

COUNTY EMERGENCY OPERATIONS PLAN

Rush County, Kansas

Submitted by:

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BASIC PLAN

1.0 Introduction

The Rush County Emergency Operations Plan (CEOP) describes the responsibilities, management, and coordination of resources and personnel during a disaster. This plan was originally developed by committees comprised of members and managers of the Departments and Agencies with key roles during emergencies.

Disaster management has changed since the September 11, 2001 terrorist attacks on the United States. These new threats have compelled the federal, state and local officials to redefine the complex nature of 21st century preparedness and develop a unified and coordinated approach to disaster management. The Rush County Emergency Operations Plan (CEOP) has been developed based on this approach as provided in the Kansas Planning Standards, County Response Plan, the National Response Framework, and the National Incident Management System (NIMS), which has been adopted and incorporated by Rush County as the primary tool for coordination and response during a disaster.

1.1 Table of Contents

This item outlines the plan's format, key sections, attachments, charts, etc., and identifies the major sections or key elements within the EOP.

The NavBar (left) serves as the Table of Contents for the online plan. This section serves as a placeholder to maintain the numbering system indicated in the State of Kansas Planning Standard. The Table of Contents is provided in print format.

1.2 Promulgation Document

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.

County Promulgation

See [County Promulgation](#)

1.3 Approval and Implementation

Address the delegation of authority for specific modifications that can be made to the plan and by whom they can be made without the senior official's signature.

This plan supersedes previous Emergency Operations Plans and annexes for Rush County. It incorporates guidance from the Kansas Division of Emergency Management (KDEM) as well as lessons learned from disasters that have threatened Rush County. The Coordinator for each Emergency Support Function has been delegated the authority and responsibility of reviewing, modifying, and preparing for implementation of their respective support functions. The plan includes the following:

- Defines emergency response in compliance with the State mandated Emergency Operations Plan process.
- Establishes emergency response policies that provide Departments and Agencies with guidance for the coordination and direction of county plans and guidelines.
- Aligns the basic structures, processes and protocols of the National Response Framework (NRF) guidelines into the plan.
- Incorporates NIMS concepts and guidelines into the County Emergency Operations Plan (CEOP) utilizing integrated command and control guidelines for local, regional and/or national response collaboration in the event of a disaster.
- Provides a basis for unified training and response exercises.

Ultimate responsibility for this Emergency Operations Plan resides with the Rush County Board of

County Commissioners (BOCC). The BOCC has delegated Plan management responsibilities to the Emergency Management Coordinator. Plan updates and changes will be made in real time, and users are expected to review the plan on a routine basis to stay abreast of all changes and additions. In the interest of public safety, this plan is not intended for use by any organization other than the Rush County Emergency Management Department, and Rush County, Kansas.

Include a date and ensure that the page is signed by the senior official(s) not listed on the Promulgation page.

Department Concurrence

See [Department Concurrence](#)

Statement signed by the Local Emergency Planning Committee (LEPC Chairperson approves plan based on Superfund Amendment and Reauthorization Act (SARA) Title III provisions.

Hazardous materials planning in conjunction with SARA Title III has been incorporated into the various annexes, and in particular, ESF 10. Guidance for hazardous materials planning is provided in NRT-1 (updated 2001), and NRT-1A, which are included in the EOP References section of this online program.

LEPC Concurrence

See [LEPC Concurrence](#)

2.0 Purpose, Scope, Situation Overview, and Assumptions

2.1 Purpose

This section explains the plan's intent, who is involved, and why it was developed. Purpose statement that describes the reason for development of the plan and its annexes.

The purpose of this Emergency Operations Plan (EOP) is to establish a comprehensive, countywide, all-hazards approach to disaster management across a spectrum of activities including prevention, preparedness, response and recovery, in accordance with the Rush County Emergency Management Department resolution in the event of a disaster. Its primary intent is to serve as a multi-faceted policy document, where pertinent information regarding disaster operations and planning can be accessed easily. Additional purposes of this instrument include, but are not limited to the following:

- Assist in the preservation of life and property of Rush County citizenry and residents.
- Establish the capabilities for protecting the population from the effects of a disaster.
- Designate the agencies and personnel necessary which have the capabilities/responsibilities to mobilize in a disaster situation.
- Provide prompt and effective response to disasters.
- Provide for the recovery to normal operations after a disaster.
- Provide for mitigation and/or mitigation guidance in regards to disasters.

The EOP provides the framework for interaction with municipal governments; the private sector; and NGOs in the context of disaster prevention, preparedness, response, and recovery activities. Finally, the EOP serves as the foundation for the development of detailed supplemental plans and guidelines to effectively and efficiently implement disaster management activities and assistance in the context of specific types of disasters. The EOP, using the NIMS, establishes mechanisms to:

- Maximize the integration of disaster related prevention, preparedness, response, and recovery activities.
- Improve coordination and integration of county, municipal, private sector, and non-governmental organization partners.
- Maximize efficient utilization of resources needed for effective disaster management and Critical Infrastructure/Key Resources (CI/KR) protection and restoration.
- Improve disaster management communications and increase situational awareness across jurisdictions and between the public and private sectors.
- Facilitate emergency mutual aid and emergency support to municipal governments.
- Provide a proactive and integrated response to catastrophic events.
- Address linkages to other disaster management and emergency response plans developed for specific types of disasters or hazards.

A number of plans are linked to the EOP in the context of an emergency, but remain as stand alone documents, which provide detailed protocols for responding to routine Incidents normally managed by county agencies without the need for supplemental coordination. The EOP also incorporates other existing emergency response and disaster management plans (with appropriate modifications and revisions) as integrated components, operational supplements, or supporting tactical plans.

2.2 Scope

Identify what the plan contains.

This EOP contains the Basic Plan, Appendices, Emergency Support Function (ESF) Annexes, Support Annexes, Incident Annexes, and References that provide direction for Emergency Management and other managers. Although not a component of the Plan, Emergency Operations Guides (EOGs), checklists, and other documents that support the ESF's contain technical and detailed operational information for

departments and individuals to carry out assigned roles and responsibilities.

The Basic Plan describes the structure and processes comprising a county approach to disaster management designed to integrate the efforts of municipal governments, the private sector, and non-governmental organizations. The Basic Plan includes the: legal authority, purpose, situation, assumptions, and concept of operations, organization, and assignment of responsibilities, administration, logistics, planning and operational activities to protect the citizens of Rush County.

This plan has been developed as a guide for emergency operations in a disaster, and not for normal day to day operations. The normal day to day operations of the Rush County Government, its departments, and agencies are covered by the individual organization's Standard Operating Guidelines (SOGs).

Each agency, department, or division of County government maintaining operations outside of the Emergency Operations Center, are required to have their own emergency plan. These internal plans are referenced in the appropriate annex, and are considered addendum's to this plan.

Facilities within Rush County that store, manufacture, or package hazardous materials, are mandated by federal law to prepare a risk management plan if the reportable quantity (RQ) thresholds of extremely hazardous chemicals are exceeded. These plans are in effect for the protection against, and response to, disasters that occur within their specific property. Outside of that area, the jurisdiction is that of the local government and Rush County.

Identify who the plan applies to.

It is the goal of the Rush County Emergency Management Department to effectively plan, mitigate, and prepare Rush County and its population for, and from, the effects of an emergency or disaster. Through the use of this plan, the population and property of Rush County are better prepared to respond and recover. Briefly stated, the ultimate goal of the Rush County Emergency Management Department is the protection of life and property through the use of preparedness, planning, training, mitigation, response and recovery operations. The Emergency Operations Plan (EOP) for Rush County considers relevant hazards that are identified in the Rush County Mitigation Plan.

Identify how the plan benefits the jurisdiction.

The Emergency Operations Plan (EOP) for Rush County considers relevant hazards and addresses the four phases of emergency management: Mitigation; Preparedness; Response; and Recovery. These phases are addressed to the extent possible based on existing resources and current capabilities.

Through the use of this plan, the population and property of Rush County are better prepared to respond and recover. Briefly stated, the ultimate goal of the Rush County Emergency Management Department is the protection of life and property through the use of preparedness, planning, training, mitigation, response and recovery operations.

2.3 Situation Overview

This section provides an overview of the steps taken by the jurisdiction to prepare for disaster. Summarizes: Geographic • Summarizes geographic information of the jurisdiction, tribal lands, floodplains, historical structures, climate, etc. Jurisdictions Economy Demographics Public Safety Agencies • Law Enforcement • Medical Service • Fire Districts • Emergency Management • Communications/Dispatch Centers Education • Primary and Secondary Education Institutions • Colleges Local Culture, Arts, and Humanities • Libraries • Museums • Parks and Recreation Areas

Rush County covers approximately 718.42 square miles in the northwest part of Kansas. The population in 2010 was 3,307 persons with an average density of 4.7 persons per square mile. Approximately 91.42% of the land area in Rush County is grassland and pasture. Most of the development and population within the County reside in the incorporated towns.

The County seat is La Crosse, the largest community in the County. The governing body of Rush County

is a Board of three County Commissioners, with staggered elections every two years. Incorporated Towns in Rush County are as follows: La Crosse, Otis, Bison, McCracken, Rush Center, Liebenthal, Timken, and Alexander.

The climate of Rush County is characterized by low precipitation, rapid evaporation, and a wide range of temperature. The summer days generally are hot but, due to the movement of wind and the low humidity, the nights are relatively cool. The winters are moderately cold, but generally free from excessive snowfall and damp cloudy days. Temperatures occasionally climb above 100 degrees Fahrenheit during the summer months, with moderate to cold winters with temperature lows averaging under 20 degrees Fahrenheit.

There are no tribal lands located within Rush County.

US-183 provides major Federal highway access through the County. Rail service is provided by the Kansas & Oklahoma Railway.

Medical facilities include one hospital in La Crosse, the Rush County Memorial Hospital, two nursing homes, two clinics, two doctors, one physician's assistant, one dentist, and one chiropractor. The ambulance services are located in La Crosse. Both rotary and fixed wing air ambulance is available for emergency transfer through Eagle Med.

Fire response agencies include Rush County Fire Districts 1, 2, 3, 4, 5, 6, 7, and 8 which serve the unincorporated and incorporated areas of the county.

The Rush County Sheriff's Department is the primary law and order agency in the County, and is responsible for 911 emergency dispatch, that is located in the . There is one local municipal police department in La Crosse. The Kansas Highway Patrol is primarily responsible for managing highway traffic safety on state and federal highways.

The emergency operations center is located Rush County Sheriff's Department at 715 Elm in LaCrosse, KS.

The County Road and Bridge Department is located in La Crosse and is responsible for County roads.

There are two elementary schools, one Jr. high school, one Jr./Sr High School, and one high school in Rush County.

The Primary industry in Rush County is agriculture.

Libraries: Barnard Library, Bison Community Library, La Crosse Elementary, La Crosse High School, La Crosse Middle School, McCracken Public Library, Otis Community Library, Otis-Bison Elementary, Otis-Bison High School, Otis-Bison Middle School

Museums:

Barbed Wire Museum, 120 West First Street, La Crosse, Kansas 67548

The Post Rock Museum, 202 West First Street, La Crosse, KS 67548

Rush County Historical Museum, 202 West First Street, La Crosse, KS 67548

McCracken Historical Museum, P. O. Box 342, McCracken, KS 67556-0342

Nekoma Bank Museum, 202 West First Street, La Crosse, KS 67548

Parks: Grass Park

Reference the Rush County Mitigation Plan for other information.

2.3.1 Capability Assessment

- *Summarizes the jurisdiction's prevention, protection, response, and recovery capabilities involving the defined*

hazards. • Describes the jurisdiction's limitations on the basis of training, equipment, or personnel.

The EOP is meant to address hazards that may require disaster response in Rush County. The hazards are identified through a risk assessment and prioritized on the basis of impact and likelihood of occurrence. This approach allows the county to address the specific considerations of unique hazards, while strengthening of the functions common to most disasters.

- Mitigation consists of those activities designed to prevent or reduce losses from disasters.
- Preparedness activities are focused on the development of plans and the various capabilities required for effective disaster response.
- Response is the set of activities focused on saving lives and minimizing damage of an disaster once it is anticipated or immediately after it occurs.
- Recovery consists of those activities that continue beyond response to restore the community to pre-disaster or improved conditions.

The County, with its mutual aid partners, has the resources and ability to respond to many types of emergencies before it calls on the resources of other local, state, and federal emergency response partners.

Current activities include development of typed resources which identifies local equipment, personnel, and training at the county level.

Reference the 2009 Northwest Regional Capabilities Assessment conducted by Northwest Kansas Regional Emergency Management.

2.3.2 Hazard Analysis

If a Hazard Analysis does not exist, complete the standard guidance under Hazard Analysis as follows: • 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). • 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). • 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). • 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. • Describe how critical infrastructure and key resources (CIKR) protection activities have been incorporated into the vulnerability and impact analysis. • 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. • 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). • 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). • 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).

The current hazard risk assessment comes from the Rush County Mitigation Plan. The County's vulnerability to hazards varies according to hazard type, location, season, weather and other factors. Among the emergencies that may occur:

- Natural Hazards: potential weather events include floods, windstorms, extreme cold/heat, drought, snow, ice, or tornado.

- Geologic Hazards: include earthquake, land subsidence.
- Technological Hazards: include rangeland fire and dam/levee failure.
- Civil/Societal Hazards: terrorism or civil disturbance, and utility or infrastructure emergencies involving failure or disruption of electrical, telephone, computer, water, fuel, sewer or sanitation systems.

2.3.3 Mitigation Plan

The Hazard Mitigation Plan for Rush County is a guide for citizens to prepare for possible natural disaster events by taking action to help mitigate the effects of potential hazards. Hazard maps are included in the Mitigation Plan and also provided as attachments to the ESFs. The Mitigation Plan is provided under separate cover (Reference the Other Documents section of this Plan).

2.3.4 Continuity of Government/Operations Plan

The Continuity of Government Plan (COG) for Rush County is a guide for government and citizens to respond to a disaster by maintaining continuity of critical services through a crisis.

The Rush County COG Plan is provided under separate cover and designated "For Official Use Only"(FOUO). This Plan is considered an internal decisional document with national and domestic security protections afforded under applicable U.S. statutes. Additionally, due to the inclusion of personal information about Department/Agency employees, COG/Operations Plans are protected by the Freedom of Information Act, Exemptions 3, 4, and 6.

2.4 Planning Assumptions

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

No guarantee of a perfect response system is expressed or implied by this plan or any of its appendices, Emergency Support Functions (ESFs), implementing instructions, or guidelines. Since Rush County Government assets and systems are vulnerable to natural and technological disasters, they may be overwhelmed. Rush County will make its best effort to respond based on the situation, information, and resources available at the time of the disaster.

It is assumed that:

- Rush County would continue to be exposed to the hazards noted in the hazard and vulnerability analysis and elsewhere in this Plan, as well as others that may develop in the future.
- County and local government officials recognize their authority and responsibilities regarding the public safety and well being, and their responsibilities in the implementation of the Emergency Operations Plan.
- If properly implemented, this plan will abate or mitigate disaster related losses and damage.
- Some situations may occur after the implementation of warning and other preparedness measures, but others may occur with little or no warning.
- In the event of severe devastation throughout Rush County, fundamental resources such as water, food, first aid supplies, utilities, fuels, shelter and sanitation supplies and basic survival supplies may be needed. Rush County does not have sufficient supplies and equipment for long term use.
- The arrival of state and/or federal assistance may be delayed for several days after the occurrence.
- Special purpose jurisdictions (fire, school, drainage, water and sewer, hospital, flood control districts) will develop mitigation, preparedness, response and recovery planning and capabilities for their own jurisdictions.
- The Executive may respond with County resources to requests for assistance from cities and special purpose districts when lives or public property is at stake, and resources permit.
- The Executive may choose to invoke the emergency powers granted by resolution.
- Emergency plans and guidelines have been prepared by those emergency response agencies having

primary operational responsibilities, and are evaluated and updated as necessary.

- Rush County will be unable to satisfy all emergency resource requests during a major emergency or disaster.
- Rush County residents, businesses and industry should assume utilization of their own resources and be self sufficient following a disaster event for a minimum of three days. Priority of response will be to life safety, protection of public property, the economy and the environment. Reestablishment of government functions and basic infrastructure (utilities, transportation, and economy) will be critical to returning to a normal situation.
- A free market economy and existing distribution systems will be maintained as the primary means for continuing operation of the County's economic and private sector systems.
- Normal business guidelines may require modification to provide essential resources and services.
- Disasters occurring near or across jurisdictional borders will require multijurisdictional coordination, communications and/or response.
- Although natural and technological hazards are addressed separately, most response activities in any specific situation overlay those of another situation.
- Technological accidents may occur at any time. The initial response will be by the normal emergency responders (fire, police, emergency medical, and public works). Specialized training in hazardous materials response is given to a small number of selected response teams that may be overloaded by multiple events.
- Rush County uses a mix of landline and cellular telephone systems and several radio systems (repeater and direct) to meet its primary communications needs. Communications may be a problem in any major emergency or disaster as these systems get loaded beyond their designed capacities and/or experience physical disruption or loss of staff.
- Continuing terrorist attacks upon the U.S. is considered possible. Although specific attack objectives cannot be predicted with assurance, it is assumed that military and governmental centers, concentrations of industry and population, will be principal targets. In acts of terrorism, it is unlikely that warning will be issued. The first terrorist event may serve to warn other areas.

3.0 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.

3.1 Normal Operations

Describe the jurisdiction's overall approach to emergency management.

A basic premise of emergency management is that disasters are generally handled at the lowest jurisdictional level possible. Police, fire, public health, medical, emergency management, and other personnel are responsible for disaster management at the local level. Accordingly, in order to protect life and property from the effects of a disaster, government is responsible for emergency management activities. When operating under such conditions, Rush County Emergency Management (RCEM) will utilize available resources from within the County, including voluntary and private assets, before requesting other assistance. Upon documenting that the emergency exceeds local capacity to respond, assistance will be requested from other jurisdictions and the Kansas Division of Emergency Management (KDEM). Upon a Presidential declaration, assistance as requested by the state may be provided through Federal Emergency Support Functions (ESFs) and/or other resources.

The normal day to day operations of the Rush County Government, its departments, and agencies are covered by the individual organization's Standard Operating Guidelines (SOGs).

The readiness state for day to day operations generally includes training and exercises, maintenance of plans, SOGs, and Memorandums of Understanding (MOUs), and monitoring of weather or other disturbances and events that may cause a threat.

Describe the process by which the emergency management agency coordinates with all appropriate agencies, boards, or division within the jurisdiction.

Most agencies and organizations within Rush County and its municipalities have emergency functions to perform in addition to their other duties. Each agency and/or organization with ESF responsibilities, in conjunction with support agencies and organizations, will develop and maintain Standard Operating Guidelines. These guidelines provide for detailed direction and coordination of ESF responsibilities and critical emergency tasks.

Organizational responsibilities are included in each ESF. In the event that a MOU becomes necessary, coordination will be handled through the Chairperson of the County Commission, Emergency Management Coordinator, and/or the agency or organization's designee with ESF responsibilities.

3.2 Emergency Operations

The Rush County Emergency Management Coordinator is responsible for coordination, preparedness, operation, and execution of actions which must be taken to combat the effects of natural or technological disasters; and for the purpose of rendering duties for the protection of lives and property.

Police, fire, public health and medical, emergency management, public works, environmental response, and other personnel are often the first to arrive and the last to leave a disaster site. In some instances, a County agency in the area may act as a first responder, and the assets of County agencies may be used to advise or assist municipal officials in accordance with agency authorities and guidelines. Mutual aid agreements provide mechanisms to mobilize and employ resources from neighboring jurisdictions to support the Incident command. When resources and capabilities are overwhelmed, the County may request State assistance under a Governor's disaster or emergency declaration.

Rush County utilizes the Incident Command System (ICS) for on scene direction and control operations.

- Command-Overall management of the disaster is provided by the first responder on the scene until command is relinquished to a more senior/higher ranking individual in accordance with ICS policies.

- Other ICS Functions-Other ICS functions include, but are not necessarily limited to: Operations, Finance, Planning, Logistics, and Finance/Administration will be in accordance with accepted ICS practices and Standard Operating Guidelines, and fall under the purview of the Incident Commander.
- NIMS operating (ICS) guidelines are provided in ESF 5–Emergency Management.

Departments, organizations, and agencies within the Rush County Government are required to provide assistance to the Rush County Emergency Management Coordinator by utilization of personnel, equipment, supplies, facilities, and other resources as directed by Rush County Resolutions and State of Kansas statutes, laws, and regulations.

Outside responders will utilize the Incident Command System and be incorporated into said system by the use of agency/department liaisons.

Coordination between the disaster scene and the EOC will be accomplished with direct radio or telephone communications between the Incident Commander and the Emergency Management Coordinator or agency representatives. The relationship between the two main elements of a response; the operations at the EOC, and the operations at the disaster site are interfaced. This is accomplished through the use of communications and delegation of responsibilities. Utilizing the Incident Command System, this interface takes place under the normal operation of this IC system. It is the responsibility of the onsite Incident Commander to forward pertinent information to the EOC through whatever channels are necessary.

Describe activation level of operation before, during, and after an Incident. Indicate how the EOC will be staffed during each level of operations.

The Rush County Emergency Management Coordinator, upon notification, is responsible for the activation of the EOC. The Coordinator assembles the EOC staff, initiates the necessary functional guidelines and also initiates scaling down and eventual deactivation of the EOC when the situation no longer warrants an active Emergency Operations Center. The EOC will be activated/deactivated in specific levels depending upon the severity of the disaster and the need for resources. These levels are designated: Level I, Level II, and Level III. These Response levels (EOC Staffing Guidelines) are provided in ESF 5-Emergency Management.

Initial staffing of the EOC will be the Emergency Management Coordinator, the Rush County Sheriff's Department Shift Supervisor, and the 9-1-1 Dispatcher, (or their designated representatives). This is the minimum staffing for the EOC. Depending upon the magnitude of the situation, the EOC staffing will be expanded as needed. The Rush County EOC organizational chart is provided in ESF 5-Emergency Management.

Representatives from agencies and organizations that are responsible for emergency support functions may staff the EOC. The Emergency Management Coordinator provides direction and coordination for the EOC. Emergency operations will generally be conducted within the EOC. Either full or partial activation may be required based on the severity of the emergency situation. However, if the situation warrants, the EM Coordinator may request that the agency or organization with ESF responsibility report to the site of the emergency.

The officials, agencies, and departments listed below have a vital service to perform in the event of a disaster. The Rush County departments/agencies are required to render assistance in accordance with the appropriate county resolution. Those agencies/departments not part of the county government have a Memorandum of Understanding (MOU) or agreements on file with the Rush County Office of Emergency Management. In addition, upon concurrence, this document will serve as an MOU. These officials, departments, and agencies have the following listed responsibilities. These include but are not limited to:

Rush County Board of County Commissioners (Chairperson)

- Declares local disaster emergency
- Requests military assistance to civil authorities when applicable

- Requests State and Federal disaster assistance
- Issues executive orders to deal with emergency situations, and establishes policies for expenditure of funds
- Responsible for public information releases to the media

Rush County Emergency Management Coordinator

- Promotes coordination among public and private agencies regarding emergency management
- Coordinates and compiles local damage assessment reports. Assists with the compiling of local, state, and federal preliminary joint damage assessment reports
- Coordinates requests for state and federal assistance
- Provides public information and education during phases of emergencies
- Coordinates resource management including donations of materials, equipment and services
- Conducts local emergency management activities which include, but are not limited to, risk vulnerability assessment, incident reporting, emergency notification, emergency response operations planning and management, and exercise planning and evaluation
- Assists with for planning and coordination of emergency response operations to cope with accidental or un-planned releases of hazardous substances
- Manage and coordinate activities of the Rush County EOC Provides comprehensive emergency management planning
- Trains staff and other emergency personnel
- Responsible for local Hazard Mitigation concerns and assists in the update of the State Hazard Mitigation plan when requested
- Provides assistance in IC of other agencies in providing a smooth transition of Command
- Provides, maintains, and coordinates available transportation (county, city, school, and private) to move personnel, equipment, and supplies throughout an emergency
- Registers, tracks and manages emergent volunteers
- Coordinates radiological protection activities
- Supports damage assessment and repair
- Provides training to responders

Rush County Public Information Officer

- Serves as advisor to the Board of County Commissioners on matters related to the preparation and release of public information.
- Works with agencies and private-sector for news releases
- Establishes a Public Information Center
- Acts as a liaison in a Joint Information Center

Rush County Attorney

- Act as legal advisor on items related to public safety
- Assist in legal problems that may arise due to disaster situations

Rush County Clerk

- Maintains vital statistics
- Safeguards vital records and documents
- Pays outstanding bills

Rush County Treasurer

- Advises Commissioners on matters relating to public finances

Rush County Appraiser

- Acts as Damage Assessment Officer and establishment of the “Damage Assessment Team” for the county

- Serves as the principal advisor relating to property damage
- Receives and records damage data for reimbursement or litigation and manages and compiles the “Initial Damage Assessment Report”, information and statistics for the Chief Executive and
- Emergency Management

Rush County Extension Agent

- Acts as an advisor relating to the care and welfare of rural residents
- Functions as liaison between the rural area and governmental and private agencies
- Educates population in effective vector and rodent control
- Works with USDA County Emergency Board in assessment of damage, sanitation conditions, and other board functions

Rush County Public Works

- Provides engineering service and advice
- Performs damage assessment (streets, bridges, and roads)
- Provides equipment and manpower
- Assists with traffic control
- Assists with the procurement of resources
- Assist in the contract process for debris removal
- Condemns and posts unsafe structures
- Monitors utilities
- Assigns priorities on materials
- Issues temporary repair contracts
- Serves as the liaison with other Public Works Departments within the County
- Receives and records damage data for reimbursement or litigation

Rush County/City Water Departments

- Provides engineering services and advice
- Take action necessary to prevent contamination of the water supply. Provide necessary service to the fire department when mains are closed, by re-opening or re-routing
- Restore water service to the disaster area as soon as possible
- Coordinate efforts in the restoration of essential utilities at the scene
- Take necessary action to minimize radiation or chemical contamination of the water supply in the event of a radiation or hazardous materials incident

Rush County Coroner/Medical Examiner

- Operates as senior medical officer relating to the deceased
- Provide direction in body tagging and marking at the scene of the disaster.
- Provide coordination and expertise in establishing and operating centers for body processing to encompass needed services
- Establish positive identification of deceased victims utilizing available means
- Provide information as required to establish the cause of death, and other information as needed, to establish immediate and historical perspective on the disaster
- Provide liaison with local funeral Coordinators in the disposition of victims, and releasing bodies to the next of kin
- Provide expertise where needed in planning for future disasters and mitigation of casualties
- Provides assistance in maintaining the County’s Mass Fatalities plan
- Secures temporary morgue sites

Rush County Sheriff’s Department–Emergency Communications

- Dispatch or notify emergency departments as required according to information received.
- Dispatch additional equipment as required during emergency operations

- Provide notification to elected officials and key personnel as outlined in department standard operating guidelines
- Issue Watch and Warning information or other pertinent information to agencies and communities that might be affected
- Activate the outdoor warning system sirens according to established guidelines

Rush County Health Department

- Provides community health services as required by the situation
- Assist in the determination and elimination of health hazards in the disaster area
- Provide a representative to assist on the Rush County Hazardous Materials Response Team
- Provides guidance in bio-hazard incidents
- Investigate sanitation conditions
- Coordinates public health education
- Provides EOC support
- Provides medical personnel and equipment
- Coordinates special immunization programs
- Monitors exposure to radiological, chemical, and biological agents
- Issues quarantine orders

Rush County Emergency Medical Services

- Provide the Incident Commander for incidents where EMS is the primary agency with responsibility. In other instances, serve as a resource to the Incident Commander for the agency with primary responsibility
- Assist in the rescue of victims and provide immediate emergency medical triage, care, and transport to the appropriate hospital
- Coordinate the dispatch of ambulances and the number and types of injured to area hospitals
- Provide emergency medical service for areas of Rush County not directly affected by the disaster
- Provide transportation to and communication with hospitals

Rush County Fire Departments (Rural and Urban)

- Provide the Incident Commander (IC) for incidents where fire departments are the primary agency with responsibility (fire). In other instances such as hazardous materials, serve as a resource to the Incident Commander for the agency with primary responsibility
- Extinguish fires at or near the scene of the disaster
- Operate mobile warning system
- Provide radiological defense, decontamination and monitoring
- Assist in the rescue and triage of disaster victims
- Provide personnel to assist in the "Initial Damage Report" survey at the scene of the disaster if requested
- Survey the scene of the disaster for the presence of hazardous materials or radiation where applicable
- Notify and advise the law enforcement agencies and operating departments of dangers to personnel at or near the scene of the disaster
- Maintain fire protection for those areas of the county and cities not affected directly by the disaster
- Rush County Fire Departments serve as the primary resource for hazardous materials response.

3.3 Coordinator, Primary, and Support Agencies

Define ESF Coordinator, Primary Agency, and Support Agency.

The definitions and responsibilities for the ESF Coordinator, Primary Agency and Support Agencies are provided in the "Introduction to the ESFs".

Identify provisions for maintaining the emergency point of contact for coordination and assistance.

Coordination between the disaster scene and the EOC will be accomplished with direct radio or telephone communications between the Incident Commander and the Emergency Management Coordinator or agency representatives. The relationship between the two main elements of a response; the operations at the EOC, and the operations at the disaster site are interfaced. This is accomplished through the use of communications and delegation of responsibilities. Utilizing the Incident Command System, this interface takes place under the normal operation of this IC system. It is the responsibility of the onsite Incident Commander to forward pertinent information to the EOC through whatever channels are necessary.

Describe who has the authority to activate the plan (e.g., emergency management agency, senior official, state official, fire/police chief.

In the event of a disaster, the Rush County Emergency Management Coordinator, as authorized by the Board of County Commissioners, is responsible for Plan activation, and will coordinate the emergency response effort within the political jurisdictions of the incorporated and unincorporated areas of the County.

The Emergency Operations Plan will be implemented and activated in accordance with pre-established guidelines. The Plan may be implemented in part, or in whole, depending on the level of response for the disaster.

Describe the process, templates, and individuals involved in issuing a local disaster declaration for a given hazard and how the declaration will be coordinated with neighboring jurisdictions and the State.

- A Disaster Declaration may be authorized by the Chief Executive of the affected political subdivision within the county when it appears that response and recovery efforts will exceed local capabilities. The declaration of a local disaster emergency shall activate the response and recovery aspects of any and all local and inter-jurisdictional disaster emergency plans which are applicable to such county or city, and shall initiate the rendering of aid and assistance thereunder. Any Disaster Declaration will be filed promptly with the County Clerk of the affected jurisdiction, the Rush County Emergency Management Department, and the State of Kansas Division of Emergency Management.
- Key information will be distributed via WebEOC and/or situation reports on pre-established email rosters.
- The declaration of a local disaster emergency in Rush County remains in effect for a period of seven days unless earlier terminated or renewed by consent of the Board of Commissioners. The proclamation may be extended by reissuing the legal instrument.
- The County Attorney for Rush County acts as legal advisor on items related to public safety, and assists in resolution of legal problems that may arise due to disaster situations. The County Attorney acts as legal advisor on items related to law enforcement, and legal problems that may arise due to disaster situations.
- If an emergency or disaster is determined to be beyond the normal capabilities of local government, a local proclamation of emergency is made by the executive heads of the involved governments. If the emergency or disaster is beyond the normal capabilities of county government a local proclamation of emergency is made by the county commissioners to request State assistance. The county proclamation is a prerequisite for state and federal assistance.
- A State Disaster Declaration is issued by the Governor of the State of Kansas and would activate the State Emergency Operations Plan. For the State to initiate a disaster declaration, the local jurisdiction will have implemented and exhausted local and regional resources and declared a disaster for the County.

3.4 Functional Needs Populations

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

Relative to ADA, this EOP uses the words "vulnerable", "functional", "special", and "sensitive"

interchangeably.

Functional Needs Populations-Types of impairments which should be considered include, but are not limited to, having cognitive impairments, physical disabilities, having limited English proficiency, who are deaf or hard of hearing, are totally or legally blind, may live independently, in community based/assisted living settings, in long term care facilities, or may be homeless. These disabilities may be permanent or temporary, visible or not readily identified, chronic, episodic, psychiatric, physical, mental, or psychological.

The EOP will comply with Title II of the ADA to the maximum extent feasible when developing emergency management programs, services, and activities by using its available resources. Once those resources are used, or it is confirmed that those necessary resources do not exist in the county, then regional resources will be pursued to fulfill that need. If regional resources cannot meet the need, then state level resources will be requested. It may be necessary for the county to address ADA issues on a “temporary solution” basis, as outlined in the ADA Checklist for Emergency Shelters. This allows for immediate decision making in times of disaster to effectively address exceptional circumstances, request outside assistance, and limit undue financial and administrative hardship on local governments (see the EOP References Tab for the Checklist).

Although covered in other sections of this EOP, the Vulnerable Populations Guide summarizes County sheltering capabilities and limitations.

Vulnerable Populations Guide

See [Vulnerable Populations Guide](#)

3.5 Household Pets and Service Animals

Describe how plans take into account the essential needs of household pets and service animals.

The County recognizes the elements of the Kansas Planning Standard for Animal Sheltering of domestic or household pets. The County currently does not have a formal Animal Sheltering Plan. This may be due to a lack of personnel, finances, or critical resources.

The sheltering of domestic or household animals will be accomplished by each individual owner working with private veterinarians and animal care facilities in coordination with the Primary Agencies for ESF 6-Mass Care and ESF 11-Agriculture. Additionally, livestock and equine (horse) care is the responsibility of the individual owners. Reference the FAD Plan, and Attachment 6.14-Animal Health, for county guidelines regarding centralized veterinary service activities to address domestic animal needs.

Service animals will be allowed access to any facility that is established as a shelter for ADA populations. The region has limited primary or excess capabilities in this area and the County will seek these resources when applicable.

3.6 Pre-Staging Resources

Describe the process to identify and pre-stage resources in anticipation of mission assignments. May include but not limited to: • Identified action triggers • Pre-staging location • Fuel availability • Security measures

Based on the forecast of an imminent emergency, it may be necessary to stage resources in advance, to better position them geographically for a timely response into an affected area. That decision will be made with the concurrence of the EOC Team Coordinators. Once that mission has been tasked, the resources should be prepared for deployment and sent to the identified staging area. The staging area designated must be under the direct supervision of a Staging Area Director, provide the necessary logistical support to accommodate the deployed resources for a prolonged time period, and provide a for the safety and security of the deployed resources. Once deployed to a staging area, resources shall be considered in “active mission” status. Staged resources will only be released into an affected area after confirming

mission orders have been issued from the EOC.

Pre-staging is done on the threat of severe weather, depending on the county and the departments that are involved. As events not typical to the region such as Hurricanes, Typhoons and Tsunami's are not usually require pre-staging, at this time Rush County does not currently pre-stage resources.

If security is needed at staging areas, Rush County will exhaust local resources, mutual aid and then request support from the SEOC. Refer to ESF 7, which is structured to provide direct and active support to emergency response and recovery efforts during the response and recovery phases following a disaster. Private companies requesting security support will be responsible for costs associated with assistance.

County receiving and distribution is addressed in ESF 7-Resource Support.

Reference ESF 12 for emergency fuel resources.

3.7 Other Response/Support Agency Plans

Identify other response/support agency plans that directly support the implementation of this plan (hospital, school emergency, facility plans).

Each department, agency, office, and division of the Rush County Government is charged with the development of plans to be activated and used in the event of an emergency situation and/or disaster. These entities, including; schools, nursing homes, hospital, medical facilities, industry, and other emergency response organizations, will develop, maintain, and periodically test, review, and update their respective plans. This is to include:

- Standard Operating Guides (SOGs)-the SOGs from the various response agencies will correspond with their respective ESF or Annex. As the SOGs are changed or updated, those changes, where deemed appropriate, will be changed in the EOP. When plans and SOGs are updated it is recommended they each support this plan.
- Resource Lists-resource lists and checklists used and developed by the response agencies, should be written in such a manner as to correspond to, and emphasize the CEOP.

Other Plans that may affect this plan include:

- SNS Plans-Health Department
- Disease Containment Plan-Health Department
- Biological Incident Annex-Health Department
- Foreign Animal Disease Plan-Emergency Management
- Hospital EOP-Rush Memorial Hospital
- COOP Plan-County Government
- Mitigation Plan-Emergency Management

3.8 NIMS Typed Resources

Describe how the jurisdiction maintains a current list of available NIMS typed resources, resources not meeting a NIMS type, and credentialed personnel.

The Kansas Division of Emergency Management (KDEM), in partnership with the Kansas Homeland Security Regions, launched a new comprehensive resource management tool in September of 2011. The Comprehensive Resource Management and Credentialing System (CRMCS) tool allows county emergency managers and emergency response agencies the ability to credential personnel, provide information on availability of assets and personnel during an emergency, the ability to track those assets on scene, and complete disaster visibility via the internet. The resource information is collected and stored in the web based resourceMGR web™ (RMW)/interTRAX® exchange system. Resources in the RMW system will be typed by the FEMA Tier I NIMS standards. Assets that fall outside those standards will be identified and given state specific Tier II types as defined by the subject matter experts in the appropriate

discipline/Emergency Support Function (ESF). These standards for typing and credentialing are being developed now and the project is expected to be complete by 2014.

Rush County Emergency Management will manage the CRMCS program and will provide for local access to the system for data entry. It is the intent of the county, and other jurisdictions, to complete data entry by 2014. The status of data entry will be reviewed annually.

3.9 Mutual Aid Agreements

Describe what mutual aid agreements (MAA) are in place for the quick activation and sharing of resources during an emergency.

Mutual aid is provided per Kansas Statute 48-950: all political subdivisions within the state, upon enactment of this act, are automatically a part of the Kansas mutual aid system. A political subdivision may elect not to participate or to later withdraw from the system by adoption of an appropriate resolution by its governing body declaring that it elects not to participate in the statewide mutual aid system and providing a copy of the resolution to the division. This act does not preclude participating political subdivisions from entering into supplementary agreements with another political subdivision and does not affect any other agreement to which a political subdivision may currently or in the future be a party under other Kansas statutes.

Rush County has adopted KSA 12-16,117 which provides automatic mutual aid, as needed.

3.10 Damage Assessment

Identify the process to report locations of damage to infrastructure, degree of damage, and other damage assessment information to Emergency Support Function (ESF) 5. To include but not limited to: • Identify agencies responsible for collecting, organizing, and reporting damage information to EOC within the first 12-36 hours of the disaster/emergency. • Explain how each ESF or agency reports damage assessments to avoid duplicated reports and to assure accurate information. • Identify agency responsible in conducting and coordinating damage assessments on private property (home owners, business, renters). • Identify agency responsible in conducting and coordinating damage assessments on public property (government, private, not for profit). • Identify the agency responsible and describe the process in reporting damage assessments to Kansas Division of Emergency Management.

ESF 5-Emergency Management coordinates with ESF 3-Public Works and Engineering, and ESF 14-Long Term Community Recovery, and supporting agencies to begin disaster recovery operations once the disaster area is stable and the immediate threat has passed. ESF 3-Public Works and Engineering is responsible for damage assessment for both public and private property.

A Rapid Impact Assessment (RIA), or windshield assessment, will be completed within a few hours of the disaster, while detailed assessments may take days or weeks. As information becomes available, assessment updates will be made to the Rush County EOC and passed through to the State of Kansas Division of Emergency Management (KDEM). Centralized reporting through the EOC eliminates duplicates and allows for review of data.

A RIA is a quick evaluation of what has happened and used to help prioritize response activities, allocate resources and determine the need for outside assistance. During rapid assessments, emphasis will be placed on collecting and organizing information in a manner that will facilitate timely decision-making. This will allow both field personnel and the EOC to:

- Make informed operational decisions regarding public safety
- Set response priorities
- Allocate resources and personnel to the areas of greatest need
- Identify trends, issues and potential problem areas
- Plan for ongoing operations

It is anticipated that most rapid assessment information will be forwarded to the EOC from the field by phone and radio. In most cases, rapid assessment information will come from first responders already in the field. But if the situation dictates, personnel may be deployed specifically to conduct damage assessments and to report information to the EOC as quickly as possible. Rush County will work closely with the Kansas Division of Emergency Management (KDEM) throughout the disaster assessment process. Rush County Disaster Assessment Teams and the County EOC will use disaster assessment forms consistent with those developed by KDEM to provide a standard reporting method for assessment activities that meet State and Federal requirements.

If the nature of the disaster dictates, rapid assessments will include structural safety evaluations to determine building integrity and protect the safety of emergency responders. This type of technical guidance will be provided to first responders as long as necessary.

If necessary, rapid assessments will also include safety inspections of critical facilities and infrastructure, such as hospitals, the EOC, potential shelters, evacuation routes, and others as needed. Rapid assessments will also include utility safety checks for electric hazards and combustible gas. The structural integrity of emergency shelters and other emergency facilities will be determined by a team composed of representatives from the Public Works, County Appraiser, the American Red Cross, fire departments and other essential personnel as identified by the EOC.

Based on information gathered during the rapid assessment phase, ESF 14 will coordinate with ESF 3 to decide when and where to conduct detailed disaster assessments. Both rapid and detailed disaster assessments will consider private property damage (i.e., losses by persons and damage to residences and small businesses), as well as public damage (i.e., damage to infrastructure, including but not limited to roads, bridges, utilities, government facilities and private not for profit entities).

The RIA will enhance initial response activities. Damage assessment also provides the necessary documentation to assist in the decision making process when requesting a State and Presidential Disaster Declaration. If it appears that the County may meet the threshold for federal disaster assistance, the Rush County Office of Emergency Management will complete a formal Preliminary Damage Assessment (PDA). Damage assessment guidelines and forms are provided in ESF 3-Public Works and Engineering and ESF 14-Long Term Community Recovery.

It is the responsibility of the Rush County Road and Bridge Department to provide centralized and coordinated removal and disposal of debris associated with disaster situations. The Rush County Road and Bridge Supervisor is charged with overall responsibility for the county. Refer to ESF 3–Public Works, which provides coordination, resources, and criteria for debris cleanup activities for access to the impacted area(s).

3.11 State and Political Subdivision Limitation of Liability

Describe how legal questions/issues are resolved as a result of preparedness, response, or recovery actions, including what liability protection is available to responders.

Kansas Statute 48-915 (Immunity from liability of the state, local governments and certain individuals; Kansas tort claims act, applicability):

- Neither the state nor any political subdivision of the state, nor the agents or representatives of the state or any political subdivision thereof, shall be liable for personal injury or property damage sustained by any person appointed or acting as a volunteer worker, or member of any agency, engaged in emergency management activities. The foregoing shall not affect the right of any person to receive benefits or compensation to which such person otherwise may be entitled under the workers compensation law or any pension law or any act of congress.
- Whenever a proclamation is issued declaring a state of disaster emergency pursuant to K.S.A. 48-924, and amendments thereto, neither the state nor any political subdivision of the state nor, except in cases

of willful misconduct, gross negligence or bad faith, the employees, agents, or representatives of the state or any political subdivision thereof, nor any volunteer worker, or member of any agency, engaged in any emergency management activities, complying with or reasonably attempting to comply with this act, or any proclamation, order, rule and regulation promulgated pursuant to the provisions of this act, or pursuant to any ordinance relating to blackout or other precautionary measures enacted by any political subdivision of the state, shall be liable for the death of or injury to persons, or for damage to property, as a result of any such activity performed during the existence of such state of disaster emergency or other such state of emergency.

- Any member of a regional medical emergency response team created under the provisions of K.S.A. 48-928, and amendments thereto, shall be deemed a state employee under the Kansas tort claims act, K.S.A. 75-6101, et seq., and amendments thereto.

Kansas Statute 48-922 (Purchase of accident insurance for volunteer workers by cities; coverage; immunity; definitions):

- The governing body of any city which has a disaster agency pursuant to K.S.A. 48-929, and amendments thereto, or is participating in an interjurisdictional arrangement under an interjurisdictional disaster agency pursuant to K.S.A. 48-930, and amendments thereto, may purchase accident insurance for the protection of those volunteer workers engaged in emergency management activities sustaining injury or death by accidental means as a result of such emergency management activities as the volunteer worker may be called on to perform when called into services in such capacity. The governing body of such city may purchase accident insurance from private insurance companies in such amounts and for such coverages as the city governing body may deem necessary and pay for such insurance out of the emergency management fund. The purchase of such insurance shall not constitute a waiver of the immunity of the city from any action or suit provided for in K.S.A. 48-915, and amendments thereto.
- As used in this section: (1) "Volunteer workers" means those natural persons who volunteer their services for the purpose of engaging in emergency management activities under a disaster agency established and maintained under K.S.A. 48-929 or 48-930, and amendments thereto; and
- "Injury" means and includes all injuries to a volunteer worker received by accidental means while such volunteer worker is actually engaged in performing duties arising out of and in the course of such emergency management activities.

3.12 Public Safety Enforcement Actions

Describe the jurisdiction's policies regarding public safety enforcement actions required to maintain the public order during a crisis response, including teams of enforcement officers needed to handle persons who are disrupting the public order, violating laws, requiring quarantine, etc.

For information regarding public safety enforcement actions during a disaster in Rush County, refer to ESF 13-Public Safety and Security, and the Terrorism Incident Annex.

3.13 State of Kansas Intelligence Fusion Center

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

The Rush County Emergency Management Department will act as liaison between the county and the State of Kansas Fusion Center. As necessary, dissemination of information will be in accordance with ESF 2-Communications and ESF 15-External Affairs/Emergency Public Information. For Official Use Only" (FOUO) documents should not be submitted to media.

4.0 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.

4.1 County Government

Describe emergency responsibilities of the senior elected official.

Emergency responsibilities of the senior elected official of the respective Jurisdiction are summarized as follows:

- Coordinate resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from disasters involving hazards including terrorism, natural disasters, accidents, and other contingencies.
- Dependent upon law, has extraordinary powers to supersede laws and ordinances, such as implement curfews, direct evacuations, and, in coordination with the health authority, order quarantines.
- Provides leadership and plays a key role in communicating with the public, and in helping people, businesses, and organizations cope with the consequences of any type of disaster within the jurisdiction.
- Negotiates and enters into mutual aid agreements with other jurisdictions to facilitate resource sharing.
- Requests State and, if necessary, Federal assistance through the Governor of the State when the jurisdiction's capabilities have been exceeded or exhausted.

The Rush County Board of Commissioners has charged the Emergency Management Coordinator with the responsibility for coordination, preparedness, operation, and execution of actions that must be taken to combat the effects of natural or technological disasters to protect life and property.

4.1.1 Emergency Support Functions (ESFs)

Outline responsibilities for various emergency support functions, summarize the tasks involved and indicate by agency that has primary responsibility for each function. To include but not limited to: o Reference to regulations and ordinances that apply to emergency roles and responsibilities.

The EOP applies a functional approach that groups the capabilities of municipal and county departments and agencies, and the American Red Cross into ESFs to provide the planning, support, resources, program implementation, and emergency services that are most likely to be needed during a disaster. The County response to actual or potential disasters is typically provided through the full or partial activation of the ESF structure as necessary. The ESFs serve as the coordination mechanism to provide assistance to municipal governments or to county departments and agencies conducting tasks of primary county responsibility.

Each ESF is composed of primary and support agencies. The EOP identifies primary agencies on the basis of authorities, resources, and capabilities. Support agencies are assigned based on resources and capabilities in a given functional area. The resources provided by the ESFs reflect the resource typing categories identified in the NIMS. ESFs are expected to support one another in carrying out their respective roles and responsibilities. Additional discussion on roles and responsibilities of ESF coordinators, primary agencies, and support agencies can be found in the introduction to the ESF Annexes.

Note that not all incidents result in the activation of ESFs. It is possible that an Incident can be adequately addressed by agencies through activation of certain EOP elements without the activation of ESFs. Similarly, operational security considerations may dictate that activation of EOP elements be kept to a minimum, particularly in the context of certain terrorism prevention activities.

The following listing of emergency support functions provides a summary of responsibilities for the

Primary Agency. Supporting information, applicable regulations, and documentation for each ESF may be provided as an Attachment to the specific ESF, in the appendix and/or under separate cover for “Official Use Only”. Maintenance of communication for point of contact is by use of the established communication network described in ESF 2.

ESF Summaries

ESF 1-Transportation

Primary Agency: Rush County Emergency Management Department

- Overall coordination of transportation assistance to other emergency support functions, local governments, and voluntary agencies requiring transportation capacity to perform emergency response missions.
- Prioritization and/or allocation of county transportation resources.
- Processing transportation requests from county, municipal, and voluntary agencies. This ESF will coordinate evacuation transportation as its first priority.
- Operational coordination of ground, air, and rail.

ESF 2-Communications

Primary Agency: Rush County Sheriff’s Department

- Coordination of local participation in the federal Telecommunications Service Priority (TSP) System guidelines.
- Provision of communications equipment and capability including telephone, radio, and data.
- Identification of communications facilities and resources available for use.
- Coordination of operations, installation, and restoration of commercial communications services.
- Coordination, acquisition, and deployment of additional resources, equipment, and personnel to establish point-to-point communications as required.
- Prioritization and coordination of restoration activities with public utility communications providers.

ESF 3-Public Works

Primary Agencies: Rush County Road and Bridge Department / Municipal Public Works and Utility Departments / Municipal Water and Sewer Departments

- Emergency clearance of debris for reconnaissance of the damaged areas and passage of emergency personnel and equipment for health and safety purposes.
- Temporary construction of emergency access routes which include damaged streets, roads, bridges, waterways, airfields and other facilities necessary for passage of rescue personnel.
- Emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to the public health and safety, or as necessary to facilitate the execution of rescue operations.
- Coordination of damage assessment operation, and provision

ESF 4-Firefighting

Primary Agencies: Rush County Fire Districts

- Detection and suppression of fires.
- Mobilization of personnel, equipment, and supplies to support fire services and prevention operations.
- Supports urban search and rescue activities.

ESF 5-Emergency Management

Primary Agency: Rush County Board of County Commissioners / Rush County Emergency Management Department

- Maintains the LEOP in coordination with government and the LEPC.

ESF 6-Mass Care, Housing and Human Services

Primary Agency: Rush County Emergency Management/American Red Cross

- Establishing and operating mass care and special need shelters.
- Coordinating the provision of relief efforts by volunteer organizations actively engaged in providing assistance.
- Establishing and administering a system to provide casualty information and shelter registration lists to human service agencies.
- Establishing mass feeding facilities.

ESD 7-Resource Management

Primary Agency: Rush County Emergency Management Department

- Maintenance of inventories of resources available locally.
- Location and identification of necessary logistical support and resources.
- Establishment and administration of depot and distribution facilities.
- Coordination of state and federal resources.
- Negotiation of contracts for support of emergency actions.
- Provision of requested resources to other emergency support functions and other agencies and governments active in emergency response.

ESF 8-Public Health and Medical Services

Primary Agencies: Rush County Public Health Department / Rush / Ellis County Department of Social and Rehabilitation Services / Rush County Coroner's Office / Rush County Emergency Medical Services / Rush County Memorial Hospital / Rush County Fire Districts

- Assessment of general health and medical needs of the affected population.
- Surveillance and monitoring of conditions that could impact general health.
- Evaluation of food, drug, or medical safety.
- Assessment of worker health and safety.
- Identification of biological, chemical, or radiological physiological hazards.
- Evaluation of the mental health of victims.
- Implementation of vector controls.
- Advise on potable water sources and the disposition of solid waste and wastewater.
- Victim identification and mortuary services.
- Provision of emergency public health information.
- Provision of pre-hospital and hospital emergency medical care.
- Identification, coordination, and mobilization of medical equipment, supplies, and personnel.
- Coordination and support of the registration of people with special needs.
- Overall management of special needs program.
- Coordination of transportation of people with special needs.
- Identification of facilities and resources available for sheltering and care of people with special needs.
- Coordination of staffing of special needs shelters.

ESF 9-Search and Rescue

Primary Agencies: Rush County Sheriff's Department / Rush County Fire Districts / Municipal Law Enforcement Departments

- Mobilization and management of search-and-rescue teams.

- Initiation of a search for victims throughout the impacted area.
- Provision of strategic command and control of emergency rescue teams.

ESF 10-Oil and Hazardous Materials

Primary Agencies: Rush County Fire Districts / Rush County Local Emergency Planning Committee / Rush County Emergency Management Department

- Detection and identification of hazardous materials discharges.
- Coordination of initial incident command at the scene of a release.
- Support of protective action decisions by field command.
- Coordination of the overall containment and cleanup.
- Provision of equipment, personnel, and technical assistance.

ESF 11-Agricultural and Natural Resources

Primary Agencies: Rush County Extension Office / Rush County Public Health Department / Rusch County Law Enforcement (County/Municipal) / Rush County Emergency Management Department

- Food/Water Supply Safety
- Protection of natural and cultural resources and historic properties.

ESF 12-Energy and Utilities

Primary Agency: Rush County Sheriff's Department

- Assessing system damages and requirements to restore such systems.
- Prioritizing restoration of services.
- Coordinating public utility equipment and personnel as required.
- Providing guidance for utility information and conservation.

ESF 13-Public Safety and Security

Primary Agency: Rush County Sheriff's Department

- Implements and monitors traffic control.
- Controls restricted areas.
- Provides warning support.
- Prepares and maintains an expanded jail.
- Provides communications.
- Provides EOC support.

ESF 14-Long Term Community Recovery

Primary Agencies: Rush County Board of County Commissioners / rush County Emergency Management Department

- Serves as Mitigation Officer for the county.
- Serves as an advisor relating to property damage.
- Receives and records damage data for reimbursement or litigation.

ESF 15-External Affairs – Emergency Public Information

Primary Agency: Rush County Board of County Commissioners / Rush County Emergency Management Department / Rush County Sheriff's Department

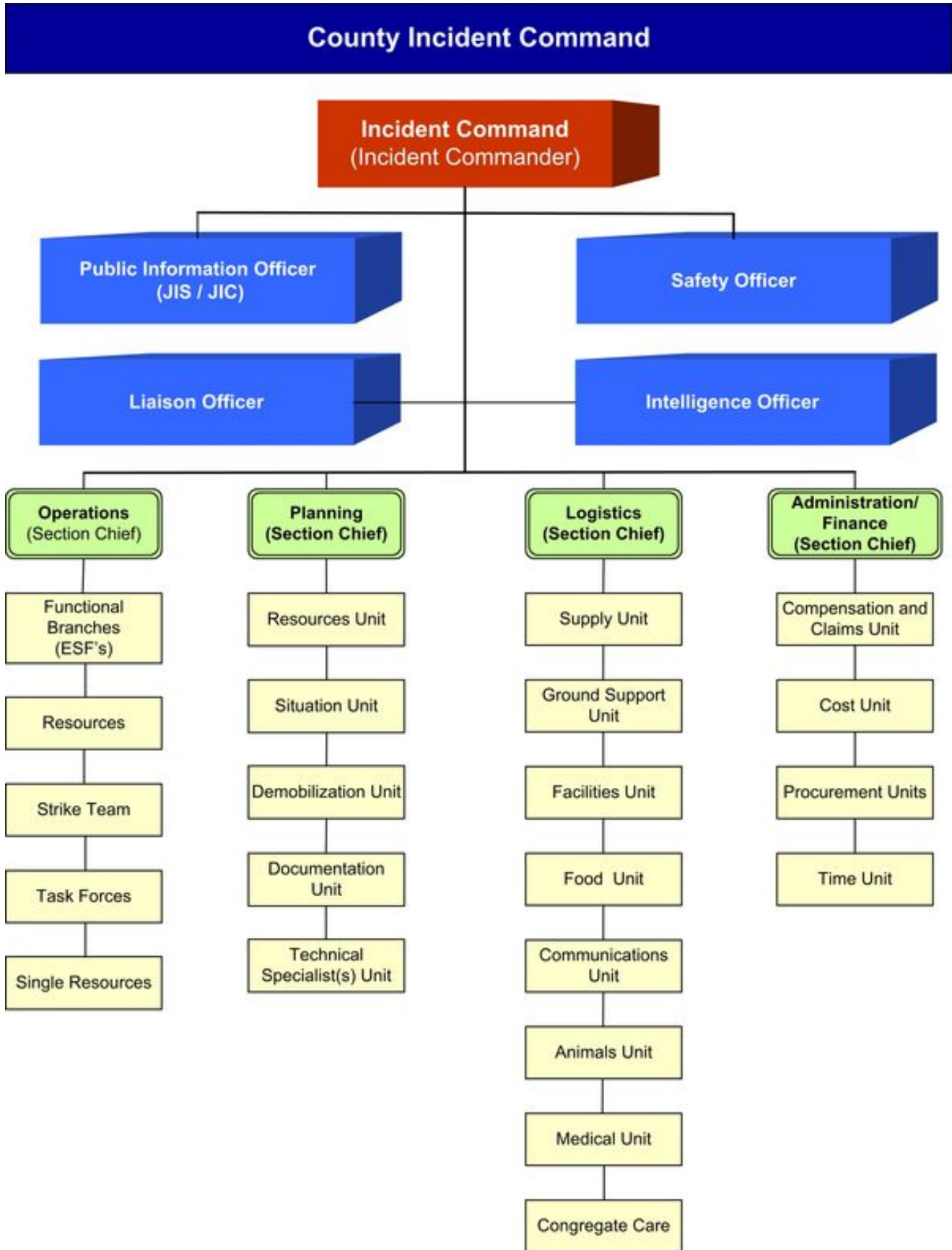
- Compiles reports and data for the Public Information Coordinator.
- Coordinates with the Emergency Management Coordinator and the County Board of Commissioners.
- Works with agencies and private sector for news releases.
- Establishes a Public Inquiry Center.

4.1.2 Incident Command System

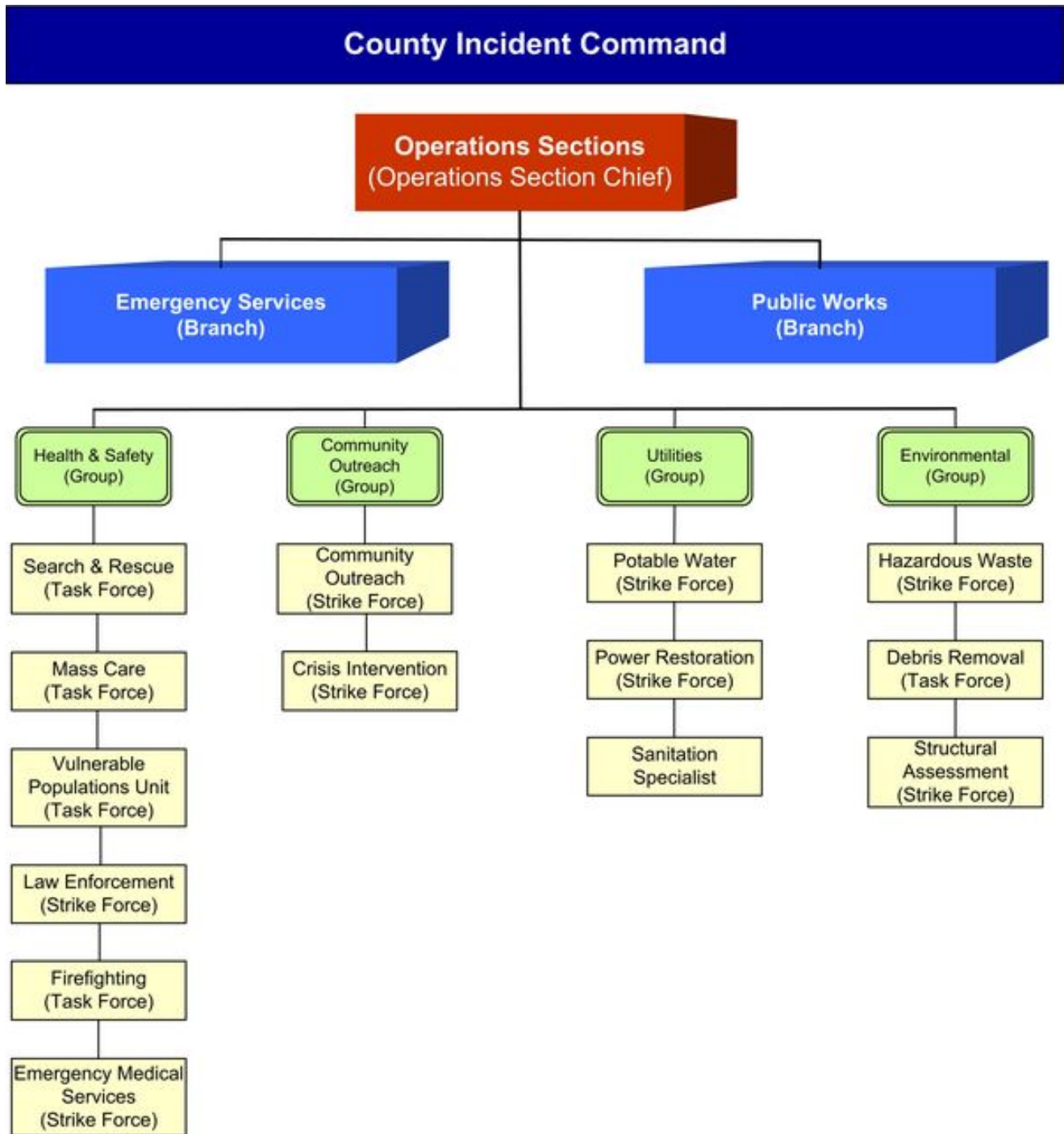
Graphic to depict hierarch of response (ICS). Graphic to depict EOC organizational chart

The Incident Command System (ICS) is the model tool for command, control, and coordination of a response and provides a means to coordinate the efforts of individual agencies as they work toward the common goal of stabilizing the disaster and protecting life, property, and the environment.

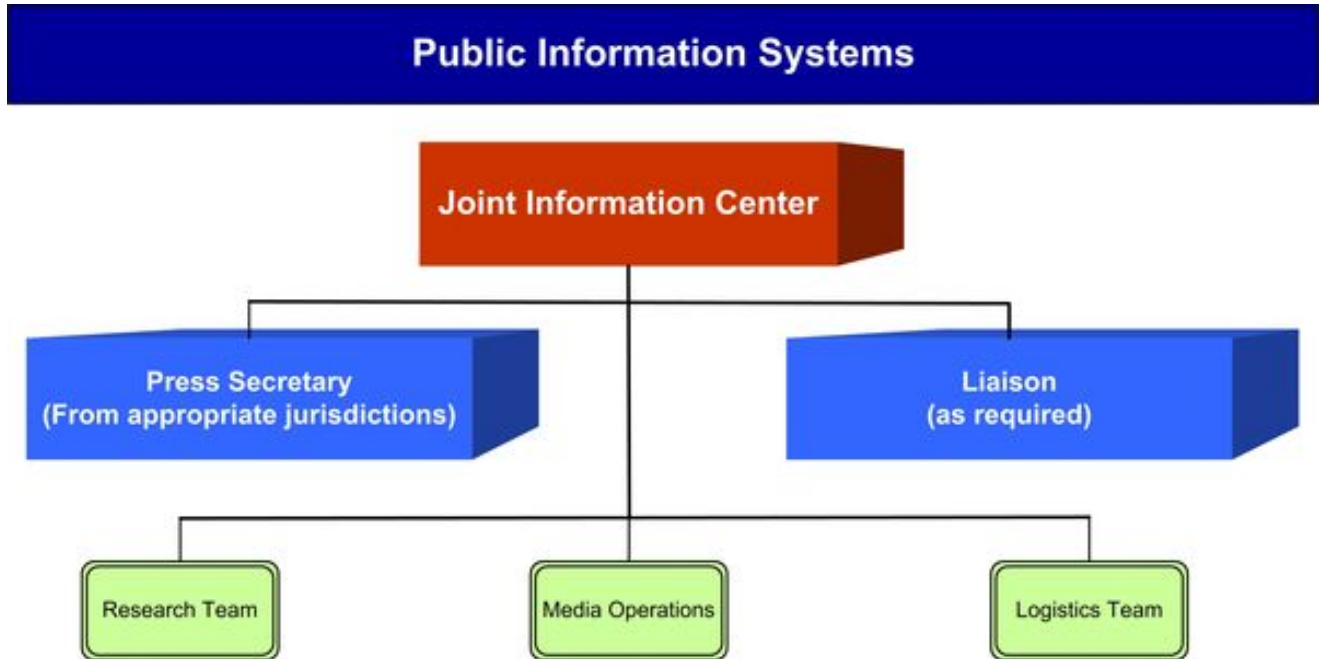
County Organization Chart-Incident Command



County Branch Operations Organizational Chart



County Public Information Services



4.2 Municipal Government

Summarize the common emergency management responsibilities of the municipal government.

A city's response to a disaster in its jurisdiction may be conducted from a local emergency operations center as designated by the Chief Executive of that city. In those emergencies affecting multiple jurisdictions, the County EOC will be activated and communications established with each affected city to coordinate response. City representatives may be present in the County EOC.

The County EOC may be activated in response to single jurisdiction emergencies at the request of the affected city and on approval of County Emergency Management.

4.3 Non-Governmental Organizations and Volunteer Agencies

Outline the emergency services that organized volunteer groups have agreed to provide during or after an emergency.

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

The Rush Chapter of the American Red Cross disaster relief focuses on meeting people's immediate emergency disaster caused needs. When a disaster threatens or strikes, the Red Cross provides shelter, food, and health and mental health services to address basic human needs. In addition to these services, the core of Red Cross disaster relief is the assistance given to individuals and families affected by disaster to enable them to resume their normal daily activities independently.

The Red Cross also feeds emergency workers, handles inquiries from concerned family members outside the disaster area, provides blood and blood products to disaster victims, maintains field canteens, provides counseling, coordinates VOLAG's, and helps those affected by disaster to access other available

resources.

The National Voluntary Organizations Active in Disaster (NVOAD) is a consortium of more than thirty recognized national organizations of volunteers' active in disaster relief. Such entities provide significant capabilities to disaster management and response efforts at all levels. For example, the wildlife rescue and rehabilitation activities conducted during a pollution emergency are often carried out by private, nonprofit organizations working with natural resource trustee agencies.

For additional information regarding volunteer activities during disasters in Rush County, refer to the Emergency Support Functions (ESFs) or the specific Incident Annex.

4.4 Private Sector Emergency Management Responsibilities

Summarize the common emergency management responsibilities of the private sector.

Owners/operators of certain regulated facilities or hazardous operations may bear certain emergency management responsibilities under the law for preparing for and preventing disasters from occurring, and responding to a disaster once it occurs. For example, some facilities are required by law or regulation to report stored chemicals (Tier II), maintain emergency (disaster) preparedness plans, guidelines, and perform assessments, prompt notifications, and training for a response to a disaster.

The private sector will be a resource for goods, services, and potential manpower in the event of a disaster. The continued analysis of prevention and preparedness will forecast the need for these categories. Effort should then be made to have a contractual relationship in place prior to a disaster.

4.5 Citizen Involvement

Summarize the common emergency management responsibilities of citizens.

Strong partnerships with citizen groups and organizations provide support for disaster management prevention, preparedness, response, recovery, and mitigation. All citizens are responsible for personal preparedness for disaster.

The U.S. Citizen Corps brings these groups together and focuses efforts of individuals through education, training, and volunteer service to help make communities safer, stronger, and better prepared to address the threats of terrorism, crime, public health issues, and disasters of all kinds.

Citizen Corps Councils implement Citizen Corps programs, which include Community Emergency Response Teams (CERTs), Medical Reserve Corps, Neighborhood Watch, Volunteers in Police Service, and the affiliate programs; provide opportunities for special skills and interests; develop targeted outreach for special needs groups; and organize special projects and community events.

Citizen Corps Affiliate Programs expand the resources and materials available to communities through partnerships with programs and organizations that offer resources for public education, outreach, and training; represent volunteers interested in helping to make their communities safer; or offer volunteer service opportunities to support first responders, disaster relief activities, and community safety efforts.

Other programs unaffiliated with Citizen Corps also provide organized citizen involvement opportunities in support of response to disasters.

The Citizen Corps works through a Citizen Corps Council that bring together leaders from law enforcement, fire, emergency medical and other emergency management, volunteer organizations, elected officials, the private sector, and other community stakeholders.

Refer to ESF 6-Mass Care, Housing, and Human Services for additional information regarding the roles of Volunteer Agencies, the Private Sector, and Citizen Involvement during crisis response.

4.6 Tribal Government

Summarize the common emergency management responsibilities for tribal chief executive officer.

There are no tribal jurisdictions within Rush County.

4.7 State Government

Summarize the common emergency management responsibilities of the State Government.

When an emergency exceeds the local government's capability to respond, assistance can be requested from the State of Kansas Adjutant General's Division, Department of Emergency Management. The State's role is to supplement and facilitate local efforts before, during, and after emergencies. The State must be prepared to maintain or accelerate services and to provide new services to local governments when local capabilities fall short of disaster demands.

The 2011 Kansas Response Plan is provided under the "EOP References" tab located on the Toolbar.

Kansas Division of Emergency Management:

- Provides warning support
- Provides hazardous materials and radiological support
- Informs and educates the public
- Provides communications
- Trains and Exercises Staff
- Supports EOC through State EOC

Kansas Highway Patrol (KHP):

- Assists with law enforcement
- Assists with traffic control
- Conducts search and rescue operations
- Homeland Security Operations is assigned to the Patrol's General Headquarters and is responsible for the agency's homeland security related functions and administers the Office for Domestic Preparedness (ODP) Grant Program which is designed to equip, train, and exercise first responders for a Weapons of Mass Destruction incident.

Military (Kansas National Guard, Active and Reserve):

- Provides warning support
- Provides radiological support
- Assists with traffic control
- Informs and educates the public
- Conducts search and rescue operations
- Clears debris
- Provides shelter facilities and supplies
- Provides communications
- Supports EOC through military liaison
- Provides manpower and equipment for mass feeding and evacuation
- Provides emergency transportation of food supplies to stranded livestock

Civil Air Patrol (Requested through KDEM):

- Provides aerial damage surveys
- Provides aerial surveillance
- Provides light transportation flights
- Provides aerial and ground radiological monitoring

Radio Amateur Civil Emergency Services (RACES) Officer:

- Organizes amateur radio operators for deployment
- Coordinates weather spotters activities
- Assists other agencies with disaster communications

4.8 Federal Government

Summarize the common emergency management responsibilities of the Federal Government.

The federal government recognizes the roles and responsibilities of state and local authorities in domestic disaster management. Initial responsibility for managing domestic disasters generally falls on state and local authorities. The federal government will assist state and local authorities when their resources are overwhelmed, or when federal interests are involved.

The National Response Framework (NRF) was established to develop a comprehensive, national, all-hazards approach to domestic disaster management across a spectrum of activities including prevention, preparedness, response, and recovery for assistance to state and local jurisdictions.

