

# RENO EOP

## Table of Contents

Preface	1
Introduction	4
Situation	7
Planning Assumptions and Considerations	8
Roles and Responsibilities	9
Concept of Operations	14
Incident Management Actions	19
Continuity of Government	24
Administration and Support	26
Appendices to the Basic Plan	28

# RENO COUNTY, KANSAS EMERGENCY OPERATIONS PLAN

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## Preface

### Preface

#### Promulgation and Concurrence Documents

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/Promlogation1.doc>

#### Approval Title III---LEPC

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/Reno%20county%20approval.doc>

#### Record of Distribution

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/Reno%20RECORD%20OF%20DISTRIBUTION.doc>

#### Record of Plan Changes

- List of RNCEOP changes can be found at the following link:

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/record%20of%20changes.doc>

#### Overview

This Reno County Emergency Operations Plan (RNCEOP) is designed to address natural, technological and manmade hazards that could adversely affect the County. The RNCEOP applies to all county government departments and agencies that are tasked to provide assistance in a disaster or emergency situation. It describes the fundamental policies, strategies, and general concept of operations to be used in control of the emergency from its onset through the post disaster phase.

The State of Kansas has adopted the National Incident Management System (NIMS). The NIMS lends itself to integrate the capabilities and resources of various governmental jurisdictions, incident management and emergency response disciplines, non-governmental organizations and the private sector into a cohesive, coordinated and seamless framework for incident management. Consistent with the model provided in the NIMS, the RNCEOP can be partially or fully implemented in the context of a threat, anticipation of a significant event, or the response to a significant event. Selective implementation through the activation of one or more of the system's components allows maximum flexibility in meeting the unique operational and information-sharing requirements of the situation and enables effective interaction between various state and non-state entities.

The RNCEOP is an all-hazards plan that addresses evacuations; sheltering; post-disaster response and recovery; deployment of resources; communications, and warning systems. The RNCEOP also defines the responsibilities of county departments, other governmental agencies, private businesses and organizations and volunteer organizations.

The RNCEOP describes the basic strategies, assumptions and mechanisms through which the County will mobilize resources and conduct activities to guide and support local emergency management efforts through preparedness, response, recovery, and prevention. To facilitate effective operations, the RNCEOP adopts a functional approach that groups the types of assistance to be provided into 15 Emergency Support Functions (ESF). The 15 RNCEOP ESFs mirror the National Response Framework (NRF) and the Kansas Response Plan (KRP)

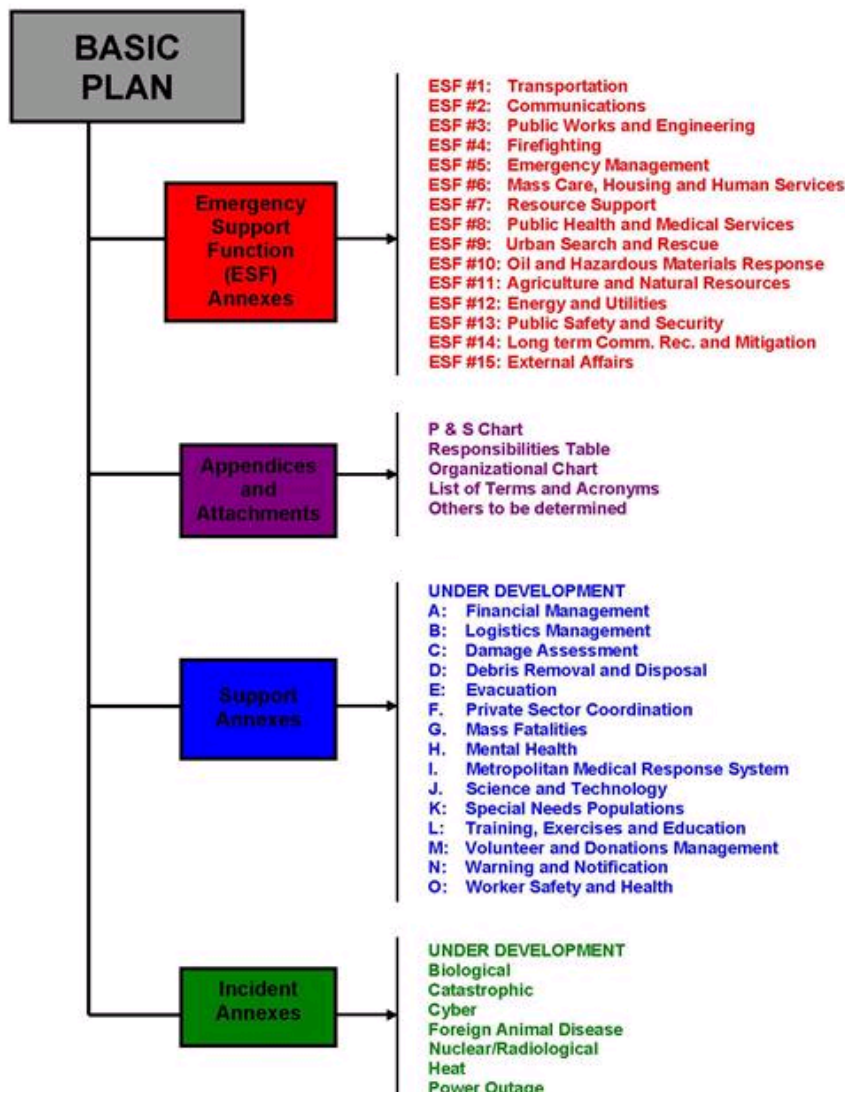
The Basic Plan provides an overview of emergency organization and policies. It describes the overall approach to disaster response and recovery operations and assigns responsibilities for emergency tasks.

