maintained.

Resources Request and Management

1. Describe the issuance of a local disaster declaration as part of the process for requesting assistance.
2. Describe the process for requesting additional resources at the local, regional, and state level.
3. Describe plans for establishing points of distribution across the jurisdiction.
4. Describe the criteria for relocating essential resources outside the threatened or impacted area.
5. Describe plans for providing support for a larger, regional incident.

Volunteer and Donations Management

1. Describe the process used to identify, deploy, use, support, dismiss, and demobilize affiliated and spontaneous unaffiliated volunteers.
2. Identify the system used to track volunteer hours.
3. Describe the process used to manage unsolicited donations.

Tracking Resources

1. Describe how resources will be tracked and how they will be released once the disaster has ended.
2. Identify how agencies will support mission assignments with limited fuel availability.
3. Identify the process to track maintenance costs for requested resources (including repairs and servicing equipment).

Emergency Contracting

1. Identify agency authorized to enter into emergency contracts.
2. Identify scope of emergency contracts.
3. Identify set limitations for emergency contracting.
4. Identify agency responsible for full payment of emergency contracts.

Responsibilities

1. List agency/organization responsibilities to support ESF 7 activities.

Attachments

Required Attachments

1. Provide a list of critical facilities and generator requirements for each facility. This list shall include the following information:
 - a. Type of facility
 - b. Generator size
 - c. Generator hook up requirements
2. Provide a resource list which includes¹:
 - a. Restaurants
 - b. Motels
 - c. Grocery Stores
 - d. Ice
 - e. Hardware Stores

¹ Suggestion: Many chamber of commerce's keep on-line business directories.

- f. Medical Care Facilities
- g. Rentals and Contractor equipment
3. Provide a map indicating potential logistic staging areas, receiving points, and distribution points.
4. Provide a map of bulk fuel storage facilities (public and private).
5. Provide a list of necessary resource management contacts. At a minimum the list must include the following:
 - a. A contact information list of private sector and volunteer organizations that can provide resources.

Recommended Attachments (as applicable)

1. Provide a resource request flow chart.
2. Provide any pre-disaster contracts for resources.
3. Provide any sample forms and logs.
4. Reference appropriate plans and/or procedures for receiving or notifying certain staff, facilities, departments, etc.
5. Reference and include a format to be used by local officials to request resources during emergency situations.
6. Reference established plans and procedures detailing protocols.

Kansas Planning Standards

County Emergency Operation Plan

ESF 8-Public Health and Medical Services

Planning Team

ESF Coordinator

List ESF coordinating agency responsible for ESF 8

Primary Agency

List ESF primary agencies responsible for ESF 8

Support Agency

List ESF support agencies responsible for ESF 8

(Definition of all three provided in attachments of the Basic Plan)

Purpose, Scope, Policies/Authorities

(This section explains the ESF, who is involved, and why it was developed.)

Purpose

1. Describe the reason for the development of this annex.

Scope

1. Identify what the annex contains.
2. Identify who the annex applies to.
3. Identify how the annex benefits the jurisdiction.

Policies/Authorities

1. List county specific policies regarding ESF 8.
2. List state policies or authorities regarding ESF 8.
3. List federal authorities regarding ESF 8.

Concept of Operations

(This section is designed to give an overall picture of how the response organization accomplishes a mission or set of objectives in order to reach a desired end-state.)

This section shall meet the following requirements:

General (Command, Control, and Notification)

1. Describe how public health and medical services efforts in support of emergency operations will be directed and controlled.
2. Identify agency responsible for liaison roles with the state and adjacent county public health and medical services officials.
3. Identify agency responsible for managing the collection, processing, and disseminating of information to and from the EOC.
4. Identify agency responsible for providing initial notification for ESF 8.

Continuity of Operations

1. Describe Continuity of Operations protocol to be implemented when agencies are overwhelmed

or their facility is damaged and unavailable.

Medical Surge

1. Briefly describe how organizations monitor and update any electronic bed availability systems and communicate available beds and level of care capabilities to response partners.
2. Briefly describe decontamination capabilities at local medical facilities.
3. Briefly describe how patient tracking is coordinated with medical facilities.
4. Briefly describe information sharing related to victim identities and ESF 6 as part of an overall reunification coordination effort.