Additionally, Homeland Security Presidential Directive-5 directs federal agencies, states and local jurisdictions to adopt and implement a National Incident Management System (NIMS). This system provides a consistent nationwide approach for federal, state, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic disasters, regardless of cause, size, or complexity. To provide for interoperability and compatibility among federal, state, and local capabilities, the NIMS will include a core set of concepts, principles, terminology, and technologies covering the Incident command system; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of disaster information and disaster resources.

4.9 Primary and Secondary Agencies Matrix

Provide a matrix that summarizes which tasked organizations have the primary lead versus a secondary support role for each defined response function.

The Primary and Secondary Agencies Matrix identifies primary agencies (on the basis of authorities, resources, and capabilities) and support agencies (based on resources and capabilities in a given functional area) for each Emergency Support Function. ESF agencies are expected to support one another in carrying out their respective roles and responsibilities.

The Primary and Secondary Agencies Matrix is provided in the appendix.

5.0 Direction, Control, and Coordination

This section describes the framework for all direction, control, and coordination activities.

5.1 County Level

Summarize who is responsible for providing guidance for the emergency management program and directing and controlling emergency response and recovery activities at the county level.

The Chairperson of the County Commission is responsible for emergency management for Rush County. The Chairperson provides direction to the Emergency Management Coordinator.

The final responsibility for emergency management functions belongs to the Rush County Board of County Commissioners and local government officials. Although these officials are legally responsible for policy level decisions, the Rush County Emergency Management Coordinator is empowered by the County Commissioners and municipal governments to direct and control emergency management/preparedness activities in Rush County, Kansas. The line of succession of Authority and Command for the Rush County Emergency Management Agency is as follows:

- Chairman of the Board of Commissioners
- Vice Chair, Board of Commissioners
- Member of the Board
- Sheriff, Rush County
- County Clerk, Rush County

Discuss multijurisdictional coordination systems and processes used during an emergency (if applicable).

ESF 2-Communications plans, coordinates and implements communications support to county disaster response element, including emergency warnings, communications equipment, and communication services from local, county and state agencies, voluntary groups, the telecommunications industry and the military. The ESF Primary Agency will coordinate with Support Agencies and State and Federal officials in directing communication resources and prioritizing the needs for communication services.

5.2 Interstate Civil Defense and Disaster Compact

Briefly describe what the compact is.

The purpose of this compact is to provide mutual aid among the states in meeting any emergency or disaster from enemy attack or other cause (natural or otherwise) including sabotage and subversive acts and direct attacks by bombs, shellfire, and atomic, radiological, chemical and bacteriological means, and other weapons. The prompt, full and effective utilization of the resources of the respective states, including such resources as may be available from the United States government or any other source, are essential to the safety, care and welfare of the people thereof in the event of enemy action or other emergency, and any other resources, including personnel, equipment or supplies, will be incorporated into a plan or plans of mutual aid to be developed among the civil defense agencies or similar bodies of the states that are parties hereto. The Coordinators of civil defense of party states will constitute a committee to formulate plans to take necessary steps for the implementation of this compact.

Rush County participates in the SLA Program (State and Local Assistance) Program with Kansas Division of Emergency Management, which provides support to other Kansas jurisdictions within the State of Kansas.

5.3 Emergency Management Assistance Compact (EMAC)

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

Requests for EMAC assistance are legally binding, contractual arrangements which requires soliciting

states to be responsible for reimbursing all out of state costs and be liable for the actions and safety of out of state personnel.

Providing assistance to other states through EMAC is not an obligation. Kansas became a signatory to the compact in 2000 (KSA 48-9a01).

6.0 Information Collection, Analysis, and Dissemination

This section describes the required critical or essential information common to all operation identified during the planning process.

6.1 Information Dissemination Methods and Protocols

Describe information dissemination methods and protocols.

The public information activities will be directed by the Rush County Public Information Officer (PIO). The PIO is responsible for the collection, coordination, and dissemination of emergency public information to the residents and populace of Rush County. The PIO is appointed by the Rush County Board of County Commissioners, is the official spokesperson for disasters, and is a member of the Emergency Operations Center staff.

The PIO will appoint a support staff as needed to assist in the public information functions and verify the capability of 24-hour operations. For additional information regarding information dissemination methods and protocols during disasters in Rush County, refer to the Emergency Support Functions (ESFs) or the specific Incident Annex.

6.2 Critical Information Needs and Collection Priorities

Describe critical information needs and collection priorities.

Emergency response collection priorities are based on immediate danger to life and health (IDLH), security of the disaster, and environmental impact. Response organizations, and those agencies and department having specific duties and tasks related to the emergency situation will coordinate releases of information through the PIO. It is the policy of the Rush County Board of County Commissioners that no one, with the exception of the Public Information Officer, or their designee, will release any emergency information to the media or public. Emergency information efforts are the responsibility of the PIO. These efforts will focus on specific event related information. The public information program requires a coordinated flow of information from every level of government and private agency through a central release point to verify that only accurate information is presented. The PIO is responsible for the close coordination and exchange of information with key staff and department heads, including collection, compiling, and verifying information at the Inquiry Center (Rumor Control) before authorizing releases.

6.3 Long Term Information Collection, Analysis, and Dissemination Strategies

Describe long term information collection, analysis, and dissemination strategies.

Over the last few years, there has been tremendous activity and progress in the homeland security arena. Now, as we assess where we are, we need to create and reinforce a common operating picture to provide consistency in operational systems. This includes an emphasis on planning and management; timely, factual, and consistent information collection and sharing; consistent standards and guidelines; efficient use of resources; and comprehensive lists of assets. Consistency in these functions will allow stakeholders to work together in a coordinated, efficient manner that prepares the County for disaster response.

Methods to achieve an effective strategy include the following:

- Prevention through analysis of risk. The County must be committed to providing a coordinated approach to the identification, prioritization, and protection of critical infrastructure and key resources, and that information must be shared with important stakeholders and emergency response personnel.
- Enhance interoperability capacity. The county will continue to expand and integrate communications between government and private sectors for information sharing.
- Implement and utilize the CRMCS system to track resources. This database will be used to identify strengths and weaknesses in response and help determine future resource needs and human resources.
- Implement a resource management database. A database will be used to identify strengths and

weaknesses in response and help determine future resource needs and human resources.

- Strengthen and expand partnerships for prevention and preparedness. The objective is to create a comprehensive set of partners; bring different perspectives, skills, and strengths to the table; increase compliance with state and federal regulations; and minimize duplication of effort—all of which contribute to information collection, analysis, and dissemination of information to enhance emergency preparedness.

6.4 General Public Collaboration

Describe collaboration with the general public, to include sector specific watch programs.

The process for the dissemination of information to the general public and vulnerable populations is as follows:

- General Public-The general public will be informed of pertinent information from the PIO by various means. This includes television media, written media (newspapers), radios, signage, and public address systems.
- Vulnerable Needs Populations—Types of impairments which should be considered include, but are not limited to, having cognitive impairments, physical disabilities, having limited English proficiency, who are deaf or hard of hearing, are totally or legally blind, may live independently, in community based/assisted living settings, in long term care facilities, or may be homeless. These disabilities may be permanent or temporary, visible or not readily identified, chronic, episodic, psychiatric, physical, mental, or psychological. The EOP will comply with the intent of Title II of the ADA when developing emergency management programs, services, and activities by using its available resources. ADA will be taken into account when developing emergency management programs, services, and activities accessible to and usable by individuals with disabilities without causing undue financial or administrative hardship on state or local governments when providing the emergency and disaster-related response and recovery operations and services.
- Nursing Homes-The Nursing Homes will be notified of important information by the means described above or by individual telephone calls to nursing home facilities.
- Specialized Information Protocol-Relative to the methods described in this Plan, additional information regarding reentry into a disaster area, security for restricted access, emergency assistance and information on casualties will be handled by the most expedient means possible.
- Pre Scripted Information—Camera ready copy and pre-scripted releases are kept by the county and can be readily disseminated to the appropriate television stations, radio stations and print media as necessary. Television and radio stations in the area maintain a selection of public service announcements related to emergency preparations. Information regarding specific activities of the Public Information Office and pre-scripted announcements are provided in ESF 15-External Affairs/Emergency Public Information.

7.0 Communications

Describe the framework for delivering communication support and how the jurisdiction's communications integrates into the regional or national disaster communications network.

The possibility of a state emergency or federal disaster occurring with little warning requires that government and community agencies take automatic, predetermined actions under varying conditions. However, with advance warning, an established system of preparedness will assist with response actions. Communications functions are outlined in ESF 2-Communications.

7.1 Communication

Effective communications are essential to the success of any emergency operation. The Rush County Sheriff's Department and 911 dispatch center conducts emergency communications on a daily basis. These organizations have communication with other jurisdictions in addition to the departments within Rush County.

7.2 Warning

Efficient warning guidelines are also vital to emergency operations. In most situations the Rush County Sheriff's Department (911 Dispatch) has the capability to warn city and county public safety agencies on a 24-hour basis. Warnings can be transmitted and received via radio or telephone.

Upon receipt of a warning, the Rush County Sheriff's Office activates the system from the Emergency Communications Center, or Rush County Emergency Management may activate from the EOC.

KDEM may be of assistance with radio or telephone warnings and updates to other agencies and organizations.

The Rush County Sheriff's Department (911 Dispatch) is the primary warning point for Rush County. Upon notification of an emergency/disaster situation, the center will notify the Rush County Emergency Management Coordinator or duty officer.

The Rush County Emergency Management Coordinator is responsible for coordination, preparedness, operation, and execution of actions which must be taken to combat the effects of natural or technological disasters; and for the purpose of rendering duties for the protection of lives and property.

Rush County utilizes the Incident Command System (ICS) for on scene direction and control operations.

7.3 Command

Overall management of the disaster is provided by the first responder on the scene until command is relinquished to a more senior/higher ranking individual in accordance with ICS policies.

7.4 Other ICS Functions

Other ICS functions include, but are not necessarily limited to: Operations, Planning, Logistics, and Finance/Administration will be in accordance with accepted ICS practices and Standard Operating Guidelines, and fall under the purview of the Incident Commander. NIMS operating (ICS) guidelines are provided in ESF 5-Emergency Management.

Departments, organizations, and agencies within the Rush County Government are required to provide assistance to the Rush County Emergency Management Coordinator by utilization of personnel, equipment, supplies, facilities, and other resources as directed by Rush County Resolutions and State of Kansas statutes, laws, and regulations.

Outside responders will utilize the Incident Command System and be incorporated into said system by the

use of agency/department liaisons.

Describe how each ESF section will coordinate with ESF 2 to establish communication with field personnel.

Coordination between the disaster scene and the EOC will be accomplished with direct radio or telephone communications between the Incident Commander and the Emergency Management Coordinator or agency representatives. The relationship between the two main elements of a response; the operations at the EOC, and the operations at the disaster site are interfaced. This is accomplished through the use of communications and delegation of responsibilities. Utilizing the Incident Command System, this interface takes place under the normal operation of this IC system. It is the responsibility of the onsite Incident Commander to forward pertinent information to the EOC through whatever channels are necessary.

7.5 Communication Plans

Identify and summarize separate interoperable communications plans.

For the purpose of communications interoperability planning and implementation, the State of Kansas has adopted a regional approach. Planning and project regions are defined by the seven Kansas Homeland Security Regions, and the jurisdictions they contain. Each region has developed a governing council comprised of multi-disciplinary membership. The regional councils identify and leverage common solutions to critical needs. Along with the regional councils, the Kansas Adjutant General's Department has employed seven regional coordinators, one for each region. The coordinators assist local officials in coordinating homeland security activities and act as a state liaison to establish response community partnerships at the local, regional, state, and federal levels.

Currently, there are two statewide communications projects within the state of Kansas. Both projects complement each other and share existing infrastructure. The primary state agency responsible for the projects is the Kansas Department of Transportation (KDOT).

Although regional projects have been developed, few of the regions have written multi-jurisdictional and multi-disciplinary SOP's to govern the use of the systems. In most cases, the projects have recently been initiated and the regions are still acquiring and installing equipment.

7.5.1 800 MHz Conventional and Digital Trunking Radio System (DTRS)

The Kansas Department of Transportation (KDOT) currently maintains seventy six tower sites spread throughout the state. These sites were constructed to support the 800 MHz radio system used by KDOT and the Kansas Highway Patrol (KHP).

7.5.2 MOTOBRIDGE

Utilizing the same tower sites as the DTRS, the Kansas Department of Transportation; in cooperation with the Kansas Highway Patrol and local emergency response agencies, is constructing a fixed site interoperability gateway solution. Emergency responders can use this system to connect disparate radio systems together during a time of need.

The system uses MOTOBRIDGE technology that uses nationally recognized interoperability channels in the VHF low band, VHF high band, UHF, 700 MHz, and 800 MHz spectrum, which will allow a responder that uses equipment on one radio spectrum to be connected with that of another.

7.6 Communications Systems

Warnings can be received via telephone or facsimile from the Kansas Emergency Management. Warnings can also be received by means of the following:

- Regional National Weather Service
- Attack warnings by the National Warning System (NAWAS) direct from the North American Air

Defense Command (NORAD), located near Colorado Springs, Colorado, or from the alternate warning center, National TWO Warning Center, near Washington, D.C.

7.6.1 Emergency Alerting System (EAS)

Telephone or facsimile from the Kansas Division of Emergency Management. Upon receipt of information, Emergency Communications will issue the appropriate warning, using necessary systems. Warnings will continue until such time as they are no longer required.

7.7 External Notifications

The primary point for initiating external notification processes is the emergency operations center located at 804 W. 1st street, La Crosse, KS. Upon notification of an emergency situation, the communications center will notify the Rush County Emergency Management Coordinator. Upon receipt of information, the Coordinator will institute the external notifications system as appropriate. Warning Notifications are provided at the appropriate point in the process by the notification system in ESF 2-Communications.

There are several methods used to warn the populace of Rush County in the event of an emergency/disaster situation:

- Outdoor Warning Systems-fixed warning sirens are located throughout Rush County. The Emergency Management Department activates the outdoor warning sirens for the communities in Rush County.
- Cable TV Group Alert-there is presently a cable override warning system available to assist in notifying residents of Rush County.
- Door to Door-personnel for conducting door to door notification of warning will be utilized from the uniformed members of the fire and police departments within Rush County.
- Weather Radio-weather alert radio/pagers are presently utilized to warn the schools, hospital, and nursing homes in the county.

In some areas, due to their remoteness and rural surroundings, additional warning must be provided. Methods utilized for this include vehicle mounted public address systems and door to door notification. The following are the departments and their assignments regarding the responsibilities of notification:

Rush County Emergency Management Department

- Relay severe weather warnings from the National Weather Service to emergency management volunteers and public.
- Provide notification of hazardous material incidents to the Kansas Division of Emergency Management.
- Request the media (television, cable TV or Radio) to assist in an on-going public awareness program of lifesaving measures to be taken concerning emergency or disaster events.
- Request the media to disseminate warning messages to the general public as rapidly as possible in the event of a pending or actual emergency.

Rush County/Municipal Fire Departments

- Provide mobile public address units to supplement warning coverage and/or manpower for door-to-door warning, if possible.

Rush County/City Emergency Communications (911)

- Provide communications necessary for the city and county governments to communicate to governmental entities as well as higher echelons of government and to support mutual aid communications to adjacent counties.
- Coordinate the operation of city and county government(s) communication systems as needed to fulfill a total emergency communication capability in the county.
- Assign personnel for proper operation of the communications center.

Rush County/Municipal Law Enforcement

- Provide additional siren-equipped mobile units where necessary to supplement sound coverage in the event of activation of the outdoor warning system.
- Alert hospital, nursing home, schools, fire services, rescue squads, ambulances, other large institutional groups, private industry, and radio and television stations.
- Be responsible for the repair and maintenance of mobile siren units assigned to the particular law enforcement agency.
- Provide mobile public address units, if necessary.
- Provide manpower for door-to-door warning, if necessary.

Electronic Broadcast Media

- Provide programming on the commercial radio and television stations to inform the public as to the situation and actions to be taken.

Kansas National Guard

- Provide support communications through aircraft radio relay to the Guard units and public address systems.

Kansas Turnpike Authority

- Provides emergency information to KTA travelers.

Kansas Highway Patrol

- Assist in the early warning for communities and rural areas where no organized storm warning systems are available; and alert local law enforcement agencies of emergency situations.

Kansas Department on Aging

- This agency will provide for the needs of the elderly.

Flood Warning System

- The National Weather Service has established a network of rain and river gauges to collect data for flood warning purposes.
- If excessive rainfall occurs, the data is forwarded to NWS in Pleasant Hill, Mo. and the River Forecasting Center in Kansas City where flood predictions are made and if necessary warnings are issued.

Emergency Alerting System (EAS)

- The EAS provides a means for supplying emergency information to the public. It utilizes
- commercial radio and television broadcast services which are provided on a voluntary basis by the transmitting stations.

School Warning System

- Schools in Rush County monitor weather conditions via commercial broadcast stations or County issued Plectrons/Pagers units. Most schools are located in close proximity to warning sirens.

For additional information regarding communication support during disasters in Rush County refer to the Emergency Support Functions (ESFs) or the specific Incident Annex.

8.0 Administration, Finance, and Logistics

This section describes administrative protocols used during an emergency operation.

8.1 Documentation

Describe the process and agencies used to document the actions taken during and after the emergency.

Each agency, department, or division of the Rush County government, maintaining facilities outside of the Emergency Operations Center, is required to have their own emergency plan, with guidelines for safeguarding documents, data, and reports. These internal plans are considered addendums to this plan.

Each Emergency Support Function (ESF) has specific requirements for documentation, reporting, and tracking of information required.

Primary and Support Agencies, per each Emergency Support Function, are responsible for safeguarding government resources.

Funding for disaster operations will be accomplished by the local jurisdiction in which the disaster occurs. In the event Rush County resources are needed and used during the disaster situation, funds will be allocated out of the (County's General Revenue Funds), and any other funds as determined by the Chairman of the Rush County Board of County Commissioners.

Tracking Local/County Disaster Costs-each department/agency Executive and Elected Officials within Rush County are charged to track non-federally declared disaster expenditures. The mechanism to track disaster related federally declared disaster costs include use of ICS Reporting Forms, modified for Rush County use.

During an actual response, each ESF department/agency is responsible for allocating, tracking and submitting response costs to the County Emergency Management Office for filing, or if the disaster is declared at the federal level, the disaster costs logs documentation is processed through the Rush County Board of County Commissioners, in coordination with the Rush County Treasurer who is responsible for coordination and disbursement of disaster relief funds.

When major disaster assistance activities may be carried out by contract or agreement with private organizations, firms, or individuals, preference will be given, to the extent feasible and practicable, to those organizations, firms, and individuals, residing or doing business within Rush County. Under disaster or emergency conditions, the Emergency Management Coordinator may utilize the most expedient means possible in securing purchases; this includes and is not limited to suspending the normal and usual county bidding and purchasing policies.

Resources obtained through mutual aid are considered local resources and must be exhausted before requesting state or federal assistance.

8.1.1 Recordkeeping

Describe the reasons for documenting the actions taken during both the response and recovery phases of the disaster. Describe the agencies and methods used to create a permanent historical record of the Incident and include information identifying the actions taken, resources expended, economic and human impacts, and lessons learned as a result of the disaster.

Deliberate financial tracking is required to provide state and federal reimbursement in the event of a Presidential disaster declaration. During response and recovery operations, agencies will:

- Maintain records of expenditures to provide clear and reasonable justification for budget requests or reimbursement.
- Develop procedures that provide clear financial records, and unambiguously identify disaster related expenditures.
- Use available resources and personnel as reasonable to cope with the emergency situation.

- Maintain sight of the mission identified in this CEOP when taking actions and incurring costs.

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

8.1.2 Paper Based Emergency Information Management

Records and reports generated by the Rush County Emergency Management Department are retained in hardcopy format for ten years.

8.1.3 Record Storage

Presently, written (paper) documents are accessible by the Emergency Management Department. (No microfilm or microfiche system is in place for emergency management usage).

8.1.4 Record Retention

Retention of records involving emergency/disaster situations will be maintained for a period of ten (10) years from the date of occurrence by the Rush County Emergency Management Department.

8.1.5 ICS Forms

Records for personnel, equipment, communication and other disaster response activities are recorded on ICS forms during an emergency or disaster.

8.1.6 Consumer Protection

Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the County Attorney's Office referring to Consumer Fraud Protection for investigation.

8.1.7 Nondiscrimination

There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of emergency management functions. The policy applies equal to government, contractors, and labor unions.

Duplication of Benefits-No person, business concern, or other entity will receive assistance with respect to any loss of which they have received financial assistance under any other program or for which they have received insurance or other compensation.

It is the responsibility of the elected officials to verify legal documents of both a public and private nature recorded by a designated official (i.e. city clerk, tax appraiser, tax collector) be protected and preserved in accordance with applicable state and local laws. (Examples include: ordinances, resolutions, and minutes of meetings, land deeds, and tax records).

8.1.8 After Action Review

In consultation with appropriate support agencies, the agency having primary lead responsibility will develop a written critique report following the conclusion of disaster, which will be provided to the Emergency Management Coordinator.

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

8.2 Finance (Disaster Assistance Programs)

Describe the various programs that allow local political jurisdictions and their response/support agencies to

recover their costs.

A Federal Disaster Declaration is issued by the President of the United States. There are two types of disaster declarations available to the President; Emergency and Major Disaster. A brief description is as follows:

Emergency

“Any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.”

Major Disaster

“Any natural catastrophe including hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm or drought, or, regardless of any cause, any fire, flood, or explosion in any part of the United States which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the effects and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.”

Based on the Governor’s request, the President may declare that a major disaster or emergency exists, thus activating an array of federal programs to assist in the response and recovery effort.

8.2.1 Assistance Available

Not all programs are activated for every disaster. The determination of which programs are activated is based on the needs found during damage assessment and any subsequent information that may be discovered. FEMA/EPR disaster assistance falls into three general categories:

- Individual Assistance—aid to individuals and households.
- Public Assistance—provides aid to public (and certain private non profit) entities for certain emergency services and the repair or replacement of disaster damaged public facilities.
- Hazard Mitigation Assistance—funding for measures designed to reduce future losses to public and private property. Some declarations will provide only individual assistance or only public assistance. Hazard mitigation opportunities are assessed in most situations.

The Public Assistance program is the largest program from an expenditure perspective, and requires a state to meet the following criteria for evaluating a Governor’s request for a disaster declaration:

Major Disaster

FEMA identified two specific financial thresholds, as well as several other less specific criteria, such as severe local impact, previous actions taken that helped mitigate the disaster damages, and the overall impact of multiple recent disasters in the state. Any or all of these, as well as “other relevant information”, can be used to determine whether a disaster declaration should be recommended under the Public Assistance program. Based on the preliminary damage assessment, an estimate of total damages is made. The calculated per capita estimate of damage must exceed \$1.30. (Per capita threshold adjusted annually for inflation during 2011). The state cost share in a federally declared disaster is determined by the FEMA/State Agreement and is specific to each disaster.

Small Disaster

To better use disaster resources and devolve major management responsibility for the Public Assistance program to the states, the Director of FEMA implemented a pilot project in 2000 to allow those states that have the capability to do so to manage the Public Assistance segment of their own small disasters. Small disasters are defined as those whose estimated infrastructure damages do not exceed an estimate of \$15 million (Public Assistance projects) and do not exceed \$2 per capita statewide. National Response

Framework (NRF) Implementation-the NRF can only be implemented by a Federal Disaster Declaration. This request must come from the Governor of the State of Kansas.

8.2.2 Response and Recovery Costs

Identify and describe the actions that will be taken to document the costs incurred during response and recovery operations.

Funding for disaster operations will be accomplished by the local jurisdiction in which the disaster occurs. In the event Rush County resources are needed and used during the disaster situation, funds will be allocated out of the County's General Revenue Funds, and any other funds as determined by the Chairman of the Rush County Board of County Commissioners.

During response and recovery operations each ESF Department/Agency is responsible for allocating, tracking and submitting response costs to the County Emergency Management Office for filing, or if the disaster is declared at the federal level, the disaster costs logs documentation is processed through the Rush County Board of County Commissioners, in coordination with the Rush County Treasurer who is responsible for coordination and disbursement of disaster relief funds. Where applicable, the CRMCS program can assist with tracking resources. FEMA cost codes will be utilized for reimbursement.

When disaster assistance activities may be carried out by contract or agreement with private organizations, firms, or individuals, preference will be given, to the extent feasible and practicable, to those organizations, firms, and individuals, residing or doing business within Rush County. Under disaster or emergency conditions, the Emergency Management Coordinator may utilize the most expedient means possible in securing purchases; this includes and is not limited to suspending the normal and usual county bidding and purchasing policies.

The Rush County EOC will keep a running log of all resource requests, including mutual aid requests. Resources obtained through mutual aid are considered local resources and must be exhausted before requesting state or federal assistance. Mutual Aid Agreements are in effect with surrounding jurisdictions.

8.2.3 Public Assistance Programs

Describe/identify the financial assistance programs that assist the general public to recover and begin rebuilding.

The State of Kansas Public Assistance Program provides supplemental federal disaster grant assistance for the repair, replacement, or restoration of disaster damaged, publicly owned facilities and the facilities of certain Private Non Profit (PNP) organizations. The federal share of assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration. The state determines how the non federal share (up to 25%) is split with the applicants.

Eligible applicants include the states, local governments, Indian tribes and certain private non profit organizations (PNP).

Eligible PNP facilities must be open to the public and perform essential services of a governmental nature. Eligible PNP facilities generally include the following:

- Medical facilities, such as hospitals, outpatient and rehabilitation facilities.
- Custodial care facilities that provide institutional care for persons who require close supervision and some physical constraints in their daily activities.
- Educational facilities, such as primary and secondary schools, colleges and universities.
- Emergency facilities, such as fire departments, rescue squads, and ambulance services.
- Utilities, such as water, sewer, and electrical power systems.
- Museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, shelter workshops and facilities which provide health and safety services of a governmental nature.

To be eligible, the work must be required as the result of the disaster, be located within the designated disaster area, and be the legal responsibility of an eligible applicant. Work that is eligible for supplemental federal disaster grant assistance is classified as either emergency work or permanent work.

Following a presidentially declared disaster counties eligible for public assistance receive an applicant briefing. This briefing is held to train on disaster cost recovery. Eligible applicants should attend this meeting.

Emergency Work

- Debris removal from public roads and rights of way and private property when determined to be in the public interest.
- Emergency protective measures performed to mitigate immediate threats to the public, including search and rescue, warning of hazards, and demolition of unsafe structures.

Permanent Work

Work to restore an eligible damaged facility to its pre-disaster design. Work ranges from minor repairs to replacement.

Categories of Permanent Work

- Roads, bridges and associated features, such as shoulders, ditches, culverts, lighting and signs.
- Water control facilities including drainage channels, pumping facilities, and the emergency repair of levees. Permanent repair of Flood Control Works is the responsibility of the U.S. Army Corps of Engineers and the Natural Resources Conservation Service. Buildings including their contents and systems.
- Utility Distribution Systems, such as water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities.
- Public parks, recreational facilities and other facilities, including playgrounds, swimming pools and cemeteries.

8.2.4 Individual Assistance Activities

The State of Kansas, through the Division of Emergency Management, in cooperation with the federal government administers the Individual & Households/Other Needs Assistance Program (ONA) which provides financial assistance to individuals or households who sustain damage or develop serious needs because of a natural or man made disaster. The funding share is 75% federal funds and 25% state funds.

The ONA program provides grants for necessary expenses and serious needs that cannot be provided for by insurance, another federal program, or other source of assistance.

Current maximum allowable amount for any one disaster to individuals or families is \$29,900. Program funds for disaster related necessary expenses and serious needs, including the following categories:

- Personal Property
- Transportation
- Medical and Dental
- Funeral
- Essential Tools
- Flood Insurance
- Moving and Storage

In accordance with the Stafford Act, the program is initiated by inclusion in the Governor's request for a presidential declaration.

The Individual & Households, Other Needs Assistance Program (ONA) provides financial assistance to individuals or households who sustain damage or develop serious needs because of a natural or man made

disaster. The funding share is 75% federal funds and 25% state funds. The ONA program provides grants for necessary expenses and serious needs that cannot be provided for by insurance, another federal program, or other source of assistance.

The ONA Program is not intended to indemnify a victim against disaster losses or to purchase or replace items or provide services that could be characterized as non-essential, luxury, recreational, or decorative. The program provides individuals or households with assistance to recover from a disaster and establish a habitable and sanitary living environment.

FEMA's Flood Mitigation Assistance program (FMA) provides funding to assist states and communities in implementing measures to reduce or eliminate the long term risk of flood damage to buildings, manufactured homes, and other structures insurable under the National Flood Insurance Program (NFIP). FMA was created as part of the National Flood Insurance Reform Act of 1994 (42 U.S.C. 4101) with the goal of reducing or eliminating claims under the NFIP.

Other FEMA flood assistance programs include: Hazard Mitigation Grant Program (HMGP), Severe Repetitive Loss (SRL), Repetitive Flood Claims (RCL), and the Pre-Disaster Mitigation (PDM).

The SBA Disaster Assistance Program provides low-interest loans to businesses following a Presidential Disaster Declaration (PDA). The loans target businesses that need to repair or replace uninsured disaster damages to property they own, including real estate, machinery and equipment, inventory and supplies. Businesses of any size are eligible, as well as non profit organizations.

The Community Development Block Grant (CDBG) program provides grants to local governments for community and economic development projects that primarily benefit low and moderate income people. The CDBG program also provides grants for post disaster hazard mitigation and recovery following a PDA. Funds can be used for activities such as acquisition, rehabilitation or reconstruction of damaged properties and facilities and for the redevelopment of disaster areas.

8.2.5 Education Process

Describe the methods used to educate responders and local officials about the cost recovery process.

Rush County Emergency Management coordinates and prepares for countywide all-hazards disaster planning, community education, warning, training, grant funding, response and disaster recovery efforts in order to prepare and protect the citizens of Rush County before, during and after natural and man made disasters.

Rush County will provide just in time (JIT) training to responding entities on the cost recovery process, if applicable. After every Federally Declared Disaster, Rush County will conduct a Public Assistance (PA) applicant briefing.

8.2.6 Property Insurance Claims

Describe the impact and role that insurance has in recovering costs.

Insurance is the primary cost recovery mechanism available to the public and private sectors in the event of a disaster. Property insurance claims, where applicable, must be processed with the insurance company and provided to the FEMA Public Assistance Coordinator as soon as possible. The PAC will obtain an insurance specialist to review the documentation and determine the amount of insurance proceeds available on the recovery project. If the facility is rented, a copy of the lease or rental agreement may be necessary.

FEMA must reduce all PA project grants for insured property by the amount of actual insurance proceeds received or by the amount of proceeds that can be reasonably anticipated from a review of the insurance policy. This reduction will be made prior to project approval.

8.2.7 Household Pets and Service Animals

Describe the methods of pre and post declaration funding for the jurisdiction's household pets and service animals preparedness and emergency response program, including how to capture eligible cost for reimbursement by the Public Assistance Program as defined in Disaster Assistance Policy [DAP] 9523.19.

The County currently does not have a formal Animal Sheltering Program. Reference Section 3.5 Household Pets and Service Animals.

On October 6, 2006, the PETS Act was signed into law, amending Section 403 of the Stafford Act. Section 403, as amended by the PETS Act, authorizes FEMA to provide rescue, care, shelter, and essential needs for individuals with household pets and service animals, and to the household pets and animals themselves following a major disaster or emergency.

The following link provides a synopsis of the FEMA Public Assistance Program and eligibility requirements.

Eligible Costs Related to Pet Evacuation and Sheltering

See [Eligible Costs Related to Pet Evacuation and Sheltering](#)

8.3 Logistics

Describe/Identify the steps taken to overcome the jurisdiction's identified resource shortfalls, and the process to request those resources. Provide a list of anticipated resource shortfalls for all hazards.

Resource Shortfalls

Resources needed for ongoing preparedness and mitigation activities, including training, drills, and exercises, and responsibility for identification of emergency response related resource shortfalls (pre-disaster), are addressed by SOP's of individual departments and organizations with responsibilities assigned in this plan. Many of the resources listed below would be critical in both an immediate response and long term recovery period within the county. These critical resources may include:

- Personnel
- Equipment
- Facilities
- Information
- Commodities
- Temporary housing units
- Tarps/plastic
- Bottled water/ice
- Generators
- Portable toilets/dumpsters

8.3.1 State Aid/Resources

Describe/Identify the steps taken to request state aid/resources.

If regional resources are inadequate, state resources are requested as follows:

A State Disaster Declaration is issued by the Governor of the State of Kansas. The Kansas Emergency Operations Plan may be implemented by contacting the State of Kansas Division of Emergency Management. This should be done as soon as it is determined that the disaster requires the intervention of the State Government.

For the State to initiate a disaster declaration, the local jurisdiction will have implemented and exhausted local and regional resources and declared a disaster for the County.

When seeking a State Disaster Declaration, it is necessary for the local jurisdiction to contact the State of Kansas Division of Emergency Management to implement the request process for State assistance.

State funds are not generally available for reimbursement for county disaster costs. In the event of a federal disaster declaration, and as determined by the FEMA/State Agreement, the state may pay a portion of the non-federal cost share.

State of Kansas resources become available during a State Declared Disaster.

A State Disaster Declaration allows local governments to suspend bidding guidelines when the nature of the disaster requires expedient response.

When major disaster assistance activities may be carried out by contract or agreement with private organizations, firms, or individuals, preference will be given, to the extent feasible and practicable, to those organizations, firms, and individuals, residing or doing business within Rush County. Under disaster or emergency conditions, the Emergency Management Coordinator may utilize the most expedient means possible in securing purchases; this includes and is not limited to suspending the normal and usual County Bidding and Purchasing Policies.

8.3.2 General Resource Availability

Provide a brief summary statement about specialized equipment, facilities, personnel, and emergency response organizations currently available to respond to the defined hazards.

Primary and Support agencies are identified in each ESF relative to potential hazards and specific manpower and equipment needs for emergency response. Each organization/agency maintains emergency response plans, SOP's, or SOG's which are incorporated into this plan by reference. These documents may contain listings of resources which are available as part of each organization/agencies effort to execute its plan. Specialized equipment and personnel are also available through state and county regional response groups that assist with a variety of FEMA typed resources during a disaster, including groups such as Regional IMT, Regional Search and Rescue, HazMat, etc.

The county is currently developing a resource and credentialing inventory to aid with regional response efforts, and will revise county level information at each Plan update.

8.3.3 Functional Needs Populations

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.

There are no ADA compliant shelter facilities in Rush County, and very limited, if any, specialized equipment. Rush County does not have any personnel trained or assigned specifically to support children, individuals with disabilities, or others with access and functional needs. The county will continue to accommodate functional needs individuals, as it has in the past. The county will use its available resources, and any regional resources that may be available at the time of the event, or, when needed, will ask for deployment of state level resources.

There may be currently unidentified, or developing, resources in the region which will be added as a resource when identified in the future.

8.3.4 Mutual Aid

Describe the process used to identify private agencies/contractors that will support resource management issues. Identify existing memorandums of agreement (MOA)/memorandums of understanding (MOU) and contingency contracts with these organizations.

Resources obtained through Mutual Aid are considered local resources and must be exhausted before requesting State or Federal assistance. Mutual Aid Agreements are in effect with adjacent counties. Rush County has adopted, KSA 12-16,117 which provides automatic mutual aid, as needed.

The listed agencies/departments in this Plan have a vital service to perform in the event of a disaster. The

Rush County departments/agencies are required to render assistance in accordance with the appropriate county resolution. Those agencies/departments not part of the county government have agreements on file with the Rush County Office of Emergency Management. In addition, upon concurrence, this document will serve as an MOU.

For additional information regarding administrative protocols during disasters in Rush County, refer to the Emergency Support Functions (ESFs) or the specific Incident Annex.

8.3.5 Tracking Resource Costs

Describe the process of documenting and tracking resources and costs for mission assignments.

Each Primary Agency is responsible for procurement and accounting of costs of resources (goods and services) in support of mission assignments.

Ideally, the training for and the use of CRMCS will facilitate cost tracking in the future.

The County utilizes the National Incident Command Management System (NIMS) Incident Command System (ICS) forms to track resources and personnel during disaster response. Reference ESF 5-Emergency Management.

9.0 Plan Development and Maintenance

9.1 Plan Review, Coordination, and Evaluation

Summarize the process used to submit the plan for review, coordination, and/or evaluation by other jurisdictions/organization.

The Rush County Emergency Operation Plans is the principal source of documentation of emergency management activities. Almost every agency within the county government has some level of responsibility for developing and maintaining their portions of this plan. Overall coordination of this process will be carried out by the Rush County Emergency Management Coordinator.

The EOP is maintained by Rush County Emergency Management through EFM's online Hazard Vulnerability and Assessment Tool (HZVAT), a software program developed to house emergency plans and reports. The fact that EFM Integrated, LLC and the Kansas Division of Emergency Management have assisted in the initial development of this plan, it is not meant to be interpreted as relieving agency chiefs of their responsibilities for emergency planning on a continual basis. Major changes involving emergency management policy will be approved by the agencies Directors. Plan updates, and routine changes such as corrections, updated staffing lists, telephone lists, map annotations, reporting requirements, etc. will be made by the Rush County Emergency Management Coordinator.

Each agency, department, or organization with responsibilities under this plan will develop and maintain written guidelines for carrying out their assigned tasks. Those Standard Operating Guidelines, policies, and practices will be considered supplements to this plan.

The EOP incorporates by reference, other existing emergency response and disaster management plans (with appropriate modifications and revisions) as integrated components, operational supplements, or supporting tactical plans. Cities having county recognized plans will conduct operations within their own city limits pursuant to those plans. Emergency operations in cities not having such plans and in the unincorporated areas of the county, as well as emergency support activities by agencies of Rush County government, will be conducted in accordance with the provisions and policies contained in this plan

9.1.1 Reviews and Revisions

Describe the process used to review and revise the plan annually or if changes in the jurisdiction warrant.

This plan, ESF's, annexes, appendices, and guidelines will be updated annually by each Primary Agency. Additionally, portions of this plan including guidelines will be thoroughly reviewed and updated as necessary. The Rush County Emergency Management Coordinator will verify that this review process is carried out on a timely basis. Re-submission and approval of this Plan with KDEM shall be completed every five years. Verification requirements include the following:

- One exercise based on this plan must be conducted every year. (Note: one actual emergency situation which tests the resources of the plan may be substituted for an actual exercise. This use of an actual disaster instead of an exercise may only be done every other year.)
- An update to this plan must be completed annually, or based on a review of the text and any problem(s) identified in an actual disaster or exercise. A report of the review, and any updates to this plan must be submitted to the Kansas Division of Emergency Management when completed.
- ESF 10 must be reviewed annually pursuant to "EPCRA, Public Law 99-499, Section 303 [42 U.S.C. 11003]"

9.1.2 Organization / Agency Responsibilities

Describe the responsibility of each organization/agency to review and submit changes to its respective portions of the plan.

Primary and support agencies will provide summary recommendations as part of the submission of final record keeping and reporting. In order to enhance the ability to respond and mitigate cost, agencies should

review their plan, allocation of resources, methods of communication, and overall interaction with other agencies. Recommendations for improvement should result from the review and should be implemented within the agency. Recommendations which apply outside the agency should be forwarded to the Emergency Management Coordinator for consideration.

9.2 Plan Distribution

Identify to whom the plan is distributed, including whether it is shared with other jurisdictions.

Upon approval of this Emergency Operations Plan by the State of Kansas, a user name and password will be distributed to the following departments, agencies, and personnel for access to the online emergency plan:

- Rush County Emergency Operations Center
- Board of County Commissioners
- Rush County Sheriff's Office
- Rush County Clerk
- Rush County Fire Districts
- Rush County EMS
- Rush County Road and Bridge

In addition to the above listed departments, those persons/departments who appear on the concurrence page may also receive access. Additions to the list(s) will be distributed to the appropriate agency/department involved within Rush County as deemed necessary and appropriate by the Rush County Emergency Management Coordinator.

9.3 Public Access

Describe how or where the plan is made available to the public.

Portions of this EOP may be made available to the public upon request through the Rush County Emergency Management Department, and may also be available in limited form through the county website.

9.4 Training and Exercise

Summarize who is responsible for managing the training and exercise component for the emergency response function of the plan (include NIMS requirements).

It is the responsibility of the Rush County Emergency Management Coordinator to develop and implement a comprehensive, all-hazard, risk based training and exercise program. To accomplish this task, the State of Kansas Division of Emergency Management should be utilized to the greatest extent possible.

The training needs, requirements, programs, and schedules will vary by department and agency within Rush County. This training will be made available through the Rush County Emergency Management Coordinator to required personnel and departments.

National Incident Management System (NIMS)-County emergency management will determine the appropriate level(s) of instruction for each member of the Rush County Emergency Organization, including department/field personnel. The determination will be based on the individual's potential assignment during emergency response.

9.4.1 Agency Exercise Programs

Identify agencies that have exercise programs including hospitals, airports, school, adult care facilities, and correctional facilities.

Volunteer Training-Emergency Management volunteer members of the Rush County Emergency

Management Department will be required to successfully complete training and education as required for their specific position.

Hazardous Materials Training-the Local Emergency Planning Committee (LEPC) through the Rush County Emergency Management Coordinator is responsible for encouraging, supporting, and participating in a full range of training and exercise programs for hazardous materials emergency response personnel, to increase the skills and coordination of local response needs.

In addition to the Emergency Management functions regarding exercises and testing, the schools, nursing homes, licensed daycare centers; airports, correctional facilities, and hospital located in Rush County, Kansas are required to conduct specific exercise programs.

9.4.2 Jurisdictional Training and Exercises

Describe how integration of exercises is coordinated in the jurisdiction through an annual Training Exercise Planning Workshop (TEPW) and how it incorporates Homeland Security Exercise and Evaluation Program (HSEEP) Principles. • Describe the methods and agencies used to organize and conduct a review of the disaster and/or exercise; including how recommendations are documented to improve local readiness (change plans / procedures, acquire new or replace outdated resources, retrain personnel) • Describe how the jurisdiction ensures that the deficiencies and recommendations identified in the AAR are corrected/completed

The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities and performance based exercise program that provides a standardized policy, methodology, and terminology for exercise design, development, conduct, evaluation, and improvement planning.

HSEEP provides tools and resources to facilitate the management of self sustaining exercise programs including the Training and Exercise Planning Workshop (TEPW) User Handbook, which provides the necessary information and documentation to assist the Rush County Emergency Management Department in conducting annual workshops for overall exercise coordination. The TEPW is a living document that should be updated and refined annually.

The HSEEP evaluation methodology is an analytical process used to assess the demonstration of capabilities during exercises. According to this methodology, exercise evaluation incorporates three distinct levels of analysis: task level analysis, activity level analysis, and capability level analysis. This information is then reviewed by participants, and finalized to develop the After Action Report and Improvement Plan (AAR/IP).

The AAR captures observations of an exercise and makes recommendations for post exercise improvements; and an IP identifies specific corrective actions, assigns these actions to responsible parties, and establishes target dates for action completion. The finalized corrective actions captured in the AAR/IP should be tracked through continual updates as part of the exercise program.

10.0 Authorities and References

10.1 Local

Describe/Identify the federal, state, and local laws that specifically apply to the development and implementation of this plan, including: • Local and regional ordinances and statutes.

The County Board of Commissioners (BOCC) is charged with overall responsibility for emergency management, and will appoint an Emergency Management Coordinator to serve at the will of the BOCC. The Emergency Management Coordinator is delegated sufficient authority to effect coordination and accomplish actions required incident to the functions and duties described in the resolution.

Each political subdivision will have the emergency management power and authority to: appropriate and expend funds; execute contracts; obtain and distribute equipment, materials, and supplies; provide for the health and safety of persons and property, including emergency assistance to victims; direct and coordinate development of emergency management plans and programs in accordance with federal and state policies and plans; appoint, employ, remove or provide, with or without compensation, chiefs of services, warning personnel, rescue teams, auxiliary fire and police personnel, and other emergency management workers; establish a primary and one or more secondary control centers to serve as command posts; and acquire, temporarily or permanently, by purchase, lease, or otherwise identify sites required for installation of temporary housing units and prepare or equip such sites. (KSA 48-904 through 48-936, as amended).

Departments, organizations, and agencies within the Rush County Government have the authority, and are tasked, to provide assistance to the Rush County Emergency Management Coordinator by utilization of personnel, equipment, supplies, facilities, and other resources as directed by Rush County Resolutions and State of Kansas statutes, laws, and regulations.

The function of government will be the same with the responsibility of disaster related policy decisions given to the Rush County Emergency Management Agency and other emergency operational groups defined in this Plan. Due to the unique requirements placed on Rush County during a crisis, additional guidance and resources need to be allocated. This is the responsibility and authority of the Rush County Emergency Management Agency with supplemental assignments given to existing agencies and/or personnel.

10.2 State

State Attorney General opinions.

- KSA 48-201 through 48-406.
- Kansas Division of Emergency Management, Kansas Planning Standards (KPS), 2011.
- 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.
- KSA 48-904 through 48-936, as amended. This state statute establishes the duties, roles and responsibilities for emergency management within the state, and establishes basic requirements for counties to establish and maintain emergency management programs. It outlines the organization, policies and procedures governing the Kansas Division of Emergency Management (KDEM), establishes the powers and authorities of the Governor, state and local officials to deal with emergencies/Incidents before, during and after their occurrence.
- KSA 65-5701 through 65-5711. This state statute is the state level implementation of SARA, Title III. It defines the HAZMAT roles and responsibilities of state agencies, makes counties HAZMAT emergency planning districts and establishes a Local Emergency Planning Committee (LEPC) in each county.
- Kansas Statutes Annotated (KSA), 48-9a01. This Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership that allows states to assist one another during

emergencies. EMAC establishes a firm legal foundation for states to send assistance to, and receive assistance from other states.

- KSA, 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/Incidents. It streamlines the process of mutual aid over the “inter-local agreement” mechanism contained in KSA 12-2901.
- Kansas Administrative Regulation (KAR) 56-2-1 through 56-2-2. This regulation defines the requirements of local emergency management agencies. It establishes the minimum functions of such agencies, the minimum support counties must provide to such agencies and the minimum qualifications of county emergency management Coordinators.

10.3 Federal

Federal laws, regulation, and standards.

- Federal Civil Defense Act of 1950, Public Law 81-920, as amended.
- Disaster Relief Act of 1974, Public Law 93-288, as amended.
- Emergency Management and Assistance, 44 USC 2.1 (October 1, 1980).
- Federal Emergency Management Agency (FEMA), Objectives for Local Emergency Management, CPG 1-5, July 1984.
- Federal Emergency Management Agency, Emergency Planning Job Aid Manual, SM 235, September 1990.
- Federal Emergency Management Agency, Emergency Planning Job Redesign, March 1996.
- Federal Emergency Management Agency, Guide for The Review of State and Local Emergency Operations Plans, CPG 1-8, September 1990.
- Federal Emergency Management Agency, Emergency Operating Centers Handbook, CPG 1-20, May 1984. Change 1, May 1989.
- Federal Emergency Management Agency, Guide for the Development of a State and Local Continuity of Government Capability, CPG 1-10, July 1987.
- Federal Emergency Management Agency, Guide for Increasing Local Government Civil Defense Readiness during Periods of International Crisis, SLG 100, May 1990.
- Department of Homeland Security, National Response Plan, NRP, December 2004. This plan establishes a comprehensive all-hazards approach to enhance the ability of the United States to manage domestic Incidents. It forms the basis of how federal departments and agencies will work together and how the federal government will coordinate with state, local, and tribal governments and the private sector during Incidents. It establishes protocols to help protect the nation from terrorist attacks and other major disasters.
- Homeland Security Presidential Directive-5, Management of Domestic Incidents. This directive is intended to enhance the ability of the United States to manage domestic Incidents by establishing a single, comprehensive National Incident Management System (NIMS).
- Homeland Security Presidential Directive-8, National Preparedness. This directive establishes policies to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies by requiring a national domestic all-hazards preparedness goal, establishing mechanisms for improved delivery of federal preparedness assistance to state and local governments, and outlining actions to strengthen preparedness capabilities of federal, state, and local entities.
- National Incident Management System (NIMS). A system mandated by HSPD-5 that provides a consistent nationwide approach for federal, state, local and tribal governments; the private sector; and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic Incidents, regardless of cause, size, or complexity.
- Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135. This Act established the

Department of Homeland Security with the mandate and legal authority to protect the American people from terrorist attacks, major disasters, and other emergencies.

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C., Public Law 93-288 as amended by Public Law 100-707. This act provides the authority for the provisioning of disaster relief and assistance by the federal government. It also establishes roles and responsibilities for state and local governments during federally declared emergencies and disasters.
- Emergency Management and Assistance, 44 C.F.R., Chapter 1. (Oct. 1, 1992). This portion of the US Code implements the Stafford Act and delineates the organization, policies and procedures governing the activities and programs of the Federal Emergency Management Agency and other federal agencies, and further defines the role of state and local government in the Emergency Management structure.
- Emergency Planning and Community Right to Know Act of 1986. (Public Law 99-499, October 17, 1986), Title III of the Superfund Amendments and Reauthorization Act (SARA). This federal legislation outlines the requirements for emergency planning and notifications pertaining to emergencies involving hazardous materials (HAZMAT).
- FEMA State and Local Guide (SLG) 101. Establishes non-regulatory guidance on the conduct of the emergency planning process and the development of Emergency Operations Plans.

10.4 Plan References

Describe/Identify the reference manuals used to develop the plan and /or help prepare for and respond to disasters or emergencies: • General Planning Tools, Technical References, Computer Software Identify/define the words, phrases, acronyms, and abbreviations that have special meaning with regard to emergency management and are used repeatedly in the plan.

Planning Tools, Technical References, Glossary and Acronyms, and Computer Software used in the preparation of this EOP are provided under the “EOP References” tab in the online program.

APPENDICES TO THE BASIC PLAN

Appendices

County Support Matrix

See [County Support Matrix](#)

EMERGENCY SUPPORT FUNCTIONS (ESFs)

Introduction to the ESF Annexes

An Emergency Support Function (ESF) is a grouping of government and certain private sector capabilities into an organizational structure set up to provide the support, resources, program implementation, and services that are needed to save lives, protect property and the environment, and restore essential services and critical infrastructure as part of the response and recovery from a disaster. The ESFs serve as the primary operational level mechanism to provide assistance to state, local, and tribal governments or to federal departments and agencies conducting missions of primary federal responsibility.

The ESF structure provides a modular structure to describe the precise components of each support function. For example, a large scale natural disaster or terrorist event may require the activation of all ESFs. A localized flood or tornado might only require activation of a select number of ESFs. Based on the nature and severity of the disaster, ESFs provide appropriate resources to support the County Emergency Operations Plan (CEOP).

Under the EOP, each ESF is structured to provide optimal support of evolving disaster management requirements. ESFs may be activated as a precautionary measure or for emergency or disaster implementation of the EOP. ESF activities and involvement vary throughout a disaster from high visibility, high intensity activities during the early response, to program implementation and management during recovery, to a stage of declining requirements and deactivation as ESFs or ESF components complete the mission.

Purpose

This section provides an overview of the ESF structure, common elements of each of the ESFs, and the basic content contained in each of the ESF Annexes.

Background

The ESFs provide the structure for coordinating interagency support for an emergency or disaster. The ESF structure includes mechanisms used to provide County support to municipalities, for both declared disasters and emergencies. The ESF structure provides mechanisms for interagency coordination during all phases of disaster management. Some departments and agencies provide resources for response, support, and program implementation during the early stage of a disaster, while others are more prominent in the recovery phase.

ESF Notification and Activation

The Incident Command, in coordination with the Emergency Operations Center (EOC) develops and issues operation orders to activate individual ESFs based on the scope and magnitude of the threat or disaster.

ESF primary agencies are notified of the operations orders and time to report to the site of the disaster or to the EOC.

ESF primary agency notifies and activates support agencies as required for the threat or disaster, including support of specialized teams. Each ESF is required to develop Standard Operating Guidelines (SOGs) and notification protocols and to maintain current rosters and contact information.

ESF Roles and Responsibilities

Each ESF Annex identifies the ESF coordinator and the primary and support agencies pertinent to the ESF. Several ESFs incorporate multiple components, with primary agencies designated for each component to promote seamless integration of and transition between preparedness, prevention, response, recovery, and mitigation activities. ESFs with multiple primary agencies designate an ESF coordinator for the purposes of pre-disaster planning and coordination. Following is a discussion of the roles and responsibilities of the ESF coordinator and the primary and support agencies.

ESF Coordinator

The ESF Coordinator has ongoing responsibilities throughout the prevention, preparedness, response, recovery, and mitigation phases of disaster management. The role of the ESF Coordinator is carried out through a Unified Command approach as agreed upon collectively by the designated primary agencies. The ESF Coordinator organizes the appropriate agencies and directs their planning activities. Responsibilities of the ESF Coordinator include the following:

- Pre-disaster planning and coordination of the ESF.
- Maintaining ongoing contact with ESF primary and support agencies.
- Conducting periodic ESF meetings and conference calls.
- Recruit new members for the ESF planning team, from the public and private sectors.
- Maintain current contact information for each member of the ESF planning team.
- Coordinates with the EOC to confirm representation of the ESF in the EOC.
- Coordinating efforts with corresponding private sector organizations.
- Coordinating ESF activities relating to disaster planning and critical infrastructure preparedness as appropriate.
- Coordinates the collection of post disaster information as required.

Primary Agency

An agency or department designated as an ESF primary agency that has authority, resources, and capabilities to accomplish the ESF mission. When an ESF is activated in response to an emergency or disaster, the primary agency is responsible for the following:

- Orchestrating support within their functional area for an affected location.
- Providing staff for the operations functions at fixed and field facilities.
- Notifying and requesting assistance from support agencies.
- Provide information on ESF status in relation to disaster operations.
- Managing mission assignments and coordinating with support agencies, as well as appropriate municipal agencies.
- Working with appropriate private sector organizations to maximize use of available resources.
- Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities.
- Supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and activities.
- Assessing the need for and requesting the procurement of goods and services as needed.
- Verifying financial and property accountability for ESF activities.
- Planning for short term and long term disaster management and recovery operations.
- Maintaining trained personnel to support inter-agency emergency response and support teams.

Support Agency

An entity with specific capabilities or resources that support the primary agencies in executing the mission of the ESF. When an ESF is activated in response to a disaster, support agencies are responsible for the following:

- Conducting operations as outlined by the designated ESF primary agency, using their own authorities, subject matter experts, capabilities, or resources.
- Participating in planning for short term and long term disaster 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 the conduct of situational assessments.
- Furnishing available personnel, equipment, or other resources.
- Providing input to periodic readiness assessments.

- Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities.
- Identifying new equipment or capabilities to prevent or respond to threats and hazards, or to improve the ability to address existing threats.
- Nominating new technologies through the primary agency, for review and evaluation by the emergency management department that have the potential to improve performance within or across functional areas.
- Providing information or intelligence regarding their agency's area of expertise.

ESF 1-Transportation

List ESF coordinating agency responsible for ESF 1.

ESF Coordinator

Rush County Emergency Management Coordinator

List ESF primary agencies responsible for ESF 1.

Primary Agency

Rush County Emergency Management Department

List ESF support agencies responsible for ESF 1.

Support Agency

Rush County Sheriffs Department

Rush County Fire Departments

Rush County Public Information Office

Rush County Department of Aging

Unified School District 395

Unified School District 403

Kansas Department of Social and Rehabilitation Services (SRS)

American Red Cross (ARC)

Rush County Townships and Municipalities (all departments)

U.S. Department of Transportation

Kansas Highway Patrol (KHP)

Kansas Department of Transportation (KDOT)

Rush County Road and Bridge Department

Purpose, Scope, Policies/Authorities

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

Purpose

Purpose statement that describes the reason for the development of this annex.

This ESF implements Annex 1 to the Emergency Operations Plan. ESF 1 supports and assists municipal, county, private sector, and voluntary organizations requiring transportation for an actual or potential disaster by providing guidelines for the movement of response vehicles, and personnel, to and from the affected area. It focuses on the transportation routes and resources for moving people, equipment, materials, and supplies, in support of the total response.

Scope

Identify what the annex contains Identify who the annex applies to Identify how the annex benefits the jurisdiction

This ESF is structured to manage and coordinate transportation resources during a disaster. Activities include: reporting damage to transportation infrastructure as a result of the disaster; coordinating alternate transportation services; and coordinating the restoration and recovery of the transportation infrastructure.

The Rush County Transportation Coordinator will coordinate activities of this ESF with the assistance from Emergency Management and support agencies, to prioritize the allocation of available resources and collect, analyze, and distribute information on the impact and status of the transportation infrastructure.

ESF 1 includes planning for the evacuation of citizens due to natural or man made disasters.

Policies/Authorities

List county specific policies regarding ESF 1.

It shall be the responsibility of the Rush County Transportation Coordinator to act as, or designate an individual to serve as the Transportation Coordinator in the event of a disaster requiring the evacuation or movement of personnel, equipment, resources, and/or supplies to mitigate the emergency at hand.

Emergency response and recovery operations conducted under ESF 1 will be in accordance with the National Incident Management System (NIMS).

Succession of authority will be managed internally for the Primary and each Support Agency. Chain of Successions will be provided from the Primary and each Support Agency to RCEM.

Kansas Statute 48-950 provides for all political subdivisions within the State of Kansas to be automatically included as a part of the Kansas mutual aid system.

The designated coordinator shall maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 Resource Support policies and guidelines and report these records to the Primary Agency.

Primary and Support Agencies will provide summary recommendations as part of the submission of final record keeping and reporting. In order to enhance the ability to respond and mitigate cost, agencies should review their plan, allocation of resources, methods of communication, and overall interaction with other agencies. Recommendations for improvement should result from the review and should be implemented within the agency. Recommendations which apply outside the agency should be forwarded to the Emergency Management Coordinator for consideration.

List state and federal authorities regarding ESF 1.

State and Federal Authorities

State and Federal authorities are provided in the 2011 Kansas Response Plan (pgs. 101-102) provided under the EOP References tab.

Concept of Operations

General (Command, Control and Notification)

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. Describe how transportation efforts in support of emergency operations will be directed and controlled.

The emergency functions detailed in this plan could play a role in successfully carrying out an evacuation in Rush County. The overall responsibility for issuing evacuation orders rests with the chief elected executives of the affected political subdivisions; however, the on scene command authority can make a decision to evacuate when there is an immediate need in order to protect lives and provide for public safety. Coordination of evacuation support efforts will be carried out by the Emergency Management Coordinator or the EOC Staff.

The Primary Agency is responsible for overall transportation efforts in support of emergency operations. Evacuations will begin by the order of the Chairman of the Rush County Board of County Commissioners. In situations where rapid evacuation is critical to the continued health and safety of the population, the on scene command authority (Incident Commander) may issue the evacuation order. In cases of a hazardous materials disaster the Incident Commander may be either a Law Enforcement Officer or member of a Fire Department. However, the Chairman of the Rush County Board of County Commissioners will be advised immediately.

Identify agency responsible for liason roles with the state and adjacent county transportation officials.

The Primary Agency will coordinate with Support Agencies and State and Federal Agencies in directing transportation resources and prioritizing the needs for transportation services. Key information will be distributed via WebEOC and/or situation reports on pre-established email rosters.

Identify agency responsible for providing initial notification for ESF 1.

Initial Notification

The Board of County Commissioners maintains overall authority for the initial notification process. The Rush County Emergency Coordinator and the Coordinator of the Sheriff's Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, EOC operations become the responsibility of the Rush County Emergency Management Coordinator. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities for Notification are provided in ESF 2-Attachment 2.6.

Rush County Emergency Management maintains an Emergency Points of Contact for agencies/departments involved in emergency management operations. The Emergency Management Coordinator maintains the Emergency Points of Contact List in the EOC.

Identify agency responsible for managing the collection, processing, and disseminating of information to and from the EOC.

Information Management

The Primary Agency is responsible for information management in support of this ESF. It is anticipated that when mobilizations and/or evacuations are completed the majority of the requests for transportation will be initiated by other ESFs to assist in providing aid to those in need.

This ESF will be activated at the discretion of Rush County Emergency Management (RCEM). During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event.

During disaster operations the Primary Agency will work directly with the Operations Chief located at the Emergency Operations Center for information management and reporting of ESF activities.

Information shall be reported through the Incident Command System. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative shall attend planning meetings and report on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Describe the methods by which appropriate aviation, maritime, surface, railroad, and pipeline incident management measures will be implemented.

Transportation Incident Implementation

The concept of disaster management guidelines and concepts regarding technological hazards involving transportation disasters for highway, railroad, pipeline, and water, is applicable to other natural disasters, as the situation may warrant.

Primary and Support Agencies shall maintain communications between Local, State and Federal liaisons and Incident Command to coordinate response in the field.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

Requests for equipment, resources or assistance shall be made by the Primary Agency to the Incident Command System. Each request will be assessed by the Incident Command and a status response will be made as soon as possible. The Incident Command will maintain a listing of requests and will assign a priority to each. Administration and support responsibilities include the following:

- Each Support Agency will be responsible for the notification, coordination, scheduling and reporting of support staff and 24-hour staffing.
- Shift hours shall be at the discretion of the representing agency. When possible, shift hours will correlate with general staff briefings. During each activation, general staff briefings shall be established based on the threat.
- Any required resources to support this ESF must be coordinated, allocated, and managed through this ESF if possible.
- In cases where the required resource cannot be obtained through this ESF, request will be forwarded to the EOC and coordinated through ESF 7 for allocation.
- Once procured through ESF 7, the management of the resource (financial record keeping, reporting, tracking, etc.) will be coordinated through this ESF. Management of the resource will be documented using ESF 7 policies and guidelines.
- The ESF representative shall attend planning meetings and report on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Identify the process in implementing appropriate air traffic management measures.

Air Traffic Management

The concept of air traffic management procedures and concepts regarding transportation is applicable to other man made and natural disasters, as the situation may warrant.

Local airport authorities are responsible to monitor and oversee air space within and surrounding the disaster impacted area, along with air transportation issues during an emergency.

Airport authorities may delegate use of specified air space for law enforcement and response (search and rescue, etc.).

Traffic Management

Identify agency responsible and describe the processes or protocols for specific roles. To include, but not limited to: Traffic control, Barricade placement, Coordinates road closures, Establishes alternate routes of access.

The Rush County Sheriff's Department is responsible for conducting actual evacuation efforts, for designating evacuation routes, providing traffic and movement control, barricade placement, and coordination of road closures and alternate routes. The process and protocols are in accordance to agency SOGs.

The Rush County Sheriff's Department will coordinate with State and KDOT authorities for traffic control of State and Federal highways.

Evacuations

Identify by agency who will recommend evacuations.

The Rush County Emergency Management Coordinator is responsible for advising the County Commissioners and City Governments on the evacuation decision, coordinating evacuation support activities, providing for special transportation, and managing resources.

Explain how evacuation procedures will be supported, to include, suspension of highway construction and maintenance, lane reversal on evacuation routes, and Highway Patrol traffic management plans and operations for the following incidents: Natural hazards, Technological hazard, and Civil hazards. Describe potential evacuation areas and hazard specific planning for those areas.

The emergency functions detailed in this ESF plays a role in successfully carrying out an evacuation in Rush County. The overall responsibility for issuing evacuation advisories rests with the Chief Executives of the affected political subdivisions; however, the on scene Incident Commander (IC) can make a decision to initiate voluntary evacuation when there is an immediate need in order to protect lives and provide for public safety. Coordination of a major evacuation support effort may be carried out by the Emergency Management Coordinator.

The Incident Command Team is tasked to develop and implement an Emergency Action Plan (EAP) based on disaster specific parameters for evacuation, including special procedures, routes, lane reversal/closures, etc. in coordination with KHP and State authorities as the situation may warrant. Evacuation procedures are based on the hazard specific parameters for natural, technological (chemical), and civil hazards as they impact the County.

Sheltering in place would be the primary option if moving the affected population would cause undue hardship or endangerment. In the event of natural hazards, sheltering in place may be the default option. Sheltering in place would normally be for a short amount of time, where food and water needs would not be critical. ESF 6-Mass Care, Housing and Human Services, Attachment 6.11-Shelter anticipates protective actions to be taken in response to disasters.

There are numerous transportation routes throughout the county that may become critical during emergency situations. For a map of Rush County reference Attachment 1.3=Primary and Alternate Transportation Routes, KDOT Highways and County Roads Map.

Some considerations are as follows:

- Weather conditions
- Evacuation routes, their capacities and susceptibilities to hazards
- The availability and readiness of shelters
- Modes of transportation for evacuees and for those unable to provide their own transportation
- The location of functional needs groups who pose unique problems, as the evacuation itself could be more life threatening to these groups than the initial hazards
- Physical barriers, lack of transportation and time consumption

Natural Hazards

In tornadoes or other violent weather, there are a number of actions which should be taken. In general, when climatic conditions for a tornado exist, the National Oceanic and Atmospheric Administration (NOAA) office will issue a tornado watch. If the watch area includes Rush County, that information will be transmitted to the public by both radio and television via the Emergency Alert System (EAS) and cable television (TV) override system. During a tornado watch condition, people can continue their normal activities. If a tornado is sighted, a tornado warning will be issued. A warning period could be extended due to an additional sighting or if tornado conditions persist in the area. These decisions will be made by the RCEM Coordinator with cooperation from the EOC Staff, the National Weather Service and local storm spotters.

In the event of flooding or flash flooding, some low lying areas may have to be evacuated. Warnings will be provided in accordance with ESF 2-Communications. Small scale evacuations will be coordinated through the EOC. Law Enforcement personnel will have the primary responsibility for on scene control. However, the Emergency Operations Center (EOC) will normally have been activated because of the primary hazard event. Overall, executive direction and control of the disaster and any ensuing evacuation

will be coordinated from the EOC. Other considerations and criteria include:

Technological Hazards

In cases of a hazardous materials disaster the Incident Commander may be either a law enforcement officer or member of a fire department until the RCEM Coordinator arrives at the scene to assume command. However, the Chairman of the Rush County Board of County Commissioners or designee will be advised of the situation as soon as possible.

Evacuation of an area within 2,000 feet of the disaster site (or in accordance with the facilities Risk Management Plan (RMP)) will be accomplished immediately by law enforcement officers upon the declaration of a disaster or emergency by the Incident Commander. The routes of evacuation and staging areas for the evacuees will be determined by the Rush County Sheriff's Department Coordinator or the senior law enforcement person at the Command Post with the assistance of the Incident Commander. Once a 2,000 foot radius area from the disaster site has been evacuated, law enforcement personnel will stand ready to evacuate additional areas if required. This will be accomplished by orders from the Incident Commander through the Law Enforcement Liaison at the Command Post. However, the Emergency Operations Center (EOC) will normally have been activated because of the primary hazard event. Overall, executive direction and control of the disaster and any ensuing evacuation will be coordinated from the EOC.

There presently exist several industrial facilities within Rush County that use, store, or transport hazardous and extremely hazardous chemicals. The Risk Management Plans (RMP) for these facilities are on file with the Rush County Emergency Management Coordinator. These plans, although not specifically included in this plan, are considered a reference. In the event that any additional industrial firm locates to Rush County, they will be required to submit their own evacuation plan to the Rush County Emergency Management Coordinator.

Radiological Hazards

There are many ways an individual can be exposed to radioactive materials, but it is assumed that the most likely scenario would be a transportation accident. In Rush County various forms of transportation may be used to transport these materials.

Radiological response is considered part of hazardous materials response and would be conducted by the City of Colby Fire Department-Regional HazMat Team, or other State resources as necessary.

Civil Hazards

Most businesses, schools, hospitals, nursing homes, etc., have developed internal plans for providing expedient shelter within their facilities. While the county does not have any designated shelters for protection from natural or technological hazards, it does coordinate the activation of shelters for the purpose of providing mass care & shelter for persons displaced from their homes. (For more information, see ESF 6 Mass Care, Housing, and Human Services)

Explain how evacuation warnings and evacuation related public information will be provided to individuals and special facilities.

Warning and Evacuation Notification

The Public Information Officer (PIO) is responsible for dissemination of emergency related information when activated. Overall duties and responsibilities for communications and warnings are provided in ESF 2-Communications for the General and Functional Needs Populations in the county. Additional information related to public information is provided in ESF 15-External Affairs/Emergency Public Information.

Summarize guidance for handling evacuees with pets.

Evacuees with pets

This Emergency Operations Plan is focused on the preservation of people, property, and the environment. The sheltering of domestic animals, when feasible, will be accomplished by each individual owner working with private veterinarians and animal care facilities in the county. Reference ESF 6-Mass Care, and Attachment 6.14-Animal Health, for county guidelines for centralized veterinary service activities to address domestic animal needs.

Summarize guidance for handling functional needs population evacuees. To include, but not limited to: Care facilities, assisted living centers, independent living facilities, schools, hospitals, and day care facilities.

Civil hazards and Functional Needs Populations

Facilities within Rush County such as schools, licensed day-care facilities, hospital, and nursing homes are required to develop and maintain Emergency Operations Plans that includes evacuation plans and resources necessary to protect students, staff, and facilities. Although not specifically included in this plan, they are attached by reference. The County will provide evacuation support resources, as available.

Reference the County “Contingency and Sensitive Needs Populations Resources” link under the Reports heading in the Menu toolbar.

Identify factors for reentry criteria: Routes of reentry, Special permission to impacted areas, and Cleanup crews.

The guidance for allowing reentry to the impacted area will be disaster specific and consider the type of hazard. The specific criteria will developed by the Executive Staff of the EOC based on recommendations made by Road and Bridge cleanup crews, Health and Safety considerations, and other pertinent functions of the response effort. The authority to reenter an evacuated area will be provided from the EOC and will be communicated in writing to the agency in control of the evacuated area and notice provided to the Public Information Officer for general dissemination.

Transportation Infrastructure

Describe the process for monitoring and reporting the status of, and damage to, the transportation system and infrastructure as a result of an incident and how this information is provided to ESF 5.

It is the responsibility of the Primary Agency to monitor and report status of and damage to transportation systems and infrastructure as a result of a disaster.

Pertinent information is forwarded to the EOC through protocols established in ESF 2-Communications. Generally, this will be via 2-way radio communications. Required information will be posted by the EOC using the WebEOC interface. Upon activation of the ESF, each ESF shall have representation in the Emergency Operations Center, or designated area, to support continuity and reporting.

Individual Agency reporting requirements will be established by each primary and support agency to meet the needs of their respective organization.

The ESF representative will attend planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Describe Continuity of Operations protocol to be implemented when systems or infrastructure are damaged, unavailable, or overwhelmed.

