



KPS Required Attachment Checklist

Note: If all agency and organizational contact information is listed within the “Contacts” tab of KansasPlanner, additional contact lists are not required.

Note: As you are uploading the attachments, please name the files to match its name in the KPS.

Example: “A1-1 Transportation Contact List.docx”

- Stakeholder Acknowledgement (required to initiate formal review process). Provide a concurrence document with signatures from entities charged with roles and responsibilities in the Emergency Operation Plan; at a minimum, a signature from (1) a senior official (as authorized by the Board of Commissioners) and (2) the Local Emergency Planning Committee (LEPC) Chairperson must be obtained for approval.
- Plan Adoption (required after KDEM review and receipt of approved-pending adoption status) Provide a promulgation statement signed by the jurisdiction’s senior official(s). This document is a signed statement formally recognizing and adopting the plan as the jurisdiction’s all-hazard emergency operations plan (EOP).
- Attachment B1 – Complete Discipline Capability Synopsis (Planning Form 2.2-1).
- Attachment B2 – FEMA Approved Mitigation Plan (if applicable).
- Attachment A1-1 - Provide a list of necessary transportation contacts.
- Attachment A2-1 - Provide a list of necessary communications contacts.
- Attachment A3-1 - Provide a list of necessary public works and engineering contacts.
- Attachment A3-2 – Provide Emergency Action Plans (EAP) for federal reservoirs and/or levees residing within jurisdiction (if applicable).
- Attachment A3-3- Provide Debris Management Plan (if applicable).
- Attachment A4-1 – Provide a list of necessary fire service contacts.
- Attachment A4-2 – Provide use agreements with landowners of pre-identified dip sites (if applicable)

- Attachment A5-1 – Provide a list of necessary emergency managements contacts (including Local ADA Coordinator).
- Attachment A5-2 – Provide an EOC coordinating and primary ESF agency contact list.
- Attachment A5-3 – Provide a template emergency declaration.
- Attachment A6-1 – Provide a list of necessary mass care, housing, and human services contacts.
- Attachment A7-1 - Provide a list of necessary resource management and support contacts.
- Attachment A8-1 - Provide a list of necessary health and medical contacts.
- Attachment A9-1 - Provide a list of necessary search and rescue contacts.
- Attachment A10-1 - Provide a list of necessary hazardous materials contacts.
- Attachment A11-1 - Provide a list of necessary hazardous materials contacts.
- Attachment A11-2 - Provide Stop Movement Plan (if applicable).
- Attachment A12-1 - Provide a list of necessary utility and energy contacts (must include utility providers).
- Attachment A13-1 - Provide a list of necessary public safety contacts.
- Attachment A13-2 - Provide School Safety and Security Plan(s) (Crisis plans) (if applicable)
- Attachment A14-1 - Provide a list of necessary recovery contacts.
- Attachment A15-1 - Provide a list of necessary external affairs contacts (must include local media providing notification, warning, and information sharing).
- Attachment A15-2 – Provide a list of trained county Public Information Officers contacts.