Epidemiology and Surveillance

1. Briefly describe and identify the responsible organization for county disease surveillance coordination.
2. Briefly describe the county's epidemiology investigation capability including coordination between the local health department, schools, medical facilities, pharmacies, etc.
3. Describe the county's capability to activate a Community Reception Center to perform population monitoring activities for a radiological emergency (in conjunction with ESF 6).

Fatality Management

1. Describe the responsibilities of the county coroner in fatality incidents.
2. Describe the engagement of funeral directors/homes in fatality incidents.
3. Describe the hospitals and medical facilities involvement in mass fatality incidents.
4. Describe, in general, the activation of the Kansas Funeral Directors Association Disaster Team to support a mass fatality incident.
5. Describe the operation of a Family Assistance Center during a mass fatality incident.

Pre-hospital Care

1. Briefly describe the county's field-based triage scheme.
2. Briefly describe any medical mutual aid, EMS mutual aid agreements or regional mutual aid agreements or partnerships.

Medical Countermeasure Dispensing

1. Briefly describe the county's goal and partners utilized during a mass dispensing campaign.

Medical Material Distribution

1. Briefly describe the roles and responsibilities of health and medical providers and emergency management professionals for requesting and managing government controlled medical material including Strategic National Stockpile assets.

Non-pharmaceutical Interventions

1. Briefly describe the isolation and quarantine authorities of public health officials.
2. Briefly describe the coordination with medical facilities and law enforcement for the implementation of isolation or quarantine orders in coordination with ESF 13.

3. Briefly describe the hospital's capability to maintain patients in negative pressure isolation.
4. Briefly describe media campaign needs to promote hygiene and disease prevention measures in coordination with ESF 15.
5. Briefly describe the authorities related to the closure of buildings (including schools) and cancelling of public activities for disease control.

Responder Health and Safety

1. Briefly describe the health and medical community's roles in providing medical safety information to responding organizations related to anticipated hazards including infectious substances, hazardous materials, and environmental concerns.
2. Briefly describe coordination between response organizations and subject matter experts related to recommendations for risk-related personal protective equipment.
3. Briefly describe community capabilities for peer-to-peer crisis counseling for emergency responders.

Volunteer Management

1. Briefly describe the process for verifying medical personnel in coordination with the county volunteer reception center.
2. If applicable, describe the role of the county Medical Reserve Corp, American Red Cross or other health and medically focused volunteer response organization.

Environmental Health

1. Describe the vector and/or animal control responsibilities in the county.
2. Describe capabilities for evaluating structures and area for habitability and other environmental health concerns in coordination with ESF 3.
3. Describe coordination efforts with public water suppliers to ensure safe drinking water to communities.

Behavioral Health

1. Describe the role of the community mental health center in responding to the needs of individuals after a disaster.
2. Describe the role of local social workers, psychiatrists, counselors, substance abuse professionals and other behavioral health professionals in supporting community members in a coordinated manner.

Actions

1. Preparedness
 - List actions for ESF 8 to be taken for preparedness
2. Response
 - List actions for ESF 8 to be taken for response
3. Recovery
 - List actions for ESF 8 to be taken for recovery
4. Prevention/Mitigation

- List actions for ESF 8 to be taken for prevention mitigation
- Identify mitigation measures

Identify actions in Attachment A to meet minimal requirements

Responsibilities

1. Using the list of preparedness, response, recovery, and prevention/mitigation measures found in the concept of operations sections; list responsibilities for each agency/organization of the planning team

Identify actions found in Attachment A to meet minimal requirements

Attachments

1. Provide list and contacts, to include, but not limited to:
 - Local emergency resources data
 - mass fatalities
 - mental health
 - suppliers
 - services/contracts
 - mutual aid agreement contacts
2. Reference appropriate plans and/or procedures for receiving or notifying certain staff, facilities, departments, etc.
3. Sample forms and logs

ATTACHMENT A

Minimal requirements for approval of this plan must meet:

1. Identify ESF 8 actions for preparedness, response, recovery, and prevention/mitigation
2. Each action identified in the Concept of Operations must be tasked to at least one agency as a responsibility
3. To include, but not limited to the actions/responsibilities provided within this attachment

Preparedness:

1. Identify organizations or facilities responsible for providing initial notification for ESF 8
2. Identify liaison to communicate between health department and ESF for emergency related information
3. Coordinate with ESF 6, to identify at-risk individuals in advance of, during, and following an emergency
4. Identify hospital's ability to perform decontamination of patients, service animals and pets
5. Identify health services needed to support identified disaster risks and provision of those services
6. Monitor available medical beds and reports to ESF 8
7. Identify county's behavioral health response capabilities
8. Identify county's fatality management capabilities
9. Maintain MOUs or MOAs in place to share medical resources
10. Coordinate local efforts related to K-SERV and medical professional volunteer registration
11. Identify currently available health and medical sector related volunteer organizations

12. Identify alternate care site planning activities
13. Develop procedures to appropriately vet and release casualty and fatality information
14. Coordinate activities related to health department SOG development
15. Participate in the CDC Public Health Preparedness Program
16. Credential and badge department employees prior to an incident
17. Capture incident related expenses to be used in emergency response
18. Coordinate health department's exercise program
19. Credential medical staff
20. Participate in the Healthcare Preparedness Program
21. Participate in county medical countermeasure planning
22. Coordinate credentialing/privileging procedures to utilize volunteer behavioral health professional and other staff
23. Coordinate behavioral health capabilities of the organization
24. Coordinate organization's behavioral health disaster team
25. Coordinate community medication dispensing activities including vaccines and pharmaceuticals
26. Coordinate activities in preparing at-risk populations for disasters
27. Coordinate and maintain family reunification policies or procedures to be used by ESF 8

Response

1. Communicate ESF 8 information to and between support agencies
2. Coordinate and maintain ESF 8 situational awareness
3. Coordinate medical operations activities and resource needs for the following
 - a. Health department
 - b. Hospital(s)
 - c. EMS
 - d. Environmental health
 - e. Pharmacy(ies)
 - f. Behavioral health center(s)/team(s)
 - g. Clinic(s)
 - h. Funeral director(s)/coroner
4. Coordinate support activities to ESF 6 for Vulnerable Needs at shelters
5. Identify specific health and safety risks for disasters
6. Coordinate with ESF 7 for requesting resources
7. Coordinate and activate mutual aid, K-SERV and other methods for requesting additional medical providers and support personnel
8. Communicate incident related health and medical information to citizens including at-risk populations
9. Coordinate surveillance and epidemiological activities of the local health department including activities with community partners: schools, EMS, hospitals, private medical providers, and others
10. Recommend or determine health-related protective actions
11. Activate community alternate care site
12. Operate community alternate care site
13. Coordinate fatality management process and requests additional support

14. Activate the Kansas Funeral Directors Association Disaster Team to support fatality management according to the Kansas Mass Fatality Plan
15. Determine the extent or threat of contamination from chemical, radiological or infectious agents
16. Track the injured (Registration to discharge process)
17. Document and track resources that are committed to specific missions and costs
18. Activate and conduct activities that may be involved in community disease containment measures including isolation, quarantine, and gathering cancellation
19. Activate and conduct county's mass dispensing campaign priorities and general activities
20. Activate continuity of operations plan
21. Activate and conduct county's disease surveillance system
22. Recommend or determine health department's protective action
23. Provide liaison to communicate between health department and ESF 8 for emergency related information
24. Provide liaison for communication between hospitals and ESF 8 related to patient numbers and information
25. Report incident related injuries to EOC
26. Report incident related fatality to EOC
27. Coordinate vector surveillance activities
28. Perform vector surveillance activities
29. Provide briefs or updates related to vector surveillance activities to ESF 8
30. Activate and conduct medical care activities during a disaster
31. Activate and conduct medical surge activities: cancellation of elective surgeries, transfer of patients, etc
32. Activate and perform decontamination of patients, service animals and pets
33. Provide numbers of available beds, resources, medical capabilities and medical specialties to the ESF 8 Coordinator
34. Coordinate and activate mortuary services during an emergency
35. Conduct mortuary services during an emergency
36. Coordinate and activate patient decontamination activities with EMS agencies
37. Coordinate and activate behavioral health care activities
38. Conduct behavioral health care activities
39. Coordinate emergency organization credentialing/privileging procedures
40. Dispose of medical supplies
41. Conduct decontamination activities, in coordination with ESF 10, from chemical, radiological or biological agents
42. Coordinate community outreach to at-risk populations
43. Provide communication of at-risk populations' needs to the ESF 8 Coordinator
44. Coordinate with at-risk populations at a community shelter
45. Coordinate and activate the Kansas Funeral Directors Association to support fatality management according to the Kansas Mass Fatality Plan