Continuity of Operations

ESF 1 shall identify temporary transportation solutions implemented by others when systems or infrastructure are damaged, unavailable, or overwhelmed.

ESF 7 Resource Support will supply information pertaining to potential volunteer groups, contract vendors, and other entities that may be able to supplement resources. Responsibilities for transportation include:

- Accomplishing necessary actions to assist with emergency evacuation and reentry of impacted areas.
- Processing transportation assistance requests that have been funneled through other ESF's
- Prioritizing and allocating public and private resources for transportation to and from the impacted areas.

Identify the process of emergency repair and restoration of transportation infrastructure.

Immediately following a severe storm or disaster, the Primary Agency will assess the overall status of the transportation system in the county and begin determination of potential needs and resources. Reference the maps provided as attachments to this ESF.

ESF 1 Primary and Support Agencies are responsible for compiling information from a variety of sources, including key transportation associations and transportation providers to report specific damages sustained, ongoing recovery efforts, alternatives planned or implemented by others, and assessments of the impact.

Attachment 1.4 provides primary highway evacuation routes in the County.

Actions

Preparedness

List actions for ESF 1 to be taken for preparedness.

- Pre-disaster planning and coordination is the responsibility of the Primary Agency and should occur on a regularly scheduled basis via periodic ESF meetings and conference calls.
- Primary and Support Agencies continually review their roles and responsibilities for this emergency support function. Assignment of duties within each agency will be reviewed and training for each will be organized and implemented. Any changes within the support agency that affect the ability to perform support function responsibilities will be communicated in writing to Rush County Emergency Management.
- Ongoing contact with ESF Primary and Support Agencies will be maintained by RCEM. The Primary Agency will continue efforts to coordinate with corresponding inter-governmental, non-governmental organization, and private sector preparedness efforts to support this ESF.
- Review and reissue inventory protocols for assessment, allocation, and coordination of communications assets in the event of a domestic disaster.
- ESF 7-Resource Support will supply information pertaining to potential volunteer groups, contract vendors, and other entities that may be able to supplement local resources.

Response

List actions for ESF 1 to be taken for response.

- Primary and Support Agencies are responsible for initiating and managing tasks as defined by their operational plans in support of this ESF. Information management from the ESF to the EOC will be coordinated through the Primary Agency.
- Organize and coordinate direction to resources within their functional area. Provide staff for the operations at fixed and field facilities and maintaining trained personnel to support the response.
- In a timely fashion, notify and request assistance from Support Agencies in order to manage mission assignments. Work with appropriate private sector organizations to maximize use of available resources.
- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities.
- Assess the need for, and request, goods, services and alternative forms of transportation as needed. Verifying financial and property accountability for ESF activities. Immediately following the occurrence of a disaster, assess the overall status of the areas within the county and begin determination of potential needs and resources.
- Continue planning for short term and long term disaster management and recovery operations.

- Primary and support agencies maintain communications between local State and Federal liaisons and Incident Command to coordinate response in the field.

Recovery

List actions for ESF 1 to be taken for recover.

- Primary and Support Agencies continue with activities as directed by Incident Command. In addition, the support agency will initiate any recovery activities assigned to it by this ESF.
- Completes post disaster reporting and evaluates the disaster to identify lessons learned.
- Primary and Support Agencies shall maintain communications between damage assessment teams to coordinate prioritization of repair and restoration of transportation infrastructure (See ESF 14 for damage assessment procedures).
- Guidance for allowing reentry to the impacted area will be disaster specific and consider the type of hazard. The specific criteria will developed by the Executive Staff of the EOC based on recommendations made by Public Works, Health and Safety, and other pertinent functions. The authority to reenter an evacuated area will be provided from the EOC and will be communicated in writing to the agency in control of the evacuated area and notice provided to the Public Information Officer for general dissemination.

Prevention/Mitigation

List actions for ESF 1 to be taken for prevention/mitigation and identify mitigation measures.

- Primary and Support Agencies finalize reporting and make recommendations for mitigation measures. Measures could include actions to protect their facilities, resources, and mitigate the effects of future disasters on this ESF.
- Viable recommendations should be formulated and proposed for acceptance and funding through the appropriate process.

Reference the ESF 1 Checklist for other Actions for this ESF.

Responsibilities

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

Primary and Support Agencies

- This ESF is coordinated through the designated representative of the Primary Agency and RCEM.
- Support Agencies work with the Primary Agency and RCEM for purposes of pre-disaster planning and post disaster coordination of the issues addressed by this ESF.
- The Primary Agency is the Coordinator for verifying planning efforts for this ESF are accomplished.
- During post disaster operations, each support agency is responsible for coordinating their individual plans, guidelines, and reporting of ESF activities to the Emergency Operations Center through the Primary Agency.

Elected/Appointed Officials

- Responsible for the overall mobilization of County capabilities.

Sheriff's Department

- Responsible for conducting actual evacuation efforts, for designating evacuation routes, providing traffic and movement control, and establishing security for the evacuated area. If necessary, they will also assist in warning the public.

Fire Departments

- Responsible for fire incidents and on scene control. They are also responsible for fire security in evacuated areas and assistance in warning the public.

Public Information Officer

- Responsible for dissemination of emergency information advising the public of what evacuation actions to take.

Reception and Care Director

- The American Red Cross Disaster Specialist, in coordination with the Salvation Army (Kansas City and Great Bend), and the Rush County Health Department Administrator, will be responsible for coordinating reception and care activities to include establishing registration, lodging, and feeding facilities.

Other County Agencies

- Support the evacuation of an area by maintaining routes and providing manpower and equipment to transport evacuees. They will also assist law enforcement in property protection and perimeter and traffic control for applicable modes of transportation. Additionally, Law Enforcement will provide manpower and equipment, assist in evacuation, and conduct search and rescue operations, and assist with transportation and provide communications.

Emergency Management Department

- Responsible for coordinating hazardous material disasters.

ESF 1 Checklist

See [ESF 1 Checklist](#)

Attachments

• The following maps must be included in the attachment section of the basic plan: o Map depicting primary and alternate transportation routes o Map depicting evacuation routes o Population density map o Traffic county map o Map of county highways o Map of county roads o Map of county railroads • List of transportation resources: o Suppliers o Services/contracts o Equipment o Equipment operators • Special needs populations (Reference the County “Contingency and Sensitive Needs Populations” link under the Reports heading in the Menu toolbar): o Daycare Centers o Schools o Care Facilities o Hospitals o Sample forms and logs

Forms and Logs-Reference ESF 5-ICS Forms

Special needs populations-Reference the County “Contingency and Sensitive Needs Populations Resources” link under the Reports heading in the Menu toolbar. Also reference Attachment 10.4 Vulnerable and Critical Facilities for a map of special needs populations.

Attch 1.1 Suppliers and Service Contracts

See [Attch 1.1 Suppliers and Service Contracts](#)

Attch 1.2 Equipment and Equipment Operators

See [Attch 1.2 Equipment and Equipment Operators](#)

Attch 1.3 Primary/Alternate Transportation Routes/County Highways and Roads

See [Attch 1.3 Primary/Alternate Transportation Routes/County Highways and Roads](#)

Attch 1.4 Evacuation Route Map

See [Attch 1.4 Evacuation Route Map](#)

Attch 1.5 Population Density Map

See [Attch 1.5 Population Density Map](#)

Attch 1.6 KDOT Traffic Count Map

See [Attch 1.6 KDOT Traffic Count Map](#)

Attch 1.7 KDOT Railroad Map

See [Attch 1.7 KDOT Railroad Map](#)

ESF 2-Communications

List ESF coordinating agency responsible for ESF 2.

ESF Coordinator

Rush County Sheriff

List ESF primary agencies responsible for ESF 2.

Primary Agency

Rush County Sheriffs Department

List ESF support agencies responsible for ESF 2.

Support Agency

Rush County (all departments)

Rush County Emergency Management Department

Rush County Fire Departments

Municipalities (all departments)

Public School Districts

Radio Amateur Civil Emergency Services (RACES)

Kansas Highway Patrol (KHP)

Kansas Division of Emergency Management (KDEM)

Kansas Department of Transportation (KDOT)

Newspapers, Local Television, Radio Stations, and Cable Companies

Kansas Office of Communications (KS-OEC)

Federal Emergency Management Agency (FEMA)

Purpose, Scope, Policies/Authorities

Purpose

This section explains the plans, who is involved, and why it was developed. Purpose statement that describes the reason for the development of this annex

ESF 2 implements Annex 2 to the Emergency Operations Plan. The purpose of this annex is to organize and coordinate information and guidance for the use of available communications and warning systems within Rush County. This ESF has been established to institute communications support to municipal, county, and private sector response efforts during a disaster.

Scope

Identify what the annex contains Identify who the annex applies to Identify how the annex benefits the jurisdiction

This ESF is structured to coordinate and manage information transfer and involves the technology associated with the representation, transfer, interpretation, and processing of data among persons, places, and machines. It includes transmission, emission, or reception of signs, signals, writing, images, and sounds or intelligence of any nature by wire, radio, optical, or other electromagnetic systems.

This ESF plans, coordinates and implements communications support to county disaster response elements. This ESF will coordinate emergency warnings, communications equipment, and communication services from local, county and state agencies, voluntary groups, the telecommunications industry and the military.

This ESF will serve as the focal point of response communications activity in Rush County before, during, and after activation of the EOC. Disasters can cause widespread damage to public and commercial telecommunication transmission facilities. Surviving county communications assets, as well as the telecommunications industry, will be needed to assure a rapid, effective response.

This ESF will initiate or relay warnings to the public and advise appropriate departments upon activation of the EOC. It will notify or warn each support agency of the pending situation and in coordination with ICS, establish methods of communication for probable situations including type of emergency, projected time, area to be affected, anticipated severity, forthcoming warnings and actions necessary.

Policies/Authorities

List county specific policies regarding ESF 2.

Emergency response and recovery operations conducted under ESF 2 will be in accordance with the National Incident Management System (NIMS).

The primary point for initiating external notification processes is the Rush County Emergency Communication Center at the Rush County Law Enforcement Center in LaCrosse, Kansas. Upon the notification of an emergency situation, the communications center will notify the Rush County Emergency Management Coordinator. Upon receipt of information, the Coordinator will institute the external notifications system as appropriate and as provided in this ESF.

The Rush County Sheriff's Department is responsible for activation of the outside warning system. Additional information regarding the outdoor warning systems for Rush are included in ESF 5 as Attachment 5.16

The responsibility for the operation and maintenance of equipment in the EOC is under the direction and control of the Rush County BOCC. The Communications Coordinator is responsible to report on the operations and maintenance of equipment within the EOC. The Rush County Sheriff's Department is responsible for the operation and maintenance of their equipment.

Kansas Statute 48-950 provides for all political subdivisions within the State of Kansas to be automatically included as a part of the Kansas mutual aid system.

Any resources required to support this ESF must be coordinated, allocated, and managed with documentation. At a minimum, the type, quantity, place of use, and allocating agency should be recorded and submitted to the Incident Command.

In cases where the required resource have not been pre-approved or agency approval cannot be obtained by this ESF, a request will be forwarded to the EOC and coordinated through ESF 7 for consideration. Once procured through ESF 7, the management and documentation of the resource (financial record keeping, reporting, tracking, etc.) will comply with this ESF and ESF 7.

Primary and support agencies will provide summary recommendations as part of the submission of final record keeping and reporting. In order to enhance the ability to respond and mitigate cost, agencies should review their plan, allocation of resources, methods of communication, and overall interaction with other agencies. Recommendations for improvement should result from the review and should be implemented within the agency. Recommendations which apply outside the agency should be forwarded to the Emergency Management Coordinator for consideration.

List state policies or authorities regarding ESF 2.

State Authorities

The Kansas Department of Transportation, Kansas Division of Emergency Management, and the Kansas Highway Patrol are responsible for the State of Kansas ESF 2-Communications.

List federal authorities regarding ESF 2.

Federal Authorities

The Federal Emergency Management Agency is the Federal authority responsible for ESF 2-Communications.

Concept of Operations

General (Command, Control, and Notifications)

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. Describe how communications efforts in support of emergency operations will be directed and controlled.

The Rush County Emergency Management Coordinator, under the supervision of the Rush County BOCC, has overall authority for the EOC and the EOC communications center in the event of a disaster. Once the notification network is activated within the county, the operation becomes the responsibility of the Rush County Emergency Management Coordinator. The EOC assigns the function of Communications Coordinator who is responsible for activities within the communications center. Additionally, the Communications Coordinator is responsible for activation of warning functions.

During normal day to day operations of the communications center, the responsibility of communications coordinator falls under the authority of the Rush County Sheriff's Department Coordinator. In the event of a disaster a Communications Coordinator will be designated by the Rush County Emergency Management Coordinator and will report to the EOC. In most cases this will be the responsibility of the senior dispatcher on duty or the Communications Supervisor.

Radio officers and operators from various support agencies will operate their own communications equipment within the EOC, and will be responsible for knowing the guidelines outlined in this annex and its attachments.

Succession of authority will be managed internally for the Primary and each Support Agency. Chain of Successions will be provided from the Primary Agency and each Support Agency to the RCEM.

Identify agency responsible for liaison roles with the state and adjacent county communications officials.

The Primary Agency will coordinate with Support Agencies and State and Federal officials in directing communication resources and prioritizing the needs for communication services. Key information will be distributed via WebEOC and/or situation reports on pre-established email rosters.

Identify agency responsible for providing initial notification for ESF 2.

Initial Notification

The Board of County Commissioners maintains overall authority for the initial notification process. The Rush County Emergency Coordinator and the Coordinator of the Sheriff's Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the Rush County Emergency Management Coordinator. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities for Notification are provided in ESF 2-Attachment 2.6.

Rush County Emergency Management maintains an Emergency Points of Contact for agencies/departments involved in emergency management operations. The Emergency Management Coordinator maintains the Emergency Points of Contact list in the EOC.

Identify agency responsible for managing the collection, processing, and disseminating of information to, and from, the EOC.

Information Management

The Primary Agency is responsible for information management in support of this ESF during an

emergency.

This ESF will be activated at the discretion of Rush County Emergency Management. During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event.

During disaster operations, the Primary Agency will work directly with the Operations Chief located at the Emergency Operations Center for information management and reporting of ESF activities.

Information shall be reported through the Incident Command System. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF. Standardized Message Handling Guidelines to be used are included as Attachment 2.5.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative shall attend planning meetings and report on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Identify agency that serves as the County Warning Point.

County Warning Point

The emergency communications and 24-hour warning point is located in the Rush County Sheriff's Department, located at 715 Elm in LaCrosse, Kansas. Normal day to day communications are handled through the Law Enforcement Communications Center. Sufficient communications and warning equipment/capabilities are available to organize and coordinate the communications necessary for most emergency and non-emergency situations.

The Emergency Management Coordinator determines whether to activate ESF 2 based upon information from initial reports and other local authorities. For incidents where ESF 2 is not activated, the Coordinator may elect to use the existing resources of the EOC to organize and coordinate communications support.

Identify agency responsible in notifying the public, including people with visual and hearing impairments and/or non English speaking.

Public Information and Warning

The Public Information Officer (PIO) is responsible for dissemination of emergency related information when activated. Overall duties and responsibilities for communications and warnings are provided in Attachment 2.6-Organization and Assignment of Responsibilities of Notification. Additional information related to public information is provided in ESF 15-External Affairs/Emergency Public Information.

Rush County uses emergency warning systems such as sirens and/or other audible alerts (EAS, etc.), to warn residents of impending danger. In these situations, cable TV providers and local TV stations are notified to institute open captioning and public notice announcements, in accordance with the CEOP Basic Plan. Law enforcement and fire departments may tasked in this CEOP Basic Plan and the respective ESF plans to be prepared to conduct loud speaker announcements, vehicular siren notifications, and door to door alerts. Emergency management or the tasked ESF Coordinator may use the Vulnerable Population Voluntary Registry to identify the concentration areas in order to prepare contingency planning for vulnerable population residents.

Identify local notification systems in place for emergency conditions (example: reverse 911, IRIS, etc.). May include, but not limited to: o Text o Voice o Other type of notification method Identify warning systems used for emergency conditions. May include, but not limited to: o Sirens o Radio/TV override o National Weather Service implementation of TV crawl warnings o Emergency Alert System

The following types of equipment are located in the Emergency Operations Center and are utilized for numerous types of activities and are available in the event of a disaster situation. The EOC contains updated maps of the State of Kansas, Rush County, and cities within Rush County. It also includes status boards required for tracking significant events/actions. The EOC also contains additional equipment to include:

- Fax Machine
- NAWAS Phone
- Dedicated telephones and lines
- Computer with Internet access
- Contact, resource lists, etc.
- Televisions with cable access
- Various radio systems

Notification guidance for emergency conditions are provided in Attachment 2.7-Warning and Communications Protocols.

The primary point for initiating external notification processes is the Rush County Emergency Communications Center / Rush County Sheriff's Department in LaCrosse, Kansas. Upon the notification of an emergency situation, the communications center will notify the Rush County Emergency Management Coordinator. Upon receipt of information, the Coordinator will institute the external notifications system as appropriate and as provided in this ESF. Information regarding the Outdoor Warning System (signals, siren locations, addresses) is provided in this Annex as Attachment 2.10.

A list of emergency radio communications capabilities and system elements for local, regional, NGO, and State agencies are provided in Attachments 2.1 through 2.3.

EOC information displays and software are provided in Attachment 2.14.

Communications system backup capabilities are provided in Attachment 2.15.

The Emergency Alerting System (EAS) provides warning through the State Emergency Alerting System (EAS) to radio and television stations for transmission to the listening and viewing public.

The National Weather Service (NWS) provides current weather information and warnings that are received over the NWS teletype circuit. Radio broadcasts are issued over NOAA (National Oceanic and Atmospheric Administration) weather radio. In addition, NWS will issue weather warning over the NAWAS lines.

Identify 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).

Incident Communications

This ESF is coordinated through the designated representative of the Primary Agency and RCEM. Support Agencies shall work with the Primary Agency and RCEM for purposes of pre-disaster planning and post disaster coordination of the issues addressed by this ESF. During post disaster operations, each Support Agency is responsible for coordinating their individual plans, guidelines, and reporting of ESF activities to the Emergency Operations Center through the Primary Agency.

The EOC is the single point of contact in the disaster area to coordinate communications. The EOC coordinates with Primary Agencies to promote continuity, prioritize requests and recommend solutions in accordance with the Rush County Emergency Management EOC Operations Guideline.

The established plans, guidelines, and protocols for emergency communications are included in this Annex as Attachment 2.7-Warning and Communications.

Communications personnel have been trained and are knowledgeable in the communications guidelines

and practices to be utilized during both normal operations and disaster operations. During an emergency situation the various code systems used for brevity will be discontinued and normal speech and vocabulary will be used to clarify communications comprehension. In addition, local time will be used during transmissions, logs and communications.

Describe how communications are made accessible to individuals with communication disabilities working in emergency operations, in accordance with the Americans with Disabilities Act.

ADA Accommodation

Local resources are limited. In the event an individual or volunteer with communications disabilities is assigned to work in the EOC, the Rush County Emergency Management Coordinator will work with the respective local ADA Coordinator, if available, as well as directly with the State ADA Coordinator, to comply with the intent, purpose, and requirements of the ADA as the statute applies to communications accessibility during disaster operations. Coordination with the State ADA Coordinator will be conducted through the EOC via WebEOC and the State Emergency Operations Center (SEOC) to obtain advice and assistance during disaster operations.

Communications Infrastructure

• Describe/identify 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.

It is the responsibility of the Primary Agency to forward pertinent information to the EOC through protocols established in this ESF. Generally, this will be via 2-way radio communications. Required information will be posted by the EOC using the WebEOC interface. Upon activation of the ESF, each ESF shall have representation in the Emergency Operations Center, or designated location, to provide continuity and reporting.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will attend regularly scheduled planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Several types of records are maintained by and stored in the Rush County Emergency Management Department as the result of EOC activation.

Event and Communication Log-Completed forms, reports, communications logs, and event logs are maintained by the Communications Center for normal day to day operations. In the event of an emergency situation, records, reports, and logs will be maintained by the Rush County Emergency Management Department. These records and reports are vital for documenting emergency actions for possible post emergency investigation, funding requests, and for after action reports.

Manpower-Records documenting the number of people involved in communication activities, whether paid or volunteer, for possible reimbursement under Presidential disaster declarations or in the event of litigation will be maintained after the disaster by the Rush County Emergency Management Department.

Requests for equipment, resources or assistance will be made by the Primary Agency to the Incident Command System. Each request will be assessed by the Incident Command and a status response will be made as soon as possible. The Incident Command will maintain a listing of requests and will assign a priority to each. Administration and support activities include the following:

- Shift hours shall be at the discretion of the representing agency. When possible, shift hours will correlate with general staff briefings. During each activation, general staff briefings shall be established based on the threat.
- The EOC Operations Guide will be the guiding document for EOC policies and Guidelines.
- Any required resources to support this ESF must be coordinated, allocated, and managed through this

ESF if possible.

- In cases where the required resource cannot be obtained through this ESF, request will be forwarded to the EOC and coordinated through ESF 7 for allocation.
- Once procured through ESF 7, the management of the resource (financial record keeping, reporting, tracking, etc.) will be coordinated through this ESF. Management of the resource shall be documented using ESF 7 policies and guidelines.

Describe Continuity of Operations protocol to be implemented when systems or infrastructure are damaged, unavailable, or overwhelmed. To include, but not limited to: o Identify and describe the actions that will be taken by 911/dispatch centers to support/coordinate communications for the on scene personnel/agencies, including alternate methods of service if 911/dispatch is out of operation (e.g., resource mobilization, documentation, backup).

Continuity of Operations –Communications Failure

The Primary Agency is responsible to monitor conditions in order to preserve, maintain, and/or resume its capability to function effectively in the event of the threat or occurrence of any disaster or emergency that could potentially disrupt governmental operations and services.

The Rush County Sheriff's Department (911 Dispatch) maintains the operational capability of radio communications on primary public safety including fire, police, emergency medical services and 800 frequencies. It is responsible to augment backup public radio communications systems in the event of failure or reduced effectiveness of primary systems. It maintains emergency power capability for existing communications systems.

The public safety 911 communications dispatch may be augmented by fielding teams of Amateur Radio Emergency Service Operators to handle radio traffic which is in excess of normal capabilities. The operators may provide their own equipment in the field, at the dispatch site, and EOC.

Identify the strategy in implementing long distance communications during disasters.

Commercial and private lined telephone, cellular phone and facsimile may be used for local and long distance emergency communications. The NAWAS (National Warning System) is based on land lines. The NOAA (National Oceanic Atmospheric Association) weather wire through ACCESS teletype land lines.

WebEOC can be accessed through the internet. Emergency Management may use wireless internet for WebEOC when other systems fail.

When relocation is necessary the County COG/Operations Plan is implemented. This plan is provided under separate cover and designated "For Official Use Only".

o Describe the arrangements in place to protect emergency circuits with telecommunication services. Identify priorities for prompt restoration: o 24-hour communications o Local communications systems o Identify temporary communications capabilities

Continuous Operations

Agreements relating to the lease, rent, and mutual aid agreements for the augmentation of communications equipment and services will be maintained by the Rush County Emergency Management Department.

Temporary communications capabilities may include Support Agencies operating their respective tactical radio frequencies. Citizen's Band (CB) radio may also be used for emergency communications; however, current planning has not incorporated this capability. RACES and American Red Cross may implement "Health and Welfare" communications using the sponsored National Traffic System (NTS).

Actions

Preparedness

List actions for ESF 2 to be taken for preparedness.

- Pre-disaster planning and coordination is the responsibility of the Primary Agency and should occur on a regularly scheduled basis via periodic ESF meetings and conference calls.
- Primary and Support Agencies continually review their roles and responsibilities for ESF 2. Assignment of duties within each agency will be reviewed and training for each will be organized and implemented. Any changes within the support agency that affect the ability to perform ESF 2 will be communicated in writing to Rush County Emergency Management.
- Coordinate inter-governmental, non-governmental organization, and private sector preparedness efforts to support this ESF. Review and reissue inventory protocols for assessment, allocation, and coordination of communications assets in the event of a domestic disaster.
- Ongoing contact with ESF primary and support agencies will be maintained by RCEM. The Primary Agency will continue efforts to coordinate with corresponding private sector organizations.

Response

List actions for ESF 2 to be taken for response

- Primary and Support Agencies initiate and manage tasks as defined by their operational plans in support of this ESF.
- Coordination of information from the ESF to the EOC is through the Primary Agency.
- Organize and coordinate direction to resources within their functional area. Provide staff for the operations at fixed and field facilities and maintaining trained personnel to support the response.
- In a timely fashion, notify and request assistance from support agencies in order to manage task assignments. Work with appropriate private sector organizations to maximize use of available resources.
- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities.
- Assess the need for and requesting goods and services as needed. Verify financial and property accountability for ESF activities.
- Immediately following the occurrence of a disaster, assess the overall status of the areas within the county and begin determination of potential needs and resources.
- Continue planning for short term and long term disaster management and recovery operations.

Recovery

List actions for ESF 2 to be taken for recovery.

- Continue with activities as directed by the Incident Command. In addition, the support agency will initiate any recovery activities assigned to it by this ESF.
- Assists in the evaluation of damaged critical infrastructure assets and recommends a strategy for restoration of communication service and assets.
- Completes post disaster reporting and evaluates the disaster to identify lessons learned.

Prevention/Mitigation

List actions for ESF 2 to be taken for prevention/mitigation. o Identify mitigation measures.

- Primary and Support Agencies finalize reporting, and make recommendations for mitigation measures. Measures could include actions to protect their facilities, resources, and mitigate the effects of future disasters on this ESF.
- Viable recommendations should be formulated and proposed for acceptance and funding through the appropriate process.

Reference ESF 2 Checklist for other Actions.

Responsibilities

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.

Primary and Support Agencies

- Attend scheduled meetings to verify planning functions are carried out to support this ESF.
- Assess the need for and prioritize the deployment of services based on available resources and critical needs as they relate to agency responsibility. Also develop guidelines to obtain private sector support as required.
- Assemble a list of communications related assets available to support recovery, and coordinate this information with the EOC.
- Request volunteer agencies and private resources with assets to contribute those assets to the response effort.
- Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.
- Participate in drills and exercises to evaluate local communications capability.
- Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies and guidelines and report these records to the Primary Agency.

Emergency Management/County Communication Center

- Deploy a representative to the EOC to serve as the Primary Agency or ESF Coordinator.
- Provide communications support to the EOC and the field.
- Work to provide communications interoperability among field response units.

Amateur Radio Operators

- Provide communications support to the EOC, the field and other locations as requested.

Rush County Emergency Medical Services

- Provide emergency communication support.

Fire Departments

- Deploy a representative to the EOC.
- Provide communications support to the EOC and the field.
- Work to provide communications interoperability among field response units.

Rush County Memorial Hospital

- Maintain a communications link with the County EOC.

Information Technology Office

- Provide landline and cellular telephone services to support emergency response and recovery activities.
- Provide computer hardware, software and network support for emergency operations.
- Assist the EOC Coordinator in providing GIS mapping support for first responders and EOC staff.

Police Departments

- Support the communications needs of emergency response agencies in the field.
- Maintain a communications link with the County EOC.

Private Telecommunication Providers

- Provide backup communications for the County as requested.
- Provide priority service for the EOC and other critical emergency response elements.

Rush County Public Health Department

- Provide communications support as requested.

Rush County Road and Bridge Department

- Provide field communications capabilities.
- Maintain a communications link to the EOC.

School Districts

- Augment the County's emergency communications capabilities.

ESF 2 Checklist

See [ESF 2 Checklist](#)

Attachments

• 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). • List of the communication equipment utilized. • Describe information displays and software. • List of broadcast stations. • Identify volunteer and private sector communications available to augment emergency requirements. • Identify backup systems • Identify and map areas of com.munications coverage and those not covered. • List and map of repeater locations. • Sample logs and forms. • Reference appropriate plans and/or procedures for receiving or notifying certain staff, facilities, departments, etc. • Reference established plans and procedures detailing with communications protocols.

Sample Forms and Logs-Reference ESF 5-ICS Forms.

Attch 2.1 Kansas Statewide Interoperable Communications System

See [Attch 2.1 Kansas Statewide Interoperable Communications System](#)

Attch 2.1.1 Kansas Interoperability Cross Patch System

See [Attch 2.1.1 Kansas Interoperability Cross Patch System](#)

Attch 2.1.2 Kansas Highway Patrol Radio Frequencies

See [Attch 2.1.2 Kansas Highway Patrol Radio Frequencies](#)

Attch 2.1.3 Kansas Department of Transportation Radio Frequencies

See [Attch 2.1.3 Kansas Department of Transportation Radio Frequencies](#)

Attch 2.1.4 Kansas Department of Wildlife and Parks Radio Frequencies

See [Attch 2.1.4 Kansas Department of Wildlife and Parks Radio Frequencies](#)

Attch 2.1.5 Class I–Railroads Radio Frequencies

See [Attch 2.1.5 Class I–Railroads Radio Frequencies](#)

Attch 2.1.6 Medical Airlift Radio Frequencies

See [Attch 2.1.6 Medical Airlift Radio Frequencies](#)

Attch 2.1.7 Board of Emergency Medical Services Radio Frequencies

See [Attch 2.1.7 Board of Emergency Medical Services Radio Frequencies](#)

Attch 2.1.8 Other State Agency Radio Frequencies

See [Attch 2.1.8 Other State Agency Radio Frequencies](#)

Attch 2.2 Emergency Points of Contact

See [Attch 2.2 Emergency Points of Contact](#)

Attch 2.3 Emergency Communications Capabilities

See [Attch 2.3 Emergency Communications Capabilities](#)

Attch 2.4 Message and Handling Form / Log

See [Attch 2.4 Message and Handling Form / Log](#)

Attch 2.5 Message Handling Guidelines

See [Attch 2.5 Message Handling Guidelines](#)

Attch 2.6 Organization and Assignment of Responsibilities for Notification

See [Attch 2.6 Organization and Assignment of Responsibilities for Notification](#)

Attch 2.7 Warning and Communications Protocols

See [Attch 2.7 Warning and Communications Protocols](#)

Attch 2.8 Kansas Association of Broadcasters

See [Attch 2.8 Kansas Association of Broadcasters](#)

Attch 2.9 Map of Repeater Locations and Communication Coverage Areas

See [Attch 2.9 Map of Repeater Locations and Communication Coverage Areas](#)

Attch 2.10 Weather Warning Chart and Outdoor Warning System

See [Attch 2.10 Weather Warning Chart and Outdoor Warning System](#)

Attch 2.11 Volunteer and Private Sector Communications (Amateur Radio Repeaters)

See [Attch 2.11 Volunteer and Private Sector Communications \(Amateur Radio Repeaters\)](#)

Attch 2.12 ARES NTS Manual

See [Attch 2.12 ARES NTS Manual](#)

Attch 2.13 Communications Equipment List

See [Attch 2.13 Communications Equipment List](#)

Attch 2.14 Information Displays and Software

See [Attch 2.14 Information Displays and Software](#)

Attch 2.15 Communications Backup Systems

See [Attch 2.15 Communications Backup Systems](#)

ESF 3-Public Works and Engineering

ESF Coordinator

Rush County Road and Bridge Supervisor

List ESF coordinating agency responsible for ESF 3.

List ESF primary agencies responsible for ESF 3.

Primary Agency

Rush County Road and Bridge Department

Municipal Public Works and Utility Departments

Municipal Water and Sewer Departments

List ESF support agencies responsible for ESF 3.

Support Agency

Rush County, Municipal and Townships (All Departments)

Public and Private Utilities

Private Construction Contractors and Suppliers

Kansas Department of Transportation (KDOT)

Kansas Division of Emergency Management (KDEM)

Federal Emergency Management Agency (FEMA)

Purpose, Scope, Policies/Authorities

Purpose

This section explains the plans, who is involved, and why it was developed. Purpose statement that describes the reason for the development of this annex.

This ESF implements Annex 3 to the Emergency Operations Plan. This ESF anticipates operational guidance for the use of assets, resources, and personnel from the Rush County Road and Bridge Department. The general mission of this ESF is to remove debris from streets, eliminate hazards, manage storm damage, organize and coordinate rapid restoration of water/sewer services, repair essential services, immediately organize and coordinate damage assessment information and cooperate with other emergency agencies.

Scope

• Identify what the annex contains • Identify who the annex applies to • Identify how the annex benefits the jurisdiction

This ESF is structured to manage and coordinate public works and engineering related support for the changing requirements of disaster management to include preparedness, prevention, response, recovery, and mitigation actions. Activities within the scope of this function include:

- Pre and post disaster assessments of infrastructure
- Execution of emergency contracts to support life saving and life sustaining services
- Providing technical assistance to include engineering expertise, construction management, contracting and real estate services
- Providing emergency repair of damaged infrastructure and critical facilities
- Implementing and managing the Public Works and Engineering recovery programs
- Accurate assessment of total damages including insured and uninsured losses
- Assessing and prioritizing affected area needs
- Preparation of preliminary damage assessment reports

- Deploying human and material resources to meet specified needs
- Document government expenses in response and recovery operations to determine the need for state and federal assistance

The Rush County Road and Bridge Supervisor is responsible for preparing and maintaining current inventories of equipment, supplies, and private contractors.

Policies/Authorities

Identifies county specific policies regarding ESF 3

Requests for equipment, resources or assistance shall be made by the Primary Agency to the Incident Command System. Each request will be assessed by the Incident Command and a status response will be made as soon as possible. The Incident Command will maintain a listing of requests and will assign a priority to each.

Shift hours shall be at the discretion of the representing agency. When possible, shift hours will correlate with general staff briefings. During each activation, general staff briefings shall be established based on the threat.

The EOC Operations Guide will be the guiding document for EOC Policies and Guidelines.

Any required resources to support this ESF must be coordinated, allocated, and managed through this ESF if possible.

In cases where the required resource cannot be obtained through this ESF, request will be forwarded to the EOC and coordinated through ESF 7 for allocation. Once procured through ESF 7, the management of the resource (financial record keeping, reporting, tracking, etc.) will be coordinated through this ESF. Management of the resource shall be documented using ESF 7 policies and guidelines.

Kansas Statute 48-950 provides for all political subdivisions within the State of Kansas to be automatically included as a part of the Kansas mutual aid system.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will be expected to attend planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

It is the responsibility of the designated team members to utilize the appropriate forms and maintain current and accurate records of damage and hours and type of work expended on damage assessment responsibilities. This is necessary to insure the proper reports may be completed properly for federal and state reimbursement functions.

The designated Director shall maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies and guidelines and report these records to the Primary Agency.

Primary and Support Agencies will provide summary recommendations as part of the submission of final record keeping and reporting. In order to enhance the ability to respond and mitigate cost, agencies should review their plan, allocation of resources, methods of communication, and overall interaction with other agencies. Recommendations for improvement should result from the review and should be implemented within the agency. Recommendations which apply outside the agency should be forwarded to the Emergency Management Coordinator for consideration.

Emergency response and recovery operations conducted under ESF 3 will be in accordance with the National Incident Management System (NIMS).

List state and federal authorities regarding ESF 3.

State and Federal Authorities

State and Federal authorities are provided in the 2011 Kansas Response Plan (pgs. 121 - 122) provided under the EOP References tab.

Concept of Operations

General (Command, Control, and Notification)

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

There are multiple Primary agencies listed for this ESF. The lead agency will be determined by the major needs for the type and location of the disaster. Activation of this ESF will be coordinated through the Primary Agency.

This ESF will be activated at the discretion of Rush County Emergency Management. During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event.

During disaster operations, the Primary Agency will work directly with the Operations Chief located at the Emergency Operations Center for information management and reporting of ESF activities.

This ESF is coordinated through the designated representative of the Primary Agency. Support Agencies will work with the Primary Agency and RCEM for purposes of pre-disaster planning and post disaster coordination of the issues addressed by this ESF. During post disaster operations, each Support Agency is responsible for coordinating their individual plans, guidelines, and reporting of ESF activities to the Emergency Operations Center through the Primary Agency.

It is the responsibility of the Rush County Road and Bridge Department to provide centralized and coordinated removal and disposal of debris associated with disaster situations. The Rush County Road and Bridge Department is charged with overall responsibility for the County. Attachment 3.11-Debris Management, Attachment 3.12 – Debris Clearance, and Attachment 3.13 debris Notification provides coordination, resources, and criteria for debris cleanup activities.

Each Primary and Support Agency will participate in necessary training and exercises to promote continuity. Training will be performed in the form of meetings, workshops, exercises, peer to peer, and policy development.

The Primary Agency and RCEM will review this ESF annually to verify its accuracy for implementation. The actual date of review will be based on the adoption date of the EOP and will be once a year.

Identify agency responsible for liaison roles with the state and adjacent county public works and engineering officials.

The Primary Agency is responsible for information management in support of this ESF during an emergency. Key information will be distributed via WebEOC and/or situation reports on pre-established email rosters.

Identify agency responsible for providing initial notification for ESF 3.

Initial Notification

The Board of County Commissioners maintains overall authority for the initial notification process. The Rush County Emergency Coordinator and the Coordinator of the Sheriff's Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the Rush County Emergency Management Coordinator. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities of Notification are

provided in ESF 2-Attachment 2.6.

Rush County Emergency Management maintains an Emergency Points of Contact for agencies/departments involved in emergency management operations. The Emergency Management Coordinator maintains the Emergency Points of Contacts list in the EOC.

Identify agency responsible for managing the collection, processing, and disseminating of information to and from the EOC.

Information Management

It is the responsibility of the Primary Agency to collect, process, and disseminate pertinent information through protocols established in ESF 2-Communications. Generally, this will be via 2-way radio communications. Required information will be posted by the EOC using the WebEOC interface. Upon activation of the ESF, each ESF shall have representation in the Emergency Operations Center, or designated area, to promote continuity and reporting.

Information shall be reported through the Incident Command System. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative shall attend planning meetings and report on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

ESF 3-Public Works and Engineering is responsible for post emergency damage assessment in coordination with ESF 14. The Rush County Public Works Director is responsible for the following functions and actions:

- Any other actions or functions that are required by the EOP or Incident Command for which Public Works may provide support or resources.
- Serve as the liaison to the County Clerk for disaster costs and accounting.
- Involved in cost recovery through the Federal Highway Authority.

• Identify agency responsible and describe the processes or protocols for specific roles. To include, but not limited to: o Local landfills o Temporary debris storage o Reduction sites o Inspect the safety of structures (public and private) o Inspect the safety of the environment o Responding to sanitation needs

It is the responsibility of the County Public Works and County Emergency Management Departments to determine temporary debris storage sites; and the best and most viable KDHE licensed locations to serve as the ultimate disposal site(s).

Protective Actions

• Identify and describe the protection efforts for areas inside of a 100 year flood plain. This should include, but not limited to: • Critical infrastructure protection • Placement, size, and fuel procurement strategy of water transfer pumps • Location and specification of sandbagging operations

The Rush County Emergency Management Department reported that the Sanitary Sewage Treatment Plant in Rush Center may be located within a potential floodplain. The County has secured FEMA funding and is in the process of relocating the facility approximately one mile to the north of its current location.

County Road and Bridge and Municipal Public Works shall work with Emergency Management to coordinate protection of critical infrastructure during periods of flood including but not limited to:

- Establish detour routings
- Provide barricades for traffic control points; assist in traffic control as requested
- Provide sandbagging assistance activity, emergency dike repair, and clearance of floating debris obstructing free water flow
- Reference the Rush County Mitigation Plan, Public Works, and Debris Management attachments of this ESF for additional information.

Existing emergency power systems for equipment will be checked and refueled daily during Increased Readiness situations. A list of emergency power systems will be kept up to date.

Debris Management

Identify and describe the actions that will be taken to coordinate the debris collection and removal process.

It is the responsibility of the Rush County Road and Bridge Department to provide centralized and coordinated removal and disposal of debris associated with disaster situations. The Rush County Road and Bridge Supervisor is charged with overall responsibility for the County. Debris management and clearance actions are provided in the Debris Management attachments, which provides coordination, resources, and criteria for debris cleanup activities for access to the impacted area(s). Common debris classifications include:

- Construction, demolition and land clearing (CDL)
- Recyclables (metals, plastic, paper, glass)
- Household and Hazardous Materials (HHW)
- Organics (compostable wood and vegetative debris, clean wood)
- Soil
- Ash
- Vehicles
- Tires
- White goods

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.).

The following agencies will provide technical assistance to coordinate debris management with Rush County:

- The Kansas Department of Health and Environment (KDHE) will designate sites for disposal of hazardous wastes. In selecting sites, pollution control and proximity to the source of material will be the primary criteria. Disposal sites must be approved by the department to avoid potential water pollution.
- The Kansas Department of Transportation (KDOT) may provide manpower and equipment for debris removal upon request.
- Kansas Highway Patrol (KHP) will assist city and county law enforcement agencies as needed and provide traffic control on state owned roads within the county.
- The Kansas National Guard (KNG) may be requested by contacting the Kansas Division of Emergency Management (KDEM) to assist in cleanup work on public property through use of their manpower and equipment.

Identify agency responsible in removing hazardous material debris, hazardous material waste in coordination with ESF 10.

Hazardous Materials

The Rush County Fire Departments, in coordination with ESF 10, provides response for hazardous materials disasters. During cleanup operations the county and municipal Public Works Departments anticipates the following:

- Render coordinating assistance to the Incident Commander as requested to mobilize and coordinate relief operations.
- To reduce risk, manpower and equipment should be selected before the need so the personnel have an understanding of hazardous materials and effective protective options.
- The contaminated equipment may pose a threat if not recognized and decontaminated before it is moved out of the contamination area.

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).

The Primary Agency is responsible for prioritizing debris removal activities. The first priorities of debris removal are lifeline routes for law enforcement, fire, and EMS vehicles, and other critical services or location. Second priority will be for the access to utilities, emergency, and disposal facilities for health and public safety. Third priority is for other areas. The debris removal will only take place on the right away of public roads; other removal will be in conjunction with “hold harmless agreements” to enter private property.

Identify and describe the actions that will be taken to condemn, demolish, and dispose of structures that present a safety hazard to the public.

Hazardous Buildings Assessment

The Primary Agency is responsible for rapid assessment activities and may request city and town building inspectors to assist Road and Bridge with damage assessment. The assessment team may be asked to take a lead role regarding inspections and damage assessment of buildings to determine potential demolition of unstable structures, emergency stabilization of damaged structures, and other actions to assist with rescue, and protect lives and property. High priority will be given to critical facilities such as hospitals, extended care facilities, and mass care shelters.

Damage assessment is addressed in ESF 14-Long Term Community Recovery. ESF 3 coordinates with ESF 14 for damage assessment during a disaster. Also reference the attachments for other forms and guidance.

The county will implement emergency powers, on an as needed basis, for condemnation and demolition of damaged and/or dangerous structures.

Continuity of Operations/Repair/Restore

• Describe Continuity of Operations protocol to be implemented when agencies are overwhelmed or their facilities are damaged and unavailable • Identify the process of repair and restoration of infrastructure. To include, but not limited to: o Identify agency responsible to repair/restore local roads, bridges, and culverts o Identify agency responsible to repair/restore local water and wastewater systems; including providing temporary water distribution and wastewater collection systems until normal operations resume. (water/waste treatment plants, water/sewer line, public/private wells) o Identify agency responsible to repair/restoration of services (gas, electric, phone)

The Continuity of Government/Operations (COG) for county operations is implemented when an agency or agencies are overwhelmed, or their facility is damaged and unavailable for service. The COG Plan is provided under separate cover (Reference Section 2.3.4 of the Basic Plan).

The mission of the Public Works Department is to remove debris from streets, eliminate hazards, manage storm damage, organize and coordinate rapid restoration of water/sewer services, repair essential services, immediately organize and coordinate damage assessment information and cooperate with other public and private agencies for infrastructure repair.

The Continuity of Government/Operations (COOP/COG) for county operations is provided under separate cover.

County/city governments are responsible for certain allocation of resources during a a disaster. As a

function of government, the policy decision as to support should be based on existing agreements that outline specific responsibilities for funding, manpower, and equipment. Rush County participates in the State compact mutual aid agreement with the surrounding Counties which will allow any County or City within its boundaries to receive assistance through mutual aid from one of these other counties.

When an emergency extends beyond the capabilities or resources of County or Cities, action should be taken as outlined in the Rush County COG Plan:

- Notify the Executive Group and the Emergency Management Coordinator to coordinate additional support.
- Request assistance from State and/or other agencies/organizations required at the scene. State guidelines (KDEM) require that assistance requests to the state be submitted through the Emergency Management Coordinator.

Priorities are determined jointly by the Incident Command, the BOCC, Public Health, and other agencies pertinent to the specific disaster. The supporting appendices to this ESF provide additional information related to ESF 3 personnel, duties, damage assessment, and training. The supporting attachments also include personnel, equipment, sanitation issues, training, and damage assessment. Additional ESF criteria include the following:

- This ESF will support infrastructure risk and vulnerability assessments.
- This ESF outlines the guidelines for post disaster assessments of infrastructure to help determine critical needs and potential workloads.
- Policies and guidelines will be established to identify structural and nonstructural mitigation measures, including protective measures to minimize adverse effects or protect resources prior to a disaster.
- Execution of emergency contracting support for life saving and life sustaining services, to include providing potable water, ice, emergency power, and other emergency commodities and services.
- This ESF anticipates assistance in monitoring and stabilization of damaged structures, demolition of structures designated as immediate hazards to public health and safety, and provides the structural specialist expertise to support inspection of mass care facilities and urban search and rescue operations.
- This ESF anticipates emergency repair of damaged infrastructure and critical public facilities (temporary power, emergency water, sanitation systems, etc.), supporting the restoration of critical flood control, and other water infrastructure systems. As appropriate, this ESF requests technical support to help facilitate efforts to obtain necessary regulatory (cultural and environmental) clearances for infrastructure restoration activities.
- Anticipates technical assistance to include engineering expertise, construction management, contracting, inspection of private/commercial structures, and real estate services.
- Manage, monitoring, and/or provide technical advice in the clearance, removal, and disposal of contaminated and uncontaminated debris from public property and the re-establishment of routes into impacted areas. The scope of actions related to contaminated debris may include waste sampling, classification, packaging, transportation, treatment, demolition, and disposal of contaminated debris and soil. The management of contaminated debris is coordinated with the Hazardous Materials ESF 10. For purposes of this ESF, contaminated debris is intended to mean debris (e.g., general construction debris/rubble) that is being addressed within the debris zone and to support the overall objectives, such as clearing roads and public property. Waste management related to hazardous site remediation is addressed under ESF 10-Oil and Hazardous Materials.

The Utilities will take steps to promote continued operation of community water, power, gas, and other distribution systems, facilities, and installations.

If service capability shortages or overload conditions appear imminent, the Utilities, in coordination with the Executive Board, will initiate curtailment guidelines.

Actions

Preparedness

List actions for ESF 3 to be taken for preparedness.

- Pre-disaster planning and coordination is the responsibility of the Primary Agency and should occur on a regularly scheduled basis. Schedule to include conducting periodic ESF meetings and conference calls.
- Primary and Support Agencies continually review their roles and responsibilities for ESF 3. Assignment of duties within each agency will be reviewed and training for each will be organized and implemented. Any changes within the support agency that affect the ability to perform ESF 3 will be communicated in writing to Rush County Emergency Management.
- Ongoing contact with ESF primary and support agencies will be maintained by RCEM.
- The Primary Agency will continue efforts to coordinate with corresponding private sector organizations.
- Coordinate ESF activities relating to disaster planning and critical infrastructure preparedness as appropriate.

Response

List actions for ESF 3 to be taken for response.

Primary and Support Agencies initiate and manage tasks as defined by their operational plans in support of this ESF.

Coordination of information from the ESF to the EOC will be coordinated through the Primary Agency.

- Organize and provide direction to resources within their functional area. Provide staff for the operations at fixed and field facilities and maintaining trained personnel to support the response.
- Notify and request assistance from support agencies in order to manage task assignments. Work with appropriate private sector organizations to maximize use of available resources.
- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities.
- Assess the need for and requesting goods and services as needed. Verify financial and property accountability for ESF activities. Immediately following the occurrence of a disaster, assess the overall status of the areas within the county and begin determination of potential needs and resources.
- Continue planning for short term and long term disaster management and recovery operations.

Recovery

List actions for ESF 3 to be taken for recovery.

- Primary and Support Agencies continue with activities as directed by the Incident Command. In addition, the support agency will initiate any recovery activities assigned to it by this ESF.
- Assist in the evaluation of damaged critical infrastructure assets. Recommend a strategy for restoration of communication service and assets.
- Implements COG for preparation and return to normal operations.
- Completes post disaster reporting and evaluates the disaster to identify lessons learned.

Prevention/Mitigation

• List actions for ESF 3 to be taken for prevention/mitigation. • Identify mitigation measurers.

- Primary and Support Agencies finalize reporting and make recommendations for mitigation measures. Measures could include actions to protect their facilities, resources, and mitigate the effects of future disasters on this ESF. Viable recommendations should be formulated and proposed for acceptance and funding through the appropriate process.
- Primary and Support Agencies begin instituting mitigation measures to protect their facilities, resources, and other issues defined by this ESF.

Reference ESF 3 Checklist for other Actions.

Responsibilities

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

Primary and Support Agencies

- It is the responsibility of the Rush County Road and Bridge Supervisor, who is also a member of the EOC Staff, for coordinating public works activities and resources during the different stages of a disaster.
- Succession of authority will be managed internally for the Primary and each Support Agency. Chain of Successions will be provided from the Primary and each Support Agency to RCEM.
- Attend scheduled meetings to verify planning functions are carried out to support this ESF.
- Assemble a list of public works and engineering related assets available to support the recovery and coordinate this information with the EOC. Request volunteer agencies and industrial resources with communications assets to contribute assets to the response effort.
- Assess the need for and prioritize the deployment of services based on available resources and critical needs as they relate to your area of responsibility.
- Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.
- Participate in drills and exercises to evaluate local communications capability.
- Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies and guidelines and report these records to the Primary Agency.

Road and Bridge Department

- Coordinate with each Support Agency through scheduled meetings to verify planning functions are carried out to support this ESF
- Coordinate meetings, plans, exercises, training, and other activities with the private sector, and the ESF 3 support agencies
- Oversee the coordination and management of resources, facilities and equipment related to this ESF
- Develop maintenance and protection arrangements for public works and engineering response and recovery
- Maintain records of expenditures and document resources utilized during response and recovery efforts

City Public Works Department

- Provide a representative to the County EOC to coordinate ESF #3 activities.
- Work with the other members of the County EOC team to set priorities and assign resources Deploy public works and engineering resources to assist first responders as required by the event.
- Assess the structural integrity of critical infrastructure.
- Repair county roads, streets, public buildings and infrastructure as required.
- Provide appropriate protective measures to protect critical infrastructure. Work with local contractors to establish and implement procedures to stabilize and demolish publicly owned buildings.
- Coordinate debris management operations.

County and City Building Officials

- Assist in determining priorities for inspection of critical facilities.
- Determine whether buildings are habitable and usable for their intended purpose.
- Inspect public buildings and potentially unsafe commercial and residential properties.
- Issue permits to facilitate essential repairs.
- Coordinate the demolition of private, residential structures.

Fire Departments

- Provide guidance regarding on scene safety issues pertinent to the public works and engineering function.

Public Utilities

- Provide personnel and resources to assist with public works and engineering functions.

Public Health Department

- Work with the ESF 3 Coordinator in monitoring the air quality near debris disposal operations.
- Work with the Environmental Protection Agency to augment local air quality monitoring resources.

Sheriff's Department

- Provide personnel and resources to assist with traffic control.
- Provide security for critical infrastructure.

ESF 3 Checklist

See [ESF 3 Checklist](#)

Attachments

• Damage Assessment forms • Sample forms and logs • Reference appropriate plans and/or procedures for receiving or notifying certain staff, facilities, departments, etc. • Reference established plans and procedures detailing protocols • 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.) • List of public works and engineering resources and contacts: o Suppliers o Services/contracts o Equipment • Equipment Operators

Sample logs and Forms-Reference ESF 5-ICS Forms.

Attch 3.1 Public Works Protocols

See [Attch 3.1 Public Works Protocols](#)

Attch 3.2 Damage Assessment and Recovery Protocols

See [Attch 3.2 Damage Assessment and Recovery Protocols](#)

Attch 3.3 Initial Incident Report Forms

See [Attch 3.3 Initial Incident Report Forms](#)

Attch 3.4 Disaster/Event Report

See [Attch 3.4 Disaster/Event Report](#)

Attch 3.5 Damage Assessment Team Log

See [Attch 3.5 Damage Assessment Team Log](#)

Attch 3.6 Right of Entry Agreement

See [Attch 3.6 Right of Entry Agreement](#)

Attch 3.7 Heavy Construction Equipment

See [Attch 3.7 Heavy Construction Equipment](#)

Attch 3.8 Construction Equipment

See [Attch 3.8 Construction Equipment](#)

Attch 3.9 Construction Materials Resources

See [Attch 3.9 Construction Materials Resources](#)

Attch 3.10 Suppliers and Services / Contracts

See [Attch 3.10 Suppliers and Services / Contracts](#)

Attch 3.11 Debris Management

See [Attch 3.11 Debris Management](#)

Attch 3.12 Debris Clearance

See [Attch 3.12 Debris Clearance](#)

Attch 3.13 Debris Notification Form

See [Attch 3.13 Debris Notification Form](#)

Attch 3.14 Landfill Site Map

See [Attch 3.14 Landfill Site Map](#)

ESF 4-Firefighting

List ESF coordinating agency responsible for ESF 4.

ESF Coordinator

Rush County Emergency Management Director

List ESF primary agencies responsible for ESF 4.

Primary Agency

Rush County Fire Districts

List ESF support agencies responsible for ESF 4.

Support Agency

Rush County (all departments)

Rush County Communications - 911 Dispatch

Municipalities (all departments)

Rush County Emergency Medical Services (EMS)

Kansas State Fire Marshals Office (KSFMO)

Kansas Department of Transportation (KDOT)

American Red Cross (ARC)

Rush County Emergency Management Department

U.S. Department of Agriculture / Forest Service

City of Hays Fire Department (Regional Rescue / HazMat Team)

Purpose, Scope, Policies/Authorities

Purpose

This section explains the plans, who is involved, and why it was developed. Purpose statement that describes the reason for the development of this annex.

This ESF implements Annex 4 to the Emergency Operations Plan. ESF 4 anticipates a comprehensive structure to coordinate appropriate utilization of local fire resources prior to, during, and after the impact of a disaster. This will include but is not limited to the detection and suppression of urban, rural, and wildfire resulting from, or occurring coincidentally with a natural or man made disaster. Trained firefighting resources are limited and could be quickly consumed by a disaster. Therefore, it is imperative that the EOP provide direction and prioritization for these resources.

Scope

Identify what the annex contains Identify who the annex applies to Identify how the annex benefits the jurisdiction

This ESF is structured to manage and coordinate firefighting resources in the detection and suppression of fires, during rescue situations, and when mobilizing and coordinating personnel, equipment, and supplies in support of local entities. ESF 9 - Search and Rescue, and ESF 10-Oil and Hazardous Materials are integral components of the function of this ESF's support agencies.

Policies/Authorities

List county specific policies regarding ESF 4.

There are multiple Primary Agencies (fire departments) listed for this ESF. The lead agency will be determined by the major needs for the type and location of the disaster.

ESF 4 applies to agencies and organizations with assigned emergency responsibilities as described in the CEOP.

The ESF 4 Coordinator and the support agencies are critical members of the EOC Team and will work within the EOC structure described in ESF #5 – Emergency Management.

Fire departments located in the County train their personnel in the Incident Command System (ICS) and the National Incident Management System (NIMS) to provide coordination during emergency situations.

Medical Monitoring-Human health risk can be identified in two major categories regarding emergency response activities. The first category is occupational diseases and generally includes respiratory exposure to harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors. The recommended medical monitoring procedures are provided in OSHA 29 CFR 1910.120, hazardous waste operations and emergency response.

The second category is zoonotic diseases. Zoonotic diseases, or zoonoses, are those diseases which can be passed from animals (both domestic and wild) to people. Some of the major diseases include rabies, anthrax, intestinal parasites (roundworms, hookworms, etc.), salmonella, lime disease and others. The Foreign Animal Disease Plan maintained under separate cover, provides appropriate protective procedures for animal disease exposure.

List state and federal authorities regarding ESF 4.

State and Federal Authorities

State and Federal authorities are provided in the 2011 Kansas Response Plan (pgs. 179-180) provided under the EOP References tab.

Concept of Operations

General (Command, Control, and Notifications)

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. Describe how fire service efforts in support of emergency operations will be directed and controlled.

The Primary Agency is responsible for overall firefighting efforts in support of emergency operations. The allocation of resources during emergencies and the forecasting of needed resources is the responsibility of the Incident Commander. When an emergency extends beyond the normal capabilities or resources of the responding departments, the resource management aspects will be conducted by ESF 7-Resource Management.

Information related to coordination, communications, certifications, evacuations, etc. are provided in Attachment 4.1-Fire Service to this ESF.

Succession of authority will be managed internally for the Primary and each Support Agency. Chain of Successions will be provided from the Primary and each Support Agency to RCEM.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will be expected to attend planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Identify agency responsible for liaison roles with the state and adjacent county fire service officials.

The Rush County Emergency Management Coordinator or designee is responsible for information flow in support of this ESF during an emergency. Key information will be distributed via WebEOC and/or situation reports on pre-established email rosters.

This ESF will be activated at the discretion of Rush County Emergency Management (RCEM). During

periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event.

During disaster operations, the Primary Agency will work directly with the Operations Chief located at the Emergency Operations Center for information management and reporting of ESF activities.

Identify agency responsible for providing initial notification for ESF 4

Initial Notification

The Board of County Commissioners maintains overall authority for the initial notification process. The Rush County Emergency Coordinator and the Coordinator of the Sheriff's Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the Rush County Emergency Management Coordinator. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities for Notification are provided in ESF 2-Attachment 2.6.

Rush County Emergency Management maintains an Emergency Points of Contact for agencies/departments involved in emergency management operations. The Emergency Management Coordinator maintains the Emergency Points of Contact List in the EOC.

Identify agency responsible for managing the collection, processing, and disseminating of information to and from the EOC: o Describe the interface between ESF 4 operations and EOC

Information Management

This ESF is coordinated through the designated representative of the Primary Agency and RCEM. Support Agencies shall work with the Primary Agency and RCEM for purposes of pre disaster planning and post disaster coordination of the issues addressed by this ESF. The Primary Agency coordinates verification of planning efforts for this ESF. During post disaster operations, each Support Agency is responsible for coordinating their individual plans, guidelines, and reporting of ESF activities to the Emergency Operations Center through the Primary Agency.

RCEM will work closely with the ESF Primary and Support Agencies to verify continuity across planning efforts. During disaster operations, the Primary Agency will work directly with the Operations Chief located at the Emergency Operations Center for information management and reporting of ESF activities.

This ESF will interface with ESF 8-Public Health and Medical Services in coordinating medical assistance and transportation of victims beyond initial collection points.

This ESF will coordinate response efforts with the other ESF's during a disaster with special efforts related to coordination with ESF 9-Search and Rescue, and ESF 10-Oil and Hazardous Materials. In a disaster situation it is assumed that:

- Available local firefighting resources will be committed, and additional help will be needed from around the state.
- Coordination and direction of the local efforts, including volunteers, will be required.
- Fire resources will be tasked with a variety of missions, many of which will not directly relate to fire suppression.

Information shall be reported through the Incident Command System. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or assigned area, to promote continuity.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF.

Individual Agency reporting requirements will be established by each Primary and Support Agency to

meet the needs of their respective organization.

The ESF representative shall attend planning meetings and report on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Describe existing firefighting assistance agreements.

Mutual Aid

Kansas Statute 48-950 provides for all political subdivisions within the State of Kansas to be automatically included as a part of the Kansas mutual aid system. Also reference the Fire Service Response and Coverage section.

Summarize guidance for handling vulnerable populations. To Include, but not limited to: o care facilities, assisted living centers, independent living facilities, schools, hospitals, day care facilities

Functional Needs Populations

Facilities within Rush County such as schools, licensed daycare facilities, hospital, and nursing homes are required to develop and maintain working evacuation plans for their facilities. Although not specifically included as a part of this plan, they are considered an addendum to it.

Facilities that care for vulnerable populations will communicate via radio or telephone with the EOC through 911 Dispatch when outside assistance is required.

Describe the process used to detect and suppress wildland, rural, and urban fires resulting from or occurring coincidentally with an incident response.

Incident Response Coordination

The Primary Agency will jointly implement, evaluate, and coordinate the emergency situation with on scene incident command to make strategic decisions, identify resource needs and secure resources required for field operations and emergency contingencies resulting from cascading hazards.

During response to a disaster describe how areas outside of the impacted area continue fire service responsibilities. To include, but not limited to: o Maintain coverage o How is backfill established o How are such calls dispatched

Fire Service Response and Coverage

There is a countywide mutual aid inter-local agreement in place for all fire districts to support each other during fire and emergency response activities. Fire units are dispatched via radio, or available communications, to provide backfill to areas requiring coverage.

It is the responsibility of the Primary Agency to forward pertinent information to the EOC through protocols established in ESF 2-Communications. Generally, this will be via 2-way radio communications. Required information will be posted by the EOC using the WebEOC interface. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area to provide continuity and reporting.

Primary and alternate means of communications, protocols and equipment during a disaster operation are under the control of the individual agencies and department's Fire Chief. In the event of a response requiring the combined efforts of two or more fire protection departments, the responsibility is that of the Incident Commander. This can be accomplished through common tactical and command frequencies and through the use of the cross band repeater for inter-agency communications of mutual aid resources.

Information related to fire districts, coverage, HazMat, rescue, inventories, resources, and organizational guidelines are provided as Attachments to this ESF.

Actions

Preparedness

List actions for ESF 4 to be taken for preparedness.

- Pre-disaster planning and coordination is the responsibility of the Primary Agency and should occur on a regularly scheduled basis. Schedule to include conducting periodic ESF meetings and conference calls.
- Primary and Support Agencies continually review their roles and responsibilities for this ESF. Assignment of duties within each agency will be reviewed and training for each will be organized and implemented. Any changes within the support agency that affect the ability to perform this ESF will be communicated in writing to Rush County Emergency Management.
- Ongoing contact with ESF Primary and Support Agencies will be maintained by RCEM.
- The Primary Agency will continue efforts to coordinate with corresponding private sector organizations.
- Coordinate ESF activities relating to disaster planning and critical infrastructure preparedness as appropriate.
- Coordinate intergovernmental, nongovernmental organization, and private sector preparedness efforts to support this ESF.
- Review and reissue inventory protocols for assessment, allocation, and coordination of communications assets in the event of a domestic disaster.

Response

List actions for activating ESF 4 for a response.

- Primary and Support Agencies initiate and manage tasks as defined by their operational plans in support of this ESF.
- Coordination of information from the ESF to the EOC is through the Primary Agency. Actions of the Primary and Support Agencies include the following:
 - Organize and provide direction to resources within their functional area. Provide staff for the operations at sites and maintaining trained personnel to support the response.
 - In a timely fashion, notify and request assistance from support agencies in order to manage mission assignments. Work with appropriate private sector organizations to maximize use of available resources.
 - Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities.
 - Assess the need for and requesting goods and services as needed. Coordinate financial and property accountability for ESF activities. Immediately following the occurrence of a disaster, assess the overall status within the county and begin determination of potential needs and resources.
 - Continue planning for short term and long term disaster management and recovery operations.

Recovery

List actions for ESF 4 to be taken during recovery.

- Primary and Support Agencies continue with activities as directed by Incident Command. In addition, the support agency will initiate any recovery activities assigned to it by this ESF.
- Assist in the evaluation of damaged critical infrastructure assets. Recommend strategies for restoration of communication service and assets.
- Completes post disaster reporting and evaluates the disaster to identify lessons learned.

Prevention/Mitigation

List actions for ESF 4 to be taken for prevention/mitigation. o Identify mitigation measures.

- Primary and Support Agencies finalize reporting and make recommendations for mitigation measures. Measures could include actions to protect their facilities, resources, and mitigate the effects of future disasters on this ESF. Viable recommendations should be formulated and proposed for acceptance and funding through the appropriate process.
- Primary and Support Agencies will begin instituting mitigation measures to protect their facilities,

resources, and other issues defined by this ESF.

Reference the ESF 4 Checklist for other Actions.

Responsibilities

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

Primary and Support Agencies

- The Primary Agency will coordinate the provision of local firefighting personnel and equipment. It will also plan, coordinate, and assign any responding mutual aid resources. It additionally will coordinate those resources volunteered for this ESF from other unidentified sources.
- Fire departments will coordinate through this ESF by forwarding their requests for mutual aid firefighting assistance to the Emergency Operations Center (EOC) ESF 4 Director during a disaster or other activation of the EOC.
- Attend scheduled meetings to promote planning functions in support of this ESF.
- Assess the need for and prioritize the deployment of services based on available resources and critical needs.
- Assemble a complete list of available firefighting resources within Rush County and surrounding counties and municipalities that may be available for response and coordinate this information with the EOC.
- Request volunteer and private agencies with assets to contribute those assets to response efforts.

Rush County District Fire Chiefs and/or District Fire Departments

- Provide a representative to the EOC to coordinate ESF 4 activities.
- Work with the other members of the EOC team to set priorities and assign resources.
- Coordinate with the field to assess resource requirements.
- Request outside assistance and activate fire mutual aid agreements.
- Serve as the Incident Commander and provide firefighting services.
- Gather and report information regarding firefighting activities to the County EOC.
- If available and requested, deploy firefighting resources to assist other fire departments.

Rush County Road and Bridge Department

- Provide resources and personnel to support emergency firefighting operations.

Rush County Sheriff's Department

- Assist with traffic control and security at the fire scene(s).

Police Departments

- Assist with traffic control and security at the fire scene(s).

Private Sector

- Provide equipment and personnel to support emergency firefighting operations.

ESF 4 Checklist

See [ESF 4 Checklist](#)

Attachments

• Sample forms and logs. • Reference organizational procedures for insuring first responders involvement in emergency operation to include medical monitoring. • Reference appropriate plans and/or procedures for receiving or notifying certain facilities, department, etc. • Map of fire service providers and coverage. • List and contact for firefighting resources: o Suppliers o Services/Contracts o Equipment o Equipment Operators

Sample Forms and Logs-Reference ESF 5-ICS Forms.

Reference the Policies and Authorities section for Medical Monitoring.

Attch 4.1 Fire Service Protocols

See [Attch 4.1 Fire Service Protocols](#)

Attch 4.2 Fire Resources

See [Attch 4.2 Fire Resources](#)

Attch 4.3 Fire District Map

See [Attch 4.3 Fire District Map](#)

Attch 4.4 Suppliers and Services/Contracts

See [Attch 4.4 Suppliers and Services/Contracts](#)

Attch 4.5 Equipment and Equipment Operators

See [Attch 4.5 Equipment and Equipment Operators](#)

Attch 4.6 Rush County Fire Equipment Documents

See [Attch 4.6 Rush County Fire Equipment Documents](#)

ESF 5-Emergency Management

List ESF coordinating agency responsible for ESF 5.

ESF Coordinator

Rush County Emergency Management Coordinator

List ESF primary agencies responsible for ESF 5.

Primary Agency

Rush County Board of County Commissioners

Rush County Emergency Management Department

List ESF support agencies responsible for ESF 5.

Support Agency

Rush County (all departments)

Municipalities (all departments)

Rush County Local Emergency Planning Committee (LEPC)

Kansas Division of Emergency Management (KDEM)

Kansas Highway Patrol (KHP)

Kansas Department of Transportation (KDOT)

Federal Emergency Management Agency (FEMA)

Non-Government Organizations (NGOs)

Purpose, Scope, Policies/Authorities

Purpose

This section explains the plans, who is involved, and why it was developed. Purpose statement that describes the reason for the development of this annex.

This ESF implements Annex 5 to the Emergency Operations Plan. The ESF is responsible for supporting overall activities of the County for disaster management. This ESF provides the core management and administrative functions in support of this ESF, and anticipates operational guidance to those who are assigned to work in this Emergency Support Function. The mission of this ESF is to collect, process, and disseminate information about an actual disaster or potential disaster situation, and facilitate the overall activities of response and recovery. It also is used to make appropriate notifications and interface with other local and state entities.

Scope

Identify what the annex contains Identify who the annex applies to Identify how the annex benefits the jurisdiction

This ESF is structured to manage and coordinate overall information and planning activities from the EOC in support of response and recovery operations. The ESF assimilates disaster information when the EOC is activated from county/municipal representatives and activated ESFs. Activities within the scope of this function include:

- Support other ESFs across the spectrum of domestic disaster management from prevention to response and recovery.
- Facilitate information flow in the pre-disaster prevention phase to place assets on alert, or to pre-position assets for quick response.
- Coordinate those functions that are critical to support and facilitate multi-agency planning and coordination for operations involving potential and actual disasters.

- Utilizing alert and notification measures to assist in disaster action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for State assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required.

Policies/Authorities

List county specific policies regarding ESF 5.

Emergency response and recovery operations conducted under ESF 5 will be in accordance with the National Incident Management System (NIMS).

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will attend planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Requests for equipment, resources or assistance shall be made by the Primary Agency to the Incident Command System. Each request will be assessed by the Incident Command and a status response will be made as soon as possible. The Incident Command will maintain a listing of requests and will assign a priority to each.

Kansas Statute 48-950: provides for all political subdivisions within the State of Kansas to be automatically included as a part of the Kansas mutual aid system.

When major disaster assistance activities may be carried out by contract or agreement with private organizations, firms, or individuals, preference will be given, to the extent feasible and practicable, to those organizations, firms, and individuals, residing or doing business within Rush County. Under disaster or emergency conditions, the Emergency Management Coordinator may utilize the most expedient means possible in securing purchases; this includes and is not limited to suspension of the normal and usual County Bidding and Purchasing Policies.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will be expected to attend planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7-Resource Support policies and guidelines and report these records to the Primary Agency.

Primary and support agencies will provide summary recommendations as part of the submission of final record keeping and reporting. In order to enhance the ability to respond and mitigate cost, agencies should review their plan, allocation of resources, methods of communication, and overall interaction with other agencies. Recommendations for improvement should result from the review and should be implemented within the agency. Recommendations which apply outside the agency should be forwarded to the Emergency Management Coordinator for consideration.

List state and federal authorities regarding ESF 5.

State and Federal Authorities

State and Federal authorities are provided in the 2011 Kansas Response Plan (pgs. 20-22) provided under the EOP References tab.

Concept of Operations

General (Command, Control, and Notifications)

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. Describe how emergency management efforts in support of emergency operations will be directed and controlled.

The Rush County Emergency Management Coordinator is responsible for organizing and coordinating the emergency management function for Rush County during emergency or disaster operations.

Succession of authority will be managed internally for the Primary and each Support Agency. Chain of Successions will be provided from the Primary and each Support Agency to RCEM.

Standard Operating Guidelines (SOGs) will be developed to support each task identified in this ESF and to support the additional items listed below:

- Call Down Roster
- Resource Lists (Internal)
- Resource Lists (External)
- Resource Shortfalls
- Responding to requests
- Requesting assistance
- Maintaining critical elements of information
- Briefing requirements and format

The EOC activation checklist is provided as an Attachment to this ESF.

Identify agency responsible for liaison roles with the state and adjacent county emergency management officials.

The Primary Agency is responsible for information management in support of this ESF during an emergency. Key information will be distributed via WebEOC and/or situation reports on pre-established email rosters.

This ESF will be activated at the discretion of Rush County Emergency Management. During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event. Activation of this ESF will be coordinated through the Primary Agency.

During disaster operations, the Primary Agency will work directly with the Operations Chief located at the Emergency Operations Center for information management and reporting of ESF activities.

ESF 5 serves as the support ESF for Primary and Support Agencies across the spectrum of disaster management. ESF 5 activities include those functions that are critical to support and facilitate the EOP and its components. This includes alert and notification, deployment and staffing, incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for assistance, resource acquisition, tracking, and management, worker safety and health, facilities management, financial management, and other support as required.

The primary point for initiating external notification processes is the Rush County Emergency Management Office in LaCrosse, Kansas. Upon the notification of an emergency situation, the communications center will notify the Rush County Emergency Management Coordinator. The Rush County Sheriff's Department (911 Dispatch) is responsible for activation of the outside warning system.

Identify agency responsible for providing initial notification for ESF 5.

Initial Notification

The Board of County Commissioners maintains overall authority for the initial notification process. The Rush County Emergency Coordinator and the Coordinator of the Sheriff's Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the Rush County Emergency Management Coordinator. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities of Notification are

provided in ESF 2-Attachment 2.6.

Rush County Emergency Management maintains an Emergency Points of Contact for agencies/departments involved in emergency management operations. The Emergency Management Coordinator maintains the Emergency Points of Contact List is provided in the EOC.

Identify agency responsible for managing the collection, processing, and disseminating of information to and from the EOC.

Information Management

The Primary Agency shall manage and report through the Incident Command System. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative shall attend planning meetings and report on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Identify/ describe the action that will be taken to gather essential information and assess the immediate risks posed by the emergency.

This ESF is coordinated through the designated representative of the Primary Agency. It will coordinate support and mutual aid agencies in directing resources and response activities. The Primary Agency is the Coordinator for verifying that planning efforts for this ESF are accomplished. During post disaster operations, each Support Agency is responsible for coordinating their individual plans, guidelines, and reporting of ESF activities to the Emergency Operations Center through the Primary Agency.

This ESF serves as the support ESF for Primary and Support Agencies across the spectrum of disaster management. These ESF activities include those functions that are critical to support and facilitate the EOP and its components. This includes alert and notification, deployment and staffing, incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for assistance, resource acquisition, tracking, and management, worker safety and health, facilities management, financial management, and other support as required.

Incident Assessment

Describe how the initial assessment is disseminated/shared in order to make protective action decisions and establish response priorities, including the need to declare a State of Local Disaster Emergency.

Upon activation of all or part of the EOP, Rush County Emergency Management will implement the following initial actions:

- Alert threatened populations and initiate evacuation as necessary.
- Confirm that appropriate first responders have been deployed to the scene of the emergency as applicable.
- Notify county agency/department personnel and begin implementing established call down procedures to essential staff.
- Instruct appropriate county department and partner emergency services to activate necessary resources.
- Determine which county or other agency/organization has assumed incident command and establish communication with the Incident Command Post (ICP).

If an emergency or disaster is determined beyond the normal capabilities of local government, a local proclamation of emergency is made by the legislative heads of the involved governments. If the

emergency or disaster is beyond the normal capabilities of county government a local proclamation of emergency is made by the county commissioners to request State assistance. The county proclamation is a prerequisite for state and federal assistance.

Identify/describe the action that will be taken to monitor the status of the emergency and future effects that may result from the emergency.

It is the responsibility of the Primary Agency to forward pertinent information to the EOC through protocols established in ESF 2-Communications. Generally, this will be via 2-way radio communications. Required information will be posted by the EOC using the WebEOC interface. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated location, to provide continuity and reporting.

Rush County utilizes the Incident Command System (ICS) for on scene direction and control operations.

Command-Overall management of the disaster is provided by the first responder on the scene until command is relinquished to a more senior/higher ranking individual in accordance with ICS policies.

Other ICS Functions-Other ICS functions, to include, but not necessarily limited to: Operations, Planning, Logistics, and Finance/Administration will be in accordance with accepted ICS practices and Standard Operating Guidelines, and fall under the purview of the Incident Commander.

Outside responders will utilize the Incident Command System and be incorporated into said system by the use of agency/department liaisons.

Incident Command

Describe how incident command operations will be conducted.

Disaster operations are conducted in general accordance with the National Incident Management System (NIMS). The ICS and NIMS Overview is provided as Attachment 5.1. Documentation activities during disaster response will utilize the ICS response forms which are provided as Attachment 5.2 to this Annex.

This ESF and the EOP are organized to complement the National Incident Management System (NIMS). This ESF structure supports the general staff functions described in the NIMS which correlate to the County level functions. In general the functions include the following:

- Command Support
- Operations
- Planning
- Logistics
- Finance/Administration

Describe how and where an incident command post will be established and how it will be identified during the emergency.

The initial command will be assumed by the first responder managing the response on-scene. That individual will assume the role of Incident Commander (IC) and manage the response from the on scene Incident Command Post (ICP) in accordance with NIMS ICS structure. The ICP will be primarily focused on tactical on scene management but may perform an EOC like function in smaller scale disasters or during the initial phase of the response to larger, more complex events.

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.

Coordination between the disaster scene and the EOC will be accomplished with direct radio or telephone communications between the Incident Commander and the Emergency Management Coordinator or agency representatives.

At a minimum, the IC will determine disaster objectives and strategies; develop an Incident Action Plan

(IAP); determine the ICS roles that need to be filled to deliver an expeditious response; and coordinate on scene response activities. If the event and response are complicated enough to warrant multi-agency or other types of command, the IC will coordinate with a jurisdictional EOC.

On scene IC's can also request limited or full activation of the county EOC, if in their judgment, the situation warrants an activation or the situation has the potential to escalate to a major or catastrophic emergency. Authorization for activation of the EOC should be approved by one of authorized persons, as identified in this ESF, if time and circumstances permit.

Describe the process the incident commander will use to coordinate and integrate the unplanned arrival of individuals and volunteer groups into the response system and to clarify their limits on liability protection.

Volunteer Management

Management of unaffiliated volunteers requires a cooperative effort by county and municipal governments; voluntary and community based organizations, such as the Citizen Corps Council; faith based organizations; the private sector; and the media.

RCEM supports the Volunteer and Donations Coordinator and voluntary organizations. The affected governments, in partnership with voluntary organizations, are responsible for developing plans that address the management of unaffiliated volunteers during disaster response and recovery. (Reference the Volunteer and Donations Management Support Annex)

Emergency Operation Center (EOC)

• Describe the functions performed by the EOC: o Identify who is in charge of the EOC o Describe/depict the EOC organization o Describe the EOC staffing process o Summarize how the EOC operates when activated

Initial staffing of the EOC will be the Emergency Management Coordinator, the Rush County Sheriff's Department Shift Supervisor, and the 9-1-1 Dispatcher, (or their designated representatives). This is the minimum staffing for the EOC. Depending upon the magnitude of the situation, the EOC staffing will be expanded as needed. The Rush County EOC organizational chart is provided as Attachment 5.8. The functions of the EOC include:

The functions of the EOC include:

- Provide technical information on plans, SOGs, research and support.
- Collect, process, and disseminate essential information to the EOC staff.
- Develop and brief, briefings, displays, and plans.
- Consolidate key information into reports and other materials; describe and document overall response activities and inform appropriate authorities of the status of the overall response operations.
- Maintain displays of key information such as maps, charts and status boards, and computer bulletin boards or electronic mail, as available.
- Establish a pattern of information flow and support of the action planning process initiated by the Command Staff.
- Provide logistical support for EOC staffing and facility needs.
- Establish historical records collection process and event reconstruction.
- Issue request from the Governors' office for Federal assistance to the President under the Stafford Act are coordinated through RCEM.
- Generate various Reports and Releases to support operations.
- Coordinate Incident Action Planning to support operations.
- Support the implementation of mutual aid agreements to promote a seamless resource response to affected jurisdictions.
- Maintain an on call workforce of trained and skilled reserve employees to provide the capability to perform essential emergency management functions on short notice and for varied duration.

General EOC operations include the following:

- This ESF will collect, sort and process information received from various sources and present condensed and updated information to the Operations Officer.
- Oversee message flow within the EOC, displaying information data, tracking mission assignments, and providing technical data in support of disaster operations.
- Coordinate and secure SOPs from agencies and organizations with primary responsibilities for ESFs.
- Maintain the EOC and secure an alternate location for emergencies.
- Notify appropriate agencies and organizations regarding EOC activation and necessary response.
- Prepare timely situation reports for local authorities, EOC, SOC, and other appropriate personnel.
- Secure and disseminate necessary information in support of ESFs
- Establish activation and operational times of the EOC.
- Establish a duty roster, phone lists, message flow and tracking.
- Monitors potential or developing disasters and supports the efforts of municipal and field operations.
- Coordinates operations and situational reporting to the State EOC.

The following types of equipment are located in the Emergency Operations Center and are utilized for numerous types of activities, and are available in the event of a disaster situation. The EOC contains updated maps of the State of Kansas, Rush County, and cities within Rush County including the general area. It also includes status boards required for tracking significant events/actions. The EOC also contains additional equipment to include:

- Additional telephones and lines
- Computer with Internet access
- Contact, resource lists, etc.
- Televisions with cable access
- Various radio systems

Describe/identify under what conditions the jurisdiction will activate a primary and or alternate EOC and who makes this determination.

EOC Activation

The Rush County Emergency Management Coordinator, is responsible for the activation of the EOC. The Coordinator assembles the EOC staff, initiates the necessary functional guidelines and also initiates scaling down and eventual deactivation of the EOC when the situation no longer warrants an active Emergency Operations Center. The EOC will be activated/deactivated in specific levels depending upon the severity of the disaster and the need for resources. These operations levels are designated: Level I, Level II, and Level III. Operations levels are further detailed in Attachment 5.15-EOC Staffing Guidelines.

Identify the primary and alternate sites that will likely be used as an EOC for the jurisdiction. Describe the process for moving from one EOC to another.

The primary EOC is located at the Rush County Sheriff's Department, located at 715 Elm in LaCrosse, Kansas. In the event that the Primary EOC is rendered or deemed unusable, emergency operations will relocate to the Rush County Emergency Management Department mobile trailer which will serve as the Alternate EOC. A map detailing the locations of the Primary and Alternate EOCs is provided as Attachment 5.10.

If in the event the primary and secondary EOCs are deemed unusable, or if the magnitude and situation warrants, the Emergency Operations Center may be relocated using the Rush County Emergency Management's Mobile Command Post/Communications Vehicle to serve as an on scene/mobile Emergency Operations Center.

Describe the EOC's ability to manage an emergency response that lasts longer than 24 hours (e.g. staffing needs, shift changes, resources needs, feeding, alternate power)

Shift hours will be at the discretion of the representing agency. Where possible, shift hours will correlate with general staff briefings. During each activation, general staff briefings will be established based on the threat.

Any required resources to support this ESF must be coordinated, allocated, and managed through this ESF if possible.

In cases where the required resource cannot be obtained through this ESF, request will be forwarded to the EOC and coordinated through ESF 7 for allocation.

Once procured through ESF 7, the management of the resource (financial record keeping, reporting, tracking, etc.) will be coordinated through this ESF. Management of the resource will be documented using ESF 7 policies and guidelines.

o Identify/describe the actions that will be taken to transition from response to recovery operations. o Describe the process used to deactivate/close the EOC.

The Rush County Emergency Management office will determine when the immediate emergency response has largely concluded and the county can transition from crisis mode and short term recovery to long term recovery. This will include actions such as deactivation of the EOC, return of borrowed equipment and supplies, financial settlement, and restoration and rebuilding. Demobilization of the EOC may include:

- Developing and implementing a demobilization plan
- Collection of documentation, (i.e., Logs, sign in sheets, messages forms) generated during the event.
- Compile a list of the names and addresses of volunteers and vendors that donated their time, resources, and/or services.
- Conduct an inventory of EOC supplies and identify items needed to replenish the EOC supply cabinets. Include in the inventory any recommendations for additional supplies that should be added to the items already maintained.
- The return of items used during EOC operations to their appropriate locations.

Identify/describe the actions that will be taken to routinely brief senior officials not present in the EOC on the emergency situation and to authorize emergency actions.

The EOC staff will provide information and recommendations to senior officials through the IC or as directed, to help determine a course of action to respond to, contain, and recover from an emergency. The ICS 209-Incident Status Summary form is the preferred method to provide situation reports to senior staff and officials.

Identify/describe the actions that will be taken to manage public information in coordination with ESF 15.

Public Information

The Public Information Officer (PIO) is responsible for the formulation and release of information about the disaster to the news media, the public, and other appropriate agencies and organizations through the EOC.

Public information coordination is activated at the discretion of the Rush County Emergency Management Coordinator, depending on the resources needed to adequately manage the event. (Reference ESF 15-External Affairs/Emergency Public Information)

Actions

Preparedness

o List actions for ESF 5 to be taken for preparedness.

- Pre-disaster planning and coordination is the responsibility of the Primary Agency and should occur on a regularly scheduled basis. Schedule to include conducting periodic ESF meetings and conference calls.

- Primary and Support Agencies will continually review their roles and responsibilities for this ESF. Assignment of duties within each agency will be reviewed and training for each will be organized and implemented. Any changes within the Support Agency that affect the ability to perform this ESF will be communicated in writing to Rush County Emergency Management.
- Ongoing contact with ESF Primary and Support Agencies will be maintained by RCEM.
- The Primary Agency will continue efforts to coordinate with corresponding private sector organizations.
- Coordinate ESF activities relating to disaster planning and critical infrastructure preparedness as appropriate.

Response

List actions for ESF 5 to be taken for response.

- Primary and Support Agencies initiate and manage tasks as defined by this operational plan in support of the EOP. Coordination of information from the EOC to components of the EOP will be coordinated through the Primary Agency.
- Organize and provide direction to resources as part of the Incident Command function.
- Provide staff for the operations at sites and maintaining trained personnel to support the response.
- Notify and request assistance from other agencies in order to manage the overall response and recovery effort. Work with appropriate private sector organizations to maximize use of available resources.
- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities.
- Assessing the need for and requesting goods and services as needed. Promote financial and property accountability for ESF activities.
- Immediately following the occurrence of a disaster, assess the overall status within the county and begin determination of potential needs and resources.
- Continue planning for short term and long term disaster management and recovery operations.

Recovery

List actions for ESF 5 to be taken for recovery.

- Primary and Support Agencies continue with activities as directed by the Incident Command. In addition, the support agency will initiate any recovery activities assigned to it by this ESF.
- Assist in the evaluation of damaged critical infrastructure assets. Recommend a strategy for restoration of communication service and assets.
- Complete post disaster reporting and evaluates the disaster to identify lessons learned.

Prevention/Mitigation

List actions for ESF 5 to be taken for prevention/mitigation. Identify mitigation measures.

- Primary and Support Agencies finalize reporting and make recommendations for mitigation measures. Measures could include actions to protect their facilities, resources, and mitigate the effects of future disasters on this ESF. Viable recommendations should be formulated and proposed for acceptance and funding through the appropriate process.
- Primary and Support Agencies begin instituting mitigation measures to protect their facilities, resources, and other issues defined by this ESF.

Reference the ESF 5 Checklist for other Actions.

Responsibilities

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

Primary and Support Agencies

- Attend scheduled meetings to verify planning functions are carried out to support this ESF.

- Identify and provide staff representatives to support the ESF and other operational information related to these activities.
- Request volunteer agencies and private resources with assets to contribute those assets to the response effort.
- Assess the need for and prioritize the deployment of services based on available resources and critical needs as they relate to your area of responsibility.
- Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.
- Participate in drills and exercises to evaluate local communications capability.
- Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies and guidelines and report these records to the Primary Agency.

Organizational responsibilities are depicted in the EOC Function Chart-Attachment 5.11.

County Executive

- Responsible for the overall coordination of response and recovery operations. The Chairman of the BOCC, or designee, may serve as the EOC Team Leader in coordination with the Emergency Management Coordinator.

EOC Manager

- Responsible for site management and advising the County Executive. The EOC Manager will normally be the Emergency Management Coordinator, or be a member of the Emergency Management staff.

EOC Support Coordinator

- Responsible for collection, analysis and dissemination of information to the EOC staff. The EOC maintenance, Security, Technology, Communications, Radio, and EAS Operations coordinate and issue situation reports, bulletins and advisories, assist with science and technology support (GIS mapping, modeling) and providing support for action planning and resource tracking.

EOC Liaison Officer

- Responsible for Legal liaison and dissemination of information to the public. The Safety and Public Information Officers are supported through this function. This position may be filled by the County Attorney or legal advisor, or as designated by the BOCC.

Operations Chief

- Responsible for coordinating support to Incident Commanders or Supervisors in the field from the EOC. The Operations Chief is generally a representative of the primary response agency with overall disaster management responsibilities in the field.

Logistics Chief

- Responsible for resource management and responding to resource requests from the EOC. During most events, the Operations Chief may be responsible for the Logistics Chief duties. During more complex emergencies, a separate Logistics Coordinator may be assigned.

Planning Chief

- Responsible for situation analysis and anticipating future response and recovery needs from the EOC. During most events, the Planning Chief may be responsible for the Operations Chief duties. During more complex emergencies, a separate Planning Chief will be assigned.

Administration and Finance Chief

- Responsible for staff scheduling, administrative support, EOC documentation, procurement and finance issues from the EOC. This will generally be a member of the Emergency Management staff. During large or complex emergencies, a representative or representatives from other agencies or

departments may fulfill this role.

In addition to these EOC positions comprising the basic direction and control organizational structure, members of the following groups will lead the Emergency Support Function (ESF) Annexes activated for the event. Members of these work groups will be dictated by the type, scope and severity of the disaster, and may include appropriate state and federal representation operating as a Unified Command.

Human Services Branch

- ESF 6-Mass Care, Housing and Human Services
- ESF 11-Agriculture and Natural Resources (excluding Foreign Animal Disease)
- ESF 14-Long Term Community Recovery and Mitigation

Emergency Services Branch

- ESF 8-Public Health and Medical Services
- ESF 9-Search and Rescue
- ESF 10-Oil and Hazardous Materials
- ESF 13-Public Safety and Security

Infrastructure Branch

- ESF 1-Transportation
- ESF 2-Communications
- ESF 3-Public Works and Engineering
- ESF 12-Energy and Utilities

ESF 5 Checklist

See [ESF 5 Checklist](#)

Attachments

EOC organization chart EOC functions chart Emergency/disaster event flow chart EOC staffing roster and contact information EOC room layout diagram Checklist of activation/deactivation of the EOC ICS and NIMS overview Sample forms and logs: o Provide copies of specific forms or logs to be used by EOC personnel o Sample emergency declaration o Sample reports o Sample Situation Report Reference appropriate plans and/or procedures for receiving or notifying certain facilities, department, etc.

Attch 5.1 ICS and NIMS Overview

See [Attch 5.1 ICS and NIMS Overview](#)

Attch 5.2 ICS Response Forms Guide

See [Attch 5.2 ICS Response Forms Guide](#)

Attch 5.2.1 ICS Forms-Table of Contents

See [Attch 5.2.1 ICS Forms-Table of Contents](#)

Attch 5.2.2 Incident Briefing (201)

See [Attch 5.2.2 Incident Briefing \(201\)](#)

Attch 5.2.3 Incident Objectives (202)

See [Attch 5.2.3 Incident Objectives \(202\)](#)

Attch 5.2.4 Organization Assignment List (203)

See [Attch 5.2.4 Organization Assignment List \(203\)](#)

Attch 5.2.5 Division Assignment (204)

See [Attch 5.2.5 Division Assignment \(204\)](#)

Attch 5.2.6 Incident Radio Plan (205)

See [Attch 5.2.6 Incident Radio Plan \(205\)](#)

Attch 5.2.7 Medical Plan (206)

See [Attch 5.2.7 Medical Plan \(206\)](#)

Attch 5.2.8 Incident Organization Chart (207)

See [Attch 5.2.8 Incident Organization Chart \(207\)](#)

Attch 5.2.9 Safety Plan (208)

See [Attch 5.2.9 Safety Plan \(208\)](#)

Attch 5.2.10 Incident Status Summary (209)

See [Attch 5.2.10 Incident Status Summary \(209\)](#)

Attch 5.2.11 Resource Status Change (210)

See [Attch 5.2.11 Resource Status Change \(210\)](#)

Attch 5.2.12 Incident Check-In List (211)

See [Attch 5.2.12 Incident Check-In List \(211\)](#)

Attch 5.2.13 General Message Form (213)

See [Attch 5.2.13 General Message Form \(213\)](#)

Attch 5.2.14 Unit Log (214)

See [Attch 5.2.14 Unit Log \(214\)](#)

Attch 5.2.15 Operational Planning Worksheet (215)

See [Attch 5.2.15 Operational Planning Worksheet \(215\)](#)

Attch 5.2.16 IAP Safety Analysis (215A)

See [Attch 5.2.16 IAP Safety Analysis \(215A\)](#)

Attch 5.2.17 Support Vehicle Inventory (218)

See [Attch 5.2.17 Support Vehicle Inventory \(218\)](#)

Attch 5.2.18 Resource Status Card (219)

See [Attch 5.2.18 Resource Status Card \(219\)](#)

Attch 5.2.19 Air Operations Summary (220)

See [Attch 5.2.19 Air Operations Summary \(220\)](#)

Attch 5.2.20 Demobilization Checkout (221)

See [Attch 5.2.20 Demobilization Checkout \(221\)](#)

Attch 5.2.21 Incident Personnel Performance Rating (225)

See [Attch 5.2.21 Incident Personnel Performance Rating \(225\)](#)

Attch 5.3 EOC Activation/Deactivation Checklist

See [Attch 5.3 EOC Activation/Deactivation Checklist](#)

Attch 5.4 Increased Readiness Report

See [Attch 5.4 Increased Readiness Report](#)

Attch 5.5 Security Log

See [Attch 5.5 Security Log](#)

Attch 5.6 Situation Report

See [Attch 5.6 Situation Report](#)

Attch 5.7 Emergency Management Incident Report

See [Attch 5.7 Emergency Management Incident Report](#)

Attch 5.8 Emergency Government Organizational Chart

See [Attch 5.8 Emergency Government Organizational Chart](#)

Attch 5.9 EOC Layout Diagram

See [Attch 5.9 EOC Layout Diagram](#)

Attch 5.10 Primary and Alternate EOC Location Map

See [Attch 5.10 Primary and Alternate EOC Location Map](#)

Attch 5.11 EOC Functions Chart

See [Attch 5.11 EOC Functions Chart](#)

Attch 5.12 Sample Emergency Declaration

See [Attch 5.12 Sample Emergency Declaration](#)

Attch 5.13 Emergency Disaster/Event Flow Chart

See [Attch 5.13 Emergency Disaster/Event Flow Chart](#)

Attch 5.14 EOC Staffing Roster and Contact Information

See [Attch 5.14 EOC Staffing Roster and Contact Information](#)

Attch 5.15 EOC Staffing Guidelines

See [Attch 5.15 EOC Staffing Guidelines](#)

ESF 6-Mass Care, Housing and Human Services

List ESF coordinating position responsible for ESF 6.

ESF Coordinator

Rush County Emergency Management Coordinator

List ESF primary agencies responsible for ESF 6.

Primary Agency

American Red Cross (ARC)

Rush County Emergency Management Department

List ESF support agencies responsible for ESF 6.

Support Agency

Amateur Radio Services (RACES)

Public School Districts

Rush County Public Information Office

Rush County Emergency Medical Services (EMS)

Rush County Public Health Department

High Plains Mental Health Center

Law Enforcement Agencies

Rush County Coroner Office

Salvation Army

Volunteer Agencies

Kansas Division of Emergency Management (KDEM)

American Red Cross (ARC)

Rush County Memorial Hospital

Federal Emergency Management Agency (FEMA)

Purpose, Scope, Policies/Authorities

Purpose

Purpose statement that describes the reason for the development of this annex.

This ESF implements Annex 6 to the Emergency Operations Plan. The purpose of this ESF is to coordinate activities involved with the emergency provision of temporary non-medical shelters, housing, and human services to include emergency mass feeding and disaster welfare information of individuals and/or families impacted by disasters.

Scope

• Identify what the annex contains • Identify who the annex applies to • Identify how the annex benefits the jurisdiction

This ESF is structured to manage, coordinate, and promote delivery of services and the implementation of programs to assist individuals, households and families impacted by a potential or actual disaster. This includes economic assistance and other services for individuals impacted by the disaster. Activities within the scope of this function include:

- Mass Care: Coordination of non-medical mass care services to include sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting and

providing information on victims to family members, and coordinating bulk distribution of emergency relief items.

- **Housing:** Coordination of provision of assistance for short and long term housing needs of victims.
- **Human Services:** Providing victim related recovery efforts such as counseling, identifying support for persons with functional needs, expediting processing of new Federal benefits claims, assisting in collecting crime victim compensation for acts of terrorism, and expediting mail services in affected areas.

Policies/Authorities

List county specific policies regarding ESF 6.

It is the responsibility of the Primary Agency to forward pertinent information to the EOC through the Incident Command System. Generally, this will be via 2-way radio communications. EOC information will be reported through the WebEOC. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center to promote continuity.

Support Agencies will work with the Primary Agency and RCEM for purposes of pre-disaster planning and post disaster coordination of the issues addressed by this ESF. The Primary Agency is the coordinator for verifying planning efforts for this ESF. During post disaster operations, each Support Agency is responsible for coordinating their individual plans and guidelines and reporting of ESF activities to the Emergency Operations Center through the Primary Agency.

Requests for assets, resources or assistance will be made by the Primary Agency to the Incident Command System. Each request will be assessed by the Incident Command and a status response will be made as soon as possible. The Incident Command will maintain a listing of requests and will assign a priority to each.

In cases where the required resource cannot be obtained through this ESF, request will be forwarded to the EOC and coordinated through ESF 7 for allocation. Once procured through ESF 7, the management of the resource (financial record keeping, reporting, tracking, etc.) will be coordinated through this ESF. Management of the resource will be documented using ESF 7 policies and guidelines.

Food safety is the responsibility of Rush County Public Health Department.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative shall attend planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Any required resources to support this ESF must be coordinated, allocated, and managed through this ESF if possible.

Management of the resource will be documented using ESF 7 policies and guidelines.

Primary and Support Agencies will provide summary recommendations as part of the submission of final record keeping and reporting. In order to enhance the ability to respond and mitigate cost, agencies should review their plan, allocation of resources, methods of communication, and overall interaction with other agencies. Recommendations for improvement should result from the review and should be implemented within the agency. Recommendations which apply outside the agency should be forwarded to the Emergency Management Coordinator for consideration.

Medical Monitoring-Human health risk can be identified in two major categories regarding emergency response activities. The first category is occupational diseases and generally includes respiratory exposure to harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors. The recommended medical monitoring procedures are provided in OSHA 29 CFR 1910.120, hazardous waste operations and

emergency response.

The second category is zoonotic diseases. Zoonotic diseases, or zoonoses, are those diseases which can be passed from animals (both domestic and wild) to people. Some of the major diseases include rabies, anthrax, intestinal parasites (roundworms, hookworms, etc.), salmonella, lime disease and others. The Foreign Animal Disease Plan maintained under separate cover, provides appropriate protective procedures for animal disease exposure.

List state policies or authorities regarding ESF 6.

State Authorities

The Kansas Division of Emergency Management (KDEM) is the State agency responsible for ESF 6-Mass Care, Housing, and Human Services.

List federal authorities regarding ESF 6.

Federal Authorities

The Federal Emergency Management Agency is the Federal agency responsible for ESF 6-Mass Care, Housing, and Human Services.

Concept of Operations

General (Command, Control and Notifications)

Describe how mass care, housing and human services efforts in support of emergency operations will be directed and controlled.

Rush County Emergency Management, in coordination with the American Red Cross is responsible for the overall coordination of mass care and shelter required for response and recovery from a disaster. Shelter and mass care provisions designating key position responsibilities, actions, and forms are included as attachments to this annex.

This ESF will coordinate the initial staffing added and relief staff and the restocking of shelter supplies. Coordinate the provision of food and water to mass feeding sites. This will include procuring food from the USDA, Donated Goods, and private vendors. Coordinate sanitation provisions and inspections, and garbage removal from mass feeding sites.

This ESF will assist in the coordination of mass feeding sites established by the American Red Cross and volunteer agencies. When possible, mass feeding activities will include feeding of disaster victims and critical workforce personnel.

Coordinate, in cooperation with ESF 8-Public Health and Medical Services, for the provision of medical services up to advanced first aid and mental health services in shelters; utilizing trained and qualified personnel in shelters with sufficient numbers to care for people needing assistance.

This ESF will generate, procure, and regularly update a list of public and private agencies that have a mission to provide mass feeding in times of disaster. The list will provide specific information, to include:

- Number of persons each agency can feed two meals a day
- How long this level of feeding can be sustained
- Number of staff or volunteers available for cooking and/or serving
- Major equipment lists, e.g., field ranges, mobile feeding units, refrigeration, vehicles, etc.

Maintain a listing of volunteer organizations active in mass care in the disaster area (VOAD). The list will contain the following information:

- Type of services provided by each volunteer agency
- Number of volunteers in the area
- Resources each agency has available

- Names and contact means of key persons in each organization
- Logistical abilities of each organization, i.e. self contained, need transportation, etc.

Each Primary and Support Agency will participate in necessary training and exercises to promote continuity. Training will be performed in the form of meetings, workshops, exercises, peer to peer, and policy development.

The Primary Agency, in coordination with the ARC, will review this ESF annually to verify its accuracy for implementation. The date of review will be based on the adoption date of the EOP.

The Mass Care program designating key position responsibilities, actions, and forms is provided as Attachment 6.10-Social Services.

Succession of authority will be managed internally for the Primary and each Support Agency. Chain of Successions will be provided from the Primary and each Support Agency to RCEM.

Information will be reported through the WebEOC. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center to promote continuity.

Individual Agency reporting requirements will be established by each primary and support agency to meet the needs of their respective organization.

The ESF representative will attend planning meetings and brief the Operations Chief on the level of preparedness and activities of this ESF to include the Primary and Support Agencies.

Identify agency responsible for liaison roles with the state and adjacent county mass care, housing and human services officials.

Coordination

The Primary Agency is responsible for information management in support of this ESF during a disaster. Key information will be distributed via WebEOC and/or situation reports on pre-established email rosters.

This ESF will be activated at the discretion of Rush County Emergency Management. During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event. Activation of this ESF will be coordinated through the Primary Agency.

Coordination is through the designated representative of the Primary Agency and RCEM. It will coordinate with support and mutual aid agencies in directing resources for response and recovery activities.

During disaster operations, the Primary Agency will work directly with the Operations Chief located at the Emergency Operations Center for information management and reporting of ESF activities.

Identify agency responsible for providing initial notification for ESF 6.

Initial Notification

The Board of County Commissioners maintains overall authority for the initial notification process. The Rush County Emergency Coordinator and the Coordinator of the Sheriff's Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the Rush County Emergency Management Coordinator. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities for Notification are provided in ESF 2-Attachment 2.6.

Rush County Emergency Management maintains an Emergency Points of Contact for agencies/departments involved in emergency management operations. The Emergency Management coordinator maintains the Emergency Points of Contact List is provided in the EOC.

Identify agency responsible for managing the collection, processing, and disseminating of information to and

from the EOC.

Information Management

The Primary Agency shall report through the Incident Command System when processing and disseminating information. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative shall attend planning meetings and report on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Sheltering

Describe how shelters will be selected and operated including: o Criteria for selecting shelters o Kitchen facilities, restrooms, showers, size, communication, parking, accessibility o Criteria for determining structural soundness of shelter o Are shelters listed in National Shelter System (NSS) and do they meet minimal Federal Emergency Management Agency (FEMA) standards (per person space requirements)?

Sheltering is the responsibility of ESF 6. Emergency shelter includes the use of designated shelter sites in existing structures within the affected area(s), as well as additional sites designated by Rush County government. Criteria for selecting shelters are provided in Attachment 6.15-Guide for Shelter Facilities, and shall be selected to the maximum extent feasible for individuals with disabilities.

The primary focus is on mass care, sheltering activities and the coordination of volunteer agency activities involved in mass care as directed by the American Red Cross (See Attachments 6.10 and 6.11 for general protocols and concepts). Shelters should be managed in accordance with applicable American Red Cross regulations and guidelines with local personnel assigned to assist the Red Cross as needed.

Shelters will be selected on the basis of suitability of the facility and its location within the county. Factors such as a sufficient area for sleeping, restrooms, showers, kitchen facilities, parking and accessibility for persons with disabilities will be taken into account. The decision as to which shelter(s) will be activated in a particular situation will be coordinated with the ARC, Rush County Emergency Management, and the cities and the organizations providing the facilities.

In allocating space for facilities, restrooms, showers, parking, accessibility, etc., consideration should include the following:

- Reception and registration
- Emergency medical care
- Sleeping-40 square feet per person
- Counseling/interviewing space
- Feeding
- Shelter manager's office
- Storage for food and supplies
- Child activities
- Storage for personal belongings
- Restrooms and Showers

Shelter management teams will be responsible for the cleanliness of kitchens, restrooms and sleeping areas, and the disposal of trash. Additional resources such as portable toilets, etc., should be requested through and coordinated with the EOC.

The structural integrity of emergency shelters and other emergency facilities will be determined by each

city having jurisdiction, and by the Kansas Disaster Team through the Regional Coordinator. ESF 3-Public Works and Engineering supports ESF 6 by maintaining public buildings and expropriated private structures that have been determined necessary to house County evacuees.

ESF 6 intends utilize the National Shelter System (NSS) program as a supplement to shelter planning. The NSS is a web based comprehensive database that provides information for shelters posted to the NSS during response to disasters and emergencies. Reports from the NSS will detail the location and capacities of shelters (evacuation, general, ADA compliant, pet friendly, medical, etc.) open, on standby, or closed. The information in the NSS is submitted by the local, State, and Community Organizations active in disasters entities operating these shelters.

Identify/describe the actions that will be taken to identify, open, and staff emergency shelters, including temporarily using reception centers while waiting for shelters to officially open.

Emergency Shelters

This ESF coordinates the activities of public shelters that fall under the American Red Cross Shelter guidelines. This includes shelters formed before, during, and after the event. Shelters will be opened and closed in accordance with public need as assessed by the American Red Cross and RCEM. Reception operations, as needed, will be carried out in accordance with ARC standards (ARC 3000 Series).

Guidance for the use, identification, opening, staffing and managing emergency shelters and temporary reception centers are provided as attachments 6.10-Social Services, 6.11-Shelter Operational Concepts, 6.12-Shelter Organization Chart and Responsibilities, and 6.15-Guide for Selecting Human Shelter Facilities.

The local jurisdiction should provide staff to coordinate and assist the Red Cross during shelter activation and assist the Red Cross as needed to verify that adequate food supplies, equipment, staff and services are available to launch and sustain shelter operations. This shall include coordinating needs and requests with the City, County, and/or Emergency Operations Center (EOC) Logistics staff.

Reference Attachment 6.16 for ARC guidance for service animals in shelters.

Identify how agency will sustain shelter operations. To include, but not limited to: o Less than 72 hours o Longer than 72 hours

Tiered Emergency Shelters

A short term shelter would be defined as any building capable of sheltering people for less than seventy two hours. An example would involve one opened during weather conditions where evasive action is necessary for a limited period of time.

Long term shelters would be needed to shelter people for extended periods of time (more than seventy two hours) as a result of situation that would take longer to resolve.

The ARC will take the lead to immediately provide feeding, shelter, and emergency first aid services, if possible. The ARC will plan to provide these services without external support for at least the first three days, or however long resources dictate, following the onset of the event. An independent ARC relief operation will be established to support this response. If this overwhelms local ARC state capabilities, state and national ARC resources will be requested.

A sustained operational period for the shelter requires daily upkeep of the facility and for the ongoing acquisition of equipment and supplies. Since it is their “temporary home”, shelter residents should assist with housekeeping and cleaning activities. Staff normally responsible for the facility (e.g., school janitorial services) may be available to support operations. County Health can address food, water safety and sanitation issues in shelters.

The Rush County Commissioners may authorize use of county facilities and resources in support of mass care. In addition, they may enter into contracts with local businesses or agencies for additional resources

or facilities.

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.

Shelter Accessibility and Status Reporting

This ESF will continuously monitor occupancy levels and ongoing victims' needs, and provide information regarding daily listing of "open" and "closed" shelters to the EOC. Shelter listings will include staffing and resource information. See Attachments for registration and shelter tracking forms.

Although medical facilities (i.e., nursing homes, residential care facilities, hospices, etc.) should be able to care for their own populations, if dictated by the situation, the Rush County Health Department will provide assistance in opening and maintaining shelters for those with sensitive needs, as available.

Possible shelter and/or feeding sites may include, but is not limited to: local colleges, public and private schools, county fairgrounds, community centers, and churches that have general purpose or community rooms and kitchens. The County Fairgrounds could be used for tent or RV camping.

The primary communications link between designated shelters and the EOC will be via telephone. When possible, volunteer amateur radio operators will provide additional communication support.

Identify/describe the actions that will be taken to ensure that the Americans with Disabilities Act Accessibility Guidelines govern shelter site selection and operation.

ADA and Functional Needs Populations

Planning for responsibilities and requirements of ESF 6 shelter selection, as outlined in Title II, ADA Guidelines for shelter site selection and operation will be prioritized and instituted to the maximum extent feasible in the jurisdiction.

ESF 6 may provide resources and technical assistance in support of local governments and Community Organizations Active in Disasters (COADs) when conventional and non-conventional congregate care systems and shelter in place activities not available, or are in need of additional resources. Congregate care facilities are accessible to individuals with disabilities, whenever possible.

Non-conventional sheltering may include:

- Hotels, motels, and other single room facilities.
- Temporary facilities such as tents, pre-fab module facilities and trains.
- Functional needs shelters and medical support shelters.
- Professional care of children.

Describe the method for ensuring adequate shelter space allocation is provided for children, as well as individuals with disabilities and others with access and functional needs who may need additional space for assistive devices (e.g., wheelchairs, walkers) Describe the mechanisms or processes for handling and providing for unaccompanied minors in shelters

Public shelters selected for long term operations, at a minimum, must provide occupants with a safe place to sleep along with some provisions for food. Large urban disaster shelters also have the challenge of trying to meet a diversity of human needs. The shelter should provide accommodation for single men, single women, and families. Functional needs and accessibility should be accommodated as best as possible depending on architectural barriers present at each shelter location.

Describe the mechanisms or processes for handling and providing for unaccompanied minors in shelters

Care and Shelter-Unaccompanied/Unsupervised Children

Plan to help with the reunification of families who are separated during the disaster:

- Establish a tracking system to maintain information on missing persons.

- Use the registration lists from community shelters to help locate displaced family members.
- If a child arrives at the shelter without a parent, get the parent's name and try to locate the parent. Plan for a qualified staff person to supervise the child until such a time that the parent or guardian can be located.
- If the child is not picked up within 12 hours, contact Child Protective Services (CPS) through the City and/or County Emergency Operations Center (EOC).
- Consider mental health support for children.

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).

Support activities provided outside the county, including shelter facilities, equipment, supplies, transportation, etc. are provided through the Regional Emergency Management Council, and State and Federal resources as applicable to the response.

Describe how sanitation of shelter will be conducted.

Shelter Sanitation

This ESF will coordinate sanitation provisions and inspections, and garbage removal from mass feeding sites and shelters. Shelter sanitation will be conducted in accordance with ARC guidelines.

Describe how the public will be informed of availability and location of mass care facilities.

Coordination of emergency public information regarding availability and location of mass care facilities is the responsibility of the Rush County Public Information Officer (PIO). Duties and responsibilities of the PIO are provided in ESF-15 External Affairs/Emergency Public Information.

Identify agency responsible for security at public shelter in coordination with ESF 13. 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 with coordination with ESF 13.

Shelter Security

Security will be coordinated with ESF-13 Public Safety and Security for mass care facilities provided by either the Sheriff's Department (unincorporated areas), city police (incorporated areas), and/or private security. Rush County Law Enforcement has written policies for dealing with sex offenders, and parolees in shelters. General rules are to segregate these persons from the general population in the shelter situation. A list of sexual offenders is maintained in the online law enforcement database. In the event the database is not accessible, law enforcement will rely on "self reporting" procedures.

Describe how shelters keep evacuees informed about the status of the disaster, including information about actions evacuees may need to take when returning home.

The Emergency Shelter Teams will periodically update evacuees on current conditions and status of the disaster. ESF-6 Mass Care, Housing, and Human Services will coordinate public information dissemination with ESF-15 External Affairs/Emergency Public Information.

Housing Authority-Short and Long Term Housing

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

There are no housing authorities located in Rush County that provide Section 8 and low rent housing to low income individuals and families. ESF 14-Long Term Community Recovery coordinates with ESF 6-Mass Care, Housing, and Human Services and ESF 8-Public Health and Medical Services, to identify long-term recovery needs and incorporates these into recovery strategies.

Although these facilities should be able to care for their own populations, if dictated by the situation, the ARC and Rush County Emergency Management will provide assistance in opening and maintaining shelters for those in need, as available.

Emergency Relief Supplies

Identify/describe the actions taken to provide food to citizens dependent on food programs (example: meals on wheels). Describe the method by which necessary supplies (e.g., diapers, formula, age appropriate foods, staff, medicines, durable medical equipment, consumable medical supplies, personal assistance services, and other suppliers) that would be needed during an emergency for adults and children with access and functional needs will obtained.

The Salvation Army and other volunteer groups may provide food, water, cots and other essential emergency items. These groups will work closely with the County EOC to identify individuals and families in need of assistance, as well as appropriate methods of distribution in the event they cannot reach shelters. The ARC will provide daily, overall direction of mass care operations, including the assignment of personnel and verify that requests for assistance are met, documented and prioritized.

This ESF will coordinate the initial staffing added and relief staff and the restocking of shelter supplies. Coordinate the provision of food and water to mass feeding sites. This will include procuring food from the USDA, Donated Goods, and private vendors.

This ESF will assist in the coordination of mass feeding sites established by the American Red Cross and volunteer agencies. When possible, mass feeding activities will include feeding of disaster victims and critical workforce personnel.

This ESF will generate, procure, and regularly update a list of public and private agencies that have a mission to provide mass feeding in times of disaster. The list will provide specific information, to include:

- Number of persons each agency can feed two meals a day
- How long this level of feeding can be sustained
- Number of staff or volunteers available for cooking and/or serving
- Major equipment lists, e.g., field ranges, mobile feeding units, refrigeration, vehicles, etc.

Describe the plans, methods, and agencies/organizations responsible for the distribution of emergency relief items (e.g., hygiene kits, cleanup items, infant care supplies). Identify/describe the actions that will be taken to identify and address the general public's "unmet needs" during the disaster.

Emergency Relief and unmet Planning Needs

Unmet Needs refers to those needs of individuals that are not met, or cannot be met, through a variety of service organizations i.e., Red Cross, Salvation Army, or Federal, State, local government programs. Typical unmet needs may include: financial assistance, housing, food, transportation, home furnishings, medical, debris removal, and counseling.

During disasters, especially in the recovery phase, it is critical that a collaborative effort be established between government and the private non-profit community to identify and assist with unmet need victims. Federal and state entities have specific guidelines and areas which can provide assistance, but this assistance is designed to meet minimum short term needs, i.e. to make those impacted safe, sanitary and secure. Volunteer organizations, interfaith groups, social service organizations, community action agencies and locally based state agencies all come together to define a complete assistance package for those impacted by the disaster. These local groups have various compositions and names, but all are designed to provide the same delivery of services.

This ESF will maintain a listing of volunteer organizations active in mass care in the disaster area for distribution of emergency relief items, infant care supplies, and other necessities, as available. The list, which is maintained in the EOC, includes the following information:

- Type of services provided by each volunteer agency
- Number of volunteers in the area
- Resources each agency has available
- Names and contact means of key persons in each organization

- Logistical abilities of each organization, i.e. self contained, need transportation, etc.

Insurance is the primary source of recovery from disasters. If you are uninsured or under insured, available assistance will depend on the scope and magnitude of the disaster. If the event is below federal government disaster declaration thresholds, assistance may be available from non-governmental organizations (NGOs), and members of Voluntary Organizations Active in Disaster (VOAD). Unmet needs are also those aspects of individual disasters like homelessness and cold weather shelters. Unmet needs should identify and assess individual and family disaster related unmet needs and apply the resources as available. Some resources can include:

- FEMA's Individuals and Households Program (IHP)
- U.S. Small Business Administration (SBA)

The State of Kansas Vulnerable Needs System (<http://www.helpmekansas.org/>) also provides preparedness guides in conjunction with FEMA for disaster kits, making a disaster plan, and how to stay informed about disasters.

Describe the agencies and methods used to provide essential care (e.g., food, water) to promote the well being of evacuees throughout the entire process (including household pets and service animals).

Initial humanitarian assistance (food, water, clothing, first aid, crisis counseling, emergency cleanup assistance, etc.) will be provided by the ARC, Salvation Army and other volunteer groups. If necessary, support in this area will be requested from the private sector.

ESF 11-Agriculture and Natural Resources anticipates support to ESF 6 through an integrated response. ESF 11 assists ESF 6 in coordinating county guidelines for centralized veterinary service activities to address animal needs.

Companion animals, due to health concerns, are generally not accepted in ARC shelters. Only service animals (seeing eye dogs, etc.) are allowed in ARC affiliated shelters. The county recognizes the varying and special requirements of individuals that require and utilize service animals. The county is committed to providing for the physical and mental health needs of these individuals, and that the individuals and service animals remain together to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services and in accordance with the requirements of the Americans with Disabilities Act (ADA).

Functional Needs Coordination

Describe how ESF 6 will coordinate with the Local and State ADA Coordinator for compliance with the Americans with Disabilities Act.

The EOP will comply with Title II of the ADA to the maximum extent feasible when developing emergency management programs, services, and activities by using its available resources. Once those resources are used, or it is confirmed that those necessary resources do not exist in the county, then regional resources will be pursued to fulfill that need. If regional resources cannot meet the need, then state level resources will be requested. Coordination with the State ADA Coordinator will be conducted through the EOC via WebEOC and the State Emergency Operations Center (SEOC) to obtain advice and assistance during disaster operations.

Facilities within Rush County who work, house and care for members of the functional needs population should have policies, plans, and resources in place for immediate evacuation of their facilities. In the event of a disaster the Primary and Support Agencies will make every effort, within the scope and nature of the emergency or disaster operations, to assist with the evacuation of people with disabilities.

Describe how those with vulnerable needs are identified (example: vulnerable needs registry) and how those identified needs will be met.

Kansas Vulnerable Needs Registry Program

The Vulnerable Needs Registry program sponsored by the Kansas Division of Emergency Management is a free registry designed to assist emergency management in planning efforts to help individuals with vulnerable needs. A person is considered vulnerable if they may need assistance during an emergency due to a disability. Each County has access to the vulnerable population voluntary confidential registry of persons with disabilities that allows for the planning and prioritizing those facilities that work with or house vulnerable population members (<http://www.kdheks.gov/disability/fnr.htm>). The following website allows residents with special needs the opportunity to provide information to assist emergency management agencies in planning to meet the needs of vulnerable populations before, during, and after emergencies (<http://www.helpmekansas.org/default.aspx?AspxAutoDetectCookieSupport=1>).

ESF 1-Transportation can identify various forms of transportation for emergency or disaster evacuation operations, including accessible forms of transportation (i.e., vehicles equipped with wheelchair lifts) to help evacuate people with disabilities.

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 (e.g., medical and prescription support, personal assistance services, durable medical equipment, consumable medical supplies, childcare, transportation (including accessible transportation and foreign language interpreters). Identify agency responsible to provide care and support for institutionalized populations.

RCEM serves as Primary Agency for ESF 14-Long Term Community Recovery, and coordinates with ESF 6-Mass Care, Housing, and Human Services, ESF 8-Public Health and Medical Services, and ESF 13-Public Safety and Security to identify long term recovery needs of functional needs and institutionalized populations and incorporates activities into recovery strategies.

ESF 8 will coordinate with ESF 6 for sensitive needs populations. Although medical facilities (i.e., nursing homes, residential care facilities, hospices, etc.) should be able to care for their own populations, if dictated by the situation, the Rush County Health Department will provide assistance in opening and maintaining shelters for those with sensitive needs, as available.

Accountability: Disaster Survivors and Volunteers

Describe the method for registration and tracking of evacuees.

The purpose of screening & registration is to be able to identify evacuees with functional needs or concerns, respond to inquiries about the status of evacuees, monitor health concerns, and provide a basis for post emergency followup support.

The ARC may assist local government in the registration of evacuees who are housed in ARC shelters. The ESF 6 Team should coordinate with other organizations that operate shelters to confirm that evacuees occupying those facilities are registered and information is provided to the EOC. Shelter registration and tracking forms are provided as attachment 6.13.

Identify the system used to track volunteer hours.

The Primary Agency will appoint a Volunteers Management Team (VMT), as necessary, in response to the specific event. The VMT shall maintain records of volunteer time and expenditures and document in accordance with ESF 7-Resource Support policies and guidelines.

Describe how disaster behavioral (mental) health services will be provided.

Coordination of emergency mental health services is provided in ESF 8, Attachment 8.3-Mental Health. In general, these services will be provided by the High Plains Mental Health Center.

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

ESF 5-Emergency Management, in coordination with the PIO will be responsible for status reports to the

public regarding potential injured and missing persons relative to the disaster. Registration and tracking of injured or missing persons will be administered by each shelter, and casualty information will be provided to the EOC. The PIO and support staff will evaluate and release information to the public, as appropriate to the situation. The ARC may also provide electronic registration to their website. The registry allows victims of natural disasters to register their name, location, wellness status, and contact information, while allowing loved ones to search for them.

Hazard Materials Situations (Radiological)

o Outline plans for reception and care of nuclear plan evacuee: o Include a description of potential lodging facilities for evacuees o Include a description of how evacuees will be informed of shelter and lodging availability and locations. o Describe where contamination screening and decontamination will occur. o Describe the methods used to identify, screen, and handle evacuees exposed to the hazards posed by the disaster (e.g., infectious waste, polluted floodwaters, chemical hazards) and the methods used to keep the shelter free of contamination.

Rush County does not have the capability to accept and care for evacuees from nuclear facilities, or radiological emergencies except as provided for in ESF 10-Oil and Hazardous Materials.

In the event of a disaster with the potential for contaminated victims who may be seeking shelter, a hazardous materials team, Health Department or Emergency Medical Personnel, or other appropriately trained county or city representative will be sent to the shelter to screen evacuees. Those found to be contaminated will be isolated in a separate holding area until properly decontaminated or transported elsewhere for decontamination and/or treatment.

Animal Sheltering

Pre-Event: • Describe the partnership between the jurisdiction's emergency management agency, the animal control authority, the mass care provider(s), and the owner of each proposed congregate household pet sheltering facility. • Identify/describe the actions that will be taken for pre-disaster inspections and development of agreements for each congregate household pet facility. • Describe the process in estimating the number of household pets to plan for (example: formula from American Veterinary Medical Association Pet Ownership and Demo Sourcebook). Shelter Operation: • Describe how shelters will be selected and operated for animal sheltering. • Describe the method for utility provisions, such as running water, adequate lighting, proper ventilation, electricity, and backup power, at congregate household pet shelters. • Describe the method to provide guidance to human shelter operators on the admission and treatment of service animals. • Describe the method of care and maintenance of each facility while in use as a shelter. • Describe the method for physical security of each congregate household pet facility, including perimeter controls and security personnel. • Describe the method for providing for the setup and maintenance of household pet confinement areas (e.g., crates, cages, pens) for safety, cleanliness, and control of noise level, as well as a household pet first aid area inside each shelter. • Describe the method for household pet waste and dead animal disposal. Animal Care: • Identify/describe the actions that will be taken to address the risk of injury by an aggressive or frightened animal, the possibility of disease transmission, and other health risks for responders and volunteers staffing the congregate household pet shelter. • Describe the criteria for designating and safely segregating aggressive animals. • Describe the method for providing for the housing of a variety of household pet species (e.g., size of crate/cage, temperature control, appropriate lighting). • Describe the method for providing for the separation of household pets based on appropriate criteria and requirements. • Describe the method for control of fleas, ticks, and other pests at each congregate household pet shelter. • Describe the method for segregation of household pets to prevent the transmission of disease. • Describe the method for providing controlled areas (indoor or outdoor) for exercising household pets. • Identify/describe the actions that will be taken for the relocation of a household pet due to illness, injury, or aggression to an alternate facility (e.g., veterinary clinic, animal control shelter). Animal Registration and Return: • Describe the provisions for the sheltering of unclaimed animals that cannot be immediately transferred to an animal control shelter or when non-eligible animals are brought to a shelter. • Describe the method for household pet registration (including identification of a current rabies vaccination for all animals). • Identify/describe the actions that will be taken to care for household pets and service animals brought to shelters by evacuees. • Describe the method for the reunion of rescued animals with their owners. • Identify/describe the actions that will be taken to address the long term care, permanent relocation, or disposal of unclaimed pets. Cohabitation Sheltering (if applicable): o Identify how cohabitation sheltering will meet requirements for human & animal sheltering.

The County recognizes the elements of the Kansas Planning Standard under Animal Sheltering. The County currently does not have a formal Animal Shelter Plan. This may be due to a lack of personnel, finances, and other critical resources.

ESF 6-Mass Care, Housing, and Human Services, in coordination with and ESF 11-Agriculture and Natural Resources, maintains responsibility for animal welfare. The county has guidelines in place for evacuation and centralized care of domestic animals for pets in a disaster. Attachment 6.14-Animal Health coordinates the effective use of public and private partnerships for the care and well being of animals during and after a natural or technological disaster. Consideration for cohabitation of pets with pet owners is based on shelter capabilities and well being of all occupants.

Actions

Preparedness

List actions for ESF 6 to be taken for preparedness.

- Pre-disaster planning and coordination is the responsibility of the Primary Agency and should occur on a regularly scheduled basis. Schedule to include conducting periodic ESF meetings and conference calls.
- Primary and Support Agencies continually review their roles and responsibilities for this ESF. Assignment of duties within each agency will be reviewed and training for each will be organized and implemented. Any changes within the Support Agency that affect the ability to perform ESF 6 will be communicated in writing to Rush County Emergency Management.
- Ongoing contact with ESF Primary and Support Agencies will be maintained by RCEM.
- The Primary Agency will continue efforts to coordinate with corresponding private sector organizations.
- Coordinate inter-governmental, non-governmental organization, and private sector preparedness efforts to support this ESF.
- Review and reissue inventory protocols for assessment, allocation, and coordination of communications assets in the event of a domestic disaster.

Response

List actions for ESF 6 to be taken for response.

- Primary and Support Agencies initiate and manage tasks as defined by their operational plans in support of this ESF.
- Coordination of information from the ESF to the EOC is through the Primary Agency.
- Organize and provide direction to resources within their functional area. Provide staff for the operations at fixed and field facilities and maintaining trained personnel to support the response.
- The Primary Agency is responsible for notifying and requesting assistance from support agencies in order to manage task assignments. Work with appropriate private sector organizations to maximize use of available resources. Provide guidance for identifying potential housing resources.
- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities.
- Assess the need for and requesting goods and services as needed. Promote financial and property accountability for ESF activities. Immediately following the occurrence of a disaster, assess the overall status of the areas within the county and begin determination of potential needs and resources. Anticipates support for crisis counseling, disaster unemployment assistance, and disaster legal services.
- Continue planning for short term and long term disaster management and recovery operations.

Recovery

List actions for ESF 6 to be taken for recovery.

- Primary and Support Agencies continue with activities as directed by the Incident Command. In addition, the support agency will initiate any recovery activities assigned to it by this ESF.

- Assist in the evaluation of damaged critical infrastructure assets. Recommend a strategy for restoration of communication service and assets. Work with Federal, State, and local authorities on the development of a recovery plan, as appropriate.
- Completes post disaster reporting and evaluates the disaster to identify lessons learned.

Prevention/Mitigation

List actions for ESF 6 to be taken for prevention/mitigation. Identify mitigation measures.

- Primary and Support Agencies finalize reporting and make recommendations for mitigation measures. Measures could include actions to protect their facilities, resources, and mitigate the effects of future disasters on this ESF.
- Viable recommendations should be formulated and proposed for acceptance and funding through the appropriate process.

Reference the ESF 6 Checklist for other Actions.

Responsibilities

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

Primary and Support Agencies

- Attend scheduled meetings to promote planning functions in support of this ESF. Participate in drills and exercises to evaluate local capability.
- Identify and provide staff representatives to support the ESF and other operational information related to these activities.
- Identify and request the aid of volunteer agencies and private resources with assets which could contribute to the response effort.
- Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies and guidelines and report these records to the Primary Agency.

Emergency Management Department

- Coordinate with each Support Agency through regular meetings to promote planning functions in support of this ESF.
- Coordinate with the Primary Agency plan for the allocation of resource materials in sufficient numbers at the ESF location. These materials would include:
 - Shelter listings for each agency with names and numbers of each shelter manager, as available.
 - Listing of bulk food providers and contact personnel and phone numbers.
 - Locations of mass feeding sites and the names of site managers.
- Provide a system for recording incoming requests for sheltering and mass feeding, response assignments and actions taken.
- Assist in maintaining records of expenditures and document resources utilized during response and recovery efforts.

Department of Public Health

- Assist in locating health and welfare workers to augment personnel assigned to shelters.
- Support disaster mental health services.
- Provide technical assistance and recommendations for shelter, feeding and warehouse operations related to food, vector control, water supply and waste disposal
- Assist with the provision of medical and first aid supplies for shelters and first aid stations.

Emergency Medical Services

- Assist with transportation and emergency medical care.

Fire Departments

- Provide assistance with emergency medical care and transportation issues.
- Assist with shelter safety inspections and communications support when requested by the EOC.

Hospital/Clinics

- Provide open lines of communication are maintained between the hospitals, the EOC and mass care facilities.
- Provide personnel and resources to support ESF 6 operations.

Housing Authorities

- Identify temporary housing resources.
- Assist displaced individuals and families in locating short and long-term housing.

School Districts (Board of Education and School Superintendents)

- Support sheltering activities with personnel and facilities. Pre-arrange any agreements necessary with cooperation from the American Red Cross.

Law Enforcement

- Provide security at BOE facility shelters as required.
- Provide communications support.
- Provide traffic flow and parking assistance around mass care facilities.

American Red Cross

- Deploy a liaison to the County EOC to coordinate ESF 6 activities.
- Open and manage shelters.
- Provide food, clothing, emergency medical care and other urgent disaster related needs. Provide technical guidance to County and City officials and agencies.
- Deploy trained personnel to manage mass care operations.
- Assess staffing, equipment and supply requirements and relay resource needs to government officials and agencies.
- Inspect shelters and maintain updated shelter lists and agreements.
- Implement procedures for registration, tracking, feeding, and other mass care functions.
- Coordinate the activities of the other volunteer agencies providing assistance.

Salvation Army and Volunteer Groups

- Assist with mass feeding activities as determined by the execution of this ESF.
- In catastrophic events, provide emergency shelter assistance.
- Screen, place and manage emergent (spontaneous) volunteers and establish a donations management operation.
- Serve as liaison to government officials and agencies

Radio Amateur Civil Emergency Service (RACES)

- Help to provide open lines of communication by providing radio capabilities in shelters, the EOC and in other facilities as requested.

Mental Health

- Deploy personnel to provide crisis counseling services to those affected by the event.
- Make trained staff available to provide mental health services in shelters and at various assistance centers.

Other Volunteer Agencies

- Support ESF 6 activities by providing food, comfort and hygiene items, crisis counseling services, assistance with emergency repairs and clean-up, temporary housing resources, child and elder care,

functional needs assistance and other humanitarian assistance required by the situation.

ESF 6 Checklist

See [ESF 6 Checklist](#)

Attachments

o List of credentialing and tier typed resources. o Diagram of ICS structure for ESF 6. o Include a list of local reception and care facilities (include number of people and hours of the day facility is occupied). o List and contact information of interpreters. Human Sheltering: o List and contact information of ADA compliant shelters. o Shelter agreements, To include, but not limited to: o Memorandum of Understanding agreements, o Additional agreements in place, o Responsibilities identified with such agreements, o Local ADA compliant policy, o Any other policies regarding security agreements outside ESF 13, o Any other policies regarding food handling outside ESF 11. o List and contact information of shelter manager. o List and contact information of health care personnel. o List and contact information of volunteer organizations that can provide human services support during emergencies and the services they provide. o Position Descriptions. o Job Aids. o Forms. Animal Sheltering: o List and contact information of volunteer organizations that can provide animal service support during emergencies and the services they provide. o Animal shelter plan or procedures. o Congregate shelter plan or procedures (if applicable). o List of FEMA approved reimbursed pets for animal sheltering. o List and contact information of animal shelters. o List and contact information of veterinarians or animal medical personnel. o Diagram of ICS structure indicating animal sheltering . o Position Descriptions. o Job Aids. o Forms. o Reference organizational procedures for insuring first responders involvement in emergency operation to include medical monitoring. o Reference appropriate plans and/or procedures for receiving or notifying certain facilities, department, etc.

Reference the “Policies and Authorities” section for Medical Monitoring.

Attch 6.1 Credentialing and Tier Typed Resources

See [Attch 6.1 Credentialing and Tier Typed Resources](#)

Attch 6.2 ICS Structure Diagram

See [Attch 6.2 ICS Structure Diagram](#)

Attch 6.3 Local Reception and Care Facilities

See [Attch 6.3 Local Reception and Care Facilities](#)

Attch 6.4 Interpreters

See [Attch 6.4 Interpreters](#)

Attch 6.5 ADA Compliant Shelters

See [Attch 6.5 ADA Compliant Shelters](#)

Attch 6.6 Shelter Agreements

See [Attch 6.6 Shelter Agreements](#)

Attch 6.7 Shelter Manager Contacts

See [Attch 6.7 Shelter Manager Contacts](#)

Attch 6.8 Health Care Personnel Contacts

See [Attch 6.8 Health Care Personnel Contacts](#)

Attch 6.9 Volunteer Organization Contacts

See [Attch 6.9 Volunteer Organization Contacts](#)

Attch 6.10 Social Services Protocols

See [Attch 6.10 Social Services Protocols](#)

Attch 6.11 Shelter Operational Concepts

See [Attch 6.11 Shelter Operational Concepts](#)

Attch 6.12 Shelter Organizational Chart and Responsibilities

See [Attch 6.12 Shelter Organizational Chart and Responsibilities](#)

Attch 6.13 Shelter Forms and Logs

See [Attch 6.13 Shelter Forms and Logs](#)

Attch 6.14 Animal Health

See [Attch 6.14 Animal Health](#)

Attch 6.15 Guide for Selecting Human Shelter Facilities

See [Attch 6.15 Guide for Selecting Human Shelter Facilities](#)

Attch 6.16 ARC Service Animals in Shelters

See [Attch 6.16 ARC Service Animals in Shelters](#)

ESF 7-Resource Support

List ESF coordinating agency responsible for ESF 7.

ESF Coordinator

Rush County Emergency Management Coordinator

List ESF primary agencies responsible for ESF 7.

Primary Agency

Rush County Emergency Management Department

List ESF support agencies responsible for ESF 7.

Support Agency

Rush County (all departments)

Volunteer Agencies

Local Business and Industry

Kansas Division of Emergency Management (KDEM)

Federal Emergency Management Agency (FEMA)

Kansas Department of Administration: Division of Purchasing

U.S. General Services Administration (GSA)

Purpose, Scope, Policies/Authorities

Purpose

This section explains the plans, who is involved, and why it was developed. Purpose statement that describes the reason for the development of this annex.

This ESF implements Annex 7 to the Emergency Operations Plan. This ESF anticipates operational guidance to those who are assigned to work in this Emergency Support Function. This ESF has been established to manage and coordinate logistical and resource support to local entities in supporting emergency response and recovery efforts during a disaster.

Scope

Identify what the annex contains Identify who the annex applies to Identify how the annex benefits the jurisdiction

This ESF is structured to manage and coordinate direct and active support to emergency response and recovery efforts during the response and recovery phases following a disaster.

Manage and coordinate support in the location, procurement, issuance and accounting for most goods and services such as emergency relief supplies, facility space, office equipment, field equipment, office supplies, telecommunications, contracting services, transportation services, security services, and personnel required to support immediate response activities.

Manage and coordinate support for requirements not specifically identified in other ESFs, including excess and surplus property, donations, and volunteer assistance coordination. Resource support may continue until the disposition of excess and surplus property, if any, is completed.

Policies/Authorities

List county specific policies regarding ESF 7.

This ESF is coordinated through the designated representative of the Primary Agency. Support Agencies will work with the Primary Agency for purposes of pre-disaster planning and post disaster coordination of the issues addressed by this ESF. During post disaster operations, each Support Agency is responsible for

coordinating their individual plans and guidelines, and reporting of ESF activities to the Emergency Operations Center through the Primary Agency.

Emergency response and recovery operations conducted under ESF 7 will be in accordance with the National Incident Management System (NIMS).

Countywide resources committed to this ESF will be allocated and coordinated by this ESF. The primary source of equipment, supplies, and personnel will be primary and support agency resources and local sources outside the impacted area. Support that cannot be provided from these sources will be provided through commercial resources by either procurement or donation.

Each Primary and Support Agency will participate in necessary training and exercises to promote continuity. Training will be performed in the form of meetings, workshops, exercises, peer to peer, and policy development.

The Primary Agency will review this ESF annually to verify its accuracy for implementation. The date of review will be based on the adoption date of the EOP.

The inventory, storage, maintenance, and replacement of administrative and logistical support items will be the responsibility of each county agency and department. If additional resources of these types of materials are needed, they can be requested through the Emergency Operations Center. If the EOC or County Government is unable to meet these requests, then prearranged agreements with other suppliers in the local area will be considered for activation.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will be expected to attend planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Primary and Support Agencies will provide summary recommendations as part of the submission of final record keeping and reporting. To enhance the ability to respond and mitigate cost, agencies should review their plan, allocation of resources, methods of communication, and overall interaction with other agencies. Recommendations for improvement should result from the review and should be implemented within the agency.

List state policies or authorities regarding ESF 7.

State Authorities

The State of Kansas authority for purchasing is K.S.A. 75-3739. KDEM is responsible for this ESF.

List federal authorities regarding ESF 7.

Federal Authorities

The U.S. General Services Administration and Federal Emergency Management Agency are the Federal authorities responsible for ESF 7–Resource Support.

Concept of Operations

General (Command, Control, and Notifications)

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. Describe how resource support efforts in support of emergency operations will be directed and controlled.

The Primary Agency will have overall responsibility for the coordination of resource support operations in the county by interaction between county, state, and federal emergency support agencies; and serve as the primary resource adviser to the executive group and recommend actions to be taken.

This ESF will plan, coordinate and manage resource support and delivery in response to and recovery

from a major disaster or catastrophe.

This ESF will manage and coordinate supplies and equipment from county and municipal stocks, commercial sources and donated goods.

ESF Support Agencies will furnish resources as required.

Succession of authority will be managed internally for the Primary and each Support Agency. Chain of Successions will be provided from the Primary and each Support Agency to RCEM. Position responsibilities are included in this ESF as Attachment 7.1-Resource Management.

Identify agency responsible for liaison roles with the state and adjacent county resource support officials.

The Primary Agency is responsible for information management in support of this ESF during an emergency. Key information will be distributed via WebEOC and/or situation reports on pre-established email rosters.

This ESF will be activated at the discretion of RCEM. During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event. Activation of this ESF will be coordinated through the Primary Agency.

During disaster operations, the Primary Agency will work directly with the Operations Chief located at the Emergency Operations Center for information management and reporting of ESF activities.

It is the responsibility of the Primary Agency to forward pertinent information to the EOC through protocols established in ESF 2-Communications. Generally, this will be via 2-way radio communications. Required information will be posted by the EOC using the WebEOC interface. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to provide continuity and reporting.

Identify agency responsible for providing initial notification for ESF 7.

Initial Notification

The Board of County Commissioners maintains overall authority for the initial notification process. The Rush County Emergency Coordinator and the Coordinator of the Sheriff's Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the Rush County Emergency Management Coordinator. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities for Notification are provided in ESF 2-Attachment 2.6.

Rush County Emergency Management maintains an Emergency Points of Contact for agencies/departments involved in emergency management operations. The Emergency Management Coordinator maintains the Emergency Points of Contact List in the EOC.

Identify agency responsible for managing the collection, processing, and disseminating of information to and from the EOC.

Information Management

Information shall be reported through the Incident Command System. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative shall attend planning meetings and report on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Credentialing

Identify and describe the credentialing system in place for each ESF.

Rush County anticipates ESF participation in the State of Kansas (KDEM) Comprehensive Resource Management and Credentialing System (CRMCS) to credential and train personnel, identify specialized capabilities, and identify and type equipment assets for regional planning in the event of a disaster

County Emergency Management will manage the CRMCS program and will provide the necessary resources to input data into the system. This information will be updated on an annual basis. The anticipated completion date is August 2014.

Explain how personnel will have access to the critical site following an incident.

ESF 7 will determine and coordinate what personnel and facilities will be needed to handle the flow of resources into and through the jurisdiction (i.e. warehouses, receiving areas, checkpoints, etc.). ESF 7 will coordinate with ESF 3-Public Works and Engineering, ESF 5-Emergency Management, ESF 8-Public Health and Medical Services, and ESF 13 Public Safety and Security for an integrated approach to entry and travel through disaster areas.

The phased reentry plan will govern the order in which particular groups of people are allowed to reenter areas previously evacuated because of a disaster or threat of disaster. The plan may provide different reentry procedures for different types of disasters. The plan will:

Recognize the role of emergency management, local government & law enforcement in making decisions regarding the timing and implementation of reentry plans for a disaster; and

Provide emergency management, local government and law enforcement with sufficient flexibility to adjust the plan as necessary to accommodate the circumstances of a particular emergency.