Recovery

1. Activate family reunification policies or procedures to be used by ESF 8

2. Record damage assessment information
3. Coordinate with health and medical sector agencies submitting response and recovery information to emergency management
4. Conduct and monitor health effects post-disaster
5. Provide public health input into community recovery affairs
6. Provide incident reports for elected officials
7. Report damages of hospitals to ESF 8
8. Inspect food service establishments prior to resuming business
9. Restore water and wastewater capabilities in coordination with ESF 3
10. Assist at-risk populations in recovering from disasters including programs provided

Prevention/Mitigation

1. Identify the public health impact of identified risks
2. Provide vaccinations against preventable diseases including tetanus, influenza, pertussis, etc.
3. Provide hand washing and other disease prevention campaign activities
4. Participate on the jurisdictional hazard mitigation planning committee

Kansas Planning Standards

ESF 9-Search and Rescue

Planning Team

ESF Coordinator

List ESF coordinating agency responsible for ESF 9

Primary Agency

List ESF primary agencies responsible for ESF 9

Support Agency

List ESF support agencies responsible for ESF 9

(Definition of all three provided in attachments of the Basic Plan)

Purpose, Scope, Policies/Authorities

(This section explains the ESF, who is involved, and why it was developed.)

Purpose

1. Describe the reason for the development of this annex.

Scope

1. Identify what the annex contains.

Policies/Authorities

1. List county specific policies regarding ESF 9.
2. List state policies or authorities regarding ESF 9.
3. List federal authorities regarding ESF 9.

Concept of Operations

(This section is designed to give an overall picture of how the response organization accomplishes a mission or set of objectives in order to reach a desired end-state.)

General (Command, Control, and Notification)

1. Describe how search and rescue efforts in support of emergency operations will be directed and controlled.
2. Identify agency responsible for liaison roles with the state and adjacent county search and rescue officials.
3. Identify agency responsible for managing the collection, processing, and disseminating of information to and from the EOC.
4. Identify agency responsible for providing initial notification for ESF 9.

Search and Rescue Capabilities

1. Identify existing search and rescue capabilities (equipment and personnel) to include:
 - a. Lakes, ponds, streams, flood (swift water)
 - b. Water Towers, tall building, towers (high angle)
 - c. Collapsed structures
 - d. Inland/wilderness
 - e. Missing persons
 - f. Ariel search

2. Identify the ability to sustain search and rescue hours of initial 72 hours.
3. Identify the process for requesting additional search and rescue assistance.

Recovering Victims

1. Identify how to handle victims recovered during search and rescue operations to include:
 - a. Victims with no injuries
 - b. Injured victims
 - c. Fatality victims
 - d. Partial remains
2. Identify the process in transporting victims to emergency treatment centers, mass casualty, or fatality collection points in coordination with ESF 8.
 - a. Identify agency responsible for transporting injured victims to the identified center.
 - b. Identify agency responsible for transporting fatality victims to the identified center.
 - c. Identify agency responsible for transporting remains to the identified center.

Vulnerable Needs

1. Summarize guidance for handling vulnerable populations.

Responsibilities

1. List agency/organization responsibilities to support ESF 9 activities.

Attachments

Required Attachments

1. Provide a list of necessary search and rescue contacts.
2. Provide a list of search and rescue resources¹ to include:
 - a. Equipment
 - b. Personnel
 - c. Services/Contractors

Recommended Attachments (as applicable)

3. Provide any sample forms and logs.
4. Reference appropriate plans and/or procedures for receiving or notifying certain staff, facilities, departments, etc.

¹ If resource information is within the Comprehensive Resource Management and Credentialing System (CRMCS), it does not have to be provided as an attachment. Upon submission KDEM will verify resources are within the CRMCS.

Kansas Planning Standards

ESF 10- Oil and Hazardous Materials Response

ESF Coordinator

List ESF coordinating agency responsible for ESF 10

Primary Agency

List ESF primary agencies responsible for ESF 10

Support Agency

List ESF support agencies responsible for ESF 10

(Definition of all three provided in attachments of the Basic Plan)

Purpose, Scope, Policies/Authorities

(This section explains the ESF, who is involved, and why it was developed.)