Utilize the CRMCS System to develop a reentry credentialing process as part of the phased reentry plan.

Describe strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and so forth that are agreed upon by all affected parties.

The ESF 7 Resource Support Coordinator will work with the other members of the EOC Team to determine the appropriate facilities and methods for the timely distribution of resources.

The ESF 7 Resource Support Coordinator will confirm checkpoints and facilities are notified of incoming supplies, equipment and other resources, as well as their priority designation.

Checkpoints and applicable facilities (e.g., warehouses, distribution points) will provide reports on resources passing through or arriving to allow the Resource Support Coordinator to track the location of resources and timeliness of delivery.

If necessary, traffic may be rerouted or delayed to accommodate the timely distribution of emergency resources and supplies.

Resource Directories

• Identify how current resource directories for all ESF sections are maintained. These inventories shall include a point of contact, geographic location, and operation area specific for each ESF. To include, but not limited to: o Vehicle inventories, Personnel, Facilities, Staging areas for internal and external response, Equipment, Equipment operators, Suppliers/Contractors/vendors, Services/contracts/Mutual Aid Agreements, List of critical facilities having priority for restoration of utilities during emergencies, List of utility providers serving the local area to include the number of customers served, Resources in adjacent jurisdictions that could be used during a disaster-if applicable.

ESF 7 will require support from both governmental and private sector agencies/departments. Resource

categories and local sources will be listed in the Rush County CRMCS database for vehicles, equipment inventory, facilities, external services, and personnel. Other related information may be provided in the EOC Resource Guide. For other guidelines reference Attachment 7.1-Resource Management.

Resources Request and Management

Describe the issuance of a local disaster declaration as part of the process for requesting assistance.

A local disaster declaration will be made if the disaster overwhelms County capabilities. The specific process is detailed in the counties ordinance, which is mandated by State Statute (K.S.A 48-932)...“A state of local disaster emergency may be declared by the chairman of the board of county commissioners of any county, or by the mayor or other principal executive officer of each city of this state having a disaster emergency plan, upon a finding by such officer that a disaster has occurred or the threat thereof is imminent within such county or city. No state of local disaster emergency shall be continued for a period in excess of seven (7) days or renewed, except with the consent of the board of county commissioners of such county or the governing body of such city, as the case may be Any order or proclamation declaring, continuing or terminating a local disaster emergency shall be given prompt and general publicity and shall be filed promptly with the county clerk or city clerk, as the case may be.”

This process allows the County Executive to request a State emergency declaration which implements the State Emergency Operations Plan. Assistance and expenditures may be submitted to the State for reimbursement for a State declared disaster.

Describe the process for requesting additional resource support once local resources are exhausted during emergencies: How and when will resources be requested at the local, regional, state, or federal level.

When it becomes clear that local resources will be insufficient to handle the situation, the issuance of a local emergency/disaster declaration is the mechanism for obtaining assistance from other government agencies.

At any point during the development of an emergency situation, the local jurisdiction may determine it cannot handle the situation without the use of outside resources. Such resources may be obtained through the invocation of existing, routine mutual aid agreements without declarations of emergency/disaster; however, significant augmentation of resources or activation of state and federal assistance (as provided under K.S.A. 48-9, K.S.A. 12-16, 117 or the Stafford Act) must be accompanied by a properly executed emergency declaration by the chief elected official of the local jurisdiction.

This declaration may be made by the mayor of a city which operates under the current, recognized County Emergency Operations Plan. For situations existing in cities without such a plan or in the unincorporated areas of the county, the declaration will be made by the Chairman of the Board of County Commissioners (BOCC). State declarations are requested by the Rush County Emergency Management office through the KDEM and are made by the Governor upon KDEM’s recommendation, when significant involvement of state resources or personnel is anticipated.

Requests for federal assistance may be made only by the Governor through the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA). Major disasters are declared by the President upon a request by the Governor and with the recommendation of FEMA. Presidential declarations activate the full range of disaster assistance outlined in the Stafford Act. Other federal declarations can be made by the Administrator of the Small Business Administration (SBA) for loan programs to persons affected by disasters and by the Secretary of Agriculture (agricultural disaster situations). Common to all requests for emergency/ disaster declarations is the requirement that the requesting jurisdiction has exhausted its available resources to handle the situation. (See ESF 14-Long Term Community Recovery and Mitigation.)

Describe plans for establishing points of distribution across the jurisdiction. Describe the criteria for relocating essential resources outside the threatened or impacted area: o Personnel, critical supplies, equipment,

radiological equipment, etc.

Distribution

Points of distribution will be established as required by the disaster. Guidelines for location/relocation of resources, supplies, equipment, staging areas, capability, access, prioritization of resources donated goods, etc. are provided as Attachments to this ESF.

Essential resources (personnel, critical supplies, heavy equipment, etc.) will be relocated if it is determined that an immediate or potential threat exists to the area. Essential resources will be reallocated based upon need and the amount of immediately available resources. Specific needs will be determined by the number of people injured and level of protection for critical facilities. No local resource (such as a fire department) will be required to leave their area unprotected. If, in the opinion of the jurisdiction officials, an area is secure and there is adequate manpower and equipment to protect that jurisdiction, then the response of local resources may occur. Each jurisdiction must follow their primary directive of providing the resources necessary to protect the lives and property of their citizens.

Criteria for relocating critical facilities and/or operations are provided in the Rush County COG Plan.

Describe plans for providing support for a larger, regional incident.

In a major emergency with an extensive influx of resources, supplies and personnel, the ESF 7 Resource Coordinator in coordination with the EOC Team may direct that facilities be designated for emergency use such as:

Mobilization Center

A designated location for receiving and processing resources and personnel prior to their deployment to a Staging Area or disaster site. The Mobilization Center may also be required to provide briefings, lodging and feeding for arriving personnel.

Staging Areas

Used to assemble personnel and equipment for immediate deployment to an operational site in the affected area(s). Potential Staging Areas will be dictated by the locations and the scope of the disaster, but may include the county fairgrounds, camping sites, schools and recreational facilities.

Warehouses and other facilities

Store or stage supplies and equipment for both short and long term emergency use.

Criteria used for the selection of resource staging areas will include proximity to the affected area, transportation access, communications capability, storage space & conditions, security, etc.

Volunteer and Donations Management

Describe the process used to identify, deploy, use, support, dismiss, and demobilize affiliated and spontaneous unaffiliated volunteers. Describe the process used to manage unsolicited donations.

Affiliated volunteers include agencies such as the American Red Cross, Salvation Army and United Way, which may provide manpower and essential services to assist in the recovery process. These services include food, shelter, clothing and hygiene items, donations management, volunteer coordination, vouchers and mental health counseling.

Local church and civic groups provide day to day assistance to the citizens of Rush County as the need arises. In the event of a catastrophic event, these groups will provide services and manpower that complement the efforts of the professional voluntary organizations. These groups will also form the basis of unmet needs after the larger assistance is over.

Management of unaffiliated volunteers and donations requires a cooperative effort by county and municipal governments; voluntary and community based organizations, such as the Citizen Corps

Council; faith based organizations; the private sector; and the media.

The affected governments, in partnership with voluntary organizations, are responsible for developing plans that address the management of unaffiliated volunteers during disaster response and recovery. ESF 7 supports the Volunteer and Donations Coordinator and voluntary organizations. For more information reference the Volunteer and Donations Management Support Annex.

Emergency Management will work closely with affiliated and unaffiliated agencies to avoid unnecessary procurement.

Tracking Resources

Identify how agencies will support mission assignments with limited fuel availability in coordination with ESF 12.

In emergency operations, each responding entity will be responsible for conserving and controlling its own resources.

ESF 7 coordinates with ESF 12-Energy and Utilities, and local energy industries, to assist with the location and distribution of critical fuel, lubricant, and electrical power to meet resource needs during a disaster. Reference ESF 12 for fuel strategy, and Attachment 12.5 for the Bulk Fuel Storage Map.

Identify the process to track maintenance costs for requested resources (including repairs and servicing equipment). Describe how resources will be tracked and how they will be released once the disaster has ended.

Each ESF will maintain records of expenditures and document resources used from mobilization through demobilization in accordance with ESF 7 policies and guidelines and report these records to the Primary Agency. Documentation shall be completed utilizing standard ICS reporting forms (reference ESF 5).

When resources are no longer needed, the Incident Commander will confirm the order to demobilize.

Emergency Contracting

Identify the emergency contracting process and conditions in which emergency contracts can be established. To include, but not limited to: o The scope of emergency contracting. o Agency authorized to commit into emergency contracts. o Agency responsible for full payment of emergency contracts. o Any set limitations for emergency contracting.

Procurement will be made in accordance with current local, state and federal laws and regulations that include emergency guidelines under Kansas Statute and Rush County policies and ordinances.

Emergency Management is tasked to establish emergency procurement procedures that will provide the required resources during an emergency/disaster as rapidly as possible. Purchase price and contract costs will be the responsibility of the requesting agency, or in the time of emergency, the Rush County Emergency Management Department. These costs, however, may be submitted for reimbursement, pending the issuance of a State or Federal Disaster Declaration.

Emergency contracts and agreements for additional resources or services will be coordinated by ESF 7-Resource Management when activated.

The proclamation of a State of Local Emergency by the Board of County Commissioners or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

Purchase price and contract costs will be the responsibility of the requesting agency, or in the time of an emergency, the Rush County Emergency Management Department.

Actions

Preparedness

List actions for ESF 7 to be taken for preparedness.

- Pre-disaster planning and coordination is the responsibility of the Primary Agency and should occur on a regularly scheduled basis. Schedule to include conducting periodic ESF meetings and conference calls.
- Primary and Support Agencies continually review their roles and responsibilities for this ESF. Assignment of duties within each agency will be reviewed and training for each will be organized and implemented. Any changes within the support agency that affect the ability to perform this ESF will be communicated in writing to Rush County Emergency Management.
- Ongoing contact with ESF primary and Support agencies will be maintained by RCEM.
- The Primary Agency continues efforts to coordinate with corresponding private sector organizations.
- Coordinate inter-governmental, non-governmental organization, and private sector preparedness efforts to support this ESF.
- Review and reissue inventory protocols for assessment, allocation, and coordination of communications assets in the event of a domestic disaster.

Response

List actions for ESF 7 to be taken for response.

- Primary and Support Agencies initiate and manage tasks as defined by their operational plans in support of this ESF.
- Coordination of information from the ESF to the EOC is through the Primary Agency.
- Organize and provide direction to resources within their functional area. Provide staff for the operations at fixed and field facilities and maintaining trained personnel to support the response.
- In a timely fashion, notify and request assistance from support agencies in order to manage mission assignments. Work with appropriate private sector organizations to maximize use of available resources.
- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities.
- Assess the need for and requesting goods and services as needed. Support financial and property accountability for this ESF's activities.
- Immediately following the occurrence of a disaster, assess the overall status of the areas within the county and begin determination of potential needs and resources.
- Continue planning for short term and long term disaster management and recovery operations.

Recovery

List actions for ESF 7 to be taken for recovery.

Primary and Support Agencies continue with activities as directed by the Incident Command. In addition, the Support Agency will initiate any recovery activities assigned to it by this ESF.

Assist in the evaluation of damaged critical infrastructure assets. Recommend a strategy for restoration of communication service and assets.

Complete post disaster reporting and evaluates the disaster to identify lessons learned.

Prevention/Mitigation

List actions for ESF 7 to be taken for prevention/mitigation. Identify mitigation measures.

- Primary and Support Agencies finalize reporting and make recommendations for mitigation measures. Measures could include actions to protect their facilities, resources, and mitigate the effects of future disasters on this ESF.
- Viable recommendations should be formulated and proposed for acceptance and funding through the appropriate process.

Reference ESF 7 Checklists for other Actions.

Responsibilities

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

Primary and Support Agencies

- Attend regular meetings to promote planning functions in support of this ESF.
- Assess the need for and prioritize the deployment of services based on ESF 7 area of responsibility.
- Locate, procure, and issue resources to other County agencies for use in emergency operations necessary to support the County Emergency Operations Plan or to promote public safety.
- Locate and coordinate the use of available space for disaster management activities.
- Coordinate and determine the availability and provision of consumable non-edible supplies stocked in distribution facilities and supply centers when available.
- Procure required stocks from vendors or suppliers when County items are not available.
- Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies.

Accounting Department

- Assist with the financial aspects of meeting resource requests, including record keeping and budgeting for procurement.

American Red Cross

- Provide personnel and resources to support emergency operations.

Area Agency on Aging

- Provide specially trained personnel, as well as supplies, equipment and transportation resources for the area's senior population.

Building and Logistics

- Assist in locating and if necessary assisting with the management of facilities needed to support emergency resource support operations.

County Clerk

- Assist with record keeping and information management.

Sheriff's Department

- Provide traffic control and security for distribution and warehousing facilities.
- Provide resource requests to be routed to the EOC with adequate detail.
- Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations.

Police Departments

- Provide traffic control and security for distribution and warehousing facilities.
- Provide for resource requests to be routed to the EOC with adequate detail.
- Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations.

Facilities Management

- Provide knowledgeable staff to assist in locating facilities needed to support emergency resource support operations (i.e., warehouses, staging areas, etc.)

Fire Departments

- Provide guidance regarding on safety issues pertinent to facilities utilized for the resource support function.
- Provide for resource requests to be routed to the EOC with adequate detail.

- Provide personnel, supplies and equipment from existing inventories as needed to support emergency operation.

Housing Authorities

- Provide assistance in locating suitable housing resources for those affected by the event.

Legal Department

- If requested, provide advice to the Resource Support Coordinators on contracts, emergency hiring, and other legal issues.
- When necessary, serve as a liaison with the State Attorney General's Office and Federal Office of the Inspector general.

Other Volunteer Agencies

- Provide personnel and supplies to support emergency operations.

Private Sector

- Provide personnel and supplies to support emergency operations.

Public Health Department

- Provide resources (personnel, supplies, equipment, services, and vendor information), from existing inventories as needed.

Road and Bridge Department

- Provide personnel, supplies, equipment and vendor information from existing inventories and resource lists.
- Assist with resource transportation issues
- Provide for resource requests to be routed to the EOC with adequate detail.

Salvation Army

- Manage the Volunteer and Donations Management function.
- Provide personnel and supplies to support emergency operations.

Treasurer's Department

- Assist with financial record keeping and budgeting.

ESF 7 Checklist

See [ESF 7 Checklist](#)

ESF 7-Donations and Volunteers Checklist

See [ESF 7-Donations and Volunteers Checklist](#)

Attachments

• Include an inventory of local emergency resources. • Include an inventory and contact list of critical facilities with generators using NIMS resource typing standards. • Resource List for ESF 7 should include, but not limited to: o Restaurants o Motels o Grocery Stores o Ice o Hardware Stores o Medical Care Facilities o Rentals and Contractor equipment • Contact information list of private sector and volunteer organizations that can provide resources. • Resource Request Flow Chart. • Pre-disaster contracts for resources. • Sample forms and logs. • Reference appropriate plans and/or procedures for receiving or notifying certain staff, facilities, departments, etc. • Reference and include a format to be used by local officials to request resources during emergency situations. • Reference established plans and procedures detailing protocols. • Map indicating logistic staging areas, receiving points, and distribution points.

Sample Forms and Logs-Reference ESF 5-ISC Forms

Reference Attachments 7.6 and 7.9 for the format to be used to request resources and mutual aid during an emergency.

Attch 7.1 Resource Management Protocols

See [Attch 7.1 Resource Management Protocols](#)

Attch 7.2 Private Sector/Volunteer Organization Resource List

See [Attch 7.2 Private Sector/Volunteer Organization Resource List](#)

Attch 7.3 Inventory of Local Emergency Resources

See [Attch 7.3 Inventory of Local Emergency Resources](#)

Attch 7.4 Inventory of Critical Facilities with Generators

See [Attch 7.4 Inventory of Critical Facilities with Generators](#)

Attch 7.5 Resource List

See [Attch 7.5 Resource List](#)

Attch 7.6 Resource Request Flow Chart

See [Attch 7.6 Resource Request Flow Chart](#)

Attch 7.7 Pre-Disaster Resource Contracts

See [Attch 7.7 Pre-Disaster Resource Contracts](#)

Attch 7.8 County Receiving and Distribution Point

See [Attch 7.8 County Receiving and Distribution Point](#)

Attch 7.8A Type I, II, and III Distribution Points

See [Attch 7.8A Type I, II, and III Distribution Points](#)

Attch 7.9 Mutual Aid Flow Chart

See [Attch 7.9 Mutual Aid Flow Chart](#)

ESF 8-Public Health and Medical Services

List ESF coordinating agency responsible for ESF 8.

ESF Coordinator

Rush County Public Health Department Administrator

List ESF primary agencies responsible for ESF 8.

Primary Agency

Rush County Public Health Department

Rush/Ellis County Department of Social and Rehabilitation Services (SRS)

Rush County Emergency Medical Services (EMS)

Rush County Memorial Hospital

Rush County Fire Districts

Rush County Coroners Office

List ESF support agencies responsible for ESF 8.

Support Agency

Rush County Emergency Management Department

American Red Cross (ARC)

Area Nursing Homes

Rush County Board of Education

Rush County Department of Aging

Rush County Public Information Office

Rush County Animal Control

Kansas Department of Agriculture (KDA)

Kansas Medical Society

High Plains Mental Health Center

Pharmacies

Private Healthcare Providers

Kansas Funeral Directors Association (KFDA)

Kansas Department of Health and Environment (KDHE)

U.S. Department of Health and Human Services

Purpose, Scope, Policies/Authorities

Purpose

Purpose statement that describes the reason for the development of this annex.

This ESF implements Annex 8 to the Emergency Operations Plan. This ESF anticipates operational guidance to those who are assigned to work in this Emergency Support Function. The purpose of this ESF is to provide the mechanism for coordinated county assistance to supplement municipal resources in response to public health and medical care needs (including veterinary or animal health issues when appropriate) for a disaster or during a developing potential health and medical situation. Additionally, to delineate guidelines for the identification, recording, transportation, sheltering and care of persons that require special needs in anticipation of, or during a disaster.

Scope

o Identify what the annex contains o Identify who the annex applies to o Identify how the annex benefits the jurisdiction

This ESF is structured to manage and coordinate public health and medical needs in coordination with ESF 6, to include the entire spectrum of functional needs transportation, sheltering and care, of victims of a disaster. This support is categorized in the following core functional areas. Activities within the scope of this function include:

- Coordinate the assessment of public health/medical needs (including behavioral health).
- Coordinate public health surveillance.
- Coordinate the availability, badging, and credentialing of medical care personnel.
- Coordinate the identification, procurement, and distribution of medical equipment and supplies.

Policies/Authorities

o List county specific policies regarding ESF 8.

This ESF Annex applies to County, City, private sector and volunteer agencies with assigned emergency responsibilities in this CEOP.

The ESF 8 Coordinator and the support agencies are critical members of the EOC Team and will work within the EOC structure described in ESF 5-Emergency Management.

It is the responsibility of the Primary Agency to forward pertinent information to the EOC through protocols established in ESF 2-Communications. Generally, this will be via 2-way radio communications. Required information will be posted by the EOC using the WebEOC interface. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area to provide continuity and reporting.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

Any resources required to support this ESF must be coordinated and allocated through ESF 7. At a minimum, the type, quantity, place of use, and allocating agency should be recorded and submitted to the Incident Command. Records of expenditures and document resources utilized during recovery will be maintained in accordance with ESF 7 policies and guidelines and report these records to the Primary Agency.

Primary and support agencies will provide summary recommendations as part of the submission of final record keeping and reporting. In order to enhance the ability to respond and mitigate cost, agencies should review their plan, allocation of resources, methods of communication, and overall interaction with other agencies. Recommendations for improvement should result from the review and should be implemented within the agency. Recommendations which apply outside the agency should be forwarded to the Emergency Management Coordinator for consideration.

List state and federal authorities regarding ESF 8.

State and Federal Authorities

State and Federal authorities are provided in the 2011 Kansas Response Plan (pg. 215) provided under the EOP References tab.

Concept of Operations

General (Command, Control, and Notification)

Describe how public health and medical services efforts in support of emergency operations will be directed and controlled.

ESF 8 coordinates resources related to health and medical issues and monitors field deployment of

medical personnel and resources.

This ESF will retain full control over its own resources and personnel.

Support Agencies assisting ESF 8 assignment will retain administrative control over its own resources and personnel, but will be under the operation control of ESF 8. Delegation of missions may be delegated to a multi-agency coordination team or a local entity.

The county coroner has overall responsibility for care, identification, and disposition of human remains within the jurisdiction. The state will provide assistance at the request of the county government.

ESF 8 shall contact authoritative organizations, local government entities and county health officials to assess the magnitude of need; determine appropriate location for mortuary and temporary facilities and specify equipment or materials deemed necessary. ESF 8 will coordinate security issues with ESF 13-Public Safety and Security.

ESF 8 and ESF 6 Mass Care, Housing and Human Services will share and coordinate information regarding at risk individuals in preparedness for emergency situations.

ESF 8 will verify the procurement of supplies and equipment (i.e. refrigeration units, body bags, stretchers, embalming supplies, transportation, etc.), as required to maintain appropriate condition of the deceased until proper identification, notification and disposition can be determined. Use of existing morgues and forensic personnel will be coordinated with state personnel and with dental/medical school personnel, as necessary.

This ESF will establish clear lines of communication and integration of expectations will be established on a routine basis with the EOC.

Identify agency responsible for liaison roles with the state and adjacent county public health and medical services officials.

Control

There are multiple Primary agencies listed for this ESF. The lead agency will be determined by the major needs for the type of disaster.

The Primary and Support Agencies will operate under the established procedures, protocols, and plans established for their agency. These plans are included in this CEOP by reference. Incident Annexes to this Plan include the County Health Department Biological Response Plan, Terrorism Plan, and Foreign Animal Disease Plan.

Support Agencies shall work with the Primary Agency and Rush County Emergency Management for purposes of pre-disaster planning and post disaster coordination of the issues addressed by this ESF. The Primary Agency is the Director for confirming planning efforts for this ESF are accomplished. During post disaster operations, each support agency is responsible for coordinating their individual plans and guidelines and reporting of ESF activities to the Emergency Operations Center through the Primary Agency.

Key information will be logged via WebEOC for situational awareness, and/or be distributed via situation reports on pre-established email rosters.

Rush County Emergency Management (RCEM) will work closely with the ESF Primary and Support Agencies to verify continuity across planning efforts.

This ESF will not release medical information on individual patients to the general public to maintain patient confidentiality protection. For more information reference Attachment 8.2 – HIPPA Disclosures During Emergencies.

During disaster operations, the Primary Agency will work directly with the Operations Chief located at

the Emergency Operations Center for information management and reporting of ESF activities.

Succession of authority shall be managed internally for the Primary and each Support Agency. Chain of Successions shall be provided from the Primary and each Support Agency to RCEM.

Identify agency responsible for providing initial notification for ESF 8.

Initial Notification

The Board of County Commissioners maintains overall authority for the initial notification process. The Rush County Emergency Coordinator and the Coordinator of the Sheriff's Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the Rush County Emergency Management Coordinator. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities for Notification are provided in ESF 2-Attachment 2.6.

Rush County Emergency Management maintains an Emergency Points of Contact for agencies/departments involved in emergency management operations. The Emergency Management Coordinator maintains the Emergency Points of Contact List in the EOC.

Identify agency responsible for managing the collection, processing, and disseminating of information to and from the EOC.

Information Management

During a disaster and EOC activation, the EOC Operations Section Chief will coordinate the support resources from the support agencies with the Primary Agency. The ESF 8 Primary Agency is responsible to coordinate support agencies to accomplish the missions and tasks as assigned, or as needed in support of community health and safety. Support agencies are committed to work in cooperation with the ESF 8 lead agency in an effort to meet the needs of the community.

During the response phase, ESF 8 will evaluate and analyze information regarding Health and Medical assistance requests. Also, ESF 8 will develop and update assessments of the Health and Medical status in the impact area, and performs contingency planning to meet and anticipate demands and needs.

Shift hours shall be at the discretion of the representing agency. It is preferred to have shift hours correlate with general staff briefings. During each activation, general staff briefings shall be established based on the threat.

Continuity of Operations

Describe Continuity of Operations protocol to be implemented when agencies are overwhelmed or their facility is damaged and unavailable.

The Incident Command Team will assume initial responsibility for the management of mass fatality disasters. Specific responsibilities may be assigned to specific agencies depending on the scope of the disaster.

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 Incident Command System structure.

If relocation of a health agency is required the agency COG Plan will be implemented to provide a smooth transition of resources and services.

COG Plans are considered internal decisional documents with national and domestic security protections afforded under applicable U.S. statutes. Additionally, due to the inclusion of personal information about

Department/Agency employees, COG Plans shall be protected by the Freedom of Information Act, Exemptions 3, 4, and 6.

Alternate Care

In situations where health and medical needs cannot be met through the existing response systems and resources in Rush County, the County ESF 8 Public Health and Medical Team will request regional (adjacent counties), State, and Federal resource and facilities support through the EOC by emergency declaration.

Medical Surge

Briefly describe how organizations monitor and update any electronic bed availability systems and communicate available beds and level of care capabilities to response partners.

The Primary Agency has access to the EM Resources system that provides electronic bed tracking for hospitals in the northwest region. The ESF 8 Coordinator is responsible to track hospital surge status and capacity and coordinate information to response partners and State resources via WebEOC.

Briefly describe decontamination capabilities at local medical facilities.

Local medical facilities retain primary responsibility for victim screening and decontamination operations. Decontamination may include individuals, service animals and pets. The protocols and guidelines for decontamination are included in the Emergency Plan for each facility. When local capabilities are exceeded regional and State HazMat teams may be utilized for decontamination procedures.

Briefly describe how patient tracking is coordinated with medical facilities.

Rush County EMS agencies will respond to the emergency or disaster to establish field triage areas, direct triage and rapid transport procedures, and initiate communications with appropriate medical agencies and ESF 8 Coordinator for tracking and transport of patients.

Local hospitals and EMS providers are responsible for the tracking of individual patients as they enter and are dismissed from medical care. Each agency currently has policies and procedures to confirm proper and consistent information is transferred with the patient.

Briefly describes information sharing related to victim identities and ESF 6 as part of an overall reunification coordination effort

This ESF will appropriate non-specific information on casualties/patients that will be provided to ESF 6-Mass Care, Housing, and Human Services (American Red Cross) for inclusion in the Disaster Welfare Information System, and to ESF 15 for informational releases.

In the event a deceased victim has no surviving family or next of kin, the state through the appropriate county coroner, shall assure that a dignified burial is provided by the local government with jurisdictional responsibility. Burial assistance to families of deceased veterans will be provided through the Kansas Office of Veterans Affairs. The Kansas Funeral Directors Association will assist with family counseling.

Epidemiology and Surveillance

Briefly describe and identify the responsible organization for county disease surveillance coordination.

The Rush County Health Department is responsible for coordinating public health activities under the Health Officer's statutory responsibility (KSA 65-118, 65-119, 65-126, 65-127, 65-128, 65-159, 65-202, etc.), in coordination with with community partners and the Kansas Department of Health & Environment (KDHE).

The Rush County Health Department Administrator will coordinate the investigation and facilitate the appropriate tests to determine the extent of threat and contamination from chemicals and/or some pathological hazards. Radiological testing will be conducted by the Hazardous Materials Team. (See ESF 10-Oil and Hazardous Materials Annex)

The Health Department participates in the Centers for Disease Control and Prevention (CDC)-Public Health Preparedness Program (PHEP) program to prepare for and respond to public emergencies.

Briefly describe the county's epidemiology investigation capability including coordination between the local health department, schools, medical facilities, pharmacies, etc.

Disease surveillance systems are in place to continually collect, analyze, interpret, and disseminate data to prevent and control disease. The Rush County Health Department uses a variety of methods to conduct disease surveillance including Passive Surveillance, Active (Enhanced) Surveillance and Sentinel sites. Currently, there is not a system available to provide this information from EMS services in Kansas.

Currently, the Rush County Health Department receives case reports via telephone, facsimile and the Kansas Health Alert Network (KHAN). The Kansas Alert Network and EPI-Trax (the State of Kansas disease surveillance system) will be monitored for updates, information and new case reports by the Rush County Health Department. The Health Department will monitor media avenues for news information and activate the incident-specific Biological Annex if warranted.

The Health Department, schools, hospitals, clinics and similar entities have been trained to contact the appropriate response agency when a disaster is identified. In most cases, EMS will be first response and will contact additional resources based on their evaluation of the disaster and need for further epidemiology.

Upon receiving information regarding a disease reportable to KDHE, the Rush County Health Department will forward the initial report information to the KDHE field epidemiologist, the KDHE Epi hotline, and/or via EPI-TRAX as the situation warrants. The KDHE will provide assistance in determining the diagnosis and disposition of the patient.

Healthcare providers in Rush County have been asked to be the alert to illness patterns and diagnostic clues that might signal an unusual infectious disease outbreak due to the intentional or unintentional release of a biological agent.

An epidemiological investigation will be necessary to determine if individuals have been exposed and/or infected. The Rush County Health Department Director will coordinate with Environmental Protection Agency (EPA) Health Officer, Rush County Health Department and KDHE regarding contamination of buildings and the environment.

When passive, syndromic, and/or sentinel site surveillance indicates a deviation from the norm, the data will be analyzed for trends and patterns. Any clustering or increase in a particular disease or syndrome will be investigated immediately by the Rush County Health Department, KDHE, and Center for Disease Control (CDC)

A Disease Protocol Manual used for investigation and managing disease outbreaks, prepared by the KDHE Bureau of Epidemiology and Public Health Information is maintained by the Rush County Health Department.

In the event that Mass Prophylaxis Dispensing activities are warranted, the Biological Incident Annex will be activated.

Describe the county's capability to activate a Community Reception Center to perform population monitoring activities for a radiological emergency.

Community Reception Centers for radiological emergencies provide a predetermined location where the affected population will be directed in case of an evacuation triggered by a disaster at a nuclear plant. Rush County does not reside within a nuclear power plant evacuation area, and does not serve as a host county. Rush County does not currently have plans in place for monitoring and decontaminating emergency workers when departing an evacuated area. The County would request assistance from the State in the event of a nuclear emergency.

Fatality Management

Describe the responsibilities of the county coroner in fatality incidents.

According to state law, the County Coroner is responsible for deceased persons. The district coroner will thereby direct work related to the handling of deceased individuals at the scene of the disaster.

The Rush County Coroner is responsible for Deceased Identification and Mortuary Services as follows:

- Develop plans for location, identification, removal and disposition of the deceased.
- Establish a system for collecting and disseminating information regarding victims and have the operational capability to deliver the information in a field environment in coordination with ESF 15 (Public Information).
- Develop protocols and maintain liaison with Disaster Mortuary Operational Readiness Teams (DMORT) of the National Disaster Medical System (NDMS).
- Identify agencies, organizations, and individuals capable of providing support services for deceased identification including Kansas Funeral Directors and Embalmers Association and Kansas Coroners Association.
- Maintain a description of capabilities and guidelines for alert, assembly and deployment of Local and State mortuary assistance assets.

For additional information reference ESF 8 – Mass Fatality Appendix to the State of Kansas Response Plan (2011).

Describe the engagement of funeral directors/homes in fatality incidents.

The contact of local funeral directors will be coordinated by the EOC Command Team. When necessary, a representative from a local funeral home will be requested to coordinate and arrange for the expansion of mortuary services through outside agencies. Reference the EOC Resource Guide for funeral home locations/contacts.

Describe the hospitals and medical facilities involvement in mass fatality incidents.

Cooperation and collaboration among all mass fatality response organizations is critical for effective mass fatality management. Successful management of a mass fatality disaster involves public communication, vital records administration, hospital and death care industry operations and coordination, and decedent operations.

Hospitals and medical facilities will coordinate with emergency response agencies to assist with:

- The provision of medical care.
- Provide support for decontamination as needed at their respective facilities.
- Coordinate special resource requests through the Emergency Operations Center.
- Hold decedents until the Municipality can arrange transportation to a morgue.

The Primary Agency or designee is responsible for all activities relative to this ESF in the EOC.

Describe, in general, the activation of the Kansas Funeral Directors Association Disaster Team to support a mass fatality incident.

The Disaster Mortuary Operational Response Team (DMORT) is comprised of civilian personnel (NGOs), and when activated, is paid as temporary Federal employees. The team is comprised of trained coordinators and volunteer funeral directors and embalmers who will be available to provide support in disaster recovery, identification of remains, and to assist in the notification of the families of the deceased. Members of this team shall prepare and file death certificates and facilitate ways for preparing, processing and releasing human remains to the next of kin under emergency conditions. The Kansas Funeral Directors Association (KFDA) works only under the direction of the district coroner. (See ESF 8-Mass Fatality Appendix to the State of Kansas Response Plan 2011)

The county coroner or designee will request assistance of the KFDDA Disaster Team in the event emergency capabilities are overwhelmed.

Describe the operation of a Family Assistance Center during a mass fatality incident.

One component of an effective mass fatality disaster 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 KFDDA 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 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.

Pre-hospital Care

Briefly describe the county's field based triage scheme.

Victims will be triaged on scene as directed by the EMS Incident Commander. International Triage Codes will be used. Severity of injury classifications are as follows:

- Green = minor or no injuries
- Yellow= non-life threatening injuries
- Red = critical
- Blue = extremely critical
- Black = deceased

For mass casualty disasters, 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 to the EOC. The EOC will then coordinate the information to the Rush County Public Information Officer in conjunction with ESF 15-External Affairs/Emergency Public Information on disseminating casualty information gathered. Information and statistics will be compiled from radio logs, facsimiles, databases and direct communications with EMS staff.

Briefly describe any medical mutual aid, EMS mutual aid agreements or regional mutual aid agreements or partnerships.

Kansas Statute 48-950 provides for all political subdivisions within the State of Kansas to be automatically included as a part of the Kansas mutual aid system.

When major disaster assistance activities may be carried out by contract or agreement with private organizations, firms, or individuals, preference will be given, to the extent feasible and practicable, to those organizations, firms, and individuals, residing or doing business within Rush County. Under disaster or emergency conditions, the Emergency Management Coordinator may utilize the most expedient means possible in securing purchases; this includes and is not limited to circumventing the normal and usual County Bidding and Purchasing Policies.

Resources obtained through Mutual Aid are considered local resources and must be exhausted before requesting State or Federal assistance. Mutual Aid Agreements are in effect with adjacent counties. Reference Attachment 8.6 for mutual aid agreements, or partnerships, if any.

Medical Countermeasure Dispensing

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

The goal of mass prophylaxis is the targeted use of medical countermeasures that could decrease the health impact of disease outbreaks (tetanus, pertussis, etc.).

A mass dispensing campaign would be directed by ESF 8 in coordination with ESF 5-Emergency Management, ESF 13-Public Safety and Security, ESF 15-External Affairs/Public Information, state and federal agencies, and other local planning partners such as school districts, warehouse facilities, etc.”

The Primary Agency is responsible for requesting assets from the Strategic National Stockpile (SNS) when needed, and for managing the receipt and distribution of the contents to county treatment sites.

Medical Material Distribution

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.

The Rush County Health Department Director will request deployment of Strategic National Stockpile (SNS) assets from KDHE as soon as local officials determine that it is necessary to do so to protect the public health. The local Mass Dispensing Standard Operating Guide (MD SOG) addresses the number of doses a person can pick up, unaccompanied minors, and identification requirements to receive medications. The SOG also addresses the credentialing process for staff and volunteers at SNS sites.

The local Strategic National Stockpile (SNS) Coordinator is responsible for coordination and management of SNS assets. The SNS Coordinator for Rush County is the Public Health Director.

Logistical support for local SNS distribution and dispensing will be provided by the Rush County Health Department. If additional support is needed the LEOC will be consulted and a mission tasking assigned.

Security for the dispensing sites will be the responsibility of the Rush County Sheriff's Department. If resources permit, the state may augment local security resources with personnel from the Kansas Highway Patrol and the Kansas National Guard. Requests for state security resources will be directed to the SEOC through the LEOC.

Hospitals and treatment centers will coordinate their actions with the local health department. Plans have been developed to identify local medical facilities that will be used as treatment centers. These facilities may need medical supplies and pharmaceuticals from the SNS. Local hospitals and health departments have local plans in place detailing the coordination of requests for SNS assets, handling of symptomatic individuals at the POD sites, and transport of these individuals. SOGs for medical waste collection and disposal protocols shall be followed.

Non-pharmaceutical Interventions

• Briefly describe the isolation and quarantine authorities of public health officials. • Briefly describe the authorities related to the closure of buildings (including schools) and cancelling of public activities for disease control.

The Rush County Health Officer may issue an emergency detention order causing a person or group of persons to be immediately detained for purposes of isolation or quarantine in accordance with subsection (3) of this section, or may petition the superior court ex parte for an order to take the person or group of persons into involuntary detention for purposes of isolation or quarantine. Supporting statutes are as follows:

K.S.A 65-11 9a: Provides the duties and powers of local health officers.

“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 provisions 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.” Further, provides the authority to prohibit or restrict public gatherings “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.”

K.S.A. 65-201: defines “local board of health” and “local health officer.”

“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 multi-county 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.”

Briefly describe the coordination with medical facilities and law enforcement for the implementation of isolation or quarantine orders.

Isolation and Quarantine Orders

In collaboration with the Public Health Officer (assigned by BOCC), the Public Health Director will coordinate with the Emergency Management Coordinator, local law enforcement, and members of the Incident Command organization, and such auxiliary support as may be provided by partner organizations, the implementation of isolation and quarantine orders as required to protect the public.

Regardless of the quantity or quality of the advance planning that may have been accomplished, the specific roles and responsibilities of the Public Health Staff may be expected to evolve and adapt as the disaster develops. Participants must keep in mind the goals and objectives of evacuation or quarantine measures imposed and use that to guide them in fulfilling their responsibilities in accordance with State and local law.

Briefly describe the hospital's capability to maintain patients in negative pressure isolation.

Hospital Isolation

Each hospital and medical facility in Rush County is required to complete and maintain an Emergency Operations Plan that includes mass casualty response for internal operations. These plans provide specific operational capabilities including in-care treatment requiring negative pressure isolation availability and support capabilities. Rush County maintains limited capabilities to provide both fixed and mobile isolation units. Reference individual operations plans for additional information.

Briefly describe media campaign needs to promote hygiene and disease prevention measures.

Communications and Media

Public health communications to promote hygiene measures, especially potential pandemic disease

exposure, are an important component of disease prevention and response to the public. The Kansas Department of Health and Environment is responsible for continual communications with local health departments to provide sharing of information and development of effective response tactics before, during and after a disease outbreak.

Pre-event communications to the general public will alert them of how they can best prepare themselves for a pandemic. During a pandemic, timely and accurate communication with the public will also promote the highest level of cooperation and compliance with public health actions.

The media will be the primary information resource for target audiences during a Pandemic Period. It must be recognized that the media will play an essential role in creating an informed public. The Primary Agency, in coordination with KDHE, ESF 5-Emergency Management and ESF 15-External Affairs/Public Information, will use multiple media outlets, including radio, television, cable networks, Internet postings, bulk fax, etc. to routinely provide and update health and response announcements.

Responder Health and Safety

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.

Appropriate and efficient rest/work cycles must be established and monitored. The rehabilitation of rescuers will follow established guidelines. Injured rescuers will be evaluated.

Sanitation and hygiene is a priority. Inspections are important to verify that rescuers food and water supplies remain free of contamination.

Health Department employees and EMS personnel may be asked to perform duties under dangerous circumstances and consideration must always be given to employee safety. Responders will be provided education at their orientation and annually thereafter, regarding appropriate precautions to limit likelihood of exposure to potentially toxic and/or infectious agents.

Staff's exposure to toxic agents or infection will be limited as much as possible.

Briefly describe coordination between response organizations and subject matter experts related to recommendations for risk-related personal protective equipment.

The Primary Agency may be asked to provide technical expertise or recommendations (Personal Protective Equipment (PPE), decontamination, etc.) to responders for field operations in the disaster area. Recommendations for PPE usage will be ported via KHAN for the specific disaster, however, a comprehensive listing can also be on KHAN .

The Incident Commander will have responsibility to coordinate hazardous materials decontamination, and/or bio-hazards through ESF 10.

Briefly describe community capabilities for peer to peer crisis counseling for emergency responders.

The Rush County Critical Incident Management Team anticipates the provision of specialized assistance to on scene emergency responders, anticipates the provision of specialized assistance from High Plains Mental Health to provide peer to peer counseling for on scene emergency responders, dispatch personnel; emergency operations center personnel, and other community caregivers, as well as any of their families.

Volunteer Management

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

Immediate medical response capabilities are coordinated by the Rush County Department of Health and from ESF 8 supporting organizations. ESF 8 may engage civilian volunteers, such as Kansas Medical Reserve Corps (as available), to assist local public health and medical personnel.

Unaffiliated volunteers choosing to assist in the medical services area must be screened for proper qualifications and registered prior to assuming any duties. Resources include the Kansas System for Early Registration of Volunteers (K-SERV), and the Kansas Medical Reserve Corps. This function will be performed by the Rush County Health Department.

Environmental Health

Describe the vector and/or animal control responsibilities in the county.

The Rush County Department of Health may be requested to assist other ESF 8 partner organizations, as appropriate, in assessing the following: the threat of vector borne diseases; conducting field investigations, including the collection and laboratory analysis of relevant samples; providing vector control equipment and supplies; providing technical assistance and consultation on protective actions regarding 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).

Describe capabilities for evaluating structures and area for habitability and other environmental health concerns.

The Primary Agency is responsible for coordinating the identification of associated environmental hazards to include exposure to infectious diseases that are secondary to the primary event and secondary transmission modes. The rebuilding of the public health infrastructure, removal of environmental hazards, and appropriate decontamination of the environment enable the safe reentry and reoccupancy of the impacted area.

Describe coordination efforts with public water suppliers to ensure safe drinking water to communities.

Rush County receives its potable water from various systems, including public water systems and private wells. During a disaster ESF 5-Emergency Management coordinates with ESF 8-Public Health and Medical Services and local water utilities to coordinate county water resources. The Rush County Public Health Department anticipates the following services:

- Analyzes water samples from sources suspected of contamination and makes appropriate recommendations.
- Develops procedures to notify the residents of Rush County how to treat contaminated food and water, and develop a plan for retail inspections.
- Monitors the safe distribution of water supplies.

Behavioral Health

Describe the role of the community mental health center in responding to the needs of individuals after a disaster.

The High Plains Mental Health Center Disaster Response Team in coordination with ESF 8-Public Health and Medical Services, is responsible for mental health resources for individuals affected by a disaster in Rush County.

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.

The mental health clinic will utilize available resources (private and public practitioners and facilities) in the community affected to verify those needing services are identified and provided service when appropriate. This may include current clients, functional needs and high risk populations or individuals, disaster victims, and emergency workers. For more information reference Attachment 8.3-Mental Health.

Actions

Preparedness

List actions for ESF 8 to be taken for preparedness.

- Primary and Support Agencies begin preparations to institute and manage activities defined by this ESF.

Response

List actions for ESF 8 to be taken for response.

- Primary and Support Agencies initiate and manage tasks as defined by their operational plans in support of this ESF. Coordination of information from the ESF to the EOC will be coordinated through the Primary Agency.

Recovery

List actions for ESF 8 to be taken for recovery.

- Primary and Support Agencies continue with response activities and initiate recovery activities necessary to support this ESF.

Prevention/Mitigation

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

- Primary and Support Agencies begin instituting mitigation measures to protect their facilities, resources, and other issues defined by this ESF.

Reference the ESF 8 Checklist for other Actions.

Responsibilities

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.

Primary and Support Agencies

- Attend scheduled meetings to verify planning functions are carried out to support this ESF.
- Identify and provide staff representatives to support the ESF and other operational information related to these activities.
- Maintain responsibility for the operation of the Functional Needs Shelter, as available, and aspects associated with its mobilization, operation and demobilization. This will include but not be limited to the Medical Direction and staffing of the shelter during activation, keeping track of documentation related to personnel, equipment, operating supplies, and contractual services, etc.
- Coordinate with the Division of Emergency Management in the pre-screening for Functional Needs Shelter eligibility in the effort to support a valid Special Needs registry.
- Request volunteer agencies and private resources with assets to contribute those assets to the response effort.
- The Primary and each Support Agency shall coordinate structural damage assessment activities with ESF 14 and ESF 3. Disaster reports shall be provided to the elected officials.
- Participate in drills, mitigation planning and exercises to evaluate local capability.
- Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies and guidelines and report these records to the Primary Agency.

Public Health Department

- Coordinate with each Support Agency through regularly scheduled meetings to verify planning functions are carried out to support this ESF.
- Provide leadership in directing, coordinating and integrating the overall county efforts to provide medical and public health assistance to the affected area.
- Conduct initial assessment of health and medical needs.

- Determine need for additional personnel and resources and initiate and request mutual aid to EOC.
- Coordinate and direct the activation and deployment of voluntary resources of health/medical personnel, supplies and equipment.
- Establish, as needed, active and passive surveillance systems for the protection of public health.
- Provide hand washing and other disease prevention campaign activities.
- Continuously acquire and assess information about the situation; continue to identify the nature and extent of health and medical problems and establish appropriate monitoring and surveillance of the situation to obtain valid ongoing information.
- Coordinate release of appropriate and timely public health information with ESF 15 to include boil water orders, safety issues, etc. The ABCXYZ County Public Health Department Administrator has the authority to warn the public of contaminated water supplies. Informational releases will be through the PIO in coordination with the command group.
- Establish a protocol for prioritizing response activities.
- Coordinate activities with other ESFs.
- Maintain records of expenditures and document resources utilized during response and recovery efforts.
- Continuously acquire and assess information about the situation; continue to identify the nature and extent of health and medical problems and establish appropriate monitoring and surveillance of the situation to obtain valid ongoing information.
- Coordinate release of appropriate and timely public health information with ESF 15 to include boil water orders, safety issues, etc. The Rush County Health Department Administrator has the authority to warn the public of contaminated water supplies. Informational releases will be through the PIO in coordination with the command group.
- Establish a protocol for prioritizing response activities.
- Coordinate activities with other ESFs.
- Maintain records of expenditures and document resources utilized during response and recovery efforts.

Coordinate response for:

- Hazardous materials
- Safety of food and drugs
- Radiological hazards
- Mental health problems victims
- Vector control
- Potable water/wastewater/solid waste
- Victim identification/mortuary services

Contracted Community Mental Health Agencies

- Maintains internal response plans.
- Supports clients to develop emergency plans.
- Maintains staff at the Crisis Clinic for immediate response.
- Contacts clients as able to assess needs.
- Identifies staff to provide Immediate and Short Term Disaster Mental Health Intervention through hotlines and outreach efforts that are coordinated through Rush County Public Health and Social Services and the EOC.
- Responds to area of need as identified in collaboration with the ESF 8 Coordinator and the EOC.
- Establish mental health crisis counseling centers
- Coordinate for Critical Incident Stress Debriefing (CISD) for emergency responders.

Chaplains

- Supports on scene interaction with family members of victims and emergency response personnel.

- Anticipates support and comfort to relatives and friends of disaster victims.
- As needed, maintains communication with the EOC.

Hospitals

- Maintains procedures and protocols for reducing patient population for events that may require evacuation, and procedures for those who cannot be evacuated.
- Coordinates in hospital care.
- Works with the medical partners for assignment of patients and transportation to hospitals or temporary treatment facilities.
- Anticipates status updates to EOC.
- Anticipates staff to EOC as requested.
- Maintains plans and procedures to activate decontamination units as needed or requested.
- Monitors and reports incidence of communicable disease to Rush County Public Health Department.
- During County EOC activation, informs and updates the EOC of patient air transport operations if applicable.
- Maintains current transfer and transport site, i.e., helipad, etc.
- Participates in the US Department of Health and Human Services Hospital Preparedness Program
- Participates in Count Medical Countermeasure Planning (Strategic National Stockpile)

Emergency Management Department

- Activates and manages EOC.
- Activates notification.
- Maintains typed resource lists.
- Maintains lists of identified helipad sites throughout the county, if applicable.
- Maintains main and backup contact information for primary agencies.
- Registers local emergency health volunteers.

Coroner-Deceased Identification and Mortuary Services

- Develop plans for location, identification, removal and disposition of the deceased.
- Establish a system for collecting and disseminating information regarding victims and have the operational capability to deliver the information in a field environment in coordination with ESF 15.
- Develop protocols and maintain liaison with Disaster Mortuary Operational Readiness Teams (DMORT) of the National Disaster Medical System (NDMS).
- Identify agencies, organizations, and individuals capable of providing support services for deceased identification including Kansas Funeral Directors and Embalmers Association and Kansas Coroners Association. (See Attachment 8.4 Mass Fatality Plan)
- Maintain a description of capabilities and guidelines for alert, assembly and deployment of Local and State mortuary assistance assets.

Emergency Medical Service Providers

- Coordinate the evacuation of patients from the disaster area as requested.
- Coordinate the transport of victims to medical facilities outside the county in accordance with approved trauma transport protocols.

Provide the coordination of the following resources:

- Advance Life Support/Basic Life
- Emergency Medical Technicians
- Paramedics
- Emergency medical equipment procurement
- Aircraft (fixed/wing/rotary/medical evacuation)
- Coordinate medical patient evacuation in the pre-impact phase of the disaster (including functional needs patients requiring ambulance transport) as well as continued response to emergency medical

calls

- EMS will coordinate both public and private service field responses

Local Medical Providers

- Coordinate the notification, information, update, and evacuation assistance to medical facilities within the county both pre and post impact.
- Develop an emergency and disaster plan that address preparedness and response to evacuation type threats for their residents.
- Anticipates oversight of protocols for emergency medical services.
- Maintains communication with the EOC.

These plans should include:

- The degree of shutdown operations and evacuation of facilities.
- Process to cancel elective surgery, discharge patients for whom care would not be compromised, transfer patients who could be moved to safer facilities and make special arrangements for those patients whose condition will not allow transfer or evacuation. Psychiatric and mental health facilities will be expected to transfer their patients and staff to safer locations.
- Develop evacuation and/or care plans for those patients who are receiving home health care through the hospital or its affiliates.

Nursing Homes, Assisted Living Facilities and Other Residence Based Assistance Programs

- Develop an emergency and disaster plan appropriate for evacuation conditions.
- Design evacuation guidelines to relocate their residents, through commercially available transportation resources, to a safer and similar facility if they are located in a mandatory evacuation area. Special care must be given to those transportation needs of patient's required horizontal transport. Similar arrangements must also be made by each facility to accommodate the transport of their equipment and supplies. These facilities must be prepared to evacuate immediately following the issuance of an evacuation order or voluntary evacuation order for their location. Due to the complexities of evacuating these members of our population, additional time will be required and delays may create a shortage of transportation resources as well as increased traffic delays.

Law Enforcement (as resources allow)

- Anticipates crime scene investigations and law enforcement.
- Anticipates on scene traffic control.
- Supports local health care hospitals and affiliated clinics with security and crowd control.
- Enforces quarantine restrictions as requested by the Health Officer or designee.
- Anticipates security for temporary morgue sites.
- Maintains communication with the EOC.

Funeral Directors (as resources allow)

- May be requested to assist in the processing of human remains.
- May assist with family counseling.
- Maintains communication with the EOC.

Pharmacies

- Maintains emergency pharmaceutical supplies.
- Assesses ability to operate on an emergency basis.
- Coordinates with the ESF 8 Coordinator.
- Maintains communication with the EOC.

Fire Departments

- Support EMS operations as needed.

Sheriff's Department

- Provide security at or around health and medical facilities or at mass casualty sites.
- Provide security assistance to medical facilities and to health and medical field personnel upon request.
- Maintain emergency health services at correctional facilities, if appropriate.
- Provide communications support for health and medical activities.
- If necessary, provide traffic flow and parking assistance around health and medical facilities.

Road and Bridge Department

- When deployed, assume an appropriate role in the Incident Command System (ICS). If the ICS has not been established, initiate ICS procedures until relieved by other first responder service (i.e., fire, police).
- Assist with the movement of people and resources to support health and medical services operations.
- Assist with staging and if necessary, heavy equipment to support health and medical operations.
- Provide support and technical assistance in preventing or containing ground/soil pollution.

Volunteer Agencies

- Provide food for emergency medical workers, volunteers and patients, if requested.
- Maintain a Disaster Welfare Information (DWI) system in coordination with hospitals, EMS, aid stations, and field triage units to collect, receive, and report information about the status of victims.
- Provide DWI to the ESF #8 Coordinator for appropriate dissemination.
- Assist in the notification of the next of kin of the injured and deceased.
- Assist with the reunification of the injured with their families.
- Provide first aid and other related medical support (within capabilities) at temporary treatment centers.
- Provide supplementary medical and nursing aid and other health services, when requested and within capabilities.
- Provide assistance for the needs of the disabled, elderly and children separated from their parents.

ESF 8 Checklist

See [ESF 8 Checklist](#)

Attachments

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

Sample Forms and Logs-Reference ESF 5-ICS Forms

Reference the “Contingency and Sensitive Needs Resources” Tab under the Toolbar for local emergency resources.

Attch 8.1 Contacts and Agreements Summary

See [Attch 8.1 Contacts and Agreements Summary](#)

Attch 8.2 HIPPA Disclosures During Emergencies

See [Attch 8.2 HIPPA Disclosures During Emergencies](#)

Attch 8.3 Mental Health Protocols

See [Attch 8.3 Mental Health Protocols](#)

Attch 8.4-ESF 8 State of Kansas Mass Fatality Appendix

See [Attch 8.4-ESF 8 State of Kansas Mass Fatality Appendix](#)

Attch 8.5 Mass Fatality Coroner Guide for Chemically Contaminated Remains

See [Attch 8.5 Mass Fatality Coroner Guide for Chemically Contaminated Remains](#)

Attch 8.6 Mutual Aid Agreement Contacts

See [Atch 8.6 Mutual Aid Agreement Contacts](#)

ESF 9-Search and Rescue

List ESF coordinating agency responsible for ESF 9.

ESF Coordinator

Rush County Sheriff

List ESF primary agencies responsible for ESF 9.

Primary Agency

Municipal Law Enforcement Departments

County/Municipal Fire Departments

Rush County Sheriffs Department

List ESF support agencies responsible for ESF 9.

Support Agency

Kansas Civil Air Patrol

Rush County Emergency Management Department

Rush County Coroner Office

Kansas Division of Emergency Management (KDEM)

Kansas Highway Patrol (KHP)

Kansas Department of Transportation (KDOT)

American Red Cross (ARC)

Private Contractors (air, water, etc.)

Federal Emergency Management Agency (FEMA)

U.S. Department of the Interior

U.S. National Park Service

Purpose, Scope, Policies/Authorities

Purpose

This section explains the plans, who is involved, and why it was developed. Purpose statement that describes the reason for the development of this annex.

This ESF implements Annex 9 to the Emergency Operations Plan. Search & Rescue (land based) is the capability to coordinate and conduct Search and Rescue (SAR) response efforts for all-hazards, including searching affected areas for victims (human and, to the extent that no humans remain endangered, animal) and locating, accessing, medically stabilizing, and extricating victims from the damaged area.

This annex outlines guidelines for centralized and coordinated management of search and rescue (SAR) response activities in order to best protect the population and property in Rush County during a disaster or other emergency situation occurring within the county. This annex only addresses the functions of search and rescue operations during a disaster.

Scope

Identify what the annex contains Identify who the annex applies to Identify how the annex benefits the jurisdiction

ESF 9 is structured to manage and coordinate search and rescue operations, urban and structural search and rescue, and includes search and rescue on the ground, in the air, or in the water.

Urban and non-urban search and rescue activities include, but are not limited to, anticipating specialized

life saving assistance in locating, extricating, and providing immediate medical assistance to victims trapped in collapsed or burning structures.

Coordinated efforts anticipate rescue of the greatest number of victims (human, and to the extent that no humans remain endangered, animal), and transfer to medical or mass care capabilities, in the shortest amount of time, while maintaining rescuer safety.

Policies/Authorities

List county specific policies regarding ESF 9.

Emergency response and recovery operations conducted under ESF 9 will be in accordance with the National Incident Management System (NIMS).

Requests for equipment, resources or assistance will be made by the Primary Agency to the Incident Command System. Each request will be assessed by the Incident Command and a status response will be made as soon as possible. The Incident Command will maintain a listing of requests and will assign a priority to each.

During EOC Activation, the needs of the ESF will be coordinated through the EOC Manager.

Shift hours will be at the discretion of the representing agency. When possible, shift hours will correlate with general staff briefings. During each activation, general staff briefings will be established based on the threat.

Any required resources to support this ESF must be coordinated, allocated, and managed through this ESF if possible.

In cases where the required resource cannot be obtained through this ESF, request will be forwarded to the EOC and coordinated through ESF 7 for allocation.

Once procured through ESF 7, the management of the resource (financial record keeping, reporting, tracking, etc.) will be coordinated through this ESF. Management of the resource will be documented using ESF 7 policies and guidelines.

It is the responsibility of the Primary Agency to forward pertinent information to the EOC through protocols established in ESF 2-Communications. Generally, this will be via 2-way radio communications. Required information will be posted by the EOC using the WebEOC interface, and/or situation reports on pre-established email rosters. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated location, to provide continuity and reporting.

Individual Agency reporting requirements will be established by each primary and support agency to meet the needs of their respective organization.

The ESF representative will be expected to attend planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

The Incident Commander will designate an individual as part of the Incident Command Staff to function as a scribe. This person's responsibility will be to track of costs and fiscal resources for the purpose of accounting for labor and equipment used during search and rescue operations. This falls under the fiscal responsibilities of the Incident Command System.

Primary and support agencies will provide summary recommendations as part of the submission of final record keeping and reporting. To enhance the ability to respond and mitigate cost, agencies should review their plan, allocation of resources, methods of communication, and overall interaction with other agencies. Recommendations for improvement should result from the review and should be implemented within the agency. Recommendations which apply outside the agency should be forwarded to the Emergency Management Coordinator for consideration.

List state policies or authorities regarding ESF 9.

State Authorities

The Kansas Division of Emergency Management is responsible for the State of Kansas ESF 9-Search and Rescue. Authorities and references include: State of Kansas Search and Rescue Response Plan. Current version, NFPA 1006: Standard for Technical Rescuer Professional Qualifications, and NFPA 1670: Standard on Operations and Training for Technical Search and Rescue Incidents.

List federal authorities regarding ESF 9.

Federal Authorities

The Federal authority responsible for ESF 9-Search and Rescue is the Federal Emergency Management Agency.

Concept of Operations

General (Command, Control, and Notification)

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. Describe how search and rescue efforts in support of emergency operations will be directed and controlled.

There are multiple Primary agencies listed for this ESF. The lead agency will be determined by the major needs for the type and location of the disaster. The Primary Agency is responsible for overall search and rescue efforts in support of emergency operations. When local capabilities are exceeded local Emergency Management may request State SAR Task Forces to assist with search and rescue operations. Rush County will call for regional task force support directly as per the regional task force plan.

This ESF will interface with ESF-8 Public Health and Medical Services to assist with medical assistance and the transportation of victims beyond initial collection points.

The following are functional areas that must be controlled at any disaster scene. These areas and the responsible officials are as follows. The responsible departments will follow their departments Standard Operating Guidelines (SOGs) in the operation of these functions.

Traffic Control-For guidelines and responsibilities of traffic and crowd control reference ESF 13-Public Safety and Security of this plan.

Media Access-Media access will have a separate area where press conferences, media briefings, and other dealings with the media are conducted. This will be away from the actual emergency/disaster site. It is the responsibility of the Public Information Officer to determine the best location and direction of this function. For additional information regarding Public Information reference ESF 15-External Affairs/Emergency Public Information and associated Attachments.

Airspace-The Federal Aviation Administration (FAA) must be contacted in order to restrict the airspace needed for aircraft which are performing Search and Rescue functions. This request will be made by the agency requesting the restricted airspace through the Emergency Operations Center.

Utilities-The termination of utilities in the affected area will be the responsibility of the local utility companies. In the event of an emergency situation, or the unavailability of assistance from the utility companies, the fire department personnel at the scene may terminate the utilities if possible.

Identify agency responsible for liaison roles with the state and adjacent county search and rescue officials.

Control

The Primary Agency is responsible for information management in support of this ESF during an emergency.

The Fire Departments in Rush County will provide primary search and rescue services within their

jurisdictions. The Rush County Emergency Medical Services is responsible for providing emergency treatment, and transportation of the sick and injured. For information regarding county and city fire departments reference the “Contingency and Sensitive Needs Resources” tab.

This ESF will be activated at the discretion of RCEM. During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event. Activation of this ESF will be coordinated through the Primary Agency.

During disaster operations, the Primary Agency will work directly with the Operations Chief located at the Emergency Operations Center for information management and reporting of ESF activities.

Identify agency responsible for providing initial notification for ESF 9.

Initial Notification

The Board of County Commissioners maintains overall authority for the initial notification process. The Rush County Emergency Coordinator and the Coordinator of the Sheriff’s Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the Rush County Emergency Management Coordinator. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities for Notification are provided in ESF 2-Attachment 2.6.

Rush County Emergency Management maintains an Emergency Points of Contact for agencies/departments involved in emergency management operations. The Emergency Management Coordinator maintains the Emergency Points of Contact List in the EOC.

Identify agency responsible for managing the collection, processing, and disseminating of information to and from the EOC. o Describe the interface between ESF 9 operations and EOC.

Information Management

Information shall be reported through the Incident Command System. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF. Key information will be distributed via WebEOC and/or situation reports on pre-established email rosters.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative shall attend planning meetings and report on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Records and documentation must be kept to provide information to various agencies and individuals at the completion of search and rescue activities. Required information and documentation include, but are not limited to the following:

OnScene-The criteria for determining/recording the location where victims were found will follow generally accepted practice. The area where the victim is located will be photographed, if possible with the victim in place. In addition, a crime scene type sketch will be completed showing the location of the victim in reference to no fewer than three permanent reference points.

Chain of Custody-In the event evidence or potential evidence is discovered or uncovered by a non-law enforcement responder, the individual finding such evidentiary material will perform the following:

- Immediately secure the immediate and surrounding area to the best of their ability.
- Immediately notify the law enforcement authority on the scene and physically direct the law

enforcement to the evidence scene.

- The law enforcement individual will immediately take possession of said evidence and document it in accordance with the Rush County Sheriff's Department's SOGs, or other involved lead law enforcement agency.

Identify process for sustainment needs for the initial 72 hours.

Extended Operations

ESF 9 coordinates and develops relief resources to replace or rotate committed resources for extended periods. Personnel may include trained volunteers.

Succession of authority will be managed internally for the Primary and each Support Agency. Chain of Successions will be provided from the Primary and each Support Agency to RCEM.

Additional resources, equipment and personnel are provided in ESF 3, ESF 4, ESF 7, and ESF 13 in support of the overall emergency response.

Identify agency responsible and process for search and rescue management during emergency situations. To include, but not limited to: o Lakes, ponds, streams, flood/swift water o Water Towers, tall building, towers o Aviation assets o Collapsed structures o Inland/wilderness o Missing persons o Criminal activities o Terrorist incident o Weather related disasters

Rescue Management

This ESF is coordinated through the designated representative of the Primary Agency. It will coordinate with support and mutual aid agencies in directing resources and response activities.

Support Agencies will work with the Primary Agency for purposes of pre-disaster planning and post disaster coordination of the issues addressed by this ESF. The Primary Agency is the coordinator for planning efforts associated with this ESF. During post disaster operations, each support agency is responsible for coordinating their individual plans and guidelines and reporting of ESF activities to the Emergency Operations Center through the Primary Agency.

Other agencies within Rush County have the responsibilities and resources to provide services within the areas of expertise as listed below. In the event that the situation is beyond the capabilities of the responding fire department, assistance will be requested through the Incident Command System.

Surface Water

This activity is conducted by Rush County Fire District No. 4.

High Angle

Presently, there are no local resources in Rush County to provide high angle rescue; the county would rely on assigned Kansas Regional Response Teams as needed.

Aerial

Presently there are no Rush County resources that can be utilized as aviation assets for search and rescue activities. Civil Air Patrol, a volunteer civilian auxiliary of the United States Air Force, is part of the state response to a disaster. The specific assistance of the Civil Air Patrol can be requested separately from the Office of the Adjutant General (Department of Emergency Management). Additionally, resources from the Kansas Highway Patrol and the Kansas National Guard will also be utilized for aviation assets upon request, in accordance with the appropriate Mutual Aid Agreements.

Confined Space/Trench Rescue

Presently, there are no local resources in Rush County to provide confined space/trench rescue; the county would rely on northwest Kansas regional resources (Regional Rescue/HazMat Teams) as needed.

Collapsed Structures

The County Fire Districts are responsible for providing personnel and equipment needed for the removal of debris to free victims. The County/Municipal Public Works Departments will be utilized only if and when the resources of the local fire departments and rescue squad have been exhausted. The Public Works Department will operate under the Fire Department Operations Chief. For additional information regarding debris removal reference ESF 3-Public Works and Engineering.

Missing Persons

The Rush County Sheriff's Department, or the law enforcement agency jurisdiction in which the event occurs, has the responsibility of processing reports for individuals reported as missing. As part of the Incident Command System, the search for missing persons will be prioritized based on the damage conditions in the area and the status of the disaster. The only exception is in the event of a possible kidnapping, where the victim or crime may meet certain criteria, in which case the Federal Bureau of Investigation (FBI) will be the responsible lead agency. For additional information regarding the law enforcement function reference ESF 13-Public Safety and Security.

Urban/Residential

Urban SAR activities include, but are not limited to, locating, extricating, and providing immediate medical assistance to victims trapped in collapsed structures.

Urban situations where criminal activities are involved require special considerations. In these special urban situations, the representative City Police Department or applicable Law Enforcement Agency will be the responsible agency. In the event that the situation involves other jurisdictional matters outside of Rush County, the appropriate law enforcement agency will be responsible (i.e., Rush County Sheriff, Kansas Highway Patrol, ATF, FBI, etc.). In these cases, the Coordinator of the Rush County Sheriff's Department will be responsible for the coordination and assistance needed to support the response. In this capacity, the Coordinator will serve as a member of the Joint Operations Command Center which will be located in the Emergency Operations Center.

Inland/Wilderness

Wilderness response situations in Rush County is generally the responsibility of the Sheriff's Department and other appropriate law enforcement agencies as necessary (i.e., municipal law enforcement, Kansas Highway Patrol, ATF, FBI, etc.). The Coordinator of the Rush County Sheriff's Department is responsible for the coordination of search response, and will serve as a member of the Joint Operations Command Center which will be located in the Emergency Operations Center.

Critical Resources

A variety of specialized resources may be necessary, depending on the specific need and type of disaster. These types of specialized equipment and resources include equipment such as extrication equipment, generators, etc. This equipment is the responsibility of individual fire/law enforcement units. RCEM is in the process of developing a Resource Book which will be maintained under separate cover in the Emergency Operations Center.

Operators for specialized equipment, skilled in their use and properly trained, will be dispatched with the requested equipment.

Specialized resources such as search and rescue dogs can be requested specifically from the Kansas Search Dog Association.

Other resources could include water rescue, land based search groups, private groups and fraternal and civic organizations.

Recovering Victims

Identify how to handle victims recovered during search and rescue operations. To include, but not limited to: o Victims with no injuries o Injured victims o Fatality victims o Partial remains Identify the process in transporting victims to emergency treatment centers , mass casualty, or fatality collection points in coordination with ESF 8. o Identify agency responsible in transporting injured victims to the identified center o Identify agency responsible in transporting fatality victims to the identified center o Identify agency responsible in transporting remains to the identified center

The Primary Agency will render appropriate field triage to rescue victims (non-injury, injured, dead, partial remains) and transport in coordination with ESF 1-Transportation, ESF 6-Mass Care, Housing and Human Services, ESF 8-Public Health and Medical Services, and the Rush County coroner's resources and response protocols. Non-injured victims refusing aid will be documented and released.

Search and Rescue protocols include:

- Victims with no injuries: Recovered, checked by medical and released
- Injured victims: Recovered, triaged and transported via medics to treatment center
- Fatality victims: Recovered and released to coroner
- Partial remains: Recovered and released to coroner and/or law enforcement o victims can be identified

Functional Needs

Summarize guidance for handling vulnerable populations. To Include, but not limited to: o Care Facilities, Assisted Living Centers, Independent Living Facilities, Schools, Hospitals, Day care facilities.

The Primary Agency will coordinate with ESF 1-Transportation, ESF 5-Emergency Management, and ESF 6-Mass Care, Housing and Human Services to assist with the identification of vulnerable populations provided on the Kansas volunteer registry for functional needs (<http://www.helpmekansas.org>); and potential assistance with temporary relocation facilities. There are three parts to the system: (1) Individual registry form; (2) Volunteer registry (via K-SERV) and, (3) Facilities registry form. The registry system provides both volunteers and facilities the opportunity to complete a Facility System Form and/or Volunteer System Form providing information regarding how they might provide assistance to functional needs populations during disasters.

Functional needs residents living independently and identified within the registry database are encouraged to have a disaster kit and plan that includes personal and medical information, and a list of necessary medical supplies, medications, and assistive devices.

Adult day care facilities, independent living facilities, assisted living centers, hospitals, and day care facilities are required to establish evacuation plans, which are to be included in their all-hazards emergency plan and on file with the Municipality.

School Districts provide appropriate care for functional needs students and staff during a disaster that occurs during school hours and may request assistance from the EOC if necessary to augment services. The Primary Agency will coordinate with ESF 6, ESF 8, and ESF 13, and facility owners for disaster related responses that may include search and rescue operations, evacuation, or medical and housing assistance as deemed necessary for the disaster.

When requested, Regional SAR Task Forces in Kansas are deployed with a medical component trained to handle citizens with functional vulnerable needs.

Actions

Preparedness

o List actions for ESF 9 to be taken for preparedness.

- Pre-disaster planning and coordination is the responsibility of the Primary Agency and should occur on a regularly scheduled basis. Schedule to include conducting periodic ESF meetings and conference calls.

- Primary and Support Agencies continually review their roles and responsibilities for ESF 9. Assignment of duties within each agency will be reviewed and training for each will be organized and implemented. Any changes within the support agency that affect the ability to perform ESF 9 will be communicated in writing to Rush County Emergency Management.
- Ongoing contact with ESF primary and support agencies will be maintained by RCEM.
- The Primary Agency will continue efforts to coordinate with corresponding private sector organizations.
- Coordinate inter-governmental, non-governmental organization, and private sector preparedness efforts to support this ESF.
- Review and reissue inventory protocols for assessment, allocation, and coordination of communications assets in the event of a domestic disaster.