Purpose

1. Describe the reason for the development of this annex.

Scope

1. Identify what the annex contains.

Policies/Authorities

1. List county specific policies regarding ESF 10.
2. List state policies and authorities regarding ESF 10.
3. List federal authorities regarding ESF 10.

Concept of Operations

(This section is designed to give an overall picture of how the response organization accomplishes a mission or set of objectives in order to reach a desired end-state.)

This section shall meet the following requirements:

General (Command, Control, and Notifications)

1. Describe how oil and hazardous materials response efforts in support of emergency operations will be directed and controlled.
2. Identify agency responsible for liaison roles with the state and adjacent counties.
3. Identify agency responsible for managing the collection, processing, and disseminating of information to and from the EOC.
4. Identify agency responsible for providing initial notification for ESF 10.
5. Outline hazmat response action to be carried out by the Incident Commander.

Pre-Incident

1. Identify roles of the LEPC for ESF 10.
2. Identify the local availability of public and private resources suitable for use during a hazardous materials incident and identify the persons responsible for such response resources.
 - a. Inventory of Radiological Instruments
 - b. KSFMO (Kansas Fire Marshal's Office) Hazardous materials contacts

- c. KDHE (Kansas Department of Health and Environment) District Office contacts
3. Identify agency responsibilities of the community emergency coordinator by the Emergency Planning and Community Right-to-Know Act (EPCRA).
 4. Identify the facilities subject to the EPCRA emergency planning requirements, the routes likely to be used for transportation of extremely hazardous substances, and any additional critical facilities that are at increased risk to their proximity to the regulated facility.
 5. Describe the process of identifying the regulated facility's emergency coordinator and how the facility's emergency response plan will be incorporated.
 6. Identify local transportation routes for hazardous materials for highway and rail.
 7. Identify evacuation routes from risk areas surrounding regulated facilities.

Notification and Public Warning

1. Outline response actions and notification procedures expected of regulated facilities and hazmat transporters.
2. Describes the hazmat notification process to alert local, state, and federal authorities that a release/spill has occurred.
3. Describe procedures for warning the public of a hazmat incident or radiological release in coordination with ESF 15.
4. Describe procedures of an "all clear" announcement for public to return to their homes.

Contamination

1. Describe the methods to detect and assess the extent of contamination.
2. Describe methods for determining the occurrence of a hazmat release, and the area or population likely to be affected by such release.
3. Describe the methods to stabilize a release and prevent the spread of contamination.

Environmental Clean-Up

1. Describe the options for environmental clean-up and waster disposition.
2. Describe the process to implement environmental cleanup; storage, treatment, and disposal of oil and hazardous materials.

Ingestion Pathway

Counties located within an ingestion pathway emergency planning zone (50-mile radius) of a nuclear generating station must consider:

1. Identify radiological response training requirements and identify sources of training.
2. Describe how the public will be warned and how information will be communicated to them in a timely manner.
3. Describe the process to take recommendations from the State EOC and define specific areas in the county to be relocated, including the coordination with adjacent affected counties to match relocation lines.
4. Describe the process to relocate people from contaminated areas to avoid chronic radiation exposure.
5. Describe the decision making process in approving re-entry into the restricted zone through an established access control point.
6. Describe how food control and agricultural embargo decisions will be implemented.

7. Identify provisions for relaxing the protective measures that have been implemented.

Responsibilities

1. List agency/organization responsibilities to support ESF 10 activities.

Attachments

Required Attachments

1. Provide the following maps:
 - a. Pipelines
 - b. Water ways
 - c. Fixed facilities
 - d. Critical facilities vulnerable to hazmat incident
 - e. Hazmat transportation routes
 - f. Evacuation routes (hazmat specific)
2. Identify facilities that may vulnerable to a hazmat incident to include:
 - a. Special facilities
 - b. Population support facilities
 - c. Population concentrations
3. Provide a list of necessary oil and hazardous materials contacts to include:
 - a. A contact list of LEPC committee members.

Recommended Attachments (as applicable)

1. Reference appropriate plans and/or procedures for receiving or notifying certain staff, facilities, departments, etc.
2. Reference procedures for responding to incidents at fixed nuclear facilities or planned radiological shipments.
3. Reference a radiological incident response checklist.
4. Provide any sample forms and logs.
5. Provide a hazmat incident classification scheme.