Response

o List actions for ESF 9 to be taken for response.

- Primary and Support Agencies initiate and manage tasks as defined by their operational plans in support of this ESF.
- Coordination of information from the ESF to the EOC is through the Primary Agency.
- Organize and provide direction to resources within their functional area. Provide staff for the operations at fixed and field facilities and maintain trained personnel to support the response.
- In a timely fashion, notify and request assistance from support agencies in order to manage mission assignments. Work with appropriate private sector organizations to maximize use of available resources.
- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities.
- Assess the need for requesting goods and services as needed. Promote financial and property accountability for ESF activities.
- Immediately following the occurrence of a disaster, assess the overall status of the areas within the county and begin determination of potential needs and resources.
- Continue planning for short term and long term disaster management and recovery operations.

Recovery

o List actions for ESF 9 to be taken for recovery.

- Primary and Support Agencies continue with activities as directed by Incident Command. In addition, the support agency will initiate any recovery activities assigned to it by this ESF.
- Assist in the evaluation of damaged critical infrastructure assets. Recommend a strategy for restoration of communication service and assets.
- Completes post disaster reporting and evaluates the disaster to identify lessons learned.

Prevention/Mitigation

o List actions for ESF 9 to be taken for prevention/mitigation. o Identify mitigation measures.

- Primary and Support Agencies finalize reporting and make recommendations for mitigation measures. Measures could include actions to protect their facilities, resources, and mitigate the effects of future disasters on this ESF.
- Viable recommendations should be formulated and proposed for acceptance and funding through the appropriate process.

Reference ESF 9 Checklist for other Actions.

Responsibilities

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

The designated EOC Fire Department Coordinator will coordinate provision of representatives on a 24-hour basis to the EOC, to verify full deployment and utilization of resources identified under this ESF.

Primary and Support Agencies

- Based on the specific situation and current level of resource usage, provide multi-disciplinary teams consisting of team leaders, law enforcement for security problems, fire personnel and paramedics to search and treat victims, debris personnel to remove debris for SAR activities, power company and gas company personnel for emergency utility issues, and a building inspector/engineer for structural integrity recommendations. The composition of each SAR team will be determined by the Incident Commander/SAR Director.
- Coordinate with each Agency through scheduled meetings to verify planning functions are carried out to support this ESF.
- Coordinate meetings, plans, exercises, training, and other activities with the private sector, and the ESF 9 support agencies.
- Oversee the coordination and management of resources, facilities and equipment related to this ESF.
- Attend scheduled meetings to promote planning functions in support of this ESF.
- Maintain records of expenditures and document resources utilized during response and recovery efforts.

Fire Departments

- Provide a representative to the EOC to coordinate ESF 9 activities.
- Work with the other members of the EOC team to set priorities and assign resources.
- Coordinate with the field to assess search and rescue resource requirements.
- Activate mutual aid agreements and if necessary, provide the appropriate steps to request the deployment of state and federal search and rescue resources.

Salvation Army

- The Salvation Army, with the assistance of the American Red Cross, will provide support to the SAR activities, providing food, water and refreshment for the teams. Coordinate the provision of comfort and support to families of the victims or missing persons.

Road and Bridge Department

- The Public Works Department will assist with structural integrity evaluation and shoring required for the safety of the teams.
- Assemble a list of Public Works related assets available to support recovery, and coordinate this information with the EOC.
- Develop maintenance and protection arrangements for Public Works response and recovery.

Emergency Medical Service (EMS)

- County EMS providers will coordinate EMS Command activities through the direction of Fire Command any medical and medical transport needs.
- Assess the need for and prioritize the deployment of services based on available resources and critical needs as they relate to your responsibility. Also develop guidelines to obtain private-sector support as required.
- Request volunteer agencies and private resources with assets to contribute those assets to the response effort.
- Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.
- Participate in drills and exercises to evaluate local communications capability.

Coroner

- The Coroner's Office, in conjunction with the County Sheriff's Department, is responsible to secure

and investigate deaths.

Sheriff's Department

- The Sheriff and Municipal Law Enforcement Departments will provide security for SAR teams.

ESF 9 Checklist

See [ESF 9 Checklist](#)

Attachments

List of necessary contacts. List of search and rescue resources (local, regional, state, and federal). Sample forms and logs. Reference appropriate plans and/or procedures for receiving or notifying certain staff, facilities, departments, etc. Reference critical resource equipment, operators, and K-9 units in ESF 9.

Sample Forms and Logs-Reference ESF 5-ICS Forms.

Attch 9.1 Search and Rescue Protocols

See [Attch 9.1 Search and Rescue Protocols](#)

Attch 9.2 Contacts

See [Attch 9.2 Contacts](#)

Attch 9.3 Emergency Response Log

See [Attch 9.3 Emergency Response Log](#)

Attch 9.4 Equipment and K-9 Resources

See [Attch 9.4 Equipment and K-9 Resources](#)

Attch 9.5 SAR Resources

See [Attch 9.5 SAR Resources](#)

ESF 10-Oil and Hazardous Materials

List ESF coordinating agency responsible for ESF 10.

ESF Coordinator

Rush County Emergency Management Director

List ESF primary agencies responsible for ESF 10.

Primary Agency

Rush County Emergency Management Department
 Rush County Local Emergency Planning Committee (LEPC)
 Rush County Fire Districts

List ESF support agencies responsible for ESF 10.

Support Agency

Rush County Law Enforcement (County/Municipal)
 Rush County Road and Bridge Department
 Rush County Public Health Department
 Rush County Emergency Medical Services (EMS)
 Kansas Highway Patrol (KHP)
 American Red Cross (ARC)
 Kansas Department of Health and Environment (KDHE)
 Kansas Division of Emergency Management (KDEM)
 U.S. Environmental Protection Agency (EPA)
 Kansas State Fire Marshals Office (KSFMO)
 Kansas Regional Rescue / HazMat Team

Purpose, Scope, Policies/Authorities

Purpose

Purpose statement that describes the reason for the development of this annex.

This ESF implements Annex 10 to the Emergency Operations Plan. The purpose is to coordinate County support in response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials during a disaster. "Hazardous materials" is a general term intended to mean hazardous substances, pollutants, and contaminants.

The County does not have response capabilities for Radiological/Nuclear disasters and will require immediate support from regional HazMat teams, state agencies within KDEM, KSFMO, and KDHE, as well as applicable federal agencies.

Scope

Identify what the annex contains Identify who the annex applies to Identify how the annex benefits the jurisdiction

This ESF provides for a coordinated, effective and efficient response to discharges and releases of oil and hazardous materials by placing personnel, financial and material resources into service at the impacted area. This ESF establishes the lead coordination roles, and the division and specification of responsibilities among agencies that may be brought to bear in response actions. This ESF is applicable to county agencies and agencies with responsibilities and assets to support the response to actual and

potential discharges and releases of hazardous materials.

This ESF 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 actual or potential oil and hazardous materials disasters. Hazardous materials include chemical, biological, and radiological substances, whether accidentally or intentionally released. These include certain chemical, biological, and radiological substances considered weapons of mass destruction (WMD), which is addressed in the Terrorism and Biological Incidents annexes.

In addition, this ESF may be used to respond to actual or threatened releases of materials not of a typical source or category, but that as a result of a disaster, poses a potential threat to public health, welfare or to the environment. Appropriate ESF 10 response activities to such disasters include, but are not limited to, household hazardous waste, monitoring debris disposal, and protection of natural resources.

Policies/Authorities

List county specific policies regarding ESF 10.

ESF 10 applies to agencies with assigned emergency responsibilities as described in the County Emergency Operations Plan (CEOP). This ESF will be activated at the discretion of Rush County Emergency Management.

Authorities and references specific to ESF 10–Oil and Hazardous Materials Response are as follows:

- Title III of the Federal Emergency Planning and Community Right to Know of the Superfund Amendments and Reauthorization Act of 1986 (Public Law 99.499)
- Kansas Emergency Planning and Community Right to Know Act , KSA 65-5701-65-5712
- National Response Team (NRT) Hazardous Materials Emergency Planning Guide; updated 2002
- By-Laws of the County Local Emergency Planning Committee (LEPC)

The ESF 10 Coordinator and the support agencies are critical members of the EOC Team and will work within the EOC structure

described in ESF 5-Emergency Management.

List state and federal authorities regarding ESF 10.

State and Federal Authorities

State and Federal authorities are provided in the 2011 Kansas Response Plan (pgs. 248 through 250) provided under the EOP References tab.

Concept of Operations

General (Command, Control, and Notifications)

Describe how oil and hazardous materials response efforts in support of emergency operations will be directed and controlled.

There are multiple Primary Agencies listed for this ESF. The lead (coordinating) agency will be determined by the major needs for the type and location of the disaster. The Primary Agency will coordinate with support and mutual aid agencies in directing resources and response activities.

Support Agencies will work with the Primary Agency and RCEM for purposes of pre-disaster planning and post disaster coordination of the issues addressed by this ESF. During post disaster operations, each support agency is responsible for coordinating their individual plans and guidelines and reporting of ESF activities to the Emergency Operations Center through the Primary Agency.

This ESF requires documentation of response activities to support post disaster requirements and justify actions taken by Primary and Support Agencies.

Appropriate response and recovery actions can include efforts to detect, identify, contain, clean up, or dispose of released oil and hazardous materials. Specific actions may include stabilizing the release through the use of berms, dikes, or impoundments; capping of contaminated soils or sludge; use of chemicals and other materials to contain or retard the spread of the release or to decontaminate or mitigate its effects; drainage controls; fences, warning signs, or other security or site control precautions; removal of highly contaminated soils from drainage areas; removal of drums, barrels, tanks, or other bulk containers that contain oil or hazardous materials; and other measures as deemed necessary.

Requests for equipment, resources or assistance will be made by the Primary Agency to the Incident Command System. Each request will be assessed by the Incident Command and a status response will be made as soon as possible. The Incident Command will maintain a listing of requests and will assign a priority to each.

Shift hours will be at the discretion of the representing agency. It is preferred to have shift hours correlate with general staff briefings. During each activation, general staff briefings will be established based on the threat.

Each department, agency, or organization with responsibilities under this plan will develop and maintain written guidelines for carrying out their assigned tasks, including inventory, storage, maintenance and replacement of materials and equipment. Those standard operating guidelines, policies, and practices will be considered supplements to this Annex and Plan.

The Primary Agency is responsible for overall disaster management efforts in support of emergency operations. Team membership includes representatives from the law enforcement agencies, EMS, and fire departments. The State Regional Response Team, designated by the Kansas State Fire Marshals Office, has the lead response role in radiological disasters.

The Primary Agency is responsible for overall disaster management efforts in support of emergency operations.

The on scene Rush County Fire Department has the lead response role in this ESF. Team membership includes representatives from the RCEM, Sheriff's Office, EMS, and other fire departments.

One of the twelve State HazMat Teams has the lead response role in radiological disasters.

For a terrorist incident involving oil or hazardous materials (possible WMD incident), this ESF provides assistance, investigative support, and intelligence analysis for the oil/hazardous materials response in coordination with the law enforcement and criminal investigation activities. For a disaster involving oil or hazardous materials that is determined to be an intentional criminal act, but not an act of terrorism, the response is carried out in accordance with this ESF and applicable laws and regulations. The Agency with primary jurisdictional responsibility, as directed by statute and/or existing policy, provides the senior law enforcement official.

Identify agency responsible for liaison roles with the state and adjacent counties.

Liaison

This ESF coordinates the provision of support to and the overall management of the various actions taken to mitigate, clean up, and dispose of oil and hazardous materials and minimize the impact of the disaster. ESF 10 promotes close coordination with Federal, State, and local officials, as well as the private sector, to establish priorities for response support.

It is the responsibility of the Primary Agency to communicate with local, regional, state and federal agencies, and forward pertinent information through protocols established in ESF 2-Communications. Generally, this will be via 2-way radio communications. Required information will be posted by the EOC using the WebEOC interface. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated location, to provide continuity and reporting.

Individual Agency reporting requirements will be established by each primary and support Agency to meet the needs of their respective organization.

The ESF representative will be expected to attend planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Identify agency responsible for providing initial notification for ESF 10.

Initial Notification

The Board of County Commissioners maintains overall authority for the initial notification process. The Rush County Emergency Coordinator and the Coordinator of the Sheriff's Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the Rush County Emergency Management Coordinator. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities for Notification are provided in ESF 2-Attachment 2.6.

Rush County Emergency Management maintains an Emergency Points of Contact for agencies/departments involved in emergency management operations. The Emergency Management Coordinator maintains the Emergency Points of Contact List in the EOC.

Identify agency responsible for managing the collection, processing, and disseminating of information to and from the EOC: o Describe the interface between the ESF 10 operations and EOC.

Information Management

The Primary Agency is responsible for information management in support of this ESF during an emergency.

During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event. Activation of this ESF will be coordinated through the Primary Agency.

During disaster operations, the Primary Agency will work directly with the Operations Chief located at the Emergency Operations Center for information management and reporting of ESF activities.

Information shall be reported through the Incident Command System. Upon activation of this ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative shall attend planning meetings and report on the level of preparedness and activities of this ESF to include the Primary and Support Agencies.

Outline hazmat response action to be carried out by the Incident Commander.

On Scene Incident Command

In the event of a HAZMAT release, the Incident Commander shall estimate the areas and population affected by the release. The EOC may be called upon to help assist the Incident Commander in this effort. Aids for determining the size of the area affected may include:

- The Emergency Response Guidebook
- Assistance by the responsible party
- Assistance by expert sources such as CHEMTRAC or CHEM-TEL
- Assistance by state and federal agencies

If requested by the IC, the EOC will notify any special facilities located in the affected area. In the event a special facility cannot be notified by telephone and it is safe to do so, law enforcement will be dispatched to make direct contact with the facility using the appropriate personnel protective equipment.

The IC is responsible for notifying hospital personnel of the following:

- The victims have suffered exposure to a hazardous material
- The type of hazardous material and amount of suspected exposure
- Approximate number of victims involved and their estimated time of arrival to facility
- Current status of the victims (i.e., decontamination in progress)

The receiving hospital will notify EMS providers at the scene of special procedures to follow (access route to emergency room, etc.) and the current capacity of their facility. All communications between hospitals and onsite EMS personnel should be coordinated (for additional information, see ESF 8-Health and Medical Services).

The (Hays Medical Center) located at (2220 Canterbury Drive in Hays, Kansas) is capable of HazMat and radiological decontamination.

Resource Augmentation

Information on additional equipment, personnel or other resources is kept by the Regional Response Team. State resources are available by contacting KDEM.

Chemical Reporting Procedures

Outline response actions and notification procedures expected of regulated facilities and hazmat transporters.

Facilities within Rush County that store, manufacture, transport, or package regulated hazardous materials in quantities above the threshold limit are mandated by Federal law to prepare a risk management plan (RMP). The RMP contains specific response actions for the materials onsite. The regulated facility is expected to have planned for the resources needed to respond and recover. These plans are developed to protect and respond to incidents that occur within their specific property.

The release of a hazardous material into the environment can pose a significant threat to the community. The most likely occurrences of such releases are in the following areas:

Transportation Routes

Major highways, railroad lines and pipeline routes are primary corridors for the transportation of hazardous materials. The county's major highway, railroad lines, and pipelines are depicted in the attachments to this ESF.

Notification of a hazardous materials spill or release from transportation incidents is normally made through the 9-1-1 Dispatch Center, which will notify the County Emergency Manager.

Business & Industry

The County LEPC maintains a list of facilities reporting extremely hazardous substances (EHS) under the provisions of Title III of the Superfund Amendments and Reauthorization Act (SARA).

In the event of a spill/release potentially endangering public safety, the facility is responsible for immediately notifying the Fire Department in the jurisdiction in which the incident has occurred. Notification will be accomplished by calling 9-1-1 and the appropriate Fire Department. The spiller has the legal obligation to notify the LEPC and CEPR of all releases that are CERCLA hazardous substances or an Extremely Hazardous Substance (EHS) in an amount equal to or greater than their Reportable Quantities (RQs). In addition, the National Response Center (NRC) must be notified of all CERCLA hazardous substances and any spill impacting the soil, groundwater, or a waterway must reported to KDHE.

This emergency notification must include:

- Chemical name and whether it is an extremely hazardous substance
- Estimate of the quantity released into the environment
- Time and duration of the release
- Medium into which the release occurred
- Any known or anticipated acute or chronic health risks associated with the release
- Advice on medical attention for exposed individuals
- Necessary precautions such as evacuation or in place shelter
- Name of a contact person

The facility is required to provide ongoing information and assistance to the Fire Department, the Emergency Management Department and the EOC as needed by the situation.

Agriculture

Pesticides, fertilizers and other common agricultural chemicals may also pose a threat to the environment if involved in an uncontrolled release or otherwise used improperly.

Illegal Dumping

Used motor oils, solvents, paints, etc. can also threaten health and the environment if not disposed of properly. Biological and medical wastes can pose similar threats.

Radioactive Materials

Interstates, railroads, and even commercial airlines are authorized routes for the shipment of certain types of radioactive materials. The State of Kansas regional HAZMAT Teams provide the primary source of radiological monitors and radiological response teams for the county.

LEPC Roles-re-Incident

Identify roles of the LEPC for ESF 10.

The role of the Local Emergency Planning Committee (LEPC) is to form partnerships with local industries and governments as a resource for enhancing hazardous materials preparedness. Local governments are responsible for the integration of planning and response. Members of the LEPC should represent a large number of government and private organizations, industries, and occupations in order to provide the expertise to advise on plan development.

Assists the Emergency Management office in the development and maintenance of ESF 10 including, but not limited to:

- Hazard identification (TIER II) and vulnerability analysis
- Establishment of disaster notification procedures
- Establishment of coordinated response procedures
- Identification of response equipment and resources
- Methods and schedules for exercising the plan
- Serves as the point of contact for the Community Right to Know Act

Identify the local availability of public and private resource suitable for use during a hazardous materials incident and identify the persons responsible for such response resources: o Inventory of Radiological Instruments. o KSFMO (Kansas Fire Marshal's Office) Hazardous materials contacts. o KDHE (Kansas Department of Health and Environment) District Office contacts.

The need for specialized personnel and resources is identified through a response assessment. The Primary Agency convenes appropriate Agency representatives, as soon as possible, to develop a plan for providing the support required. This can be conducted via emergency conference call or by physically locating at the EOC.

Radiological instrumentation is secured and cataloged by the Emergency Management Department. Currently, there are two radiation detection sets assigned to Rush County Emergency Management Department to support radiological response. Maintenance and calibration of radiological monitoring equipment is the responsibility of the State of Kansas.

The Hazardous Materials Division of the State Fire Marshal's Office provides trained, equipped hazardous materials teams across the state. These teams support local first responders in hazardous materials and radiological disasters, accidents, and acts of terrorism (toll free: 1-866-KHAZMAT or 1-866-542-9628).

Kansas Department of Health and Environment - Bureau of Environmental Field Services provides six regional district offices. The Northwest District Office contact number is: 1-785-625-5663. The bureau field staffs, which focus on air, water, waste and remediation issues, respond to and assist the citizens of Kansas by providing regulatory services and guidance through inspection programs and compliance assistance.

The Rush County Emergency Management contact number: (785-222-3537).

Identify agency responsibilities of the community emergency coordinator by the Emergency Planning and Community Right to Know Act (EPCRA).

Community Emergency Coordinator Responsibilities

The Rush County Emergency Management Coordinator serves as the Information Coordinator for the LEPC. The Information Coordinator is responsible for coordinating the following activities:

- Development and implementation of the local emergency operations plan.
- Receiving verbal and followup written notices of release of hazardous substances provided for under EPCRA.
- Establish procedures for making facility information available to the public.
- Annually publish notice in the local newspaper about the LEPC.
- Establish procedures for filing and maintaining Material Safety Data Sheets, chemical inventory forms and other administrative data required by SARA Title III.

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.

Emergency Planning and Community Right to Know (EPCRA) Planning

Facilities subject to EPCRA emergency planning requirements include:

- Any facility with any Extremely Hazardous Substance (EHS) onsite greater than the relevant Threshold Planning Quantities (TPQs)
- Any other facility designated as subject to the emergency planning requirements by the Governor of the State, or the State Commission on Emergency Planning and Response (CEPR), after a period of public comment.

The Emergency Management Department maintains Tier II chemical data submitted by fixed facilities with onsite hazardous materials, which also includes information on the chemical(s) used and/or stored in each facility. These data are by emergency management. Reference the critical facilities map in the attachment section.

Potential highway, rail, and pipeline transportation routes for hazardous chemicals in Rush County are provided as Attachments to this ESF.

Describe the process of identifying the regulated facility's emergency coordinator and how the facility's emergency response plan will be incorporated.

EPCRA regulation requires every regulated facility to identify and provide a facility emergency coordinator to the LEPC. The facility coordinator will participate in the emergency planning process for

their company. Risk Management Plans (RMP) are incorporated into the EOP by reference, and is maintained in the Emergency Coordinators office.

Identify local transportation routes for hazardous materials for highway and rail.

Potential highway, rail, and pipeline transportation routes for hazardous chemicals in Rush County are provided as Attachments to this ESF.

Identify evacuation routes from risk areas surrounding regulated facilities.

Potential evacuation routes for hazardous chemical facilities in Rush County are provided as Attachment 10.6-Evacuation Routes Map.

Identify radiological response training requirements and identify sources of training.

Radiological Response Training

KDHE is the responsible state agency for radiological protection of public.

The Kansas Division of Emergency Management (KDEM) is, by statute, the responsible state agency for coordinating radiological response protection operations, training and planning, and conducting maintenance of radiological instruments.

The State of Kansas Fire Marshal's Office is responsible for the twelve regional HazMat Response Teams designated to assist all counties in the State for radiological response and monitoring. The NFPA HazMat Technician training course includes radiological training as part of the hazardous materials response training.

Warning/Alert/Public Announcement

Describe procedures for warning the public of a hazmat incident or radiological release in coordination with ESF 15.

The Rush County Emergency Management Department, in coordination with the Public Information Officer (PIO) is responsible for disseminating warning information when this Plan is enacted. Guidelines are provided in ESF 15.

Describe the hazmat notification process to alert local, state, and federal authorities that a release/spill has occurred.

Facilities must immediately notify the Local Emergency Planning Committee (LEPC), the State of Kansas Commission on Emergency Planning and Response (CEPR), and any other jurisdiction likely to be affected if there is a release into the environment of a hazardous substance that exceeds the reportable quantity for that substance. The facility owner is required to contact KDHE if the hazardous materials spill impacts the soil, groundwater or a waterway. Contact numbers are provided below, and the KDEM website: (<http://www.kansastag.gov/KDEM.asp?PageID=437>).

Per SARA Title III Section 304 the initial notification of a hazardous material or extremely hazardous substance release should be made verbally to the NRC, CERP and the LEPC. Following are the numbers that should be used when making the initial verbal notification:

- CEPR, 24-hour emergency number (800) 275-0297 or (785) 296-8013; both numbers will go to the paging system and a HazMat Duty Officer will return the call
- Note: If for any reason one of the two numbers listed above does not work please contact All Hazards Number: (800) 905-7521 or (785) 296-3176
- Local Emergency Planning Committee (LEPC) or Local Emergency Coordinator/Manager; reference county program
- National Response Center (800) 424-8802

Note that if the release poses an immediate threat to life or the environment notification should not be delayed if all of the required information is not available. An initial (partial) notification should be made

so that the LEPC, KDHE and CEPR are prepared to provide guidance to support the disaster if necessary. As soon as practical after an initial notification, all required information must be assembled and transmitted. Notification of a release includes any quantity of a hazardous substance(s) that leaves the boundaries of a facility that could affect life and the environment; it is not limited to the entire quantity identified under reportable quantities of Sections 302 and 304.

A transportation related release is defined as a release during transportation or storage incident to transportation if the stored substance is moving under active shipping papers and has not reached the receiving party. When a transportation related release occurs notification is initiated by calling 911, or in the absence of a 911 emergency telephone number, to the operator. Emergency notification requirements are the same as previously identified in this document.

Describe procedures of an "all clear" announcement for public to return to their homes.

Evacuation or shelter in place decisions will be made by the Incident Commander depending on severity of the disaster. The Incident Commander is responsible for initiating an All Clear notification following confirmation from Health/Environment officials that citizens may return to their homes.

Contamination

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

The structure of local agency on scene management to detect and assess the extent of contamination will depend on the size and scope of the disaster. Upon arriving at the disaster scene, the IC will determine the disaster level (Incident Classification Scheme):

"Level One"-an incident or threat of release which can be controlled by the first response agencies and does not require evacuation of other than the involved structure or of the immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property.

"Level Two"-an incident involving a greater hazard of a larger area which poses a potential threat to life or property and which may require a limited evacuation of the surrounding area.

"Level Three"-an incident involving a severe hazard; or a large area which poses an extreme threat to life and property, and will probably require a large scale evacuation; or an incident requiring the expertise of resources from the County, State, Federal and Private Agencies/Organizations.

The response team shall follow operational guides established for their team. The Emergency Response Guidebook, and other resources, may be utilized to determine chemical identification and response, potential contamination, and area of impact. (Reference the On Scene Incident Command Section)

Describe the methods to stabilize a release and prevent the spread of contamination.

The responsibility for selecting and implementing the appropriate countermeasures is assigned to the Incident Commander in accordance with appropriate technical resources.

The Incident Commander is responsible for monitoring the response activity to verify that appropriate containment and control measures are implemented. Containment and control measures may include, but are not limited to:

- Dikes
- Berms and drains
- Trenches and pits
- Booms
- Barriers in soil
- Stream diversion
- Patching and plugging of leaking containers and vessels
- Portable catch basins

- Hydraulic and mechanical dredging
- Excavating
- Skimming or pumping
- Dispersion or dilution
- Vacuuming

Environmental Cleanup

Describe the options for environmental cleanup and waster disposition.

Treatment of released hazardous chemicals can be physical, chemical or biological in nature. Treatment and/or cleanup operations are the responsibility of the operator or carrier. State and federal technical resources are readily available to provide assistance on selection or overview of treatment/disposal activities.

In the event that the county requires hazardous materials response and cleanup operations, the Rush County Emergency Management Coordinator will contact KDEM, who in turn will contact the Kansas State Fire Marshal's Office, who will dispatch a State Regional Response Team for assistance.

Outside Resources

The Chemical Transportation Emergency Center (CHEMTREC) is a public service of the Chemical Manufacturers Association that provides immediate advice for those at the scene of an emergency and promptly contacts the shipper of the hazardous materials involved for more detailed assistance and appropriate followup.

CHEMTREC operates around the clock can usually provide hazard information guidance when given the identification number or the name of the product and the nature of the problem. When contacting CHEMTREC as much of the following information should be provided as possible:

- Name of caller and callback number
- Nature and location of the problem
- Guide number in use
- Shipper or manufacturer
- Container type
- Railcar or truck number
- Carrier name
- Consignee
- Local weather conditions

The successful use of the Hazardous Materials Emergency Response Guidebook may depend upon contact with CHEMTREC as soon as the disaster has been surveyed and the immediate needs of the people involved in the situation have been handled.

State and Federal Resources

Several state agencies are available to provide resources and technical assistance to the Fire Department including those of the Kansas Department of Transportation (KDOT), Kansas Department of Health and Environment (KDHE) and the Kansas Division of Emergency Management (KDEM). The resources of the Federal Environmental Protection Agency (EPA) and the Regional Hazardous Materials Response Teams may also be available to supplement County resources.

Describe the process to implementation of environmental cleanup; storage, treatment, and disposal of oil and hazardous materials.

The local jurisdiction, in coordination with State and Federal experts, is in charge of managing restoration efforts.

Treatment of contaminated soil and water is the responsibility of the spiller.

Offsite transportation for storage, treatment, or disposal of oil and hazardous materials may be provided by the spiller subject to State and Federal Regulations.

Counties located within an ingestion pathway emergency planning zone (50 mile radius) of a nuclear generating station must consider: o Describe how the public will be warned and how information will be communicated to them in a timely manner. o 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. o Describe the process to relocate people from contaminated areas to avoid chronic radiation exposure. o Describe the decision making process in approving reentry into the restricted zone through an established access control point. o Describe how food control and agricultural embargo decisions will be implemented. o Identify provisions for relaxing the protective measures that have been implemented.

Nuclear Power Plant Facilities

There are no fixed nuclear facilities located in Rush County, and it is not located within an ingestion pathway emergency planning zone (50 mile radius) of a nuclear generating station.

Actions

Preparedness

List actions for ESF 10 to be taken for preparedness.

- Pre-disaster planning and coordination is the responsibility of the Primary Agency and should occur on a regularly scheduled basis. Schedule to include conducting periodic ESF meetings and conference calls.
- Primary and Support Agencies will continually review their roles and responsibilities for this ESF. Assignment of duties within each Agency will be reviewed and training for each will be organized and implemented. Any changes within the Support Agency that affect the ability to perform this ESF will be communicated in writing to Rush County Emergency Management.
- Ongoing contact with ESF primary and support agencies will be maintained by RCEM.
- The Primary Agency will continue efforts to coordinate with corresponding private sector organizations.
- Coordinate inter-governmental, non-governmental organization, and private sector preparedness efforts to support this ESF.
- Review and reissue inventory protocols for assessment, allocation, and coordination of communications assets in the event of a domestic disaster.

Response

List actions for ESF 10 to be taken for response.

ESF 10 focuses initially on the following actions:

- Confirm that members of this ESF staff are notified
- Verify that the EOC is ready to support response activities and to coordinate with the KDEM
- Establish communications with the affected ESF 10 elements
- Establish communications with designated backup regions and with other appropriate State elements
- Coordinate with other ESFs
- Identify extent of oil and hazardous materials disasters
- Identify initial resource requirements
- Assess the situation, including the nature, amount, and locations of actual or potential releases of oil and hazardous materials; pathways to human and environmental exposure; probable direction and time of travel of the materials; potential impact on human life, health, safety, and the environment; types, availability, and location of response resources, technical support, decontamination and cleanup services; and priorities for protecting human health and welfare and the environment through

appropriate prevention and/or response actions.

- For terrorism incidents, provide support as required during the response while continuing to carry out response actions.
- Primary and Support Agencies will initiate and manage tasks as defined by their operational plans in support of this ESF. Coordination of information from this ESF to the EOC will be coordinated through the Primary Agency.
- Organize and provide direction to resources within their functional area.
- Providing staff for the operations at fixed and field facilities and maintaining trained personnel to support the response.
- In a timely fashion, notifying and requesting assistance from support agencies in order to manage mission assignments. Work with appropriate private sector organizations to maximize use of available resources.
- Supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and activities.
- Assessing the need for and requesting goods and services as needed. Promote financial and property accountability for ESF activities. Immediately following the occurrence of a disaster, assess the overall status of the areas within the county and begin determination of potential needs and resources.
- Continue planning for short term and long term disaster management and recovery operations.

Recovery

List actions for ESF 10 to be taken for recovery.

- Primary and Support Agencies continue with activities as directed by the Incident Command. In addition, the support Agency will initiate any recovery activities assigned to it by this ESF.
- Assist in the evaluation of damaged critical infrastructure assets. Recommend a strategy for restoration of service and assets.
- Complete post-disaster reporting and evaluate the disaster to identify lessons learned.
- Radiological protective actions are provided as attachments to this ESF.

Prevention/Mitigation

List actions for ESF 10 to be taken for prevention/mitigation.

- Primary and Support Agencies finalize reporting and make recommendations for mitigation measures. Measures could include actions to protect their facilities, resources, and mitigate the effects of future disasters on this ESF. Viable recommendations should be formulated and proposed for acceptance and funding through the appropriate process.
- Radiological protective actions are provided as attachments to this ESF

Reference the ESF 10 Checklist for other Actions.

Responsibilities

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

Primary and Support Agencies

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- When requested, deploy a representative to the EOC to assist with ESF 10 activities.
- Provide ongoing status reports as requested by the Information Coordinator.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.

- Maintain up to date rosters for notifying personnel and 24-hour staffing capabilities.
- Perform other emergency responsibilities as assigned.

Fire Departments

- Deploy trained personnel to assume the role of Incident Commander at the scene and implement the Incident Command System (ICS).
- Determine the hazard level of the disaster and direct overall response operations.
- Deploy a representative to the County EOC to coordinate ESF 10 activities.
- Determine appropriate protective actions and work with the EOC to disseminate information to the public.
- Coordinate responding hazardous materials response resources.
- Verify that personnel are outfitted with and trained to use appropriate personnel protective equipment.
- Work with EMS to verify that exposure records are maintained for emergency workers.
- Implement hazardous materials response procedures and keep the EOC informed of field activities and resource requests.

Emergency Management Department

- Serve as the LEPC Chair.
- Activate and staff the EOC.
- Coordinate with state and federal agencies.
- Maintain the other functional elements of the County Emergency Operations Plan in support of ESF 10
Serve as a liaison to KDEM.

Emergency Medical Services

- Provide basic and advanced life support to disaster victims.
- Advise the Incident Commander on responding personnel exposure time.
- Assist with personnel decontamination.
- Communicate health hazard information from the scene to emergency rooms or other elements of the medical system.
- Initiate and maintain disaster exposure records.
- If required, establish EMS command and triage and serve as primary or secondary triage officers.
- Assist ambulance crews with decontamination and transportation of casualties.
- Coordinate medical evacuation of any casualties.
- As needed, coordinate with area hospitals (this may include base line evaluations of evacuees and responding personnel).

Hospital

- If available and requested by the EOC, provide personnel to assist with on-scene hazardous materials medical response.

Sheriff's Department

- Provide a liaison officer of to the Incident Commander and/or the EOC.
- Assist with the evacuation of endangered people.
- Provide security for the restricted area.
- Assist in establishing disaster boundaries, access control points and traffic control points based in IC requirements.

Local Emergency Planning Committee (LEPC)

- Provide oversight and guidance for emergency planning.
- Hold regularly scheduled meetings.
- In coordination with Emergency Management and Fire, maintain the list (TIER II data) of facilities reporting hazardous materials.

- Serve as the point of contact for Community Right to Know.

Police Departments

- Provide a liaison officer to the Incident Commander and/or the EOC.
- Assist with the evacuation of endangered people.
- Provide security for the restricted area.
- At the direction of the Incident Commander, assist in establishing disaster boundaries, access control points and traffic control points.

Public Health

- Provide a representative to the Incident Commander and/or the EOC.
- Provide technical advice on public health and safety hazards resulting from the release.
- Notify and maintain liaison with appropriate state and federal health agencies.
- Provide personnel and equipment to conduct air quality sampling.
- Serve as ESF 8 providing oversight for Health and Medical activities.
- Serve as a liaison with the Kansas Department of Health and Environment (KDHE).

Road and Bridge Department

- Provide a staff member to serve as a liaison to the Incident Commander and/or the EOC.
- Make heavy equipment, trucks and personnel available as needed.
- Provide sand and other supplies to help contain a hazardous materials spill or release.
- As needed, contact private construction contractors for additional resources.
- Provide technical advice on the effects of a release onto roads and bridges.
- Provide advice on possible structural repairs and containment construction as needed.

ESF 10 Checklist

See [ESF 10 Checklist](#)

Attachments

Maps: o Pipelines o Water ways o Fixed facilities o Critical facilities vulnerable to hazmat incident o Hazmat transportation routes o Evacuation routes Identify facilities that may vulnerable to a hazmat incident (Refer to Contingency Resources in CEOP): o Special facilities o Population support facilities o Population concentrations Include a hazmat incident classification scheme. Contact List of LEPC Committee Members. Sample forms and logs: o Form A Reference appropriate plans and/or procedures for receiving or notifying certain staff, facilities, departments, etc. Reference procedures for responding to incidents at fixed nuclear facilities or planned radiological shipments. Reference a radiological incident response checklist.

Sample Forms and Logs-Reference ESF 5-ICS Forms.

Attch 10.1 Pipelines Map

See [Attch 10.1 Pipelines Map](#)

Attch 10.2 Waterways Map

See [Attch 10.2 Waterways Map](#)

Attch 10.3 Fixed Facilities Map (Tier II, AST/UST)

See [Attch 10.3 Fixed Facilities Map \(Tier II, AST/UST\)](#)

Attch 10.4 Critical and Vulnerable Facilities Map

See [Attch 10.4 Critical and Vulnerable Facilities Map](#)

Attch 10.5 Major Transportation Routes

See [Attch 10.5 Major Transportation Routes](#)

Attch 10.6 Evacuation Routes

See [Attch 10.6 Evacuation Routes](#)

Attch 10.7 Hazardous Materials Report (Form A)

See [Attch 10.7 Hazardous Materials Report \(Form A\)](#)

Attch 10.8 State Fire Marshal Hazardous Material Response Guide

See [Attch 10.8 State Fire Marshal Hazardous Material Response Guide](#)

Attch 10.9 LEPC Committee Members

See [Attch 10.9 LEPC Committee Members](#)

Attch 10.10 Radiological Incident Response Checklist

See [Attch 10.10 Radiological Incident Response Checklist](#)

ESF 11-Agriculture and Natural Resources

List ESF coordinating agency responsible for ESF 11.

ESF Coordinator

Rush County Emergency Management Coordinator

List ESF primaries agencies responsible for ESF 11.

Primary Agency

Rush County Public Health Department

Rush County Law Enforcement (County/Municipal)

Rush County Extension Office

Rush County Emergency Management Department

List ESF support agencies responsible for ESF 11.

Support Agency

Kansas State University

Private agricultural/aquaculture organizations and producers

Kansas Highway Patrol (KHP)

Kansas Department of Agriculture

Kansas Department of Forestry

Kansas Department of Health and Environment (KDHE)

Kansas Department of Fish and Wildlife

U.S. Department of Agriculture /Animal and Plant Health Inspection Service (APHIS)

U.S. Department of Agriculture Food and Nutrition Service (FNS)

U.S. Department of Interior

Kansas Animal Health Department (KAHD)

U.S. Natural Resources Conservation Service (NRCS)

Purpose, Scope, Policies/Authorities

Purpose

This section explains the plans, who is involved, and why it was developed. Purpose statement that describes the reason for the development of this annex.

This ESF implements Annex 11 to the Emergency Operations Plan. This ESF provides operational guidance to those who are assigned to work this Emergency Support Function. This ESF has been established to support provision of nutrition assistance, food safety, protection of significant resources, and management of diseases.

Scope

Identify what the annex contains Identify who the annex applies to Identify how the annex benefits the jurisdiction

This ESF will coordinate the provision of nutrition assistance by the USDA Food and Nutrition Service (FNS) to include determining nutrition assistance needs, obtaining appropriate food supplies, arranging for delivery of supplies and authorizing disaster food stamps.

Provide for the safety and security of the commercial food supply by the inspection and verification of food safety at slaughter and processing plants, products in distribution and retail sites, and import facilities

at ports of entry: laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; food-borne disease surveillance; and field investigations.

Organize the protection of Natural and Cultural and Historical Properties (NCH resources) by formalizing appropriate response actions to conserve, rehabilitate, recover and restore NCH resources.

Foreign Animal Disease Plan

Reference the Rush County Foreign Animal Disease (FAD) Plan-Incident Annex summary. Rush County has completed a Foreign Animal disease (FAD) Plan that is provided under separate cover designated as "Official Use Only".

Policies/Authorities

List county specific policies regarding ESF 11.

Actions undertaken by this ESF should be coordinated with the EOC. Local government will expend available resources prior to seeking regional or state assistance through the EOC.

Unless extremely unique circumstances exist, the provision of food and water should be accomplished through the mass care function and activities (ESF 6).

If the situation occurs where a severe lack of available food for residents does exist, local governments and Disaster and Emergency Services (DES) may work with the local commercial food distribution system to provide an acceptable supply and distribution system.

Requests for food and water should be made to local sources before requesting outside help from mutual aid partners.

The County will encourage individuals to maintain personal or family home reserves of food and water and personal medications and hygiene items to last five to seven days.

While Incident Command will assist as possible with animal issues, the priority will remain the protection of the health and safety of citizens. It is essential that animal owners remain responsible and accountable for their livestock and pets.

Animal and plant disease and pest responses will be conducted in collaboration and cooperation with State authorities and private industries to provide for continued human nutrition and animal, plant, and environmental security, and to support local economy and trade.

Actions initiated under ESF 11 to protect, preserve, conserve, rehabilitate, recover, and restore NCH resources will be guided by the existing internal policies and procedures/guidelines of the agencies providing support for the disaster.

Information will be reported through the WebEOC. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Individual Agency reporting requirements will be established by each primary and support Agency to meet the needs of their respective organization.

The Public Information Officer (PIO) representative shall attend planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

During EOC Activation, the needs of EOC staff will be coordinated through the EOC Manager.

Shift hours will be at the discretion of the representing Agency. It is preferred to have shift hours correlate with general staff briefings. During each activation, general staff briefings will be established based on the threat.

The EOC Staff Manual will be the guiding document for EOC Policies and Guidelines.

Primary and Support Agencies will provide summary recommendations as part of the submission of final record keeping and reporting. In order to enhance the ability to respond and mitigate cost, agencies should review their plan, allocation of resources, methods of communication, and overall interaction with other agencies. Recommendations for improvement should result from the review and should be implemented within the Agency. Recommendations which apply outside the Agency should be forwarded to the Emergency Management Coordinator for consideration.

List state policies or authorities regarding ESF 11.

State Authorities

The Kansas Department of Agriculture/Division of Animal Health, Kansas Division of Emergency Management, Kansas Department of Health and Environment, Kansas Department of Fish and Wildlife, Kansas Department of Forestry, and the Kansas Department of Agriculture are responsible for the State of Kansas ESF 11-Agriculture and Natural Resources.

List federal authorities regarding ESF 11.

Federal Authorities

The Federal authorities responsible for ESF 11-Agriculture and Natural Resources are the U.S. Department of Agriculture, USDA Food and Nutrition Service, and the U.S. Department of Interior.

Concept of Operations

General (Command, Control, and Notification)

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. Describe how Agriculture and Natural Resource efforts in support of emergency operations will be directed and controlled.

There are multiple Primary Agencies listed for this ESF. The lead agency will be determined by the major needs for the type and location of the disaster. The Primary Agency is responsible for overall planning and response efforts in support of emergency operations. Actions undertaken through ESF 11 are coordinated with and conducted cooperatively with state and local disaster management officials and with private entities.

Each Support Agency is responsible for managing its respective assets and resources after receiving direction from the Primary Agency for the disaster.

Food safety and inspections are activated upon notification of the occurrence of a potential or actual disaster by the Department of Public Health to verify food safety and food security.

Actions undertaken are guided by and coordinated with County and local emergency preparedness and response officials and homeland security officials and existing United States Department of Agriculture (USDA) internal policies and guidelines.

The Kansas Historical Society is the initial Primary Agency for Natural, Cultural and Historical (NCH) Resources and will work cooperatively with the Department of Interior (DOI) during a disaster.

Actions undertaken under this ESF to protect, conserve, rehabilitate, recover and restore NCH Resources are guided by the existing internal policies and guidelines of the Primary Agency for each disaster.

The Primary Agency for each disaster coordinates with appropriate ESF's and other annexes to verify appropriate use of volunteers and their health and safety, and to verify appropriate measures are in place to protect the health and safety of workers.

Verify food safety and food security.

Within capabilities, protect natural and cultural resources and historic properties resources prior to, during, and/or after a disaster.

Succession of authority will be managed internally for the Primary and each Support Agency. Chain of Successions will be provided from the Primary and each Support Agency to RCEM.

Identify agency responsible for liaison roles with the state and adjacent county Agriculture and Natural Resources officials.

The Primary Agency is responsible for information management and liaison duties in support of this ESF during an emergency.

It is the responsibility of the Primary Agency to forward pertinent information to the EOC through whatever channels are necessary. Generally, this will be via 2-way radio communications. EOC information will be reported through the WebEOC. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center to promote continuity.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative shall attend planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Identify agency responsible for providing initial notification for ESF 11.

Initial Notification

The Board of County Commissioners maintains overall authority for the initial notification process. The Rush County Emergency Coordinator and the Coordinator of the Sheriff's Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the Rush County Emergency Management Coordinator. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities for Notification are provided in ESF 2-Attachment 2.6.

Rush County Emergency Management maintains an Emergency Points of Contact for agencies/departments involved in emergency management operations. The Emergency Management Coordinator maintains the Emergency Points of Contact List in the EOC.

Identify agency responsible for managing the collection, processing, and disseminating of information to and from the EOC.

Information Management

The Primary Agency is responsible for collecting, processing and disseminating information in coordination with RCEM. Key information will be distributed via WebEOC and/or situation reports on pre-established email rosters.

This ESF will be activated at the discretion of Rush County Emergency Management. During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event. Activation of this ESF will be coordinated through the Primary Agency.

Support Agencies will work with the Primary Agency and RCEM for purposes of pre-disaster planning and post disaster coordination of the issues addressed by this ESF. The Primary Agency is the Coordinator for planning efforts for this ESF. During post disaster operations, each support Agency is responsible for coordinating their individual plans and guidelines and reporting of ESF activities to the Emergency Operations Center through the Primary Agency.

During disaster operations the Primary Agency will work directly with the Operations Chief located at the Emergency Operations Center for information management and reporting of ESF activities.

Information shall be reported through the Incident Command System. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote

continuity.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative shall attend planning meetings and report on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Food and Water Supply

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

The Kansas Department of Agriculture is responsible for licensing and inspecting food establishments and food processors statewide.

The Public Water Supply Section (PWSS) of the Kansas Department of Health and Environment's Bureau of Water is charged with regulating all public water supply systems in the state and assisting them in providing safe and potable water to the people of Kansas.

Food safety and security includes the execution of routine food safety inspections and other services to provide safe food products that enter commerce. This includes the inspection and verification of food safety aspects of slaughter and processing plants, products in distribution and retail sites, and import facilities at ports of entry; laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; food borne disease surveillance; and field investigations.

ESF 11 will coordinate with the ESF 7 Resource Support Coordinator and other members of the EOC Team to determine the appropriate facilities and methods for the timely distribution of resources.

The USDA Food and Nutrition Service (FNS) provide nutrition assistance needs, food supplies, and coordinates delivery for distribution of emergency feeding programs.

Animal Health Care

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

Animal evacuation and sheltering should be conducted in conjunction with human evacuation and sheltering efforts in coordination with ESF 6. Animals should be sheltered near their owners to the extent possible. Owners should be expected to provide food, water, husbandry, and exercise for their pets during the time they are in emergency shelters.

Businesses where animals are integral to operations (e.g., pet shops and veterinary hospitals) should be encouraged to have contingency plans in place for those animals in the event of a disaster or emergency.

- The Rush County Sheriff's Office is responsible for capturing stray animals. All stray animals are delivered to the old City Power Plant facility at 202 E. 9th LaCrosse, Kansas. In the event the Rush County Sheriff's Office is overwhelmed, the State Animal Rescue Team (SART) will be requested to assist the County. In the event the old City Power Plant is overwhelmed, the Rush County Fairgrounds will be used as a temporary animal shelter.
- The County's capability for providing expedient health services to injured pets and livestock is limited; these services may have to come from local veterinary hospitals and animal clinics.
- Local veterinarians and the Humane Society should coordinate with the American Red Cross to pick up any animals arriving at Red Cross shelters and transport them to kennels or other temporary holding

facilities.

- Pet owners are encouraged to plan for emergency pet care to include, food and water supplies, medicines, and travel cages.
- Livestock owners are responsible for preparing for adverse weather conditions. When livestock feeding is beyond the owner's capabilities, the County must commit all local resources prior to requesting assistance from the federal or state government.
- Local law enforcement may assist local veterinarians if the decision is made to employ euthanasia for critically injured animals.
- The County may rely upon volunteers to assist in the care and identification of animals separated from their owners.
- County Extension Offices, which serve as the County's technical advisor on agricultural matters and animal health issues related to livestock should work with the Health Department to monitor livestock and crops for disease and the potential for further infection.
- The County Fairgrounds may serve as a temporary boarding facility for domestic livestock.

Incident Specific Operations

Describe how ESF 11 operates during the following: o Zoonotic disease outbreak. o Plant disease. o Pest disease. o Food and water supply contamination. o Radiological accident where contamination/deposition is present.

ESF 11 is activated upon notification of a potential or actual disaster involving food or potable water products/safety; plant or domestic animal disease or pest; or for the protection of natural resources. The Primary Agency coordinates with ESF 3-Public Works and ESF 5-Emergency Management to assist with identification of the immediate needs of the community through implementation of the National Incident Management System (NIMS); development of the Incident Action Plan (IAP); and rapid impact assessment (RIA) in response to, and recovery from a disaster. Guidelines for RIA activities are provided ESF 14-Long Term Recovery.

When local and regional capabilities are exceeded, the County Executive will declare a County emergency, and request assistance through the Kansas Division of Emergency Management (KDEM). The State responds with necessary resources, and based on advice from the Adjutant Generals office, the Governor may issue a State Declaration. Federal assistance is requested by the Governor based on disaster assessment and agreement to commit state funds and resources to long term recovery. The Federal Emergency Management Agency (FEMA) evaluates the request and recommends action to the White House for approval of Federal aid.

Animal and Plant Disease

Management of animal and plant disease will include implementing an integrated response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease. ESF 5-Emergency Management coordinates with ESF 8-Public Health and Medical Services, and the Kansas Department of agriculture/Division of Kansas Animal Health in the event of disasters of this nature. The Kansas Department of Agriculture, in coordination with the USDA, is also responsible for eradication of highly infective exotic plant disease, or economically devastating plant pest infestation.

The criteria for determining staging areas, movement of resources, transportation, communications, capabilities, storage and security are found in the appropriate ESF's to this Plan.

Prioritization and relocation of essential resources, and assistance to disaster victims is provided in ESF 7-Resource Support.

The Kansas Department of Agriculture/Division of Animal Health, in coordination with local authorities, is responsible for control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease.

There may be a need to dispose of contaminated animal carcasses and other materials using expedient burial operations. The land used for such burials must meet environmental requirements and should be as close as possible to the exposed area. For additional information reference the Foreign Animal Disease Plan Incident Annex summary. The Rush County FAD Plan is maintained under separate cover and is designated "For Official Use Only".

Food and Water

The EOC will work closely with local volunteer agencies to determine the emergency food and water needs of the affected population (i.e., the number of people in need of food and water and their locations).

The EOC should coordinate with local agencies, commercial facilities, volunteer organizations and appropriate purveyors for the supply and distribution of food and water to the affected population.

Public information regarding food and water storage, contamination/decontamination, and emergency distribution points should be disseminated per ESF 15-External Affairs/Emergency Public Information.

If the situation warrants, the lead and support agencies in the EOC should work closely with state and federal agencies to coordinate bulk food distribution and the issuance of disaster food stamps.

This ESF requires documentation of response activities to support after action requirements and justify actions taken by Primary and Support Agencies. Any required resources to support this ESF must be coordinated, allocated, and managed through this ESF if possible.

In cases where the required resource cannot be obtained through this ESF, request will be forwarded to the EOC and coordinated through ESF 7 for allocation.

Once procured through ESF 7, the management of the resource (financial record keeping, reporting, tracking, etc.) will be coordinated through this ESF.

Management of the resource will be documented using ESF 7 policies and guidelines.

Radiological

Rush County has very limited capability to handle emergencies that deal with radiological disasters affecting agriculture and natural resources. The County will coordinate with KDEM, KDHE, the State Fire Marshal's Office and Regional HazMat Teams to obtain the necessary resources from agencies outside the county. Law enforcement, including the Kansas Bureau of Investigation will also be notified for potential terrorist threats.

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

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

Currently, the County does not have the resources or written plans for restoration of cultural and historic resources and will rely on regional, state and federal aid.

If the emergency causes damage to cultural or historic sites, the County will work to help implement appropriate measures to preserve and protect them as resources permit.

Actions

Preparedness

List actions for ESF 11 to be taken for preparedness.

- Primary and Support Agencies begin preparations to institute and manage activities defined by this ESF.
- Develop Standard Operating Guidelines (SOGs) and checklists to support ESF 11 activities.
- Maintain an accurate roster and activation procedures of personnel assigned to perform ESF 11 duties during a disaster.

- Maintain current food resource directories to include maintaining points of contact.
- Identify likely transportation needs and coordinate with ESF 1.
- Identify pet boarding facilities and private organizations that may provide emergency shelters for animals.

Response

List actions for ESF 11 to be taken for response.

- Primary and Support Agencies initiate and manage tasks as defined by their operational plans in support of this ESF. Coordination of information from the ESF to the EOC will be coordinated through the Primary Agency.
- Develop an Incident Action Plan (IAP) to include, but not limited to, the following functions: bio-security and decontamination, movement control and quarantine, depopulation and disposal, surveillance and epidemiology, personnel safety, demobilization and recovery, inter/intra agency communications and all other situations that may arise.
- Provide assistance to established pet shelters.

Recovery

List actions for ESF 11 to be taken for recovery.

- Primary and Support Agencies continue with response activities and initiate recovery activities necessary to support this ESF.
- Provide immediate assistance as needed to land owners affected by the disaster.
- Work with producer groups to assist in recovery efforts.

Prevention/Mitigation

List actions for ESF 11 to be taken for prevention/mitigation. Identify mitigation measures.

- Primary and Support Agencies begin instituting mitigation measures to protect their facilities, resources, and other issues defined by this ESF.
- Organizations which will be operating shelters and feeding the public during times of an emergency operation need to make agreements with the owners of facilities they intend to operate from and possibly pre-stock some supplies.

Reference the ESF 11 Checklist for other Actions.

Responsibilities

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

Primary and Support Agencies

- Attend scheduled meetings to promote planning functions in support of this ESF.
- Assess the need for and prioritize the deployment of services based on available resources and critical needs as they relate to your area of responsibility. Also to develop guidelines to obtain telecommunications industry support as required.
- Assemble a list of assets available to support the recovery and coordinate this information with the EOC.
- Evaluate the availability, operational condition and duration of need, and logistical requirements necessary to obtain critically needed equipment.
- Participate in drills and exercises to evaluate local communications capability.
- Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies and guidelines and report these records to the Primary Agency.

Sheriff's Department

- Provide personnel and resources to support animal and plant emergencies

- Coordinate the provision of shelters for companion animals displaced by the event
- Work closely with local Humane Societies, Volunteer agencies and the private sector to provide shelters for animals displaced by the event
- Notify the Kansas Department of Agriculture/Division of Animal Health of any animals presenting suspicious symptoms
- Coordinate departmental resources and personnel to support of ESF #11 activities County Extension Office
- Provide personnel and resources to support animal and plant emergencies Emergency Medical Services (EMS)
- Provide personnel and resources to support animal and plant emergencies

Fire Departments

- Provide personnel and resources to support animal and plant emergencies

Humane Society

- Provide personnel and resources to support animal and plant emergencies
- Coordinate the provision of safe shelters for companion animals displaced by the emergency
- Notify the Kansas Division of Animal Health of any animals presenting suspicious symptoms

Local Veterinarians

- Provide personnel and equipment to support animal and plant emergencies
- Assist in providing shelters for companion animals
- Notify the Kansas Division of Animal Health of any animals presenting suspicious symptoms

Police Departments

- Coordinate the provision of shelters for companion animals displaced by the event
- Work closely with local Humane Societies, volunteer agencies and the private sector to provide shelters for animals displaced by the event
- Notify the Kansas Department of Animal Health of any animals presenting suspicious symptoms
- Coordinate departmental resources and personnel to support of ESF #11 activities

School Districts

- If necessary, assist in providing food and mass feeding sites

Public Health Department

- Provides technical assistance for microbial threats with the ability to affect human health
- Serve as the Lead agency in the human health response for zoonotic diseases

Road and Bridge Department

- Provide personnel and resources to support animal and plant emergencies

Volunteer Agencies

- Coordinate the provision of food and water to disaster victims
- Work with state and federal agencies with the ability to supplement food and water resources
- Assist in providing shelters for companion animals
- Provide personnel and resources to support animal and plant emergencies
- Support

ESF 11 Checklist

See [ESF 11 Checklist](#)

Attachments

- *Land cover map detailing land use (farmland, water, residential, etc.)*
- *List and map of watersheds*
- *List of*

sites on the historical registry • Sample forms and logs • Reference appropriate plans and/or procedures for receiving or notifying certain staff, facilities, departments, etc. • Reference appropriate maps found in the Basic Plan

Sample forms and Logs-Reference ESF 5-ICS Forms.

Other Maps–Other maps pertaining to the County can be found in the Hazard Mitigation Plan.

Attch 11.1 Land Cover Map

See [Attch 11.1 Land Cover Map](#)

Attch 11.2 Watershed Map

See [Attch 11.2 Watershed Map](#)

Attch 11.3 Historic Sites

See [Attch 11.3 Historic Sites](#)

ESF 12-Energy and Utilities

List ESF coordinating agency responsible for ESF 12.

ESF Coordinator

Rush County Sheriff

List ESF primary agencies responsible for ESF 12.

Primary Agency

Rush County Sheriffs Department

List ESF support agencies responsible for ESF 12.

Support Agency

Public (LaCrosse) and Private Utility Companies

Local petroleum, oil and propane distributors

Kansas Division of Emergency Management (KDEM)

Kansas Corporation Commission (KCC)

U.S. Department of Energy

Purpose, Scope, Policies/Authorities

Purpose

This section explains the plans, who is involved, and why it was developed. Purpose statement that describes the reason for the development of this annex.

The purpose of ESF 12 is to establish policies to be used in the coordination with public and private providers for restoration of power during emergencies or following a major disaster. Expedient recovery is dependent upon the restoration of power to homes and businesses. Power outages are usually caused by major disasters such as hurricanes, tornadoes or other severe weather. However, other events such as fuel shortages, civil disturbances, disruption of transmission and distribution systems, or power generating plant failure may also cause temporary disruption of power.

ESF 12 can provide personnel and resources to support preparedness, response, recovery and mitigation in support of the primary emergency management objectives. ESF 12 resources are coordinated when individual agencies are overwhelmed and local resources may be able to be utilized more efficiently and effectively in a cooperative manner.

Scope

• Identify what the annex contains • Identify who the annex applies to • Identify how the annex benefits the jurisdiction

ESF 12 procedures protocols and plans for disaster response activities are developed to govern staff operations at the Rush County Emergency Operations Center and in the field to coordinate and support energy and utilities response operations, and assist with restoration of power to normalize community functioning.

In a large event requiring local and state mutual aid assistance, ESF 12 will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.

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.

This ESF will work closely with local and state agencies, energy and utility offices, energy and utility suppliers and distributors. Activities within the scope of this function include:

- Collecting, evaluating, and sharing information on energy and utility system damage and estimations on the impact of energy and utility system outages within affected areas in order to estimate immediate need.
- This ESF assesses energy and utility system damage, energy and utility supply, demand, and requirements in order to prioritize the restoration of energy and utility systems, and provides information concerning the energy and utility restoration process such as projected schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate.
- This ESF administers statutory authorities for energy and utility priorities and allocations as needed.
- Coordinates with ESF 12 Support Agencies for assistance in helping energy and utility suppliers obtain information, equipment, specialized labor, etc. to repair or restore energy and utility systems.
- This ESF coordinates information with local, state, and federal officials and energy and utility suppliers about available energy and utility supply recovery assistance.

Policies/Authorities

List county specific policies regarding ESF 12.

The private sector owns and operates the majority of the energy and utility infrastructure and develops best practices for infrastructure design and operations. The private sector normally takes the lead in the rapid restoration of infrastructure related services after a disaster occurs. Appropriate entities of the private sector are integrated into this ESF's planning and decision making processes. While restoration of normal operations at energy and utility facilities is the primary responsibility of the owners of those facilities, this ESF provides the appropriate supplemental assistance and resources to enable restoration in a timely manner. Organizational responsibilities include the following:

- Recommend actions to conserve fuel and electric power. Provide energy and utility supply information and guidance on the conservation and efficient use of energy and utility to agencies, the private sector, and to the public.
- Policies and guidelines will be established to identify structural and non structural mitigation measures, including deploying of protective measures, to minimize adverse effects or protect resources prior to a disaster.
- Execute emergency contracting support for life saving and life sustaining services and other emergency commodities and services.
- Provide coordination assistance for emergency repair of damaged infrastructure and critical public facilities (temporary power, emergency water, sanitation systems, etc.). As appropriate, this ESF requests technical support to help facilitate efforts to obtain necessary regulatory permits and clearances for infrastructure restoration activities.

This ESF will be activated at the discretion of RCEM. During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event. Activation of this ESF will be coordinated through the Primary Agency.

Each Primary and Support Agency will participate in necessary training and exercises to promote continuity. Training will be performed in the form of meetings, workshops, exercises, peer to peer, and policy development.

Requests for assets, resources or assistance will be made by the Primary Agency to the Incident Command System. Each request will be assessed by the Incident Command and a status response will be made as soon as possible. The Incident Command will maintain a listing of requests and will assign a priority to each.

Shift hours will be at the discretion of the representing Agency. It is preferred to have shift hours correlate with general staff briefings. During each activation, general staff briefings will be established based on the threat.

Each Agency, department, or organization with responsibilities under this plan will develop and maintain written guidelines for carrying out their assigned tasks, including inventory, storage, maintenance and replacement of materials and equipment. Those standard operating guidelines, standard operating guides, policies, and practices will be considered supplements to this annex and plan.

List state and federal authorities regarding ESF 12.

State and Federal Authorities

State and Federal authorities are provided in the 2011 Kansas Response Plan (pgs. 270-271) provided under the EOP References tab.

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. Describe energy and/or utilities efforts in support of emergency operations will be directed and controlled.

Direction and Control

Coordinate the provision of materials, supplies, and personnel for the support of emergency activities being conducted.

Maintain communication with utility representatives to determine emergency response and recovery needs.

Coordinate with school districts to identify emergency shelter power generation status/needs; and coordinate with other ESFs with assistance in providing resources for emergency power generation.

Maintain lists of energy centric critical assets and infrastructures, and continuously monitor those resources to identify and correct vulnerabilities to energy and utility facilities.

This ESF addresses significant disruptions in energy and utility supplies for any reason, whether caused by physical disruption of energy and utility transmission and distribution systems, unexpected operational failure of such systems, or unusual economic or political events.

Succession of authority will be managed internally for the Primary and each Support Agency. Chain of Successions will be provided from the Primary and each Support Agency to RCEM.

Identify agency responsible for liaison roles with the state and adjacent county energy and/or utilities officials.

Information Management

The Primary Agency is responsible for information management in support of this ESF during an emergency. Key information will be distributed via WebEOC and/or situation reports on pre-established email rosters.

Support Agencies will work with the Primary Agency and RCEM for purposes of pre-disaster planning and post disaster coordination of the issues addressed by this ESF. The Primary Agency is the Director for verifying planning efforts for this ESF are accomplished. During post disaster operations, each Support Agency is responsible for coordinating their individual plans and guidelines and reporting of ESF activities to the Emergency Operations Center through the Primary Agency.

This ESF will be activated at the discretion of Rush County Emergency Management. During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event. Activation of this ESF will be coordinated through the Primary Agency.

Serve as the focal point for information on actual or potential damage to fuel and energy and utility supply and distribution systems. Establish guidelines for preparedness, prevention, recovery, and restoration:

- Advise Federal, State, and Local authorities on priorities for energy and utility restoration, assistance, and supply;
- Assist industry, State, and Local authorities with requests for emergency response actions in the affected area.
- Assist other ESFs and agencies by coordinating resources for transportation, communications, emergency operations, and other disaster related activities.

During disaster operations, the Primary Agency will work directly with the Operations Chief located at the Emergency Operations Center for information management and reporting of ESF activities.

Identify agency responsible for providing initial notification for ESF 12.

Initial Notification

The Board of County Commissioners maintains overall authority for the initial notification process. The Rush County Emergency Coordinator and the Coordinator of the Sheriff's Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the Rush County Emergency Management Coordinator. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities for Notification are provided in ESF 2-Attachment 2.8.

Rush County Emergency Management maintains an Emergency Points of Contact for agencies/departments involved in emergency management operations. The Emergency Management Coordinator maintains the Emergency Points of Contact List in the EOC.

Identify agency responsible for managing the collection, processing, and disseminating of information to and from the EOC.

Information Processing

Information shall be reported through the Incident Command System. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative shall attend planning meetings and report on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Resources

Identify how agencies will support mission assignments with limited fuel availability.

ESF 12 is not a typical ESF that will provide emergency support services to the EOC ESF's. ESF 12 operates to restore infrastructure that delivers energy and utility services to the community. If there is service out within the community, ESF 12 will take that information, prioritize it and process it within their own organizations and provide progress reports as to the status of energy and utility service restoration. ESF 12 is more of an informational ESF where the EOC provides information of problems to the ESF and the ESF provides information to the EOC as to the status of resolution to those problems.

To the maximum extent possible during a disaster or emergency, energy and utility providers will continue to provide services through their normal means and mutual aid agreements.

Incident Command and the energy and utility provider liaisons will develop a clear message for the Public Information Officer (PIO) to deliver to the public regarding the use of these services (See ESF 15).

In events of countywide significance, energy and utility providers will compile damage assessment reports and transmit them to Incident Command through their liaison. These assessments will be forwarded to the Kansas Division of Emergency Management (KDEM).

Identify all bulk fuel storage facilities (public and private).

Fuel Sources

ESF 12 is not an energy and utility solution resource as it relates to fuel. Fuel will be the responsibility of specific organizations for both facility operations and for employee staff. Pre-planning fueling needs will be critical to maintain and recover daily operations during a large scale event. Each facility and organization will need to identify solutions in advance of an event that meets their complete needs. Reference Attachment 12.5-Bulk Fuel Storage Facilities Map for fuel locations.

Home heating oil and Liquid Propane Gas (LPG) service in Rush County is provided by local vendors and is individually delivered to their specific customers. Local vendors also provide motor vehicle gas, diesel, and oil. County fuel resources are provided in the County Resources Manual under separate cover.

Identify alternate fuel providers for emergency responding agencies. To include, but not limited to: o Fire Service o Security and Public Safety o Medical Services

Alternate Fuel Providers

Fire Service, Law Enforcement, and Medical Services maintain fuel inventories and alternate source vendors as part of their Continuity of Operations Plan provided under separate cover.

Petroleum Distribution: Emergency Fuel

Partnering with the Petroleum Marketers and Convenience Store Association in Kansas (PMCA), in the event of a possible fuel shortage, the following options are available:

- KDEM (or any emergency agency) should contact the PMCA office with a request for assistance and PMCA will be responsible to mobilize fuel distributors to affected areas of the state.
- PMCA would respond in a reasonable amount of time (1-6 hours depends on whether roads are passable) and have 7500 gallons of fuel available.
- PMCA has the ability to access fuel distributors from across the state and request assistance.
- Fuel distributors have the ability to fuel emergency vehicles and generators by wet hosing (fuel off the trucks) or if needed provide portable tanks to store fuel.
- Fuel shortages can occur, however, with the help of PMCA fuel can be accessed in other states. Also, many fuel distributors have bulk storage giving us the ability to have access to fuel with short notice.
- If a fuel depot is commandeered by emergency responders, PMCA will provide volunteers to dispatch fuel to emergency vehicles and equipment.

Disruptions and Restoration

Describe the process to address significant disruptions in energy supplies. To include, but not limited to: o Physical disruption of energy transmission o Distribution systems o Operational failures of such systems o Economic or international political events

Disruptions in energy and utility supplies are typically caused by physical disruption of energy and utility transmission and distribution systems, unexpected operational failure of such systems, or unusual economic or political events.

The county area is served by the (list Private Utility Companies/COOPs) and relies on the trained and experienced personnel of these organizations to have the capability to provide power even under the most extreme conditions. Many end-users with high reliability needs (such as hospitals and public facilities) have their own in house backup generation sources.

This ESF will coordinate with the private sector suppliers when responding to energy and utility and petroleum shortages or disruptions for preservation of the public health, safety, and general welfare of the county's residents, workers, and visitors. Activities during an energy and utility emergency could include:

- Assess fuel and electric power damage.
- Assess energy and utility supply and demand.
- Assess the requirements for restoration.
- Coordinate with electric utilities and the petroleum and natural gas industries to identify requirements to repair energy and utility systems.
- Coordinate with Incident Command in establishing priorities to repair damaged energy and utility systems.
- Coordinate temporary, alternate, or interim sources of energy and utility fuel and power.
- Obtain current information regarding damages to energy and utility supply and distribution systems.

Describe how damage to energy systems outside the county impacts services within the county boundaries.

Damage to regional or national electrical energy and utility infrastructure such as power plant outages, and transmission line and distribution problems can cause local power outages. Additionally, the disruption of fuel distribution, unexpected high usage rates, or a slowdown of fuel production may cause local fuel shortages. Other energy and utility shortages, such as interruptions in the supply of natural gas or other petroleum fuels for automotive transportation and other industrial uses, may result from extreme weather conditions, strikes, or international embargoes.

Describe the process to deal with major utility outages that threaten public health and safety.

It is expected that utility providers, such as those which provide power, natural gas, petroleum, or communications services, will develop internal organizational procedures, which will guide operations after a major event. These procedures should facilitate the basic assessment of what happened, what can be done about it and what is needed. If appropriate, this information should be provided to the Rush County Emergency Operations Center (EOC) as soon as it is available.

Identify the coordination between utility service provider and ESF 13 for restoration issues.

The Primary Agency will maintain liaison with local utilities, including the ability to contact them on a 24-hour a day basis. Coordination includes the following activities:

- Status of major generating unit outages
- Expected duration of event
- Explanations of utilities planned actions; and recommendations of Agency actions in support of the utilities

Coordinate assistance to support local utility and energy and utility providers, as requested.

Identify the process to emergency repair and restore the energy and/or utilities infrastructure.

Utility Restoration of Infrastructure

Electric utilities shall follow their pre-established "Power Outage Recovery Plans" and "Emergency Operations Procedures Manuals" during the restoration process. Typically these restoration plans prioritize recovery in the following manner:

- Transmission
- Substation
- Feeder (main artery)
- Laterals
- Service (individual)

Staging Areas

Utility companies may require the establishment of staging areas to support restoration efforts. Typically these areas are identified, established, and managed absent the assistance from county emergency operations. In the event assistance is required, the utility company will request assistance from the local emergency management department. If emergency management is unable to fill such requests, State resources may assist in locating appropriate areas.

Security

Security at these staging areas is the responsibility of the utility provider. If private security is unable to be deployed, or there is an expected delay in deployment, the utility provider may request security assistance from the local emergency management department and law enforcement agencies. If local law enforcement is unable to fill such requests, the State may assist in filling security requests. The cost of such security will be the responsibility of the private utility provider.

Security for Home Entry

If natural gas supplies are disrupted to customers, natural gas providers must physically enter customer's residences to reignite natural gas appliances. If and when logistical support is needed to provide security for personnel safety or home entry, the natural gas provider may request security assistance from local law enforcement. If local law enforcement is unable to fill such requests, the State may assist in filling security requests.

Actions

Preparedness

Describe list for ESF 12 to be taken for preparedness.

- Pre-disaster planning and coordination is the responsibility of the Primary Agency and should occur on a regularly scheduled basis. Schedule to include conducting periodic ESF meetings and conference calls.
- Primary and Support Agencies continually review their roles and responsibilities for this ESF. Assignment of duties within each Agency will be reviewed and training for each will be organized and implemented. Any changes within the Support Agency that affect the ability to perform this ESF will be communicated in writing to Rush County Emergency Management.
- Ongoing contact with ESF Primary and Support Agencies will be maintained by RCEM.
- The Primary Agency will continue efforts to coordinate with corresponding private sector organizations.
- Coordinate inter-governmental, non-governmental organization, and private sector preparedness efforts to support this ESF.
- Review and reissue inventory protocols for assessment, allocation, and coordination of communications assets in the event of a domestic disaster.

Response

Describe list for ESF 12 to be taken for response.

- Primary and Support Agencies initiate and manage tasks as defined by their operational plans in support of this ESF. Coordination of information from the ESF to the EOC will be coordinated through the Primary Agency.
- Organize and provide direction to resources within their functional area. Provide staff for the operations at fixed and field facilities and maintaining trained personnel to support the response.
- The ESF Director is responsible for notifying and requesting assistance from Support Agencies in order to manage task assignments. Work with appropriate private sector organizations to maximize use of available resources.
- Support and keep other ESFs and organizational elements informed of ESF operational priorities and

activities.

- Assess the need for, and request goods and services as needed. Support financial and property accountability for ESF activities. Immediately following the occurrence of a disaster, assess the overall status of the areas within the county and begin determination of potential needs and resources.
- Continue planning for short term and long term disaster management and recovery operations.

Recovery

Describe list for ESF 12 to be taken for recovery.

- Primary and Support Agencies continue with activities as directed by Incident Command. In addition, the Support Agencies will initiate any recovery activities assigned to it by this ESF.
- Assist in the evaluation of damaged critical infrastructure assets. Recommend a strategy for restoration of communication service and assets.
- Complete post disaster reporting and evaluate the disaster to identify lessons learned.

Prevention/Mitigation

Describe list for ESF 12 to be taken for prevention/mitigation. Identify mitigation measures.

- Primary and Support Agencies finalize reporting and make recommendations for mitigation measures. Measures could include actions to protect their facilities, resources, and mitigate the effects of future disasters on this ESF.
- Viable recommendations should be formulated and proposed for acceptance and funding through the appropriate process.

Reference ESF 12 Checklist for other Actions.

Responsibilities

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

Primary and Support Agencies

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions
- Attendance of scheduled meetings to promote planning functions in support of this ESF.
- Assess the need for and prioritize the deployment of services based on available resources and critical needs as they related to ESF 12 responsibility. Also develop guidelines to obtain additional private sector support as required.
- Assemble a list of energy and utility related assets available to support recovery, and coordinate this information with the EOC.
- Request volunteer agencies and private resources with assets to contribute those assets to the response effort.
- Evaluate the availability, operational condition, duration of need, and logistical requirements necessary to obtain critically needed equipment.
- Participate in drills and exercises to evaluate local capability.
- Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies and guidelines and report these records to the Primary Agency.

Public Utilities

- Provide a representative to the EOC to coordinate ESF 12 activities
- Gather information on all energy and utility damages and estimate damage impacts
- Work with the other members of the EOC team to set priorities and assign resources
- Maintain contact with private energy and utilities and request their presence in the EOC if necessary
- Coordinate with the private energy and utility companies to help facilitate the restoration of energy and utilities systems and fuel supplies

- Serve as the focal point for emergency information regarding energy and utilities and verify that appropriate reports and information are shared with the EOC Team

Private Energy Companies

- Gather, assess and share information on system damage
- Provide a representative to the EOC if requested
- Provide estimates on the impact of natural gas outages within affected areas
- Provide information on projected restoration

Private Propane Gas Companies

- Assess and share information on damage to propane resources
- Provide information on projected restoration and replenishing supplies

Private Natural Gas Companies

- Gather, assess and share information on system damage
- Provide a representative to the EOC if requested
- Provide estimates on the impact of natural gas outages within affected areas
- Provide information on projected restoration

Public Health Department

- Work with water utilities to provide safe drinking water
- Provide assistance and information to the public on actions to take to provide safety of potable water

ESF 12 Checklist

See [ESF 12 Checklist](#)

Attachments

List of necessary contacts. List of critical local facilities having priority for restoration of utilities during emergencies. Identify critical facilities that may require electric generation. To include, but not limited to: o Type of facility o Generator size o Generator hook up requirements o Electrician for hook up assistance (include name and after hour contact information) Identify utilities serving the local area (include the area and number of customers served). Sample forms and logs. Reference appropriate plans and/or procedures for receiving or notifying certain staff, facilities, departments, etc.. Map of each utility's service area. Map bulk fuel storage facilities (public and private).

Sample Forms and Logs-Reference ESF 5-ICS Forms.

Attch 12.1 Electric Service Map

See [Attch 12.1 Electric Service Map](#)

Attch 12.2 Water Districts Map

See [Attch 12.2 Water Districts Map](#)

Attch 12.3 Pipeline Map

See [Attch 12.3 Pipeline Map](#)

Attch 12.4 Gas Service Area Map

See [Attch 12.4 Gas Service Area Map](#)

Attch 12.5 Bulk Fuel Storage Facilities Map

See [Attch 12.5 Bulk Fuel Storage Facilities Map](#)

Attch 12.6 Services Contacts List

See [Attch 12.6 Services Contacts List](#)

Attch 12.7 Local Critical Facilities Priority List and Generator Requirements

See [Attch 12.7 Local Critical Facilities Priority List and Generator Requirements](#)

Attch 12.8 Local Area Utility Providers

See [Attch 12.8 Local Area Utility Providers](#)

Attch 12.9 Midwest Energy Emergency Plan

See [Attch 12.9 Midwest Energy Emergency Plan](#)

ESF 13-Public Safety and Security

List ESF coordinating agency responsible for ESF 13.

ESF Coordinator

Rush County Sheriff

List ESF primary agencies responsible for ESF 13.

Primary Agency

Rush County Sheriffs Department

List ESF support agencies responsible for ESF 13.

Support Agency

Municipal Law Enforcement Departments

Rush County Fire Department (County/Municipal)

Kansas Highway Patrol (KHP)

Kansas National Guard

Kansas Department of Transportation (KDOT)

Kansas Bureau of Investigation (KBI)

Federal Law Enforcement

U.S. Department of Justice

Purpose, Scope, Policies/Authorities

Purpose

Purpose statement that describes the reason for the development of this annex.

This ESF implements Annex 13 to the Emergency Operations Plan. The purpose is to integrate countywide public safety and security capabilities and resources to support the full range of disaster management activities associated with potential or actual disasters.

Scope

Identify what the annex contains Identify who the annex applies to Identify how the annex benefits the jurisdiction

This ESF provides a mechanism for coordinating and providing support to State and local authorities to include non-investigative/non-criminal law enforcement, public safety, and security capabilities and resources during potential or actual disasters.

This ESF supports disaster management requirements including force and critical infrastructure protection, security, planning and technical assistance, technology support, and public safety in both pre-disaster and post disaster situations. This ESF 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-disaster or post disaster situations that require protective solutions or capabilities unique to Rush County.

Policies/Authorities

List county specific policies regarding ESF 13.

Local, private sector, and specific State and Federal authorities have primary responsibility for public safety and security, and typically are the first line of response and support in these functional areas.

In most disaster situations local jurisdictions have primary authority and responsibility through their

existing plans and procedures for law enforcement activities. The Incident Command System is utilized on scene. In larger scale disasters additional resources should first be obtained through the activation of mutual aid agreements with neighboring localities and/or state authorities, with incident operations managed through a unified command structure. In this context, state resources would include members of the State National Guard that the Governor calls into State service in a law enforcement, security, and/or public safety capacity.

Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies and guidelines and report these records to the Primary Agency.

Primary and Support Agencies will provide summary recommendations as part of the submission of final record keeping and reporting. In order to enhance the ability to respond and mitigate cost, agencies should review their plan, allocation of resources, methods of communication, and overall interaction with other agencies. Recommendations for improvement should result from the review and should be implemented within the Department. Recommendations which apply outside the Department should be forwarded to the Emergency Management Coordinator for consideration.

List state and federal policies regarding ESF 13.

State and Federal Authorities

State and Federal authorities are provided in the 2011 Kansas Response Plan (pgs. 278-279) provided under the EOP References tab.

Concept of Operations

General (Command, Control, and Notifications)

Describe how public safety and security efforts in support of emergency operations will be directed and controlled.

This ESF is coordinated through the designated representative of the Primary Agency and RCEM. It will coordinate with support and mutual aid agencies in directing law enforcement resources and response activities. Rush County is organized to coordinate emergency public safety and security support as follows:

- This ESF is activated when public safety and security capabilities and resources are needed to support disaster operations. This includes threat or pre-disaster as well as post disaster situations.
- This ESF manages support by coordinating the implementation of authorities related to public safety and security and protection of property, including critical infrastructure, and mobilizing supplemental security resources and technologies and other assistance to support disaster management operations.
- This ESF manages support by coordinating the acquisition of other security resources, technologies, and other assistance to support disaster management operations.
- This ESF maintains close coordination with Federal, State, and Local officials to determine public safety and security support requirements and to jointly determine resource priorities.
- The Primary Agency maintains communications with Supporting Agencies to determine capabilities, assess the availability of resources, and track resources that have been deployed.

Requests for equipment, resources or assistance will be made by the Primary Agency to the Incident Command System. Each request will be assessed by the Incident Command and a status response will be made as soon as possible. The Incident Command will maintain a listing of requests and will assign a priority to each.

During EOC Activation, the needs of EOC staff will be coordinated through the EOC Manager.

Shift hours will be at the discretion of the representing agency. It is preferred to have shift hours correlate with general staff briefings. During each activation, general staff briefings will be established based on the threat.

Any required resources to support this ESF must be coordinated, allocated, and managed through this ESF if possible.

In cases where the required resource cannot be obtained through this ESF, request will be forwarded to the EOC and coordinated through ESF 7 for allocation.

Once procured through ESF 7, the management of the resource (financial record keeping, reporting, tracking, etc.) will be coordinated through this ESF. Management of the resource will be documented using ESF 7 policies and guidelines.

Identify agency responsible for liaison roles with the state and adjacent county public safety and security officials.

The Primary Agency is responsible for information management in support of this ESF during a disaster. Key information will be distributed via WebEOC and/or situation reports on pre-established email rosters.

Individual Department reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

This ESF will be activated at the discretion of Rush County Emergency Management. During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event. Activation of this ESF will be coordinated through the Primary Agency.

When activated, the Primary Agency assesses public safety and security needs, and prioritizes requests for resources to support agencies or other ESFs.

During disaster operations, the Primary Agency will work directly with the Operations Chief located at the Emergency Operations Center for information management and reporting of ESF activities.

Identify agency responsible for providing initial notification for ESF 13.

Initial Notification

The Board of County Commissioners maintains overall authority for the initial notification process. The Rush County Emergency Coordinator and the Coordinator of the Sheriff's Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the Rush County Emergency Management Coordinator. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities for Notification are provided in ESF 2-Attachment 2.6.

Rush County Emergency Management maintains an Emergency Points of Contact for agencies/departments involved in emergency management operations. The Emergency Management Coordinator maintains the Emergency Points of Contact List in the EOC.

Identify agency responsible for managing the collection, processing, and disseminating of information to and from the EOC.

Information Management

It is the responsibility of the Primary Agency to forward pertinent information to the EOC through protocols established in ESF 2-Communications. Generally, this will be via 2-way radio communications. Required information will be posted by the EOC using the WebEOC interface. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to provide continuity and reporting.

Information shall be reported through the Incident Command System. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative shall attend planning meetings and report on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Capabilities

Describe specialized capabilities within each agency: o HazMat o Explosive ordinance detection/disposal o Aviation o Radiological monitoring

Public Safety and Security capabilities, training, and resource staffing are provided in the Law Enforcement Standard Operating Guidelines that are maintained in the EOC. The Rush County Sheriff's Department does not have any specialized capabilities.

- The Hazardous Materials Division of the Kansas State Fire Marshal's Office is responsible for making trained and equipped regional hazardous materials teams available throughout the state. The twelve regional response teams, consisting of nationally accredited hazardous materials technicians, are fully equipped to enter the area immediately surrounding the hazardous material in order to monitor the environment and mitigate the disaster. Specialized response team capabilities include hazardous materials (HazMat), search and rescue, and terrorist events involving chemical, biological, radiological, or nuclear (CBRN) products.
- Rush County law enforcement personnel are trained to the Hazardous Materials First Responder Awareness level in accordance with 29 CFR 1910.120.
- The Rush County law enforcement agencies will rely on regional support teams for SWAT/Ordinance capabilities.

Public Safety/Security/Protection

Describe the coverage by public safety and security organizations in your jurisdiction.

While local authorities have primary responsibility for public safety and security, this ESF provides county public safety and security assistance to support prevention, preparedness, response, and recovery priorities in circumstances where locally available resources are overwhelmed or are inadequate, or where a unique County capability is required. Please reference attachment 13.4 for additional information.

Pre-Incident Coordination

Supporting disaster management planning activities and pre-disaster actions required to assist in the prevention or mitigation of threats and hazards. This includes the development of operational and tactical public safety and security plans to address potential or actual disasters, and the deployment of public safety and security resources to specific threats.

Technical Assistance

Provide expertise and coordination for security planning efforts and conducting technical assessments (e.g. vulnerability assessments, risk analyses, surveillance sensor architecture, etc.).

Public Safety and Security Assessment

Identifying the need for ESF 13 support and analyzing potential factors that affect resources and actions needed, such as mapping, modeling, and forecasting for crowd size, impact of weather and other conditions on security, etc.

Badging and Credentialing

Utilizing the "Rapid Tag" component of the CRMCS, assist in the establishment of consistent

identification processes for emergency responders and other personnel needing access to places within a controlled area, and verifying emergency responder credentials.

Access Control

Providing security forces to support county and local efforts (or to secure sites under county jurisdiction) to control access to the disaster site and critical facilities.

Site Security

Providing security forces and establishing protective measures around the disaster site, critical infrastructure, and/or critical facilities.

Traffic and Crowd Control

Provide emergency protective services to address public safety and security requirements during disasters.

Force Protection

Provide for the protection of emergency responders and other workers operating in a high threat environment.

Security Surveillance

Conducting surveillance to assist in public safety and security efforts, and providing appropriate technology support, as required.

Specialized Security Resources

Law enforcement provides specialized security assets such as traffic barriers, chemical, biological, radiological, nuclear, and high yield explosives detection devices, canine units, law enforcement personal protective gear, etc.

Please reference attachment 13.3 for additional information.

Describe the process to determine public safety and security requirements and to determine resource priorities.

Incident Command and Control

Tactical law enforcement operations will be controlled by the Incident Commander(s) at the scene(s) within the Incident Command Structure (ICS) structure. The Incident Commander(s) will assess the need for additional resources and request that the EOC deploy assets to support field operations.

The ESF 13-Public Safety and Security Coordinator will work with the other members of the EOC Team to rapidly assess the need for law enforcement resources and deploy personnel and equipment to the location(s) of greatest need. The Coordinator in the EOC will:

- Maintain contact with the field, assess the need for outside resources and request assistance as needed.
- Coordinate with other ESF Coordinators and members of the EOC Team to support field activities.
- Oversee responding public safety and security resources, assess their needs, help them obtain resources and confirm emergency tasks can be accomplished.
- Work with the Incident Commander(s) and the EOC Team to confirm law enforcement personnel are deployed to the disaster scene and are appropriately outfitted with and trained to use personal protective equipment required by the presence of any potentially hazardous materials/substances.
- Serve as liaison with law enforcement resources from outside the County, and if necessary, with State and Federal Law enforcement resources.

Describe criteria for securing area depending on the type of hazard: o Natural Disaster o Hazardous materials o Criminal o Terrorism o Mass Casualties

Hazards Response

SOG's, policies and guidelines for the Rush County Sheriff's Department describe specific criteria for law

enforcement functions and response to hazard criteria. The referenced documents are provided under separate cover designated as “Official Use Only”. The EOC maintains file copies of these documents.

Public Safety and Security roles and responsibilities for terrorist incident response are provided in the Terrorism Incident Annex of this Plan.

Outline possible requirements for providing protection to key facilities in coordination with other ESF sections: o Emergency Operation Center, Field Command Posts, Staging area. o Lodging and feeding facilities: Identify agency responsible for security at public shelter in coordination with ESF 6. 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 with coordination with ESF 6. o Established and temporary morgues, Hospitals/emergency centers, Correctional facilities, Protection of responders.

Protective Measures for Key Facilities

Protection of key County facilities is provided in the Law Enforcement Standard Operating Guidelines that are on file in the EOC.

The Sheriff’s Office will upon request and determination of adequate manpower provide security and personnel registration/check-in support at the EOC for full-scale activations. Similar types of support for partial EOC activations will be provided upon request of the EOC Director.

The Incident Commander will direct law enforcement agencies in establishing security for staging/reception areas.

In the event that morgues are established, the Rush County Coroner, in coordination with the Chief Law Enforcement Officer or Sheriff, will direct law enforcement agencies in providing security for the personal effects, including the body of those killed or injured.

Local law enforcement may be asked to provide security at facilities used for emergency purposes (emergency shelters, feeding facilities, family assistance centers, neighborhood distribution sites, etc.) and will coordinate with ESF 6 for implementation.

Rush County Law Enforcement does not have written policies for dealing with sex offenders, parolees, etc. in Shelters. All persons are treated fairly.

Providing routine security will normally be the responsibility of the local Hospital. In the event of an actual or threatened criminal act, or whenever facility security forces are deemed insufficient to provide safety, hospital security will request outside law enforcement agencies for security support.

The Rush County and Municipal Jails are responsible for the security of the correctional facility staff. In the event facility staff must be augmented to provide safety, the Incident Commander will direct law enforcement agencies in providing necessary support.

The Incident Commander is responsible for the safety and well being of responders.

Continuity of Operations

Describe Continuity of Operations protocol to be implemented when agencies are overwhelmed or their facility is damaged and unavailable.

Succession of authority will be managed internally for the Primary and each Support Agency. Chain of Successions will be provided from the Primary and each Support Agency to RCEM. Reference the Rush County Sheriff’s Department COG Plan.

Actions

Preparedness

List actions for ESF 13 to be taken for preparedness

- Pre-disaster planning and coordination is the responsibility of the Primary Agency and should occur on a regularly scheduled basis. Schedule to include conducting periodic ESF meetings and conference

calls.

- Primary and Support Agencies continually review their roles and responsibilities for this ESF. Assignment of duties within each agency will be reviewed and training for each will be organized and implemented. Any changes within the support agency that affect the ability to perform this ESF will be communicated in writing to Rush County Emergency Management.
- Coordinate inter-governmental, non-governmental organization, and private sector preparedness efforts to support this ESF.
- Review and reissue inventory protocols for assessment, allocation, and coordination of communications assets in the event of a domestic disaster.

Response

List actions for ESF 13 to be taken for response.

- Primary and Support Agencies initiate and manage tasks as defined by their operational plans in support of this ESF.
- Coordination of information from the ESF to the EOC is through the Primary Agency.
- Organize and provide direction to resources within their functional area. Provide staff for the operations at fixed and field facilities and maintaining trained personnel to support the response.
- The Primary Agency is responsible for notifying and requesting assistance from Support Agencies in order to manage task assignments. Work with appropriate private sector organizations to maximize use of available resources.
- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities.
- Assess the need for and requesting goods and services as needed. Promote financial and property accountability for ESF activities.
- Immediately following the occurrence of a disaster, assess the overall status of the areas within the county and begin determination of potential needs and resources.
- Continue planning for short term and long term disaster management and recovery operations.

Recovery

List actions for ESF 13 to be taken for recovery.

- Primary and Support Agencies continue with activities as directed by the Incident Command. In addition, the Support Agency will initiate any recovery activities assigned to it by this ESF.
- Assist in the evaluation of damaged critical infrastructure assets. Recommend a strategy for restoration of communication service and assets.
- Completes post disaster reporting and evaluates the disaster to identify lessons learned.

Prevention/Mitigation

o List actions for ESF 13 to be taken for prevention/mitigation o Identify mitigation measures

- Primary and Support Agencies finalize reporting and make recommendations for mitigation measures. Measures could include actions to protect their facilities, resources, and mitigate the effects of future disasters on this ESF.
- Viable recommendations should be formulated and proposed for acceptance and funding through the appropriate process.

Reference ESF 13 Checklist for other Actions.

Responsibilities

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

Primary and Support Agencies

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the

accomplishment of their assigned functions

- When requested, deploy a representative to the EOC to assist with public safety and security activities
- Provide ongoing status reports as requested by the Public Safety and Security Coordinators
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement
- Document costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that state and federal reimbursement becomes available
- Maintain up to date rosters for notifying personnel and 24-hour staffing capabilities
- Perform other emergency responsibilities as assigned

Sheriff's Department

- Provide a representative to the EOC to coordinate ESF #13 activities
- Work with the other members of the EOC team to set priorities and assign law enforcement resources
- Coordinate with law enforcement personnel in the field to assess resource requirements
- Activate law enforcement mutual aid agreements
- Verify the provision of traffic and crowd control
- Provide security for critical facilities and supplies
- If required, investigate crimes and take measures to prevent looting

Police Departments

- Provide a representative to the EOC to support ESF #13 activities
- Work with the other members of the EOC team to set priorities and assign law enforcement resources
- Coordinate with law enforcement personnel in the field to assess resource requirements
- Verify the provision of traffic and crowd control
- Provide security for critical facilities and supplies
- If required, investigate crimes and take measures to prevent looting
- Activate law enforcement mutual aid agreements

Fire Departments

- Provide personnel and equipment resources to support ESF 13 activities

Private Sector

- Provide personnel and equipment resources to support ESF 13 activities

Road and Bridge Department

- Provide personnel and equipment resources to support ESF 13 activities

Kansas Highway Patrol

- Assist Law Enforcement Coordinator in major field operations and make recommendations regarding operation activity
- Assist County Law Enforcement agencies in major field operation and make recommendations regarding operational activity
- Participate in evacuation/reception movement procedures and special contingency planning
- Maintain records of assigned traffic controls, security locations, available state law enforcement manpower, vehicles, and equipment

Kansas National Guard

Under disaster emergency conditions proclaimed by the Governor, Kansas National Guard assistance may be requested through the Adjutant General's Department, Kansas Division of Emergency Management (DEM) by the County's Emergency Management Coordinator.

Assistance provided to law enforcement during a major emergency includes:

- Maintain security in disaster area
- Assist in search and rescue procedures
- Augment County law enforcement resources
- Provide transportation and communications resources
- Provide aerial reconnaissance for disaster areas

Wildlife and Parks

- Assist law enforcement efforts in State parks and recreation areas during emergency/disaster operations.

ESF 13 Checklist

See [ESF 13 Checklist](#)

Attachments

List of necessary contacts. Sample forms and logs. Reference appropriate plans and/or procedures for receiving or notifying certain staff, facilities, departments, etc.. Map of public safety and security providers.

Example Sample Forms and Logs-Reference ESF 5-ICS Forms.

Attch 13.1 Law Enforcement Protocols

See [Attch 13.1 Law Enforcement Protocols](#)

Attch 13.2 Public Safety Contacts

See [Attch 13.2 Public Safety Contacts](#)

Attch 13.3 Map of Public Safety and Security Providers

See [Attch 13.3 Map of Public Safety and Security Providers](#)

ESF 14-Long Term Community Recovery

List ESF coordinating agency responsible for ESF 14.

ESF Coordinator

Rush County Emergency Management Coordinator

List ESF primary agencies responsible for ESF 14.

Primary Agency

Rush County Emergency Management Department

Rush County Board of County Commissioners

List ESF support agencies responsible for ESF 14. (Definition of all three provided in the Introduction to the ESFs.)

Support Agency

Energy and Utility Providers

Rush County Extension Office

Rush County Public Works Department

Rush County Appraisers Office

Rush County Emergency Medical Services (EMS)

Rush County Public Health Department

Rush County and Municipal Elected Officials

American Red Cross (ARC)

Kansas Division of Emergency Management (KDEM)

U.S. Department of Agriculture (USDA)

U.S. Department of Housing and Urban Development (HUD)

U.S. Small Business Administration (SBA)

Purpose, Scope, Policies

Purpose

This section explains the plans, who is involved, and why it was developed. Purpose statement that describes the reason for the development of this annex.

This ESF implements Annex 14 to the Emergency Operations Plan. This ESF provides operational guidance to those who are assigned to work in this Emergency Support Function. The purpose of this ESF is to provide a framework for County Government support to municipal governments, non-governmental organizations, and the private sector designed to enable community recovery from the long term consequences of a disaster.

Scope

Identify what the annex contains Identify who the annex applies to Identify how the annex benefits the jurisdiction

This ESF is structured to provide coordination during disasters that require assistance to address significant long term impacts in the affected area (e.g., impacts on housing, businesses and employment, community infrastructure, and social services). Based on an assessment of disaster impacts, ESF support may vary depending on the magnitude and type of disaster and the potential for long term and severe consequences. This ESF will most likely be activated for disasters that require significant assistance to address extraordinary long term impacts in the affected area especially housing, business, employment,

infrastructure, or social services. Activities within the scope of this function include the following:

- On going and post disaster assessments of infrastructure and assessment of total damages including insured and uninsured losses.
- Execution of emergency contracts to support life saving and life sustaining services.
- Providing technical assistance to include engineering expertise, construction management, contracting and real estate services.
- Assist in emergency repair of damaged infrastructure and critical facilities.
- Implement and manage the Public Works and Engineering recovery programs.
- Document government expenses in response and recovery operations to determine the need for state and federal assistance.

Policies

List county specific policies regarding ESF 14.

When local and regional capabilities are overwhelmed, the County Executive requests assistance through the Kansas Division of Emergency Management. The State responds with necessary resources, and based on advice from the Adjutant Generals Office, the Governor may issue a State Declaration. Federal assistance is requested by the Governor based on disaster assessment and agreement to commit state funds and resources to long term recovery. The Federal Emergency Management Agency (FEMA) evaluates the request and recommends action to the President for approval of Federal aid.

Emergency response and recovery operations conducted under ESF 14 will be in accordance with the National Incident Management System (NIMS).

This ESF is coordinated through the designated representative of the Primary Agency and RCEM. Support Agencies will work with the Primary Agency and RCEM for purposes of pre-disaster planning and post disaster coordination of the issues addressed by this ESF. During post disaster operations, each Support Agency is responsible for coordinating their individual plans and guidelines, and reporting of ESF activities to the Emergency Operations Center through the Primary Agency. Activities within the organizational responsibilities of this function include the following:

- Assess the social and economic consequences in the impacted area and advise on the long-term recovery implications of response.
- Advise State, local governments, NGOs, and private sector organizations on market disruption and loss analysis. Assist with the development of a comprehensive long term recovery plan.
- Determine/identify responsibilities for recovery activities, and provide guidance to maintain continuity in program delivery among contributing departments and agencies.
- This ESF recognizes the primacy of affected governments and the private sector in defining and addressing risk reduction and long term community recovery priorities.
- Agencies continue to provide recovery assistance under independent authorities to municipal governments; the private sector; and individuals, while coordinating activities and assessments of need for additional assistance through the ESF 14 Director.
- Support is tailored based on the type, extent, and duration of the event and long term recovery period, and on the availability of State and Federal resources.
- Long term community recovery and mitigation efforts are forward looking and market based, focusing on permanent restoration of infrastructure, housing, and the economy, with attention to mitigation of future impacts of a similar nature, when feasible.
- The Federal Government uses the post disaster environment as an opportunity to measure the effectiveness of previous community recovery and mitigation efforts.
- This ESF facilitates the application of loss reduction building science expertise to the rebuilding of critical infrastructure (e.g., in repairing hospitals or emergency operation centers to mitigate for future tornado risk).

Primary and Support Agencies will provide summary recommendations as part of the submission of final record keeping and reporting. In order to enhance the ability to respond and mitigate cost, agencies should review their plan, allocation of resources, methods of communication, and overall interaction with other agencies. Recommendations for improvement should result from the review and should be implemented within the Agency. Recommendations which apply outside the Agency should be forwarded to the Emergency Management Coordinator for consideration.

List state policies and authorities regarding ESF 14.

State Authorities

The Kansas Division of Emergency Management is responsible for the State of Kansas ESF 14-Long Term Community Recovery.

List federal authorities regarding ESF 14.

Federal Authorities

The Federal authorities responsible for ESF 14-Long Term Community Recovery are the Federal Emergency Management Agency, U.S. Department of Agriculture, Department of Housing and Urban Development, and Small Business Administration.

Concept of Operations

General (Command, Control, and Notification)

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. Describe how long term community recovery efforts in support of emergency operations will be directed and controlled.

This ESF will assess the social and economic consequences in the impacted area and coordinate efforts to address long term community recovery issues resulting from a disaster. Direction and control responsibilities include the following:

- Advise on the long term recovery implications of response activities and coordinate the transition from response to recovery in field operations.
- Work with municipal governments, non-governmental organizations, and private sector organizations to conduct comprehensive market disruption and loss analysis and develop a comprehensive long term recovery plan for the community.
- Identify appropriate State and Federal programs and agencies to support implementation of the long term community recovery plan, verify coordination, and identify gaps in resources available.
- Determine/identify responsibilities for recovery activities, and provide an administrative structure to maintain continuity in program delivery among departments and agencies, and with municipal governments and other involved parties, to provide follow through of recovery and hazard mitigation efforts.
- Develop coordination mechanisms and requirements for post disaster assessments, plans, and activities that can be scaled to disasters of varying types and magnitudes.
- Establish guidelines for integration of pre-disaster planning and risk assessment with post disaster recovery and mitigation efforts.
- Facilitate recovery decision making across ESFs. Also facilitate awareness of post disaster mapping and pre-disaster county and municipal hazard mitigation and recovery planning across ESFs.
- This ESF will be activated at the discretion of RCEM. During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event. Activation of this ESF will be coordinated through the Primary Agency.
- Each Primary and Support Agency will participate in necessary training and exercises to promote continuity. Training will be performed in the form of meetings, workshops, exercises, peer to peer, and policy development.

- The Primary Agency and RCEM will review this ESF annually to verify its accuracy for implementation. The date of review will be based on the adoption date of the EOP.

Succession of authority will be managed internally for the Primary and each Support Agency. Chain of Successions will be provided from the Primary and each Support Agency to RCEM.

The general phases of disaster operations include activation (mobilization), field operations (response), and demobilization (recovery). In the aftermath of a disaster, many citizens will have specific needs that must be considered before they can begin their own process of recovery. Typically, there will be a need for such services as:

- Assessment of the extent and severity of damages to homes and other property (Coordinate with ESF 3 and ESF 14).
- Restoration of services generally available in the community: water, food, and medical assistance.
- Repair of damaged homes and property; and professional counseling when the sudden changes resulting from the emergency create mental anguish and inability to cope.
- The County assists individuals, families and businesses within the Rush County area recover by facilitating the availability of these services and by seeking additional resources based on demand.

Recovery occurs in two phases. Short term recovery operations are coordinated from within the Emergency Operations Center. These activities begin during the response phase of the emergency. Long term recovery addresses the rebuilding process that may last years.

Identify agency responsible for liaison roles with the state and adjacent county long term community recovery officials.

The Primary Agency is responsible for information management in support of this ESF during an emergency. Key information will be distributed via WebEOC and/or situation reports on pre-established email rosters.

This ESF will be activated at the discretion of Rush County Emergency Management. During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event. Activation of this ESF will be coordinated through the Primary Agency.

During disaster operations, the Primary Agency will work directly with the Operations Chief located at the Emergency Operations Center for information management and reporting of ESF activities.

Information shall be reported through the Incident Command System. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative shall attend planning meetings and report on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Identify agency responsible for providing initial notification for ESF 14.

Initial Notification

The Board of County Commissioners maintains overall authority for the initial notification process. The Rush County Emergency Coordinator and the Coordinator of the Sheriff's Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the Rush County Emergency Management Coordinator. Notification activities will be coordinated through the

communications facility. The EOC Organization and Assignment of Responsibilities for Notification are provided in ESF 2-Attachment 2.6.

Rush County Emergency Management maintains an Emergency Points of Contact for agencies/departments involved in emergency management operations. The Emergency Management Coordinator maintains the Emergency Points of Contact List in the EOC.

Identify agency responsible for managing the collection, processing, and disseminating of information to and from the EOC.

Information Management

It is the responsibility of the Primary Agency to forward pertinent information to the EOC through whatever channels are necessary. Generally, this will be via 2-way radio communications. EOC information will be reported through the WebEOC. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Individual Agency reporting requirements will be established by each Primary and Support agency to meet the needs of their respective organization.

The ESF representative will be expected to attend planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

The designated Director will maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies and guidelines and report these records to the Primary Agency.

Rapid Impact Assessment

Identify agencies or organizations of the rapid impact assessment team.

Recovery operations for Rush County will be managed by the Rush County Emergency Management Team under the direction of the County Executive. Recognizing that it is important to assess and take steps to reduce the impact of events, every member of a recovery operations organization should be responsible for documenting and recommending possible mitigation actions. Recovery issues involving other jurisdictions and /or special districts will be coordinated and managed between the County, and their designated representatives. The County Emergency Management Department will assist the County Executive in facilitating and leading the recovery process. County departments may take responsibility for certain functions throughout the recovery process.

The Rapid Impact Assessment (RIA) is a quick drive by or windshield survey undertaken by the designated RIA Team to identify the impact of a disaster by providing emergency management an overview of damaged areas through the use of maps and general conditions of impacted areas, and helps define support and resources required for deployment.

The RIA process serves as a tool to document and determine the need for a local disaster declaration if resources are exceeded, and also provides a status report on the physical condition of the county after the event, which starts the process to assess eligibility for a federally declared disaster.

The RIA is a quick indicator of the observed damage specific to geographical areas. The RIA is a tool designed to rapidly:

- Assess the location of visible damage;
- Assess the need to conduct more detailed damage assessment and whether to
- begin considering a request for Mutual Aid at: the Regional, and/or State, and/or Federal level(s); and
- Assist in the effective management of emergency response resources.

Detailed Disaster Assessment

o Describe rapid impact assessment criteria and reporting protocol. To include, but not limited to: Number of

persons affected in disaster area Number of persons evacuated Number of shelters open Number of persons in shelter Number of confirmed injured Number of confirmed fatalities, Number of confirmed missing persons Number of homes and businesses with damage: o Destroyed o Major o Minor o Affected o Uninsured o Number of homes in flood plain o Number of acres burned o Number of critical care facilities damaged o Number of municipally or county owned facilities o Road, bridge, infrastructure damage o Road closures o Utility damage: Power Water o Economic impact of the disaster on the community o Demographics of community County declaration issued

After the rapid impact assessment, the detailed disaster assessment process evolves into a more detailed and continued evaluation of the impacts of the disaster. The detailed damage assessment is needed to document the magnitude of public and private damage for planning recovery activities and to justify the need for State and Federal assistance. A detailed disaster assessment is also necessary to meet the information needs of the public, elected officials and the media.

Damage Assessment Team

The Damage Assessment Team should consist of three components; the Management Team, the Assessment Element, and the Support Element. Team members will be trained and/or specialists in the specific area of expertise. Team contingency is determined by the size of the event.

Management

Team Leader

Assessment Element

HazMat Specialist

Medical Specialist

Mass Care Specialist

Infrastructure Specialist

Fire/SAR

Support Element

Telecom Specialist

Logistics Specialist

Operations Specialist

Deployment Equipment

Assessment Criteria

The Detailed Damage Assessment should include, but is not limited to, the following the following damage criteria:

- Number of persons affected in disaster area
- Number of persons evacuated
- Number of shelters open
- Number of persons in shelter
- Number of confirmed injured
- Number of confirmed fatalities
- Number of confirmed missing persons
- Number of homes and businesses with damage:
 - Destroyed
 - Major
 - Minor

- Affected
- Uninsured
- Number of homes in flood plain
- Number of acres burned
- Number of critical care facilities damaged
- Number of municipally or county owned facilities
- Road, bridge, infrastructure damage
- Road closures
- Utility damage:
 - Power
 - Water
- Economic impact of the disaster on the community
- Demographics of community

The goal is to collect and provide information to determine requirements for critical resources needed to support emergency response activities. The Team is responsible for assessing both overall impact of a disaster event, and determining State and/or Federal immediate response requirements.

The detailed damage assessment may assist in providing documentation for considering a request for a Presidential Disaster Declaration. If it appears that the County may meet the threshold for federal disaster assistance, the Rush County Office of Emergency Management will complete a formal Preliminary Damage Assessment (PDA). Damage assessment guidelines and forms are provided in ESF 3-Public Works and Engineering.

Long Term Environmental Assessment and Restoration

Describe the methods of identifying long term environmental restoration issues.

The goal of long term recovery is to restore facilities and community resources to pre-disaster condition. Long term recovery includes:

- hazard mitigation activities
- restoration and reconstruction of public facilities
- restoration of economic, social and institutional activities
- disaster response cost recovery

The major objectives of long term recovery operations include:

- Coordinated delivery of long term social and health services
- Improved land use planning
- Improved County Emergency Operations Plan
- Reestablishment of the local economy to pre-disaster levels
- Recovery of disaster response costs
- The effective integration of mitigation strategies into recovery planning and operations. Rush County will handle long term recovery activities in the unincorporated area, while acting as a central resource for recovery activities in Rush's jurisdictions
- Hazard mitigation guidelines will be employed in activities undertaken by the County, in cooperation with the local jurisdictions, in order to assist in reduction of vulnerability to future disasters. The County, in coordination with public utilities, will restore essential facilities to their pre-disaster condition by retrofitting, repairing or reconstructing them during long term recovery operations.

ESF 3-Public Works will coordinate with the ESF 12 and private utility companies on efforts to restore utility systems and services during recovery operations. The County will verify that debris removal and cleanup operations are expedited within the unincorporated areas.

The High Plains Mental Health Center will be requested to coordinate and conduct Critical Stress

Debriefings for emergency response personnel and victims of the disaster/event.

In coordination with the Rush County Emergency Management Department and the American Red Cross, sheltering for disaster victims will be provided on a temporary basis.

For federally declared disasters, tele-registration centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for individual assistance grants and Small Business Administration loans. In coordination with the Rush County Office of Emergency Management, the legal jurisdictions within Rush County may establish a Local Assistance Center to house representatives of public and private agencies offering services and resources to residents.

Identify the agency responsible, trained, and equipped for conducting a chemical or radiological assessment of a containment structure.

Chemical or Radiological Assessment

In the event of a disaster or emergency situation requiring the need for an Environmental Assessment, these needs can be divided into two sub categories.

An environmental assessment to include chemical and radiological assessment personnel and equipment is not within the scope of Rush County. The County would rely on resources made available from the State of Kansas, and Federal Government. These resources would include such personnel as radiologists, radiological technicians, botanists, and chemists, in addition to other professionals needed by the Damage Assessment Teams.

- Damage-There are presently several fixed facilities within Rush County that would contain chemical or radiological materials that would require the level of expertise to perform a damage assessment. There are site specific plans in place to address these situations. The need for critical resources in this area would be requested from the State of Kansas.
- Contamination-There are presently several fixed facilities within Rush County that would contain chemical or radiological materials that would require the level of expertise to perform a contamination/damage assessment. There are site specific plans in place to address these situations. The need for critical resources in this area would be requested from the State of Kansas.

Identify the agency responsible in assessing contamination of water, air, food, and ingestion.

Water, Air and Food Assessment

During a disaster ESF 14-Long Term Community Recovery coordinates with ESF 8-Public Health and Medical Services, local water utilities, and ESF 11-Agriculture and Natural Resources for assessment services as follows:

- Analyzes water samples from sources suspected of contamination and makes appropriate recommendations.
- Develops procedures to notify the residents of Rush County how to treat contaminated water.
- Monitors the safe distribution water supplies.
- Coordinate with USDA/FNS for food inspections.
- Coordinates with The Kansas Department of Environment and Health-Bureau of Air and Bureau of Radiation for assessment of potential air and radiation (ingestion) contamination.

The County Public Health Department, in coordination with the Kansas Department of Agriculture, will be responsible for inspecting food preparation and food and water supplies.

Identify the agency responsible for conducting environment assessment for a biological event.

Biological Assessment

An environmental assessment to include biological assessment, personnel, and equipment is not within the scope of Rush County. The Rush County Health Officer would rely on resources made available from the

State of Kansas, and the Federal Government. These resources would include such personnel as biologists, botanists, and chemists, in addition to other professionals needed by the Damage Assessment Teams.

Types of Disaster Declarations and Assistance

Summarize the types of disaster declaration that may be issued by federal officials and the types of assistance that may be made. To include, but not limited to: o Individual Assistance o Public Assistance o Hazard Mitigation

In 1988, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5206, was enacted to support State and local governments and their citizens when disasters overwhelm them. This law, as amended, establishes a process for requesting and obtaining a Presidential disaster declaration, defines the type and scope of assistance available from the Federal government, and sets the conditions for obtaining that assistance. The Federal Emergency Management Agency (FEMA), now part of the Emergency Preparedness and Response Directorate of the Department of Homeland Security, is tasked with coordinating the response.

The Stafford Act (§401) requires that: “All requests for a declaration by the President that a major disaster exists shall be made by the Governor of the affected State.” A State also includes the District of Columbia, Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. The Marshall Islands and the Federated States of Micronesia are also eligible to request a declaration and receive assistance.

The Governor’s request is made through the regional FEMA/EPR office. State and Federal officials conduct a preliminary damage assessment (PDA) to estimate the extent of the disaster and its impact on individuals and public facilities. This information is included in the Governor’s request to show that the disaster is of such severity and magnitude that effective response is beyond the capabilities of the State and the local governments and that Federal assistance is necessary.

Not all programs, however, are activated for every disaster. The determination of which programs are activated is based on the needs found during damage assessment and any subsequent information that may be discovered.

Individual Assistance

The Individuals and Households Program (IHP) is a combined FEMA/EPR and State program. When a major disaster occurs, this program provides money and services to people in the declared area whose property has been damaged or destroyed and whose losses are not covered by insurance. In every case, the disaster victim must register for assistance and establish eligibility.

The IHP-Housing Assistance assures that people whose homes are damaged by disaster have a safe place to live. The IHP-Other Needs Assistance (ONA) provides financial assistance to individuals and households who have other disaster related necessary interest loan from Small Business Administration (SBA).

Public Assistance

Public Assistance, oriented to public entities, can fund the repair, restoration, reconstruction, or replacement of a public facility or infrastructure, which is damaged or destroyed by a disaster.

Eligible applicants include State governments, local governments and any other political subdivision of the State, Native American tribes and Alaska Native Villages. Certain private nonprofit (PNP) organizations may also receive assistance. Eligible PNPs include educational, utility, irrigation, emergency, medical, rehabilitation, and temporary or permanent custodial care facilities (including those for the aged and disabled), and other PNP facilities that provide essential services of a governmental nature to the general public. PNPs that provide “critical services” (power, water-including water provided

by an irrigation organization or facility, sewer, wastewater treatment, communications and emergency medical care) may apply directly to FEMA/EPR for a disaster grant.

Hazard Mitigation

Hazard Mitigation refers to sustained measures enacted to reduce or eliminate long term risk to people and property from natural hazards and their effects. In the long term, mitigation measures reduce personal loss, save lives, and reduce the cost to the nation of responding to and recovering from disasters.

Two sections of the Stafford Act, §404 and §406, can provide hazard mitigation funds when a Federal disaster has been declared. In each case, the Federal government can provide up to 75 percent of the cost, with some restrictions.

Through the Hazard Mitigation Grant Program (HMGP), authorized by §404 of the Act, communities can apply for mitigation funds through the State. The State, as grantee, is responsible for notifying potential applicants of the availability of funding, defining a project selection process, ranking and prioritizing projects, and forwarding projects to FEMA for funding. The State or local government must provide a 25 percent match, which can be fashioned from a combination of cash and in kind sources.

Housing Authority Coordination

Describe the process to coordinate with housing authorities and ESF 6 for short/long term recovery efforts.

ESF 14 coordinates with ESF 6 and the American Red Cross to provide short term shelters and temporary housing for evacuees from hazard areas. Housing assistance from FEMA may be available in the event of a Presidential disaster declaration.

Describe the methods of identifying long term recovery needs of special needs populations and incorporating these needs into recovery strategies.

ESF 14-Long Term Community Recovery coordinates with ESF 6-Mass Care, Housing, and Human Services, ESF 8-Public Health and Medical Services, and ESF 13-Public Safety and Security to identify long term recovery needs of functional needs and institutionalized populations and incorporate these into recovery strategies.

Describe the method of coordination with animal welfare and agricultural stakeholders and service providers in long-term community recovery efforts.

The County's capability for providing expedient health services to injured pets and livestock is limited; these services may have to come from local veterinary hospitals and animal clinics.

ESF 14 will coordinate with ESF 11 for animal and agricultural welfare. Animal evacuation and sheltering should be conducted in conjunction with human evacuation and sheltering efforts in coordination with ESF 6.

The County Extension Office, which serves as the County's technical advisor on agricultural matters, should monitor and coordinate potential long term care of livestock.

Describe coordination with ESF 6 and 8 regarding behavior/mental health assistance.

The Primary Agency is responsible for activation of Support Agencies in the event of an emergency or disaster, and coordinates with ESF 6-Mass Care and ESF 8-Public Health to provide emergency care and health services. The High Plains Mental Health Clinic will be responsible for coordinating the mental and behavioral health provisions for individuals affected by a disaster occurring in Rush County.

High Plains, a licensed community mental health center, is dedicated to an aggressive pursuit of providing a comprehensive mental health program to the citizens of northwest Kansas. High Plains offers a wide range of mental health and social support service teams organized and provided by clinical staff to serve the twenty county area.

Actions

Preparedness

List actions for ESF 14 to be taken for preparedness.

- Pre-disaster planning and coordination is the responsibility of the Primary Department and should occur on a regularly scheduled basis. Schedule to include conducting periodic ESF meetings and conference calls.
- Primary and Support Agencies continually review their roles and responsibilities for this ESF. Assignment of duties within each Department will be reviewed and training for each will be organized and implemented. Any changes within the support Department that affect the ability to perform this ESF will be communicated in writing to Rush County Emergency Management.
- Ongoing contact with ESF Primary and Support Agencies will be maintained by RCEM.
- The Primary Department will continue efforts to coordinate with corresponding private sector organizations.
- Coordinate inter-governmental, non-governmental organization, and private sector preparedness efforts to support this ESF.
- Review and reissue inventory protocols for assessment, allocation, and coordination of communications assets in the event of a domestic disaster

Response

List actions for ESF 14 to be taken for response.

- Primary and Support Agencies initiate and manage tasks as defined by their operational plans in support of this ESF.
- Coordination of information from the ESF to the EOC is through the Primary Agency.
- Organize and provide direction to resources within their functional area. Provide staff for the operations at fixed and field facilities and maintaining trained personnel to support the response.
- The Primary Agency is responsible for notifying and requesting assistance from support agencies in order to manage task assignments. Work with appropriate private sector organizations to maximize use of available resources.
- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities.
- Assess the need for and request goods and services as needed. Promote financial and property accountability for ESF activities. Immediately following the occurrence of a disaster, assess the overall status of the areas within the county and begin determination of potential needs and resources.
- Continue planning for short term and long term disaster management and recovery operations.

Recovery

List actions for ESF 14 to be taken for recovery.

- Primary and Support Agencies continue with activities as directed by the Incident Command. In addition, the support Department will initiate any recovery activities assigned to it by this ESF.
- Assist in the evaluation of damaged critical infrastructure assets. Recommend a strategy for restoration of communication service and assets.
- Completes post disaster reporting and evaluates the disaster to identify lessons learned.

Prevention/Mitigation

List actions for ESF 14 to be taken for prevention/mitigation. Identify mitigation measures.

- Primary and Support Agencies finalize reporting and make recommendations for mitigation measures. Measures could include actions to protect their facilities, resources, and mitigate the effects of future disasters on this ESF.
- Viable recommendations should be formulated and proposed for acceptance and funding through the appropriate process.

Reference ESF 14 Checklist for other Actions.

Responsibilities

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

Primary and Support Agencies

- Attend scheduled meetings to promote planning functions in support of this ESF.
- Assess the need for and prioritize the deployment of services based on available resources and critical needs as they related to ESF 14 responsibility. Also to develop guidelines to obtain private sector support as required.
- Request volunteer agencies and private resources with assets to contribute those assets to the response effort.
- Evaluate the availability, operational condition and duration of need, and logistical requirements necessary to obtain critically needed equipment.
- Participate in drills and exercises to evaluate local communications capability.
- Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies and guidelines and report these records to the Primary Agency.

Emergency Management

- Coordinate with each Support Agency through regularly scheduled meetings to verify planning functions are carried out to support this ESF.
- Oversee the coordination management of resources, facilities and equipment.
- Maintain records of expenditures and document resources utilized during response and recovery efforts.

County Appraiser

- Provide pre-disaster appraised values for real property (land/improvements and structure)

Public Utilities

- Provide resources and personnel to assist with long term recovery activities

Cities

- Utilize City resources to accomplish long term recovery activities
- When City resources are exhausted or insufficient, request assistance from the County
- Coordinate with the County on recovery issues

Codes Enforcement

- Provide resources and personnel to assist with long term recovery activities

Chamber of Commerce

- Serve as a liaison to local business and industry

Road and Bridge Department

- Provide resources and personnel to assist with long term recovery activities
- Assist in identifying and implementing mitigation strategies

Facilities Management

- Provide resources and personnel to assist with long term recovery activities

Public Health

- Provide resources and personnel to assist with long term recovery activities

Volunteer Organizations

- Provide ongoing disaster relief to individuals and families affected by the disaster
- Coordinate efforts to help provide equitable and unduplicated services

Planning and Land Use

- Provide resources and personnel to assist with long term recovery activities
- Assist in identifying and implementing mitigation strategies

ESF 14-Checklist

See [ESF 14-Checklist](#)

Attachments

List of necessary contacts. Sample forms and logs. Rapid Impact Forms. Reference appropriate plans and/or procedures for receiving or notifying certain staff, facilities, departments, etc.

Sample Forms and Logs-Reference ESF 5-ICS Forms.

Attch 14.1 Services Contacts List

See [Attch 14.1 Services Contacts List](#)

Attch 14.2 Damage Assessment and Recovery

See [Attch 14.2 Damage Assessment and Recovery](#)

Attch 14.3 Rapid Assessment Incident Report Forms

See [Attch 14.3 Rapid Assessment Incident Report Forms](#)

Attch 14.4 Disaster Event Report

See [Attch 14.4 Disaster Event Report](#)

Attch 14.5 Damage Assessment Team Log

See [Attch 14.5 Damage Assessment Team Log](#)

Attch 14.6 Right of Entry Agreement

See [Attch 14.6 Right of Entry Agreement](#)

ESF 15-External Affairs/Emergency Public Information

List ESF coordinating agency responsible for ESF 15.

ESF Coordinator

Rush County Public Information Officer (PIO)

List ESF primary agencies responsible for ESF 15.

Primary Agency

Rush County Emergency Management Department

Rush County Board of County Commissioners

Rush County Sheriffs Department

List ESF support agencies responsible for ESF 15.

Support Agency

Rush County and Municipal Departments and Townships

Public Broadcasting and News Media

Radio Amateur Civil Emergency Service (RACES)

Kansas Governors Office

Kansas Office of Public Affairs

Federal Emergency Management Agency (FEMA)

Purpose, Scope, Policies/Authorities

Purpose

This section explains the plans, who is involved, and why it was developed. • Purpose statement that describes the reason for the development of this annex.

This ESF implements Annex 15 of the Emergency Operations Plan. This annex provides for county assets to be deployed to the field during a potential or actual disaster to provide accurate, coordinated, and timely information to affected audiences, including governments, media, the private sector, and the populace.

Scope

Identify what the annex contains Identify who the annex applies to Identify how the annex benefits the jurisdiction

This ESF coordinates actions to provide the required external affairs support to County and disaster management elements, and 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 a disaster.

The provisions of this annex apply to disasters and any Oil and Hazardous Substances Pollution Contingency Plan response or other event where significant inter-department coordination is required.

Many Support Agencies have designated Public Information Officers (PIOs) and existing departmental emergency public information plans and procedures. Support Agencies are responsible for the development and maintenance of their own internal operating and notification procedures. No part of this annex is intended to supplant agency SOG/SOPs.

There are multiple Primary Agencies listed for this ESF. The lead agency will be determined by the major needs for the type and location of the disaster.

Policies/Authorities

List county specific policies regarding ESF 15.

This ESF will be activated at the discretion of Rush County Emergency Management. During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event. Activation of this ESF will be coordinated through the Primary Agency.

This ESF provides the resources and structure for the implementation of this Operations Plan. Disaster communications actions are consistent with the template established in the National Incident Management System (NIMS).

List state policies or authorities regarding ESF 15.

State Authorities

The Governor's Office, Kansas Division of Emergency Management, and the Kansas Office of Public Affairs are responsible for the State of Kansas ESF 15-External Affairs.

List federal authorities regarding ESF 15.

Federal Authorities

The Federal authority responsible for ESF 15-Public Affairs is the Federal Emergency Management Agency.

Concept of Operations

General (Command, Control, and Notification)

Describe how external affairs/emergency public information efforts in support of emergency operations will be directed and controlled.

The Rush County Coordinator, in coordination with the Board of County Commissioners, is responsible for organizing and coordinating information management for Rush County during emergency or disaster operations.

The Rush County PIO is responsible for organizing and coordinating external communications during emergency operations. Established systems and guidelines for collecting, processing and disseminating information are provided in ESF 15 and its attachments.

During EOC Activation, the needs of EOC staff will be coordinated through the EOC Manager.

In the event of a potential threat, Primary Agencies will be notified by telephone or radio.

Each Support Agency will be responsible for the notification, coordination, scheduling and reporting of support staff and 24-hour staffing.

Identify agency responsible for liaison roles with the state and adjacent county external affairs/emergency public information officials.

It is the responsibility of the Primary Agency to forward pertinent information to the EOC through whatever channels are necessary. Generally, this will be via 2-way radio communications. EOC information will be reported through the WebEOC for situational awareness. Upon activation of this ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Individual Department reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will attend planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Identify agency responsible for providing initial notification for ESF 15.

Initial Notification

The Board of County Commissioners maintains overall authority for the initial notification process. The Rush County Emergency Coordinator and the Coordinator of the Sheriff's Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the Rush County Emergency Management Coordinator. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities for Notification are provided in ESF 2-Attachment 2.6.

Rush County Emergency Management maintains an Emergency Points of Contact for agencies/departments involved in emergency management operations. The Emergency Management coordinator maintains the Emergency Points of Contact List in the EOC.

Identify agency responsible for managing the collection, processing, and disseminating of information to and from the EOC.

Information Management

The Primary Agency is responsible for information management in support of this ESF during a disaster. Information shall be reported through the Incident Command System. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative shall attend planning meetings and report on the level of preparedness and activities of this ESF to include the Primary and Support Agencies.

Describe how public statements on shelter capacity and availability will be updated as people/animals are coming to shelters.

The ESF representative will attend routine EOC Team ESF briefings document shelter capacities and space availability for notification to the public.

Public Announcement/Media Releases

Describe the role of a public information officer and the actions this person will take to coordinate public information releases. May include, but not limited to: o Setting up a Joint Information Center. o Working with media at the scene. o Coordinating information among agencies. o Coordinating information among elected and appointed official.

During a disaster this ESF's activities are implemented in coordination with the RCEM. The ESF Coordinator is responsible for overall coordination of public information activities at the county level, and alerts additional supporting departments and agencies to provide representatives to the appropriate ESF 15 location, or to provide representatives who are immediately available via telecommunications (e.g., telephone, fax, conference calls). These ESF components provide appropriate representatives who are available to deploy rapidly to the disaster location.

This ESF identifies the guidelines to resource the external affairs processes as described in this Plan. External affairs resources are coordinated by the ESF 15 representatives in the Emergency Operations Center (EOC) as directed by the County Emergency Coordinator. This ESF provides the county resource and implementation mechanisms to verify delivery of the messages developed in coordination with the inter-department response groups and elected officials. The staff of RCEM coordinates messages with public affairs representatives from involved departments and agencies.

If there is a major event involving several jurisdictions in/or adjacent to Rush County, it is likely that a Joint Information Center (JIC) will be established to provide a coordinated method for release of emergency public information that is gathered through the Joint Information System (JIS). The decision to establish a JIC will be made by the EOC's incident command in collaboration with the responsible officials of involved jurisdictions. Establishing a location will be dependent on availability of resources and communications capabilities.

Once a JIC is activated, all emergency public information activities, including media inquiries, 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.

For safety purposes, and control of response activities, media access to disaster sites and emergency facilities will be controlled through the use of the NIMS public information guidelines. Areas of control will be established at a neutral site(s) where media and bystanders will be required to congregate for release of disaster information as it is received. The PIO, in coordination with the RCEM will be responsible for coordination and staffing of release sites.

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

Public Notification

The ESF 15 Coordinator should work to establish communications with all Joint Information System (JIS) components to facilitate the exchange of information. The use of an organized JIS should help provide inter-agency communication and the release of consistent information.

Many methods may be used to disseminate information to the public during a disaster (warning systems, in general, are described in Annex ESF-2 Communications). The PIO will determine methods for disseminating local emergency information depending on available means as appropriate to the emergency. This may include radio, newspaper, television, electronic communications (including social media such as Facebook and Twitter), mobile public address systems, and door to door.

Identify the process to verify information's accuracy before release to public. Identify and describe the actions that will be taken to ensure that information provided by all sources includes the content necessary to enable reviewers to determine its authenticity and potential validity.

Information Process and Confirmation

Rush County news releases will be verified and approved through the Emergency Management Coordinator or the BOCC Chairperson from the EOC, and the Incident Commander should verify information obtained from the scene of the disaster.

A Joint Information System (JIS) system will be implemented that provides an organized, integrated, and coordinated mechanism to deliver understandable, timely, accurate, and consistent information to the public in a crisis. It includes the plans, protocols, and structures used to provide information to the public during disaster operations; and encompass all public information operations related to a disaster, including federal, state, local, tribal and private organization PIOs, staff, and JICs established to support a disaster. Key elements include the following: inter-agency coordination and integration; developing and delivering coordinated messages; support for decision makers; and flexibility, modularity, and adaptability.

• 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.).

Rumor Mill

In an attempt to control rumors, Rush County news releases will be approved by the Emergency Management Coordinator or the BOCC Chairperson from the EOC, and the Incident Commander should

verify information obtained from the scene of the disaster.

Information that is received by the PIO that appears to be questionable or false will be verified through another source, prior to being released to the public. The verification can be a return telephone call to the information source, or by having another agency or department verify the authenticity of the information. If the information cannot be verified through at least one additional source, it will not be released to the general public.

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).

Media Outlets

The JIC is designed to be flexible to accommodate the unique requirements of any emergency or disaster situation and its structure and staffing should be customized for each response. Regardless of the disaster, the function of the JIC as the primary media outlet 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:

- Establish and maintain contact with local radio, television and print media;
- Develop and disseminate written information such as news releases, fact sheets and other reports as needed;
- Schedule news conferences or interviews with department heads and other officials; brief them if appropriate;
- Provide interview opportunities that consider the unique needs of each medium (television, radio, print);
- Establish and maintain a communications link or a Joint Information System (JIS) with field PIOs and all remote sites performing public information activities;
- Monitor the information being released by the media to provide appropriate information releases, and take steps to correct any inaccurate information;
- Exchange information with elected officials, voluntary organizations, industry representatives, State and Federal PIOs and other involved agencies as the situation dictates;
- Provide ongoing information to and coordination with County, City, State and Federal elected officials.

Media resources are provided in Attachment 15.2-Media Organization Contacts and Attachment 2.8-Association of Broadcasters.

In cooperation with the EOC and on-scene personnel, the Incident Commander may allow media representatives restricted access to the scene, accompanied by a member of the Public Information staff. This should be done with regard to the safety of media personnel, the impact on response, and the wishes and concerns of the victims.

Response personnel must be protected from unwanted media intrusion. Off shift personnel should be provided uninterrupted rest. It may be necessary to provide security to facilities where response personnel are housed and disconnect the telephones to ensure privacy.

Victims and families should have access to public officials without having to face media. Try to provide a secure entrance to the administrative offices, or arrange a briefing/interview room away from the media.

The media may be allowed access to response personnel at the discretion of the Incident Commander, only if such an interview does not interfere with the response effort.

Response personnel should not comment on the disaster without the knowledge and consent of the Public Information Officer or IC.

Functional Needs

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 in the workplace, public venues, and in their homes.

Every effort will be made to provide emergency public information to functional needs groups, such as the hearing and visually impaired and non English speaking populations. Close coordination will be required with the government, volunteer and community agencies described further in ESF-6 Mass Care, Housing and Human Services.

Hearing impaired

The Emergency Alerting System (EAS) provides trailers on TV screens provide weather watch and warning messages and other emergency information.

Visually impaired

The Emergency Alerting System (EAS) provides audio alerting via radio and television stations. Some emergency planning and disaster information brochures are available in Braille.

Non English Speaking

Many televisions have the capability to provide closed captioning in Spanish.

Schools

Most schools in the County have installed alert receivers to receive emergency notifications, and monitor Radio and/or TV for information. Warnings are also available through the EAS.

Hospitals & Nursing Homes

Nursing homes have access to alert receivers, EAS and the media.

Correctional Facilities

Correctional facility staff monitors the County 800 system and has procedures for the handling of inmates in an emergency.

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.

The Rush County PIO will collect and maintain a file of fact sheets, instructions and procedures, and other readily available pre-scripted information on a wide range of topics to support the rapid dissemination of public information. This pre-scripted information will usually be generic in nature and non-specific to the event, but may still prove valuable to both the media and the public in the early stages of an emergency or disaster. Reference attachments 15.3, 15.4, and 15.5 for examples of such pre-scripted information.

Actions

Preparedness

List actions for ESF 15 to be taken for preparedness.

- Primary and Support Agencies begin preparations to institute and manage activities defined by this ESF.

Response

List actions for ESF 15 to be taken for response.

- Primary and Support Agencies initiate and manage tasks as defined by their operational plans in support of this ESF. Coordination of information from the ESF to the EOC will be coordinated through the Primary Agency.

Recovery

List actions for ESF 15 to be taken for recovery.

- Primary and Support Agencies continue with response activities and initiate recovery activities necessary to support this ESF.

Prevention/Mitigation

List actions for ESF 15 to be taken for prevention/mitigation. Identify mitigation measures.

- Primary and Support Agencies begin instituting mitigation measures to protect their facilities, resources, and other issues defined by this ESF.

Reference the ESF 15 Checklist for other Actions.

Responsibilities

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

Primary and Support Agencies

- In coordination with RCEM, the Rush County Public Information Officer has overall responsibility for coordination of this ESF and information released to the media.
- The Emergency Alert System (EAS) is a tool for authorities to quickly send important emergency information to a specific area. The EAS is designed to deliver EAS messages and to account for the needs of such functional needs populations as the deaf and those with differing language requirements. RCEM is the County agent for the EAS.
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions
- Provide ongoing status reports as requested by the Public Information and External Communications Coordinator
- Provide a representative to the County EOC, when requested
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement
- Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work in the event that reimbursement becomes available from the State and Federal government
- Maintain up-to-date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department
- Perform other emergency tasks as assigned

County PIO

- The PIO is official spokesman for and is a member of the EOC staff. The County PIO will coordinate with and support of other appointed PIOs. The PIO is responsible for public information activities, including the collection, coordination, and dissemination of emergency public information material to the residents and transient population. Information for the visually impaired and non English speaking groups will be provided by volunteer agencies in coordination with ESF 15. Information for the hearing impaired will be disseminated either through written materials or through signers, as available.

Local PIO

- During a locally declared disaster/emergency, the mayor of the affected jurisdiction may appoint a local PIO. The responsibilities of this staff member are the same as for the County PIO.

Support Staff

- The PIO will appoint a support staff as needed to assist in the public information functions.

State PIO

The State Emergency Management PIO, during a state declared disaster, has the following responsibilities:

- Coordinates with and supports the local government PIO.
- Releases information concerning the state's involvement and/or activities.
- Acts as a state liaison with the Governor's Public Information Office and the Federal PIO.

Federal PIO

The Federal Emergency Management Agency's PIO, during federally declared disasters, has the following responsibilities:

- Coordinates with and supports state and local government PIO
- Releases information concerning FEMA's involvement and/or activities.

Private PIO

- Volunteer and private organization PIO's will coordinate with the local and/or County PIO and release information concerning their efforts.

ESF 15 Checklist

See [ESF 15 Checklist](#)

Attachments

List the local media contacts, including after hour phone contact information. Include their abilities to provide warnings. Sample forms. Sample press releases. Sample protective action measures. List resources available for disseminating emergency public information. Include pre-scripted emergency messages. Include public information checklists for principal hazards. Reference appropriate plans and/or procedures for receiving or notifying certain staff, facilities, departments, etc.

Sample Forms and Logs-Reference ESF 5-ICS Forms.

Attch 15.1 Public Information Protocols

See [Attch 15.1 Public Information Protocols](#)

Attch 15.2 Media Organization Contacts

See [Attch 15.2 Media Organization Contacts](#)

Attch 15.3 Sample Press Releases (EAS Messages)

See [Attch 15.3 Sample Press Releases \(EAS Messages\)](#)

Attch 15.4 Pre-Scripted Public Notification

See [Attch 15.4 Pre-Scripted Public Notification](#)

Attch 15.5 Primary Hazards Checklist

See [Attch 15.5 Primary Hazards Checklist](#)

Attch 15.6 Protective Actions

See [Attch 15.6 Protective Actions](#)

INCIDENT ANNEXES

Introduction to the Incident Annexes

Purpose

This section provides an overview of the annexes applicable to situations requiring specialized, incident specific implementation of the County Emergency Operations Plan (CEOP).

Background

The Incident Annexes address contingency or hazard situations requiring specialized application of the CEOP. The annexes in the sections that follow address the following situations:

- Foreign Animal Disease
- Terrorism
- Biological

Incident Annex Contents

The annexes describe the policies, situation, concept of operations, and responsibilities pertinent to the type of incident in question.

Policies

Each annex explains unique authorities pertinent to that incident, the special actions or declarations that may result, and any special policies that may apply.

Situation

Each annex describes the incident situation as well as the planning assumptions, and outlines the approach that will be used if key assumptions do not hold (for example, how authorities will operate if they lose communication with senior decision makers).

Concept of Operations

Each annex describes the concept of operations appropriate to the incident, integration of operations with CEOP elements, unique aspects of the organizational approach, notification and activation processes, and specialized incident-related actions.

Each annex also details the coordination structures and positions of authority that are unique to the type of incident, the specialized response teams or unique resources needed, and other special considerations.

Responsibilities

Each Incident Annex identifies the coordinating and cooperating agencies involved in an incident specific response; in some cases this responsibility is held jointly by two or more departments.

The overarching nature of functions described in these annexes frequently involves either the support to, or the cooperation of, departments and agencies involved in incident management efforts. In some cases, actions detailed in the annex also incorporate various components of Emergency Management, and other departments and agencies, to provide seamless integration of, and transitions between, preparedness, prevention, response, recovery, and mitigation activities. The responsibilities of the coordinating agency and cooperating agencies are identified below.

Coordinating Agency

Coordinating agencies described in the CEOP annexes support the incident management mission by providing the leadership, expertise, and authorities to implement critical and specific aspects of the response. In accordance with Homeland Security Presidential Directive-5, Emergency Management retains responsibility for overall domestic incident management. Local agencies designated as coordinating agencies, in close coordination with Emergency Management, are responsible for implementation of processes detailed in the annexes that follow. In Annexes that share duties, the

responsibilities of the coordinating agency may be shared or delegated based on the nature or the location of the incident. The coordinating agency is responsible for the following:

- Orchestrating a coordinated delivery of those functions and guidelines identified in the annex
- Providing staff for operations functions at fixed and field facilities
- Notifying and sub-tasking cooperating agencies
- Managing tasks with cooperating agencies, as well as appropriate State agencies
- Working with appropriate private sector organizations to maximize use of available resources
- Supporting and keeping ESFs and other organizational elements informed of annex activities
- Planning for short term and long term support to incident management and recovery operations
- Maintaining trained personnel to provide appropriate support.

Cooperating Agencies

The coordinating agency will notify cooperating agencies when their assistance is needed. Cooperating agencies are responsible for the following:

- Conducting operations, when requested by the coordinating agency, using their own authorities, subject matter experts, capabilities, or resources
- Participating in planning for incident management and recovery operations and development of supporting operational plans, standard operating guidelines, checklists, or other tools
- Furnishing available personnel, equipment, or other resource support as requested by the Incident Annex coordinator
- Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities
- Nominating new technologies or guidelines to improve performance

When requested, and upon approval of the Secretary of Defense, the Department of Defense (DOD) provides Defense Support of Civil Authorities (DSCA) during domestic incidents. Accordingly, DOD is considered a cooperating agency to the majority of Incident Annexes.

IA-1 Foreign Animal Disease (FAD) Annex

Introduction

Purpose

The Foreign Animal Disease (FAD) Incident Annex to the CEOP establishes the strategy for implementing and coordinating an accelerated, proactive local response to the incident. Some animal diseases are zoonotic and this coordination may also involve the identification and control of diseases of public health significance. Issues of major concern in preparedness and response to a foreign animal disease event include prevention of introduction, disease surveillance, rapid identification, initiation of steps to reduce the further spread of the disease, and euthanasia and disposal of infected, exposed, and/or dead animals.

The purpose of the Foreign Animal Disease Plan (FAD Plan) is to address specific organizational structures, response methods, and related emergency actions required to respond to a FAD threat.

A more detailed and operationally specific Response Incident Plan-the FAD Plan Annex is maintained under separate cover and is designated "For Official Use Only".

Scope

General

The Foreign Animal Disease Plan serves as an Incident (or Hazard Specific) Annex to the County Emergency Operations Plan (CEOP). As such, it can be used in conjunction with CEOP systems and guidelines.

Special Considerations

The intent of this annex is to include local and United States Department of Agriculture/Animal and Plant Health Inspection Service (USDA/APHIS) accredited veterinary practitioners.

It is anticipated that supporting private organizations identified in the plan will participate to the fullest extent possible.

Policies

The Foreign Animal Disease Incident Annex strategy is consistent with National Response Framework (NRF) and the National Incident Management System (NIMS) protocols and Incident Command System conventions.