Kansas Planning Standards

ESF 11-Agriculture and Natural Resources

Planning Team

ESF Coordinator

List ESF coordinating agency responsible for ESF 11

Primary Agency

List ESF primaries agencies responsible for ESF 11

Support Agency

List ESF support agencies responsible for ESF 11

(Definition of all three provided in attachments of the Basic Plan)

Purpose, Scope, Policies/Authorities

(This section explains the ESF, who is involved, and why it was developed.)

Purpose

1. Describe the reason for the development of this annex.

Scope

1. Identify what the annex contains.

Policies/Authorities

1. List county specific policies regarding ESF 11.
2. List state authorities and policies regarding ESF 11.
3. List federal authorities regarding ESF 11.

Concept of Operations

(This section is designed to give an overall picture of how the response organization accomplishes a mission or set of objectives in order to reach a desired end-state.)

General (Command, Control, and Notification)

1. Describe how agriculture and natural resource efforts in support of emergency operations will be directed and controlled.
2. Identify agency responsible for liaison roles with the state and adjacent county agriculture and natural resources officials.
3. Identify agency responsible for managing the collection, processing, and disseminating of information to and from the EOC.
4. Identify agency responsible for providing initial notification for ESF 11.

Food and Water Supply

1. Identify agency responsible for conducting inspections of food and water.
2. Describe the process to determine nutritional assistance needs, obtain appropriate food supplies, and arrange for delivery of these supplies.
3. Describe the methods to ensure the safety and security of the food supply.

Animal Health Care

1. Describe how ESF 11 will coordinate with ESF 6 for long-term care for domestic homeless pets.
2. Describe the organization that will carry out the animal health function during emergency situations.
3. Identify agency responsible in capturing and transporting animals in coordination with ESF 6.

Incident Specific Operations

1. Describe how ESF 11 operates during the following:
 - a. Zoonotic¹ disease outbreak
 - b. Plant disease
 - c. Pest disease
 - d. Food and water supply contamination
 - e. Radiological accident where contamination/deposition is present

National or State Historical (natural and cultural resources and historic properties)

1. Describe the actions to preserve, conserve, rehabilitate, recover, and restore natural and cultural resources and historic properties.

Responsibilities

1. List agency/organization responsibilities to support ESF 11 activities.

Attachments

Required Attachments

1. Provide a land cover map detailing land use (farmland, water, residential, etc.).
2. Provide a list and map of watersheds.
3. Provide a list of sites on the historical registry.
4. Provide a list of necessary agriculture and natural resource contacts.

Recommended Attachments (as applicable)

1. Provide any sample forms and logs.
2. Reference appropriate plans and/or procedures for receiving or notifying certain staff, facilities, departments, etc.

¹ Zoonotic diseases: Diseases that can be passed from animals to humans.

Kansas Planning Standards

ESF 12-Energy and Utilities

Planning Team

ESF Coordinator

List ESF coordinating agency responsible for ESF 12

Primary Agency

List ESF primary agencies responsible for ESF 12

Support Agency

List ESF support agencies responsible for ESF 12

(Definition of all three provided in attachments of the Basic Plan)

Purpose, Scope, Policies/Authorities

(This section explains the ESF, who is involved, and why it was developed.)

Purpose

1. Describes the reason for the development of this annex.

Scope

1. Identify what the annex contains.

Policies/Authorities

1. List county specific policies regarding ESF 12.
2. List state policies or authorities regarding ESF 12.
3. List federal authorities regarding ESF 12.

Concept of Operations

(This section is designed to give an overall picture of how the response organization accomplishes a mission or set of objectives in order to reach a desired end-state.)

General (Command, Control and Notification)

1. Describe how energy and/or utilities efforts in support of emergency operations will be directed and controlled.
2. Identify agency responsible for liaison roles with the state and adjacent county energy and/or utilities officials.
3. Identify agency responsible for managing the collection, processing, and disseminating of information to and from the EOC.
4. Identify agency responsible for providing initial notification for ESF 12.

Utility Overview, Disruptions, and Restoration

1. Identify utility providers serving the county to include water, gas, and electric utilities.
2. Describe how damage to utility systems outside the county impacts services within the county boundaries.
3. Describe the process to deal with major utility outages that threaten public health and safety.
4. Identify the coordination between utility service provider (s) and ESF 13 for restoration issues.
5. Identify the process to repair and restore the energy and/or utilities infrastructure.