The Governor, in conjunction with Kansas Division of Animal Health is responsible for designating an outbreak of foreign animal disease as a disaster.

The County Executive shall declare an emergency in conjunction with State authorities, and the Kansas Department of Agriculture, Division of Animal Health.

County/City resources remain under County IC oversight during mobilization and deployment until State and/or Federal agencies arrive to establish a unified command.

Situation

Incident Condition: During emergency operations and recovery assistance activities it is extremely important that safety and health requirements are implemented. Response personnel often perform unusual, difficult, hazardous tasks while in a challenging environment, and these conditions increase the risk of accident or exposure to hazardous agents. Additionally, resources are in short supply, and the loss of any resource to an accident severity affects the ability to respond. Safety and occupational health of county, state and federal responders, contractors, and members of the public involved in response activities to FAD will be the primary concern during county emergency response and recovery operations.

In a foreign animal disease outbreak, it is expected that the state and federal government, or other national entities, will provide expedited assistance in the following areas:

Housing and Human Services. The ability to provide functions such as temporary shelter, food, medical care, clothing, and other essential support needs to emergency response personnel and the general public may quickly overwhelm local capabilities.

Law Enforcement. Resources and personnel to perform operational activities that include isolating Infected Premises, Stop Movement Directives, establishing Quarantine Zones, traffic control, and diversion of in transit livestock on a 24/7 basis will quickly outstrip locals capabilities.

Decontamination and Disinfection. Incidents involving a highly infectious or contagious disease may require mass decontamination and disinfection of personnel, property, and equipment at multiple locations. Given the potentially large numbers of personnel and domestic animals involved in a response, resulting decontamination requirements may quickly outstrip local and state capabilities.

Public Health and Medical Support. The ability to provide functions such as medical care, clothing, and other essential support needs to emergency response personnel and the general public may quickly overwhelm local public health capabilities.

Medical Equipment and Supplies. The ability to provide medical equipment, medication and supplies to specific zoonotic diseases may quickly overwhelm local public health capabilities.

Transportation and Heavy Equipment. The ability to provide response transportation and heavy equipment such as busses, trucks, vans, excavators, trackhoes, dump trucks, etc. may quickly overwhelm local capabilities.

Euthanasia and Disposal. Incidents involving large numbers of infected livestock may require mass euthanasia at multiple locations. Given the potentially large numbers of personnel and domestic animals involved, personnel requirements may quickly outstrip local and state capabilities.

Long Term Community Recovery and Mitigation. Incidents involving euthanasia of large numbers of highly infectious or contagious animals will require major expenditures of local capital resources over an extended period. Given the potential economic loss and expense of recovery activities, State and Federal assistance for mitigation and recovery will be necessary.

Planning Assumptions

Livestock and wildlife in Kansas are subject to a variety of highly contagious foreign animal diseases.

If foreign animal disease is not controlled in a timely fashion, such an event would severely impact if not devastate the economic stability and viability of the state and national livestock industry. FAD may be difficult to identify, isolate, and eradicate and may spread to other states/countries.

The State Livestock Commissioner Foreign Animal Disease Diagnostician (FADD) will implement effective and workable protocols for responding to FAD incidents.

A FAD may be introduced by natural pathways or could be introduced as an act of terrorism. The Department of Homeland Security (DHS) will respond to all FAD outbreaks as a terrorist attack until proven otherwise. An outbreak could occur from a disease event within the State, be transmitted by affected livestock and wildlife, livestock related products or wastes from other states and countries, or could occur as the result of an act of terrorism.

Local government (Emergency Management, Law Enforcement, Fire Services, etc.) have limited capabilities, but will be the first to respond to a FAD incident. The State will provide additional assistance after the first 24-48 hours. State resources are limited and may not be sufficient to handle a widespread outbreak. The federal government will provide assistance when local and state resources are exhausted or

insufficient to carry out a viable response to the incident.

Livestock owners typically do not have the capability to respond to a FAD outbreak including the necessary resources and equipment to depopulate and decontaminate the entire affected premises.

Some FADs can adversely affect humans and the surrounding environment. Protective measures will be implemented to preserve health and safety and the integrity of the environment.

Control and eradication of an identified FAD will involve much local, state, and federal agencies, not just those associated with agricultural activities.

Qualified and approved costs associated with FAD response and recovery operations may be borne by the federal government.

Public Relations will play a major role in responding to a FAD outbreak. Livestock owners, animal rights activists and other citizens may object to depopulation of animals. Some individuals may not accept or recognize the validity of the threat posed by a FAD and consequently obstruct or take actions counter-productive to government response activities.

Response to a FAD typically involves local, state, federal, and private agencies working together, using their authorities and expertise, to slow its spread and to control and eradicate the disease.

The Kansas Division of Animal Health (KAH) is prepared to implement the Kansas Emergency Response Plan to respond, in conjunction with the Local Incident Commander and onsite Foreign Animal Disease Diagnostician, to potential emergencies and disasters involving foreign animal diseases.

When an outside entity is relied upon for excavation and earthwork (outside contractors), a written agreement shall be made or a memorandum of record (stating the terms of the arrangement and the details for services) shall be provided to the Incident Commander and/or FADD. The outside entity must be made aware of the conditions, disease, and circumstances of the work. The outside entity must also be made aware of the potential, however remote, that the equipment may not be allowed to leave the site.

Concept of Operations

Response

State Agencies responding to a FAD outbreak will initially rely on local resources for response operations during the first 24 to 48 hours of the incident. If local resources are inadequate, the county will request additional support through other means such as mutual aid and/or Memorandum of Understanding (MOU) agreements with other counties.

Initial notification of suspected FAD in Kansas is expected to come from a local producer, veterinary practitioner, meat inspector, or a diagnostic laboratory.

A Foreign Animal Disease Diagnostician from Kansas Division of Animal Health or USDA/APHIS will conduct an onsite investigation.

Kansas Division of Emergency Management (KDEM) will be notified upon initiation of FAD investigations.

When USDA/APHIS confirms a positive test, the Livestock Commissioner will immediately notify KDEM, which in turn will notify the Governor and emergency response agencies.

KDEM will coordinate response activities with local emergency management officials in support of KAH. KDEM will coordinate with and be the liaison with the federal agencies for additional support, as needed. KDEM will activate the Kansas Emergency Operations Center (EOC) to the level required by the event, in support of KAH. The Adjutant General, as Coordinator of KDEM, will advise the Governor of the support requirements. The Governor may exercise their authority in declaring a State Disaster. Upon such declaration, the Adjutant General may direct any and all agencies of State government to provide

assistance under the policies and structures of the Kansas Emergency Response Plan.

The State readiness levels describe the status of response actions from normal operations to the full activation of the State Emergency Response Plan for a FAD occurrence. The following table summarizes the response levels for activation of the State FAD Plan.

State Readiness Table

See [State Readiness Table](#)

Federal Agency Response

Unlike most other emergencies, FAD disasters impact the nation's economy and international trade status from the moment a single case is found in the U.S. Because of its international implications, the US Department of Agriculture (USDA) will become an active participant in the coordination of the response to this event. Federal law authorizes USDA to take lead of a disaster in any given state should USDA officials believe state and local response activities are not adequate.

Disaster Declaration Process

Index Case

If the event is the first of its nature (Index Case) in the nation, and given that the official diagnosis of a FAD in the U.S. rests in the hands of the Federal government, the State of Kansas will cooperate by issuing a State Disaster Declaration to coincide with the issuance of USDA's Secretarial Disaster Declaration. In an Index Case scenario, County governments are strongly encouraged to withhold issuing a Local Disaster Declaration until an official determination of FAD in the US is made to avoid an unwarranted and catastrophic economic downturn for the livestock market throughout the nation.

Additional Cases

If the USDA has already confirmed the presence of a FAD in the continental United States, the Governor of the State of Kansas may issue a State Disaster Declaration based on the recommendation of the Kansas Livestock Commissioner. County governments are strongly encouraged to coordinate their local disaster declarations with the Kansas Division of Animal Health and Kansas Division of Emergency Management to verify adequate emergency measures are undertaken.

Local Agencies

There are many scenarios where Kansas counties may be required to provide a level of response activities within Activation Levels 1 through IV. The type of activities required will depend on the disease agent and whether the FAD response occurs outside or within the state.

Implementation of certain elements or specific activities of the County FAD Plan may be required in response to a highly likely or confirmed FAD case/outbreak. For instance, initiating Stop Movement in support of a FAD outbreak in an adjacent state, or in Kansas, may require certain actions from specific counties. The actual level of response will be based on the State's risk analysis and scientific data available for the disease (type, location, infectious nature, etc.), which could include (up to and including) activation of the entire Plan (Level IV).

IA-2 Terrorism Annex

Introduction

Purpose

The purpose of this annex is to facilitate an effective law enforcement and investigative response to threats or acts of terrorism within the United States, regardless of whether they are deemed credible and/or whether they escalate to a disaster. To accomplish this, the annex establishes a structure for a systematic, coordinated, unified, timely, and effective law enforcement and investigative response to threats or acts of terrorism.

Scope

This annex is a strategic document that:

- Provides planning guidance and outlines operational concepts for the law enforcement and investigative response to a threatened or actual terrorist Incident in the County;
- Acknowledges and outlines the unique nature of each threat or incident, the capabilities and responsibilities of the local jurisdictions, and the law enforcement and investigative activities necessary to prevent or mitigate a specific threat or incident.

Policies

The United States regards terrorism as a potential threat to national security, as well as a violent criminal act, and applies all appropriate means to combat this danger. In doing so, the United States vigorously pursues efforts to deter and preempt these crimes and to apprehend and prosecute directly, or assist other governments in prosecuting, individuals who perpetrate or plan terrorist attacks. To verify the policies established in applicable Presidential directives are implemented in a coordinated manner, this annex provides overall guidance to county and local agencies concerning the government's law enforcement and investigative response to potential or actual terrorist threats or incidents that occur in the County, particularly those involving weapons of mass destruction (WMD), or chemical, biological, radiological, nuclear, or high explosive (CBRNE) material.

Federal Agencies

The law enforcement and investigative response to a terrorist threat or incident within the United States is a highly coordinated, multi-agency local, state, and federal responsibility. In support of this mission, the following federal agencies have primary responsibility for certain aspects of the overall law enforcement and investigative response:

- Department of Defense (DOD)
- Department of Energy (DOE)
- Department of Health and Human Services (HHS)
- Department of Homeland Security (DHS)
- Department of Justice/Federal Bureau of Investigation (FBI)
- Environmental Protection Agency (EPA)

According to HSPD-5, "The Attorney General has lead responsibility for criminal investigations of terrorist acts or terrorist threats by individuals or groups inside the United States, or directed at U.S. citizens or institutions abroad, where such acts are within the Federal criminal jurisdiction of the United States, as well as for related intelligence collection activities within the United States, subject to the Critical Security Act of 1947 and other applicable law, Executive Order 12333, and Attorney General approved guidelines pursuant to that Executive order. Generally acting through the Federal Bureau of Investigation, the Attorney General, in cooperation with other Federal departments and agencies engaged in activities to protect our Critical security, shall also coordinate the activities of the other members of the law enforcement community to detect, prevent, preempt, and disrupt terrorist attacks against the United

States. Following a terrorist threat or an actual incident that falls within the criminal jurisdiction of the United States, the full capabilities of the United States shall be dedicated, consistent with U.S. law and with activities of other Federal departments and agencies to protect our Critical security, to assisting the Attorney General to identify the perpetrators and bring them to justice. The Attorney General and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.”

Although not formally designated under this annex, other federal departments and agencies may have authorities, resources, capabilities, or expertise required to support terrorism-related law enforcement and investigation operations. Agencies may be requested to participate in federal planning and response operations, and may be requested to designate liaison officers and provide other support as required.

Deployment/Employment Priorities

In addition to the priorities identified in the County Emergency Operations Plan (CEOP) Basic Plan, the law enforcement and investigative response to terrorist threats or incidents is based on the following priorities:

- Preserving life or minimizing risk to health; which constitutes the first priority of operations.
- Preventing a threatened act from being carried out or an existing terrorist act from being expanded or aggravated.
- Locating, accessing, rendering safe, controlling, containing, recovering, or disposing of a WMD that has not yet functioned, and disposing of CBRNE material in coordination with appropriate departments and agencies (e.g., DOD, DOE, EPA).
- Apprehending and successfully prosecuting perpetrators of terrorist threats or incidents.

Planning Assumptions and Considerations

In addition to the planning assumptions and considerations identified in the EOP Basic Plan, the law enforcement and investigative response to terrorist threats or incidents, particularly those involving WMD and CBRNE material, are based on the following assumptions and considerations:

- A terrorist threat or incident may occur at any time of day with little or no warning, may involve single or multiple geographic areas, and may result in mass casualties.
- The suspected or actual involvement of terrorists adds a complicating dimension to incident management.
- The response to a threat or actual incident involves law enforcement and investigative activity as an integrated element.
- In the case of a threat, there may be no incident site, and no external consequences, and, therefore, there may be no need for establishment of traditional Incident Command System (ICS) elements such as an Incident Command Post (ICP) or a Joint Field Office (JFO).
- An act of terrorism, particularly an act directed against a large population center within the United States involving nuclear, radiological, biological, or chemical materials, will have major consequences that can overwhelm the capabilities of many levels of government to respond and may seriously challenge existing response capabilities.
- In the case of a biological attack, the effect may be temporally and geographically dispersed, with no determined or defined “incident site.” Response operations may be conducted over a multi-jurisdictional or multi-state region.
- A biological attack employing a contagious agent may require quarantine by health officials to contain the disease outbreak.
- If appropriate personal protective equipment and capabilities are not available and the area is contaminated with CBRNE or other hazardous materials, it is possible that response actions into a contaminated area may be delayed until the material has dissipated to a level that is safe for emergency

response personnel to operate or until appropriate personal protective equipment and capabilities arrive, whichever is sooner.

Situation

The complexity, scope, and potential consequences of a terrorist threat or incident require that there be a rapid and decisive capability to resolve the situation. The resolution to an act of terrorism demands an extraordinary level of coordination of law enforcement, criminal investigation, protective activities, emergency management functions, and technical expertise across all levels of government. The incident may affect a single location or multiple locations, each of which may be an incident scene, a hazardous scene, and/or a crime scene simultaneously.

Concept of Operations

Command and Control

The FBI is the lead federal agency for criminal investigations of terrorist acts or terrorist threats and intelligence collection activities within the United States. Investigative and intelligence activities are managed by the FBI from an FBI command post or Joint Operations Center (JOC). The command post or JOC coordinates the necessary federal law enforcement assets required to respond to and resolve the threat or incident with state and local law enforcement agencies. The FBI Special Agent in Charge (SAC) of the local Field Office establishes a command post to manage the threat based upon a graduated and flexible response. This command post structure generally consists of three functional groups: Command, Operations, and Operations Support, and is designed to accommodate participation of other agencies, as appropriate. When the threat or incident exceeds the capabilities and resources of the local FBI Field Office, the SAC can request additional assistance from regional and national assets to augment existing capabilities. In a terrorist threat or incident that may involve a WMD or CBRNE material, the traditional FBI command post will transition to a JOC, which may temporarily incorporate a fourth functional entity, the Consequence Management Group in the absence of an activated Joint field Office (JFO).

When, in the determination of the Secretary of Homeland Security, in coordination with the Attorney General, the incident becomes an Incident of National Significance and a JFO is established, the JOC becomes a section of the JFO and the FBI SAC becomes the Senior Federal Law Enforcement Official (SFLEO) in the JFO Coordination Group. In this situation, the JOC Consequence Management Group is incorporated into the appropriate components of the JFO.

The JOC structure may also be used to coordinate law enforcement, investigative, and intelligence activities for the numerous threats or incidents that occur each year that do not escalate to an Incident.

Joint Operations Center

The JOC is an interagency command and control center for managing multi-agency preparation for, and the law enforcement and investigative response to, a credible terrorist threat or incident. Similar to the Area Command concept within the ICS, the JOC also may be established to coordinate and organize multiple agencies and jurisdictions during critical incidents or special events. Following the basic principles established in the Critical Incident Management System (NIMS), the JOC is modular and scalable and may be tailored to meet the specific operational requirements needed to manage the threat, incident, or special event.

A JOC may be established and staffed in a pre-incident, preemptive role in support of a significant special event. This “watch mode” allows for rapid expansion to full operations if a critical incident occurs during the special event. The JOC is a strategic management tool that effectively coordinates law enforcement investigative, intelligence, and operational activities at multiple sites from a single location. The JOC may be the only management structure related to a threat, critical incident, or special event, or it may integrate into other management structures in accordance with the National Response Framework.

Law enforcement public safety functions, such as proactive patrol and traffic control, historically are managed through the Operations Section of the ICS. Criminal investigation and the collection, analysis, and dissemination of intelligence are sensitive law enforcement operations that require a secure environment and well defined organizational management structure. The JOC is designed to coordinate this specialized law enforcement investigative and intelligence activity. It provides mechanisms for controlling access to and dissemination of sensitive or classified information. Management of crisis information and intelligence is recognized under the NIMS as a sixth functional area within ICS. The structure of the JOC supports this functional area and enhances the overall management of critical incidents and special events.

The NIMS provides the framework within which the ICS and JOC structures operate for a unified approach to domestic incident management.

The JOC is composed of four main groups: the Command Group, the Operations Group, the Operations Support Group, and the Consequence Management Group.

Command Group

The Command Group of the JOC provides recommendations and advice to the FBI SAC regarding the development and implementation of strategic decisions to resolve the situation. It is responsible for approving the deployment and employment of law enforcement investigative and intelligence resources. The Command Group maintains its advisory role to the FBI SAC when the JOC becomes a section of the JFO for an Incident of Critical Significance. When a JFO is established in this situation, the FBI SAC becomes the SFLEO in the JFO Coordination Group. The Assistant SAC or an alternate senior FBI official leads the JOC Command Group once the SAC has transitioned to the JFO.

The FBI representatives in the Command Group include the SAC, the Assistant SAC, and an executive officer position known as the Crisis Management Director (CMC). The SAC of the FBI Field Office in which the incident occurs is responsible for developing the overall strategy for managing federal investigative law enforcement activities at the critical incident or special event and coordinating the implementation of that strategy with other agency decision makers and FBI Headquarters. The FBI SAC also is responsible for coordinating federal law enforcement activities with other federal incident management personnel during domestic critical incidents and special events. The CMC ensures that the strategy of the SAC is communicated to everyone in the JOC and that the JOC is staffed and equipped to effectively implement the strategy of the SAC. The CMC also ensures that information flows efficiently within the JOC and between the JOC and other command and control centers.

The JOC Command Group includes senior officials with decision making authority from local, state, and federal agencies, as appropriate, based upon the circumstances of the threat or incident. Consistent with the Unified Command concept, law enforcement investigative and intelligence strategies, tactics, and priorities are determined jointly within the JOC Command Group. Federal law enforcement investigative, intelligence, and operational decisions are made cooperatively to the extent possible, but the authority to make these decisions rests ultimately with the FBI SAC.

Three specialized teams provide guidance and expertise directly to the Command Group. These teams are the Strategic Legal Team, the Joint Information Center Team, and the Domestic Emergency Support Team.

The Strategic Legal Team is composed of legal counsel from the FBI, U.S. Attorney's Office, and the District or State's Attorney's Office. This team provides legal guidance to the Command Group concerning the strategies under consideration for resolution of the crisis.

The Joint Information Center (JIC) Team is integrated into the JFO when established. It is composed of the public affairs (media) officers from the participating local, state, and federal public safety agencies. It manages information released to the public through a coordinated, unified approach. A separate media

unit within the JOC Operations Support Group provides FBI specific guidance and expertise to the FBI SAC and coordinates with the JIC to ensure the media strategy is consistent with the overall investigative strategy.

The Domestic Emergency Support Team (DEST) is a specialized interagency team composed of subject matter experts from the FBI, the DHS/Emergency Preparedness and Response/Federal Emergency Management Agency (DHS/EPR/FEMA), DOD, DOE, HHS, and EPA. It provides guidance to the FBI SAC concerning WMD threats and actual incidents.

Operations Group

The Operations Group handles investigative, intelligence, and operational functions related to the threat, critical incident, or special event.

Each unit within the Operations Group provides expertise in a specific functional area that is important in the overall resolution of the incident.

The units within the Operations Group are scalable and modular, and may be tailored to the specific threat, critical incident, or special event.

The Operations Group normally consists of the Information Intake unit (formerly referred to as the Control unit), the Intelligence unit, the Investigations unit, and Field Operations units.

Information Intake (or Control)

Information Intake is the central point for receiving all information that comes into the JOC. The purpose of Information Intake is to ensure that telephone calls, e-mail messages, fax reports, and other incoming information are assessed for relevance to the threat, critical incident, or special event. The information is checked to determine if it has been previously reported. It is prioritized and entered into the information management system. Through this filtering mechanism the Information Intake unit ensures that only current and relevant information is disseminated to the JOC.

The Information Intake Director is responsible for providing guidance and direction to all personnel within the Information Intake unit and coordinating the activities of the unit with all other units within the JOC. Personnel within the Information Intake unit are responsible for receiving incoming information, processing new information, routing followup information appropriately, and implementing guidelines for tracking evidentiary material that is introduced into the command post.

Intelligence

The Intelligence unit manages the collection, analysis, archiving, and dissemination of relevant and valid investigative and strategic intelligence. It fuses historical intelligence from a variety of sources with new intelligence specific to the threat, critical incident, or special event. The Intelligence unit also disseminates intelligence products and situation reports to all JOC units, FBI Headquarters Strategic Information and Operations Center (SIOC), and the JFO Coordination Group. This information is shared with the DHS Homeland Security Operations Center (HSOC), the Critical Counter terrorism Center (NCTC), and, as appropriate, other government agencies, consistent with operational security considerations.

The Intelligence unit usually is divided into teams based on functional responsibility. Teams manage intelligence related to the crisis site or target, build intelligence portfolios and databases on significant elements related to the investigation (subjects, vehicles, and organizations), analyze and identify trends in activities related to the investigation (predictive and strategic intelligence), conduct liaison with outside members of the Intelligence Community, and prepare periodic briefings and reports concerning the status of the crisis or investigation. The Intelligence unit is responsible for collecting and reviewing intelligence related to the threat, crisis, or special event to enable the SAC to further develop and refine strategic objectives.

Investigations

The Investigations unit provides oversight and direction to investigate activity related to the threat, critical incident, or special event. The Investigations unit implements the strategy of the SAC by directing the collection and management of investigative information. It is composed of investigative personnel from the agencies with specific jurisdiction or authority for investigating crimes related to the threat, critical incident, or special event. The Investigations Unit Director is usually an FBI Supervisor who has responsibility for investigating the most significant substantive law violation.

Teams within the Investigations unit review incoming information to determine investigative value. The Investigations unit assigns, tracks, and reviews investigative leads and documents the investigation in the appropriate case file(s). The case agents or primary investigators within the Investigations unit manage all evidence and information, and prepare it for court presentation, if appropriate. The case agents or primary investigators are assisted by analytical conclusion. A Records Check Team within the Investigations unit reviews case files and databases to verify that items of investigative value are identified and evaluated. The Investigations unit is responsible for collecting and reviewing reports of investigative activity to enable the SAC to further develop and refine strategic objectives.

Field Operations

The Field Operations units are based upon the specific needs of the threat, critical incident, or special event. The personnel staffing these units are subject matter experts in a number of specialized skill areas. Field Operations unit coordinators are responsible for ensuring the activity of the specialized units is consistent with and in support of the strategy of the SAC.

Field Operations units may include representatives of tactical, negotiations, WMD/CBRNE, evidence response, surveillance, technical, or any other specialized unit deployed to the crisis site(s) or staged in readiness. The mission of these units is to provide the SAC with current information and specialized assistance in dealing with the threat, critical incident, or special event. Information is communicated between the JOC and the crisis site(s) through the Field Operations unit representatives in the JOC. This verifies that decision makers both in the JOC and in the forward areas maintain full situational awareness. The Field Operations units coordinate their activities within the JOC to verify each is aware of the impact of their activities on the other field units.

Local, state, and federal law enforcement specialty units assigned to assist with field operations during the threat, incident, or special event coordinate their activities with the appropriate FBI Field Operations units through the JOC. Federal Government mission specific units are designated to help the FBI maintain their respective chains of command and coordinate their activities through representation in the JOC. The JOC manages the activities of the specialized units at a strategic level. Activities at the individual or "tactical" level are managed at the crisis site(s) through forward command structures such as the Tactical Operations Center, Negotiations Operations Center, and Evidence Response Team Operations Center.

Operations Support Group

The Operations Support Group units designated within the JOC are based upon the specific needs of the threat, critical incident, or special event. The personnel who staff these units are subject matter experts in a number of specialized areas. Operations Support Group unit coordinators are responsible for ensuring the activity of their units is consistent with and in support of the strategy of the SAC.

Operations Support Group units can include administrative, logistics, legal, media, liaison, communications, and information management. The mission of these units is to support the investigative, intelligence, and operational functions of the JOC.

The Administrative and Logistics units have responsibilities that are similar to the Finance and Logistics Sections in ICS. However, they are tasked with managing only the activities related to the law enforcement investigative, intelligence, and operational functions; they do not manage the administrative

and logistics functions associated with the overall incident.

The Legal and Media units support the investigative and intelligence operations of the JOC through the preparation of specific legal processes and management of media affairs. These units focus on specific objectives related to the investigation such as search warrants and press releases, and not the strategic overall objectives handled by the Strategic Legal Team and JIC that are attached to the Command Group.

The Liaison unit is composed of representatives from outside agencies who assist the FBI with resolution of the threat, critical incident, or special event. The Liaison unit may include agencies without clear authority or jurisdiction over the threat, critical incident, or special event if they have a potential investigative interest. For example, law enforcement agencies that border affected jurisdictions may be represented in the JOC to maintain situational awareness of potential threats. Additional Liaison unit representatives may include fire department personnel, utility company workers, or engineering specialists.

The Communications unit handles radio and telephone communications to support JOC operations. The Communications unit establishes communications networks within the JOC. It also establishes networks to facilitate timely and reliable information sharing between the JOC and other command and control centers.

The Information Technology unit is responsible for the JOC computer system operation within each unit and between units. Information technology specialists and facilitators assigned to this unit are responsible for verifying the uninterrupted operation of the information management system used during JOC operations.

Consequence Management Group

The JOC Consequence Management Group consists of representatives of agencies that provide consequence focused expertise in support of law enforcement activities. The JOC does not manage consequence functions; rather, it ensures that law enforcement activities with emergency management implications are communicated and coordinated to appropriate personnel in a complete and timely manner.

A DHS representative coordinates the actions of the JOC Consequence Management Group, and expedites activation of a federal incident management response should it become necessary. FBI and DHS representatives screen threat/incident intelligence for the Consequence Management Group. Representatives of the JOC Consequence Management Group monitor the law enforcement criminal investigation and may provide advice regarding decisions that impact the general public or critical infrastructure. This integration provides continuity should a Federal incident management response become necessary.

Agencies comprising the Consequence Management Group may also have personnel assigned to other units within the JOC structure. Depending on the nature of the incident and required assets, additional teams assigned to support the FBI may be included under Other Specialized Units.

Should the threat of a terrorist incident become imminent, the JOC Consequence Management Group may forward recommendations to the RRCC Director to initiate limited pre-deployment of assets under the Stafford Act.

Requests for DOD assistance for law enforcement and criminal investigation during the incident come from the Attorney General to the Secretary of Defense through the DOD Executive Secretary. Once the Secretary approves the request, the order is transmitted either directly to the unit involved or through the Chairman of the Joint Chiefs of Staff. The FBI SAC informs the Principal Federal Official (PFO), if one has been designated, when requesting this additional assistance.

The Consequence Management Group is established when a JOC is necessary but a JFO has not yet been

activated, or the event has not reached the level of being considered an Incident of Critical Significance. Representatives in this group may move to appropriate positions in other sections of the JFO when one is established.

The Response

Receipt of a terrorist threat may be through any source or medium and may be articulated or developed through intelligence sources. It is the responsibility of all local, state, and federal agencies and departments to notify the FBI when such a threat is received. As explained below, the FBI evaluates the credibility of the terrorist threat and notifies the HSOC, NCTC, and other departments and agencies, as appropriate.

Upon receipt of a threat of terrorism within the United States, the FBI conducts a formal threat credibility assessment in support of operations with assistance from select interagency experts. For a WMD or CBRNE threat, this assessment includes three perspectives:

- **Technical Feasibility:** An assessment of the capacity of the threatening individual or organization to obtain or produce the material at issue;
- **Operational Practicability:** An assessment of the feasibility of delivering or employing the material in the manner threatened; and
- **Behavioral Resolve:** A psychological assessment of the likelihood that the subject(s) will carry out the threat, including a review of any written or verbal statement by the subject(s).

A threat assessment is conducted to determine whether the potential threat is credible, and confirm whether WMD or CBRNE materials are involved in the developing terrorist incident. Intelligence varies with each threat and impacts the level of the Federal response. If the threat is credible, the situation requires the tailoring of response actions to use federal resources needed to anticipate, prevent, and/or resolve the situation. The federal response focuses on law enforcement/investigative actions taken in the interest of public safety and welfare, and is predominantly concerned with preventing and resolving the threat. In addition, contingency planning focuses on the response to potential consequences and the pre-positioning of tailored resources, as required.

The threat increases in significance when the presence of a CBRNE device or WMD capable of causing a significant destructive event, prior to actual injury or loss, is confirmed or when intelligence and circumstances indicate a high probability that a device exists. In this case, the threat has developed into a WMD or CBRNE terrorist situation requiring an immediate process to identify, acquire, and plan the use of federal resources to augment state, local, and tribal authorities in lessening or averting the potential consequence of terrorist use or employment of WMD or CBRNE material. It should be noted that a threat assessment would also be conducted if an incident occurs without warning. In this case, the assessment is focused on criminal intent, the extent of the threat, and the likelihood of secondary devices or locations.

The FBI manages a Terrorist Threat Warning System to ensure that vital information regarding terrorism reaches those in the U.S. counter terrorism and law enforcement community responsible for countering terrorist threats. This information is coordinated with DHS and the NCTC, and is transmitted via secure teletype. Each message transmitted under this system is an alert, an advisory, or an assessment—an alert if the terrorist threat is credible and specific, an advisory if the threat is credible but general in both timing and target, or an assessment to impart facts and/or threat analysis concerning terrorism.

Upon determination of a credible threat, FBI Headquarters activates its SIOC to coordinate and manage the critical level support to a terrorism incident. At this level, the SIOC generally mirrors the JOC structure operating in the field. The SIOC is staffed by liaison officers from other federal agencies who coordinate with and provide assistance to the FBI. The SIOC serves as the focal point for law enforcement operations and maintains direct connectivity with the HSOC. The HSOC is notified immediately by the SIOC once a threat has been determined to be credible. In turn, this notification may result in activation of

NRP components in coordination with the FBI.

The FBI leads the criminal investigation related to the incident, and the SIOC is the focal point for all intelligence related to the investigative law enforcement response to the incident. Consistent with the NRP, affected federal agencies operate headquarters level emergency operations centers, as necessary. FBI Headquarters initiates appropriate liaison with other federal agencies to activate their operations centers and provide liaison officers to the SIOC. In addition, FBI Headquarters initiates communications with the SAC of the responsible Field Office, apprising him/her of possible courses of action and discussing deployment of the DEST. The FBI SAC establishes initial operational priorities based upon the specific circumstances of the threat or incident. This information is then forwarded to FBI Headquarters to coordinate identification and deployment of appropriate resources.

The JOC is established by the FBI under the operational control of the FBI SAC, and acts as the focal point for the field coordination of criminal investigation, law enforcement, and intelligence activities related to the threat or incident. When a PFO is designated for a terrorism incident, the FBI SAC provides full and prompt cooperation, resources, and support to the PFO, as appropriate and consistent with applicable authorities. The PFO (or an initial PFO designated by the Secretary of Homeland Security) may elect to use the JOC as an initial operating facility for strategic management and identification of State, local, and tribal requirements and priorities, and coordination of the federal response. The FBI SAC coordinates with the PFO, including providing incident information to the PFO as requested, coordinating the public communications strategy with the PFO, and approving federal interagency communications for release to the public through the PFO. It is recognized, however, that in some cases it may be necessary for the FBI SAC to respond directly to media/public inquiries on investigative operations and matters affecting law enforcement operations, particularly during the early stages of the emergency response.

The local FBI Field Office activates a Crisis Management Team to establish the JOC in the affected area, possibly collocated with an existing emergency operations facility. In locating the JOC, consideration is given to the possibility that the facility may have to accommodate other federal incident management field activities including the JFO, the JIC, and other supporting teams. Additionally, the JOC is augmented by outside agencies, including representatives from the DEST (if deployed), who provide interagency technical expertise as well as interagency continuity during the transition from an FBI command post structure to the JOC structure.

Based upon a credible threat assessment and a request by the SAC, the FBI Director and DHS Under Secretary for Emergency Preparedness and Response, in consultation with the Attorney General and Secretary of Homeland Security, may request authorization through the Critical Security Council to deploy the DEST to assist the SAC in mitigating the crisis situation. The DEST is a rapidly deployable, interagency team responsible for providing expert advice and support concerning the federal government's capabilities in resolving the terrorist threat or incident. This includes law enforcement, criminal investigation, and emergency management assistance, technical and scientific advice, and contingency planning guidance tailored to situations involving chemical, biological, or nuclear/radiological weapons.

Upon arrival at the FBI command post or JOC, the DEST may act as a stand alone advisory team to the SAC providing recommended courses of action. Although it would be unusual, the DEST may be tasked to deploy before a JOC is established. The DEST may handle some of the specialized interagency functions of the JOC until the JOC is fully staffed. The DEST emergency management component merges into the Consequence Management Group in the JOC structure.

Prior to an actual WMD or CBRNE incident, law enforcement, intelligence, and investigative activities generally have priority. When an incident results in the use of WMD or CBRNE material, rescue and life safety activities generally have priority. Activities may overlap and/or run concurrently during the incident management, and are dependent on the threat and/or the strategies for responding to the incident.

Upon determination that applicable law enforcement/intelligence goals and objectives are met and no further immediate threat exists, the FBI SAC may deactivate the JOC and order a return to routine law enforcement/investigative operations in accordance with pre-event protocols.

When an incident occurs and an ICP is established on scene, FBI personnel integrate into the ICP to enhance the ability of the FBI to carry out its mandated mission (see Figure 3). Three specific positions within an ICP are provided. The first FBI Special Agent (SA) or Joint Terrorism Task Force (JTTF) member responding receives an initial briefing from the Incident Commander or their designee and works closely with the Incident Commander as a member of the Unified Command. The FBI representative then informs the local Field Office of the current situation and, if necessary, requests additional assets. When a more senior FBI SA arrives on the scene, he/she assumes the role of the FBI representative in the Unified Command.

The first arriving SA or JTTF member moves to the Operations Section as the Deputy Chief of Operations. This position is responsible for managing the deployment and coordination of federal law enforcement and investigative assets in support of the Incident Action Plan. Additionally, an FBI SA assumes the position of Deputy Chief of Planning within the ICP. This position permits the FBI SA to remain updated on the situation and serve as a conduit for requests for additional law enforcement and investigative assets. The Agent also inputs federal objectives into the developing incident action plan and performs other duties as appropriate. Also, FBI assets form a unit in the Operations Section. Throughout the incident, the actions and activities of the Unified Command at the incident scene and the Command Group of the JOC (and the JFO Coordination Group if established) are continuously and completely coordinated throughout the incident.

Attachments

Terrorist Incident

See [Terrorist Incident](#)

IA-3 Biological Incident Annex

Biological

See [Biological](#)

SUPPORT ANNEXES

Introduction to the Support Annexes

Purpose

This section provides an overview of the Support Annexes to the County Emergency Operations Plan (CEOP).

Background

The Support Annexes describe the framework through which County departments and agencies; municipal entities; the private sector; volunteer organizations; and nongovernmental organizations (NGOs) such as the American Red Cross coordinate and execute the common functional processes and administrative requirements necessary to promote efficient and effective disaster management. During an disaster, numerous guidelines and administrative functions are required to support disaster management. The actions described in the Support Annexes are not limited to particular types of events but are overarching in nature and applicable to nearly every type of disaster. In addition, they may support several Emergency Support Functions (ESFs). Examples include public affairs, international affairs, and worker safety and health.

The following section includes a series of annexes describing the roles and responsibilities, when appropriate, of departments and agencies, NGOs, and the private sector for those common activities that support the majority of disasters. The annexes address the following areas:

- Financial Management
- Logistics Management
- Private Sector Coordination
- Public Affairs
- Volunteer and Donations Management
- Worker Safety and Health

Support Annex Roles and Responsibilities

Coordinating Agency

Primary agencies described in the CEOP annexes support the Emergency Management Department's disaster management mission by providing the leadership, expertise, and authorities to implement critical and specific aspects of the response. In accordance with municipal and county guidelines, Emergency Management retains responsibility for overall domestic disaster management. Those designated as coordinating agencies during a response are responsible for implementation of processes detailed in the annexes.

When the functions of a particular Support Annex are required to assist in the management of an emergency or disaster, the agency serving as the Director is responsible for the following:

- Orchestrating a coordinated delivery of those functions and guidelines identified in the annex.
- Providing staff for the operations functions at fixed and field facilities.
- Notifying and sub-tasking cooperating agencies.
- Managing any tasks with cooperating agencies, as well as appropriate municipal agencies.
- Working with appropriate private sector organizations to maximize use of available resources.
- Supporting and keeping ESFs and other organizational elements informed of ongoing annex activities.
- Planning for short term and long term support to disaster management and recovery operations.
- Maintaining trained personnel to execute appropriate support responsibilities.

Cooperating Agencies

When the guidelines within a Support Annex are needed to support elements of a disaster, the coordinating agency will notify cooperating agencies of the circumstances. Cooperating agencies are

responsible for the following:

- Conducting operations, when requested by Emergency Management or the coordinating agency, using their own authorities, subject matter experts, capabilities, or resources.
- Participating in planning for short term and long term disaster management and recovery operations and the development of supporting operational plans, standard operating guidelines, checklists, or other job aids, in concert with existing first responder standards.
- Furnishing available personnel, equipment, or other resource support as requested by Emergency Management or the Support Annex Director.
- Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities.
- Nominating new technologies or guidelines with the potential to improve performance within or across functional areas to Emergency Management for review and evaluation.

SA-1 Financial Management Support Annex

Purpose

This Annex provides financial management guidance to the Emergency Management Department and other county agencies to verify that funds are provided and financial operations are conducted in accordance with county policies and guidelines. The financial management function is a component of ESF 5-Emergency Management.

Scope

As part of the County's responsibility for coordination of resources during an emergency or disaster, this annex is applicable to county departments and agencies participating and responding under the CEOP.

Concept of Operations

Pursuant to the Kansas Administrative Regulations, the Governor may direct any state agency to use the authorities and resources granted to it under state law (including personnel, equipment, supplies, and facilities, managerial, technical, and advisory services) in support of local assistance efforts once a county has declared an emergency or disaster.

If the Emergency Management Coordinator believes that state assistance is necessary, the County will declare an emergency, and liaison elements will be activated directly with the State. The first priority actions are to assess the situation and confer with State Emergency Management to determine the need for state assistance and/or a Gubernatorial Declaration. ESFs may be tasked to assist the Emergency Management Coordinator in the Preliminary Damage Assessment.

General

In a declared emergency the State Director of Emergency Management may direct a State agency to utilize its authorities and resources to assist county/local response efforts. Each primary and support agency should accurately document mission tasking. This documentation should include the name of the requesting official, organization, ESF which made the request, content of the tasking and what action was taken.

Documentation on tasks is required to support the accounting for costs incurred in the state's response. This detailed documentation is not submitted as part of the request for reimbursement but should be maintained in each agency's records as supporting documentation for bills for reimbursement. The documentation will be needed if an agency is audited.

Funding and Reimbursement

General

Each County/City agency is responsible for providing its own financial services and support to its response operations in the field. Funds to cover eligible costs for response activities will be provided through reimbursement by the emergency management department.

Procurement

The procurement of resources will be in accordance with statutory requirements and established guidelines regarding emergency/non-emergency conditions.

Financial Records and Supporting Documentation

Agencies must maintain records, receipts and documents to support claims, purchases, reimbursements and disbursements. Reimbursement requests will be documented with specific details on personnel services, travel and other expenses.

Applicants requesting reimbursement will maintain financial records, supporting documents, statistical

records and other records pertinent to the provision of services or use of resources by that agency. These materials must be accessible to authorized representatives for the purpose of making audits, excerpts and transcripts.

Cost Estimates for Additional Appropriation

After the county begins its initial response operations, it may be necessary to make an estimate of the total funding needs for the duration of the emergency response. The purpose of the estimate is to help gauge the need for additional allocation or supplemental/ special State legislative appropriations.

Audit of Expenditures

The expenditure of county/state/federal funds related to emergencies/disasters will be subject to audit in accordance with county/state/federal statutes and audit procedures.

Responsibilities

The Emergency Management Coordinator

- Secure emergency funds for the response and recovery of the emergency/disaster.
- Direct efforts to secure additional emergency appropriations.
- Designate a program manager for funds allocated to emergency response and recovery activities.

The Administration/Finance Chief

- During the emergency response phase shall have signature authority for funds allocated to an emergency/disaster.
- The Admin/Finance Chief will work closely with ESF coordinators to verify funds are properly managed.

Serve as the financial official under this plan during the emergency response phase and will:

- Assist in requesting supplemental appropriations and direct the disposition and accounting of funds expended in accordance with state and local accounting statute.
- Serve as the primary adviser to emergency management on financial matters involving the emergency/disaster appropriations.
- Be responsible for keeping management informed on the status of funding and current issues.
- Provide an accounting officer to assist in the implementation of this support annex, and assist emergency management in the management of allocated or appropriated funds.
- Establish standard operating guidelines applicable to the internal conduct and oversight of acquisitions and financial transactions.

County Agencies

County agencies conducting activities under this plan for which reimbursement will be sought, will organize their operations to provide financial support for their activities.

Volunteer Agencies

Each volunteer agency conducting activities under this plan seeking reimbursement will organize their operations to provide financial support for their activities. The agency is also responsible for maintaining appropriate documentation to support request for reimbursements.

Financial Controls and Guidance

General

Timely financial support of response activities will be critical to successful emergency response. Innovative and expeditious means may be used to achieve financial objectives. It is mandatory that generally accepted county financial policies, principles and regulations be employed to prevent fraud,

waste and abuse, and to achieve proper control and use of public funds.

Authority to Respond

Upon activation of a support function, Primary and Support Agencies can begin operations and submit for reimbursement for those activities contained in the plan.

Approval to Expend Funds

The approval to expend funds for response operations will be given by officials of the Primary and Support Agencies. Each agency is responsible for establishing administrative controls of funds and segregation of duties for proper internal controls. Each agency should verify that actions taken and costs incurred are consistent with missions identified in the plan and validate the request for reimbursement of eligible costs.

Logs, formal records and file copies of expenditures to provide clear and reasonable accountability and justification for reimbursement must be maintained. This will facilitate the final closeout and support audits of financial records.

Financial Organization

The County Treasurer's Department provides dedicated support to Emergency Management during emergency/non-emergency situations, and serves as the Administration and Finance Chief.

SA-2 Logistics and Management Support Annex

Introduction

Purpose

The Logistics Management Support Annex provides an overview of the framework through which the overall logistics management function operates for emergencies and disasters and describes how county resources fit into this framework. It also describes how the CEOP Emergency Support Functions (ESFs) interact to provide support to the affected population as well as support to the disaster management effort. This annex provides an overview of logistics management functions, roles, and responsibilities.

Scope

The immediate response phase during large scale disasters or emergencies will require extensive logistical and resource support. This support may include procurement of equipment and supplies, information systems, retention of and coordination with outside contractors, materials, and other logistical support. The logistics management function is a component of ESF 7-Resource Support.

Specific priorities will be set by the Resource Manager in consultation with the Chairman of the County Board of County Commissioners and the Emergency Management Coordinator. General priorities, however, for the allocation of resources are as follows:

- Those logistics resources necessary for the rescue, safety, and immediate intervention of danger for responders and the public.
- Those logistics resources necessary for the continued preservation of life.
- Those logistics resources necessary for the recovery and preservation of property and the environment.

Concept of Operations

The structure for CEOP logistics depends on logistics partners that provide resources to support disaster related operations. Logistics support is provided for prevention, preparedness, response, and recovery actions during each phase of disaster management. Effective logistics management contributes to response and recovery success while verifying that functions are executed in a unified manner to reduce costs, promote appropriate support actions, and increase response capability.

Depending on disaster needs, coordination for logistics support may incorporate efforts from any or all of the following ESF Departments: ESF 1-Transportation, ESF 2-Communications, ESF 3-Public Works and Engineering, ESF 7-Resource Support, and ESF 8-Public Health and Medical Services.

The County EOC, when activated, serves as the focal point for pre-positioning and distribution of logistical support. The inventory, storage, maintenance, and replacement of administrative and logistical support items shall be the responsibility of each county agency and department. If additional resources of these types of materials are needed, they can be drawn from the Emergency Operations Center. If the EOC or County Government, as a whole is unable to meet these requests, credit arrangements shall be made with suppliers in the local area and the local school district if necessary.

Forward movement of teams, supplies, and equipment is managed by the EOC Manager and coordinated with the Logistics and Operations Sections. Deployed resources are further processed and forwarded by the Logistics Section to support response and recovery actions as follows:

Materials received through donations, mutual assistance, or the state/federal redistribution program will be received at a central supply point to be determined depending upon the disaster. Distribution of supplies from the central supply facility will be accomplished only within the County, and in direct support of emergency operations. Materials and resources will be relocated as follows:

- Medical supplies and equipment will be directed to the designated Materials Management Facility.
- Products and resources requiring special storage (i.e., cold storage, bulk fuel, etc.), will be stored in

facilities designated by the Emergency Management Coordinator or the Resource Manager.

- Emergent Volunteers-This will be the responsibility of the Volunteer Director who is also responsible for coordinating these volunteers through the Resource Manager.

Funding and Reimbursement

Purchase price and contract costs will be the responsibility of the requesting agency, or in the time of emergency, the Emergency Management Department. These costs, however, may be submitted for reimbursement, pending the issuance of a State or Federal Disaster Declaration. Cost accounting is accomplished by the County Treasurer in accordance with designated procedures.

Responsibilities

The Emergency Management Coordinator is responsible for managing a list, inventory, and files of existing resources for use during disaster operations or other emergency situations requiring the need for the Emergency Management Department to be involved in resource management.

SA-3 Private Sector Coordination Support Annex

Introduction

Purpose

This annex describes the policies, responsibilities, and concept of operations for disaster management activities involving the private sector during actual or potential disasters. In this context, the annex further describes the activities necessary to promote effective coordination and integration with the private sector, including the County's critical infrastructure, key resources, and other business and industry components.

Scope

This annex applies to agencies operating under the County Emergency Operations Plan (CEOP) in an emergency or actual disaster that involves the private sector in any of the following ways:

- Impacted organization or infrastructure
- Response resource
- Regulated and/or responsible party
- Member of the county or municipal emergency management organization

Because the CEOP provides an integrated framework that includes the private sector in disaster management activities, this annex addresses only those aspects of disaster management regarding the private sector that must be emphasized because of their uniqueness or importance.

This annex does not alter existing private sector responsibilities for emergency management under the law. Existing contractual or other legal relationships between County agencies and the private sector are not supplanted by this annex.

The roles and interfaces of volunteer and non-governmental organizations are detailed in the Basic Plan, and ESF 6-Mass Care, Housing, and Human Services.

Policies

The County Government encourages cooperative relations between private sector organizations and authorities regarding prevention, preparedness, mitigation, response, and recovery activities related to an emergency or disaster. It works cooperatively on disaster planning, communication, and operational execution activities with these entities.

The County Government encourages processes that support informed cooperative decision making. It takes actions that engage the private sector at the strategic (e.g., chief executive officer (CEO), corporate president, or other senior leadership, etc.) and operational levels to promote:

- Effective and efficient use of private sector, county, and municipal resources.
- Timely exchange of information.
- Public and market confidence in times of crisis or catastrophe.

The County Government encourages two way sharing between the public and private sectors of operational information and situational awareness relative to potential or actual disasters. The Government works cooperatively to develop and apply processes, guidelines, and communications protocols that support such sharing at the strategic leadership and operational levels.

County and municipal governments encourage members of the private community to organize coordinating and information sharing mechanisms suitable for their areas of concern.

County and municipal governments encourage owners and operators of those infrastructure elements whose disruption may have area impact to develop appropriate emergency response plans and information sharing processes and protocols tailored to the unique requirements of their respective sectors or industries, and mapped clearly to both county and response plans and information sharing networks.

County and municipal governments encourage private sector organizations to develop and maintain capabilities needed to respond to and manage a complete spectrum of disasters and emergencies, except in cases where the capabilities are inherently governmental in nature.

In certain circumstances, the law requires appropriate authorities to include private sector representatives in disaster management planning and exercises; when not required, it encourages such participation whenever practical.

County and municipal governments may direct private sector response resources in some cases in which contractual relationships exist. The Government also retains its full authorities to oversee and control as appropriate infrastructure involved in a disaster.

The Government treats information provided by the private sector, from receipt through destruction, in a manner consistent with applicable statutes and regulations. These handling guidelines include Protected Critical Infrastructure Information (PCII), providing exemption from disclosure, and to protect from unauthorized disclosure appropriately designated proprietary or otherwise sensitive company information.

County and municipal governments avoid actions that disrupt existing relationships between voluntary aid providers at the level when eliciting additional offers of goods and services.

County and municipal governments conduct after action critiques of the guidelines detailed in this annex with private sector participants when they are exercised in emergency management-sponsored exercises; it shares such critiques appropriately with private sector participants.

Concept of Operations

General

The operational concept for disaster management involving the private sector is specified in the EOP and the National Incident Management System.

The concept of operations in this annex covers the specific organizations and actions which are required to effectively and efficiently integrate disaster management operations with the private sector. These are detailed in the sections that follow.

Organization for Operations with the Private Sector

General

Specialized organizations that facilitate coordination with the private sector are designed to provide for critical needs as follows:

- Processes to determine the impact of a disaster on the sector involved, as well as to forecast cascading effects of inter-dependencies between sectors.
- Procedures for communication that facilitate a shared situational awareness across industry and infrastructure sectors and between the public and private sectors.
- Procedures for coordination and priority setting for disaster management support and response, and the rationing or prioritizing of the delivery of goods and services after a disaster.
- Processes to inform decision makers to help determine appropriate recovery and reconstitution measures, particularly in cases where they may result in indemnity, liability, or business losses for the private sector.

Rush County Emergency Management Department

In the event of a potential or actual disaster emergency management coordinates strategic communications with CEOs, senior officials, or individuals specifically designated by these private sector leaders to engage in such communications on their behalf. Further, Emergency Management utilizes nongovernmental organizations (NGOs), to provide advice on disaster management and emergency

response issues affecting their constituencies.

Emergency Management encourages private sector preparedness for disaster management by identifying and promoting private sector community efforts, including security activities in preparedness, prevention, response, and recovery efforts, promoting educational efforts to prepare for natural disasters or terrorist disasters, and encouraging the identification and sharing of best practices.

Emergency Operations Center (EOC)

In a potential or actual disaster the EOC is a key component in providing situational and operational information, as well as, a capability to monitor and share information with other private sector entities as required.

Critical Infrastructure Preparedness Planning and Coordination Support

Emergency Management facilitates the development, implementation, and exercise of business and industry response plans across industry sectors as appropriate and supports coordination and information sharing mechanisms.

Private Sector Involvement with Disaster Management Organizations

Private sector involvement with disaster management organizations is determined in large measure by the nature, scope, and magnitude of the disaster. For most disasters, private sector involvement is centered on internal. County and municipal organizations; for Emergencies, industry, county, and municipal organizations become more involved; for truly catastrophic disasters, state and federal organizations have primary responsibilities, and provide proactive resource and operational support functions to save lives and contain the disaster.

Private Sector Disaster Management Organizations

Private entities such as business and industry associations, develop, validate, exercise, and implement security and business continuity plans to verify their capability to deliver goods and services to customers and as a responsibility to their owners. Assessments of and contingency plans for the disruption of a private entity's supply chain and other dependencies are usually included in this planning. In many communities, private sector owners and operators coordinate their security programs and continuity/contingency programs and plans with government emergency response plans. A number of industry sectors have developed information sharing arrangements to facilitate coordination necessary to share homeland security information with competitors and with governments.

County and Disaster Management Organizations

Many municipalities coordinate across jurisdictional boundaries to support various response activities. Their disaster management organizations act as conduits for requests for assistance when a disaster exceeds private sector capabilities. The on scene incident command and management organization is located at the Incident Command Post. It is typically comprised of disaster management officials and responders from government, private sector, and nongovernmental organizations when appropriate.

Notification and Reporting

Private sector organizations, like county, municipal, and non-governmental organizations, report threats, disasters, and potential disasters to the EOC using existing jurisdictional disaster reporting mechanisms and reporting channels. The EOC receives threat and operational information regarding disasters or potential disasters from these jurisdictions and makes an initial determination to initiate the coordination of disaster management activities.

The Sheriff's Department, in coordination with emergency management, manages the daily analysis of disaster related reports and information. This management includes maintaining communications with the private sector for information sharing purposes.

Actions Related to Operations with the Private Sector Pre-Disaster

Emergency Management facilitates the development and presentation of general educational programs for the private sector that increase awareness and understanding of terrorist threats, and encourages the sharing of appropriate information and use of the best practices that contribute to early warning of potential disasters.

Emergency Management facilitates and encourages the organization of industry to cooperate on information sharing and other prevention and mitigation activities.

Emergency Management maintains relationships with business and industry to identify requirements for capabilities and support. Emergency Management pursues programs and capabilities that continuously improve the two way exchange of information with the private sector to contribute to more effective alerts, warnings, and advisories.

Emergency Management, with support from other entities, and in conjunction with relevant agencies and organizations, encourages, facilitates, and coordinates with business and industry to develop and implement best practices for preparedness, planning, implementation, and integration of plans.

Emergency Management supports exercises and provides representation in exercises led by the private sector and governments.

Emergency Support Functions

At the EOC, the ESFs establish contact with private sector counterpart organizations and/or industry to assist in assessment of impacts and identification of resources available to support potential or actual disaster management efforts. In some circumstances, priorities of disaster management actions are developed by a partnership of county, municipal, and private sector entities.

Ongoing Actions

For any direct disaster losses, the private sector first seeks reimbursement from insurance and then may seek federal disaster assistance, primarily in the form of low interest disaster loans from the U.S. Small Business Administration.

Emergency Management acts as a conduit of information to and from sectors through the EOC. As requested, Emergency Management assists or facilitates infrastructure owners and operators in restoration of facilities, working under existing authorities, in coordination with private sector organizations and consortia that may be organized for these purposes.

Responsibilities

Rush County Emergency Management Department

Develops plans, frameworks and relationships, and facilitates coordinated disaster response planning with the private sector at the strategic, operational, and tactical levels.

- Shares information, including threats and warnings, before, during, and after a disaster.
- Informs and orients the private sector on the contents of the EOP, and encourages and facilitates the development and coordination of private sector planning.
- Coordinates and conducts disaster management functions with the private sector and governments.
- Develops, implements, and operates information sharing and communication strategies, processes, and systems with homeland security stakeholders.

Sector Specific Agencies

The primary agency for each ESF is responsible for developing and maintaining working relations with its associated private sector counterparts through partnership committees or other means (e.g., ESF 2-Communications, telecommunications industry; ESF 10-Oil and Hazardous Materials, oil and hazardous

materials industry, etc.).

Primary and Support Agencies are responsible for exercising their ESF authorities for recovery of business and industry sectors owned and operated by the private sector.

Private Sector Entities

Private sector organizations support the CEOP, either through voluntary actions to help promote business continuity, or by complying with applicable laws and regulations.

Private sector organizations accept an appropriate measure of responsibility for sharing information with the government, identifying risks, performing vulnerability assessments, developing contingency and response plans, enhancing their overall readiness, implementing appropriate prevention and protection programs, and donating or otherwise providing goods and services through contractual arrangement or government purchases to assist in response and recovery from a disaster.

Certain organizations are required by existing law and regulation to bear the cost of planning and response to disasters, regardless of cause. In the case of a disaster these private sector organizations are expected to mobilize and employ the resources necessary and available in accordance with their plans to address the consequences of disasters at their own facilities or disasters for which they are otherwise responsible.

SA-4 Public Affairs Support Annex

Introduction

Purpose

This Public Affairs Support Annex describes the inter-agency policies and guidelines used to rapidly mobilize county and municipal assets to prepare and deliver coordinated and sustained messages to the public in response to disasters and other major emergencies.

Scope

As part of Emergency Managements responsibility to coordinate disaster management under the County Emergency Operations Plan (CEOP), detailed guidance is provided to disaster communicators on activities to be initiated in conjunction with potential or actual disasters. It is applicable to county and municipal departments and agencies responding under the CEOP. It establishes mechanisms to prepare and deliver coordinated and sustained messages regarding potential or actual disasters and provides for prompt acknowledgement of an disaster and communication of emergency information to the public during disaster management operations. The CEOP is comprised of two components of the CEOP: the Public Affairs Support Annex, which describes the inter-departmental policies and procedures for disaster and communications with the public, and ESF 15 , which outlines resources and capabilities for public affairs. The policies and procedures outlined in these documents are based on, and flow through, the EOP, the National Incident Management System (NIMS), the Joint Information System (JIS), and the Incident Command System (ICS). These elements are integrated with and supported through the ESF 15 resource management structure.

Policies

The CEOP institutes an integrated concept, termed “disaster communications,” as the approach used to manage communications with the public during disasters. disaster communications incorporates the following processes:

- **Control:** Identification of disaster communications coordinating, primary and supporting departments and agency roles, and authorities for release of information.
- **Coordination:** Specification of interdepartmental coordination and plans, notification, activation, and supporting protocols.
- **Communications:** Development of message content such as disaster facts, health risk concerns, pre-disaster and post-disaster preparedness recommendations, warning issues, disaster information, messages, audiences, and strategies for when, where, how, and by whom the messages will be delivered.
- **General guidance on the authority to release information** is in accordance with existing plans, operational security, law enforcement protocols, designated coordinating and primary agency assignments, and current guidelines. Nothing in this annex limits the authority of authorities from releasing information regarding a disaster under their jurisdiction, particularly if it involves immediate health and safety issues. Authorities retain the primary responsibility for communicating health and safety instructions for their citizens.
- **Integration and teamwork among county and municipal authorities is essential.** Authorities are encouraged to contact the Public Information Officer as they release initial or follow on information. Emergency Management engages with authorities as soon as possible during an actual or potential disaster to synchronize overall disaster communications to the public.

Concept of Operations

General

During a disaster county and municipal authorities share responsibility for communicating information

regarding the disaster to the public. These actions are a critical component of disaster management and must be fully integrated with all other operational actions to verify the following objectives are met:

- Delivery of disaster preparedness, health, response, and recovery instructions to those directly affected by the disaster.
- Dissemination of disaster information to the public.
- The EOC structure provides a supporting mechanism to develop, coordinate, and deliver messages; it supports the Incident Commander or Unified Command and the associated elements of the ICS.

County/municipal core groups develop, coordinate, and deliver information and instructions to the public related to:

- Assistance to the disaster affected area.
- Departmental/Department response.
- County/municipal preparations.
- Protective measures.
- Impact on non affected areas.
- Law enforcement activities

Assignments to this core group are determined by the Public Information Officer (PIO) in accordance with jurisdictional and statutory responsibilities, operational tasks, areas of expertise and responsibility, and the nature and location of the disaster.

The Emergency Management Coordinator has primary responsibility for coordinating the county disaster communications effort by:

- Identifying the participants in the core group, and arranging conference calls and other activities necessary for coordination.
- Providing a leadership role during domestic disasters when significant inter-agency coordination is required.
- Coordinating with municipal, public, and private organizations and agencies on matters related to dissemination of disaster related information to the public.

Communications Team

County and municipal public information staff members operate as a team to promote successful disaster communications with the public for an emergency or disaster. From initial notifications to final recovery actions, this team must operate and speak with a unified voice and consistent message that is coordinated not only with the different authorities involved in a disaster, but also with affected jurisdictions. The organizational approach for public affairs and disaster communications with the public relies on the organizations.

Core Group of Agencies

At the County level disaster messages are developed, coordinated, and delivered by an inter-agency core group of the key departments and agencies involved in the disaster.

Emergency Operations Center

The EOC is the central point for coordination of disaster information, public affairs activities, and media access to information regarding the latest developments. In the event of a potential or actual disaster, the EOC is activated to coordinate county, municipal, and private sector disaster communications with the public. Major announcements, daily briefings, and disaster updates from the EOC are coordinated through the County Public Information Officer, affected leadership, and the inter-department core group prior to release. This must be closely assessed and agreed upon in the early stages of a disaster by those involved in disaster communications with the public. This EOC is the physical location from which public affairs

professionals from organizations involved in the response work together to provide critical emergency information, media response, and public affairs functions. The EOC serves as a focal point for the coordination and dissemination of information to the public and media concerning disaster prevention, preparedness, response, recovery, and mitigation.

SA-5 Volunteer and Donations Management Support Annex

Introduction

Purpose

The Volunteer and Donations Management Support Annex describes the coordinating processes used to promote the most efficient and effective utilization of unaffiliated volunteers and unsolicited donated goods during an emergency or disaster.

Scope

This annex provides guidance on the county role in volunteer and donations management. Any reference to volunteer services and donated goods in this annex refers to unsolicited goods and unaffiliated volunteer services. This guidance applies to agencies with direct and indirect volunteer and/or donations responsibilities under the Emergency Operations Plan.

Policies

- County and municipal governments, in coordination with Voluntary Organizations Active in Disaster (VOAD), have primary responsibility for the management of unaffiliated volunteer services and unsolicited donated goods.
- The donation management process must be organized and coordinated to verify that county and municipal jurisdictions are able to take advantage of the appropriate types and amounts of donated goods and services in a manner that precludes interference with or hampering of disaster management operations.
- Emergency Management coordinates with other county and municipal agencies to verify unaffiliated volunteers and unsolicited donated goods are effectively used during an emergency or disaster.
- County governments look principally to those voluntary organizations with established volunteer and donations management structures to receive and verify utilization of appropriate volunteers and donated goods.
- The County Government encourages cash donations to recognized non profit voluntary organizations with relevant experience.
- The County Government encourages individuals interested in volunteering personal services to participate through the Citizen Corps Council and/or to affiliate with a recognized nonprofit voluntary organization.
- Activities, functions, and services are provided in accordance with existing statutes, rules, and regulations.
- Full use of existing non-governmental organizational volunteer and donations management resources is encouraged before seeking assistance of the federal or state governments.
- Donations of blood products are referred to in ESF 8.

Concept of Operations

Volunteer and donations management operations may include the following:

A Volunteer and Donations Coordination Team led by a County Volunteer and Donations Director, a phone bank functioning at the County level, a coordinated media relations effort, effective liaison with other emergency support functions, and a facilities management plan to include a Volunteer Reception Center, donations warehouse, donations staging area, and Donations Coordination Center, as needed. Requests for support under this annex from federal, state, and authorities generally are coordinated through a Regional Response Coordination Center (RRCC). However, depending on the situation, coordination may occur at county, state, or federal levels as required.

Donated Goods Management Function

Management of unsolicited donated goods involves a cooperative effort by all levels of government;

voluntary and community based organizations; the business sector; and the media.

Emergency Management supports the Volunteer and Donations Director and voluntary organizations. The affected jurisdictions, in conjunction with their voluntary organization partners, are responsible for developing donations management plans and managing the flow of donated goods during disaster management operations. County and municipal support may include:

- Assistance in establishing a Donations Coordination Team, a Donations Coordination Center, and a donations staging area and warehouse.
- Development of a Donated Goods Facility Management Plan.
- Technical and managerial support.
- A countywide network of information and contacts to assist donations specialists in the field.
- Communications support as necessary.

Volunteer Management Function

Management of unaffiliated volunteers requires a cooperative effort by county and municipal governments; voluntary and community based organizations, such as the Citizen Corps Council; faith based organizations; the private sector; and the media.

Emergency Management supports the Volunteer and Donations Director and voluntary organizations. The affected governments, in partnership with voluntary organizations, are responsible for developing plans that address the management of unaffiliated volunteers during disaster response and recovery. County and municipal support may include:

- Assistance in establishing a Volunteer Coordination Team and a Volunteer Reception Center.
- Technical and managerial support.
- A network of information and contacts to assist volunteer management specialists working in the field.
- Communications support as necessary.

Responsibilities

Rush County Emergency Management

- Designates an EOC level point of contact for the management of volunteers and donated goods.
- Makes early contact with the key Volunteer and Donations Directors from national voluntary organizations and the affected region regarding the issue of unaffiliated volunteers and unsolicited donated goods.
- Provides program guidance, and other assistance as appropriate, based on the affected region's request for assistance.
- Provides support and assistance to the field, especially regarding offers of assistance, large corporate offers, or other collection drives.
- Refers offers of gifts to the appropriate agency or department for review and processing.

Regional Level Responsibilities: KDEM

The State designates a point of contact for volunteers and donated goods that coordinate with the EOC. Assists the Volunteer and Donations Director with:

- Establishing a Volunteer and Donations Coordination Team.
- Setting up a Volunteer and Donations Coordination Center, including a volunteer and donations hotline.
- Verifying the appropriate donations receiving and distribution facilities are established and operating effectively.
- Coordinating with EOC staff on public service announcements, press releases, and other media related support.
- Preparing input for situation reports, briefings, and VIP visits as necessary.

SA-6 Worker Safety and Health Support Annex

Introduction

Purpose

The Worker Safety and Health Support Annex provide guidelines for implementing worker safety and health support functions during potential or actual disasters. This annex describes the actions needed to verify that threats to responder safety and health are anticipated, recognized, evaluated, and controlled consistently so that responders are properly protected during disaster management operations.

Scope

This annex addresses those functions critical to supporting and facilitating the protection of worker safety and health for emergency responders and response organizations during training exercises and/or potential and actual disasters. While this annex addresses coordination and provision of technical assistance for disaster safety management activities, it does not address public health and safety.

This annex provides guidelines to minimize the risk of injury or illness to deployed personnel who are involved in disaster response, recovery, or mitigation operations.

Policies

In accordance with this plan, the overall incident command must provide for the safety and health of personnel deployed to a disaster or disaster exercise. This includes, for example, allocating sufficient resources for safety and health protection, purchasing protective clothing and equipment as needed, and correcting unsafe or unsanitary conditions.

Emergency Support Function (ESF) 5-Emergency Management will carry out safety and health activities applicable to a disaster or exercise to include the following:

- Consistent with the Incident Command System (ICS) organizational structure, inclusion of a qualified Safety Officer (SO) as a member of the County Command Staff.
- Identification and coordination of hazard abatement that may be appropriate for a disaster or exercise site.
- Provision of basic safety and health training and information for deployed personnel.

Responding agencies will provide personal protective equipment (PPE) for their staff needing such equipment. Agencies will verify these individuals have been fit tested and trained in the use of their PPE prior to using the equipment.

The SO will implement a system to report, investigate, and recommend remediation for accidents, injuries, and illnesses related to the disaster or the exercise. This system should include centralized collection and maintenance of safety and health related documentation and records.

The SO will provide written evaluations, after action reports, and exit reports on the disaster safety and health activities. The SO will include input from other Department safety personnel as appropriate.

Private sector and county employers are responsible for the safety and health of their own employees.

This annex does not replace the primary responsibilities of the government and employers; rather, it verifies that in fulfilling these responsibilities, response organizations plan and prepare in a consistent manner and that interoperability is a primary consideration for worker safety and health.

Concept of Operations

For the purposes of this annex, emergency operations have been divided into three phases: (1) the readiness phase, during which a disaster declaration is considered imminent; (2) the operations phase, during which response actions are under way; and (3) the stand down phase, during which operations are

being significantly reduced and ultimately terminated.

Phase I: Readiness

Readiness phase activities include:

- Collecting relevant information on the situation.
- Alerting required staff.
- Deploying to, or near, the potential disaster location as appropriate.

Upon imminent or actual declaration of a disaster, a SO will be designated, along with a roster of replacement SO's, to rotate throughout disaster operations if necessary.

The SO, as part of the initial Emergency Response Team, will inspect and approve field facilities to verify compliance with applicable safety, health, and fire criteria. In addition, the SO will identify any other probable safety and health hazards that could be expected to be found on initiation of onsite disaster response operations. The SO will establish liaison with safety and health personnel, and other agencies as needed. No personnel should be deployed to the scene of an emergency that may involve a response to hazardous materials until the SO has coordinated PPE with those agencies leading a response under another plan. Prior to deployment, the SO will:

- Obtain information on probable disaster related safety and health hazards.
- Provide guidelines and coordinate the acquisition of equipment to mitigate the effects of the anticipated hazards to the greatest degree possible.
- Verify deployed personnel are informed about potential hazards and mitigation measures that may be employed.

Phase II: Operations

Safety Officer during operations:

- To the extent possible, verify a safe and healthful working and living environment is maintained for staff during the disaster.
- Establish a system for accomplishing required followup activity after the disaster.
- Establish and maintain a visible safety and health presence at the disaster and support sites, including mobilization centers, the Disaster Field Office warehouse, and Disaster Recovery Centers.
- Integrate safety and health activity into the operating routine of the command structure.
- Identify, investigate, and coordinate abatement of safety and health problems.
- Mobilize resources in fields such as radiological safety, industrial hygiene, safety engineering, and other specialties as needed.
- Verify deployed personnel are aware of anticipated hazards, their potential impacts, and possible prevention or countermeasures.
- Establish and maintain liaison among federal, state, and local officials concerned with safety and health.
- Collect and review information for required reports.

Phase III: Stand Down

The SO, upon approval by the Emergency Management Coordinator, will verify the disaster safety operation has a smooth closeout or transition to a successor responsible authority by:

- Concluding SO functions and activities.
- Providing followup information to deployed personnel.
- Evaluating and documenting the effectiveness of the disaster safety and health effort.
- Debrief deployed personnel on safety and health issues applicable to the disaster.
- Produce a written evaluation of the safety and health initiative, including accomplishments, concerns and issues, lessons learned, and recommendations, for inclusion in the disaster after action report.

- Complete required reports.
- Forward safety and health documentation to Emergency Management.

Responsibilities

County agencies, managers, and supervisors will, to the best of their ability, provide and maintain a safe and healthful workplace for deployed personnel and follow prescribed safety and health criteria.

OTHER DOCUMENTS

Other Documents

Rush Co Mitigation Plan 2009

See [Rush Co Mitigation Plan 2009](#)