Responsibilities

1. List agency/organization responsibilities to support ESF 12 activities.

Attachments

Required Attachments

1. Provide a list of critical local facilities having priority for restoration of utilities during emergencies.
2. Identify utilities serving the local area to include the area and number of customers served.
3. Provide a map of each utility's service area.
4. Provide a list of necessary energy and utilities contacts.

Recommended Attachments (as applicable)

1. Provide any sample forms and logs.
2. Reference appropriate plans and/or procedures for receiving or notifying certain staff, facilities, departments, etc.

Kansas Planning Standards

ESF 13-Public Safety and Security

Planning Team

ESF Coordinator

List ESF coordinating agency responsible for ESF 13

Primary Agency

List ESF primary agencies responsible for ESF 13

Support Agency

List ESF support agencies responsible for ESF 13

(Definition of all three provided in attachments of the Basic Plan)

Purpose, Scope, Policies/Authorities

(This section explains the ESF, who is involved, and why it was developed.)

Purpose

1. Describe the reason for the development of this annex.

Scope

1. Identify what the annex contains.

Policies/Authorities

1. List county specific policies regarding ESF 13.
2. List state policies or authorities regarding ESF 13.
3. List Federal policies regarding ESF 13.

Concept of Operations

(This section is designed to give an overall picture of how the response organization accomplishes a mission or set of objectives in order to reach a desired end-state.)

General (Command, Control, and Notifications)

1. Describe how public safety and security efforts in support of emergency operations will be directed and controlled.
2. Identify agency responsible for liaison roles with the state and adjacent county public safety and security officials.
3. Identify agency responsible for managing the collection, processing, and disseminating of information to and from the EOC.
4. Identify agency responsible for providing initial notification for ESF 13.

Law Enforcement Capabilities

1. Describe the coverage by public safety and security organizations in your jurisdiction.
2. Describe specialized law enforcement capabilities existing within the county.
3. Describe protocol to request outside law enforcement resources when local agencies are overwhelmed.

Public Safety/Security/Protection

1. Describe criteria for securing area and note any specific considerations based on specific hazard (i.e.

natural hazard, hazardous materials, terrorism, mass casualties, foreign animal disease, etc.).

2. Outline requirements for providing protection of key facilities to include:
 - Emergency Operation Center
 - Field Command Posts
 - Staging area(s)
 - Established and temporary morgues
 - Hospitals/emergency centers
 - Correctional facilities

Responsibilities

1. List agency/organization responsibilities to support ESF 13 activities.

Attachments

Required Attachments

1. Provide a map of public safety and security providers (if more than one exists).
2. Provide a list of necessary public safety and security contacts.

Recommended Attachments (as applicable)

1. Provide any sample forms and logs.
2. Reference appropriate plans and/or procedures for receiving or notifying certain staff, facilities, departments, etc.

Kansas Planning Standards

ESF 14-Long-Term Community Recovery

Planning Team

ESF Coordinator

List ESF coordinating agency responsible for ESF 14

Primary Agency

List ESF primary agencies responsible for ESF 14

Support Agency

List ESF support agencies responsible for ESF 14

(Definition of all three provided in attachments of the Basic Plan)

Purpose, Scope, Policies

(This section explains the ESF, who is involved, and why it was developed.)

Purpose

1. Describe the reason for the development of this annex.

Scope

1. Identify what the annex contains.

Policies

1. List county specific policies regarding ESF 14.
2. List state polices and authorities regarding ESF 14.
3. List federal authorities regarding ESF 14.

Concept of Operations

(This section is designed to give an overall picture of how the response organization accomplishes a mission or set of objectives in order to reach a desired end-state.)

General (Command, Control, and Notification)

1. Describe how long-term community recovery efforts in support of emergency operations will be directed and controlled.
2. Identify agency responsible for liaison roles with the state and adjacent county long-term community recovery officials.
3. Identify agency responsible for managing the collection, processing, and disseminating of information to and from the EOC.
4. Identify agency responsible for providing initial notification for ESF 14.

Rapid Impact Assessment

1. Identify agencies or organizations of the rapid impact assessment team.
2. Describe rapid impact assessment criteria and reporting protocol.

Environmental Assessment

1. Describe the methods of identifying long-term environmental restoration issues.
2. Identify the agency responsible, trained, and equipped for conducting a chemical or radiological assessment of a containment structure.

3. Identify the agency responsible in assessing contamination of water, air, food, and radiological ingestion.
4. Identify the agency responsible for conducting environment assessment for a biological event.

Other Needs Considerations

1. Describe the process to coordinate with housing authorities and ESF 6 for short/long term recovery efforts.
2. Describe the methods of identifying long-term recovery needs of special needs populations and incorporating these needs into recovery strategies.
3. Describe the method of coordination with animal welfare and agricultural stakeholders and service providers in long-term community recovery efforts.
4. Describe coordination with ESF 6 and 8 regarding behavior/mental health assistance.

Responsibilities

1. List agency/organization responsibilities to support ESF 14 activities.

Attachments

Required Attachments

1. Provide a list of necessary long term recovery contacts.
2. Provide rapid/damage assessment forms.

Recommended Attachments (as applicable)

1. Provide any sample forms and logs.
2. Reference appropriate plans and/or procedures for receiving or notifying certain staff, facilities, departments, etc.

Kansas Planning Standards

ESF 15-External Affairs/Emergency Public Information

Planning Team

ESF Coordinator

List ESF coordinating agency responsible for ESF 15

Primary Agency

List ESF primary agencies responsible for ESF 15

Support Agency

List ESF support agencies responsible for ESF 15

(Definition of all three provided in attachments of the Basic Plan)

Purpose, Scope, Policies/Authorities

(This section explains the ESF, who is involved, and why it was developed.)

Purpose

1. Describe the reason for the development of this annex.

Scope

1. Identify what the annex contains.

Policies/Authorities

1. List county specific policies regarding ESF 15.
2. List state policies or authorities regarding ESF 15.
3. List federal authorities regarding ESF 15.

Concept of Operations

(This section is designed to give an overall picture of how the response organization accomplishes a mission or set of objectives in order to reach a desired end-state.)

General (Command, Control, and Notification)

1. Describe how external affairs/emergency public information efforts in support of emergency operations will be directed and controlled.
2. Identify agency responsible for liaison roles with the state and adjacent county external affairs/emergency public information officials.
3. Identify agency responsible for managing the collection, processing, and disseminating of information to and from the EOC.
4. Identify agency responsible for providing initial notification for ESF 15.

Public Announcement/Media Releases

1. Describe the role of a public information officer and the actions this person will take to coordinate public information releases to include:
 - a. Setting up a Joint Information Center
 - b. Working with media at the scene
 - c. Coordinating information among agencies
 - d. Coordinating information among elected and appointed official
2. Identify and describe the actions that will be taken to provide continuous and accessible public

information about the disaster (e.g., media briefings, press releases, EAS, text messages, door-to-door warnings, websites, and social media sites) and recovery activities.

3. Identify the process to verify information's accuracy before release to public.
4. Identify and describe plans, programs, and systems used to control rumors by correcting misinformation rapidly (e.g. providing corrections in news conferences, releases, web/social media, phone calls to media, etc.).
5. Describe how responders/local officials will use media outlets and will work with the media during an emergency (e.g., schedule press briefings; establish media centers on-scene; control access to the scene, responders, and victims).

Vulnerable Needs

1. Identify and describe the actions that will be taken to inform individuals with sensory, intellectual, or cognitive disabilities, individuals with limited English proficiency, and others with access and functional needs.
2. Identify prepared public instructions for identified hazards, including materials for managers of congregate care facilities, such as childcare centers, group homes, assisted living centers, and nursing homes.

Responsibilities

1. List agency/organization responsibilities to support ESF 15 activities.

Attachments

Required Attachments

1. Provide a list of necessary public information contacts. This list must include:
 - a. The local media contacts, including after hour phone contact information and their ability to provide warnings.

Recommended Attachments (as applicable)

1. Provide any sample forms.
2. Provide any sample press releases.
3. Provide any sample protective action measurers.
4. Provide a list of resources available for disseminating emergency public information.
5. Provide any pre-scripted emergency messages.
6. Provide any public information checklists for principal hazards.
7. Reference appropriate plans and/or procedures for receiving or notifying certain staff, facilities, departments, etc.