The ESF Annexes detail the organization, roles and responsibilities of government and cooperating agencies for coordinating emergency response and recovery efforts. Special Incident Annexes are designed for those emergency response and recovery activities unique to a particular hazard.

Each Emergency Support Function is headed by a lead agency or organization, which has been selected based on its authorities, resources, and capabilities in that functional area. The primary agency appoints an emergency representative to manage that function in the Reno County Emergency Operations Center (EOC).

A chart illustrating the organization of the RNCEOP is included below:

**COUNTY EMERGENCY OPERATIONS PLAN ORGANIZATION**



Severe Weather  
Terrorism Law Enforcement and Investigation

## **Introduction**

### **Purpose**

The purpose of the County Emergency Operations Plan (RNCEOP) is to establish a comprehensive and coordinated all-hazards approach, and a plan for effective response to and recovery from emergencies and disasters occurring in the County.

The RNCEOP, using the National Incident Management System (NIMS), establishes a framework for an effective system of comprehensive emergency management.

### **Scope and Applicability**

The RNCEOP covers the full range of complex and constantly changing requirements in anticipation of or in response to threats or acts of terrorism, major disasters, and other emergencies. The RNCEOP also provides the basis to initiate long-term community recovery and mitigation activities.

The RNCEOP:

- Establishes fundamental policies, program strategies, and assumptions for a countywide comprehensive emergency management program
- Establishes a method of operations that spans the direction and control of an emergency from initial monitoring through post-disaster response, recovery, and prevention
- Defines the mechanisms to facilitate delivery of immediate assistance; including direction and control of intrastate, interstate and federal response and recovery assistance
- Assigns specific functions to appropriate agencies and organizations, as well as outlines methods to coordinate with the private sector and voluntary organizations
- Addresses the various types of emergencies that are likely to occur, from local emergencies, to minor, major or catastrophic disasters
- Identifies the actions that the county will initiate, in coordination with state and federal counterparts as appropriate, regardless of the magnitude of the disaster

### **Incident Management Activities**

The RNCEOP addresses the full spectrum of activities related to incident management, including prevention, preparedness, response, and recovery actions. The RNCEOP focuses on those activities that are directly related to an evolving incident or potential incident rather than steady-state preparedness or readiness activities conducted in the absence of a specific threat or hazard.

### **Authorities**

Various statutory authorities, regulations and policies provide the basis for actions and activities in the context of domestic incident management. Nothing in the RNCEOP alters the existing authorities of individual departments and agencies. The RNCEOP establishes the coordinating structures, processes, and protocols required to integrate the specific statutory and policy authorities of various state departments and agencies in a collective framework for action to include prevention, preparedness, response, and recovery activities.

### **Local**

- Reno County Resolution Number 83-30, adopted the 27th Day of June, 1983, renaming the Office of Civil Defense in Reno County to the Office of Emergency Preparedness.
- Reno County Resolution Number 93-65, adopted the 22nd Day of December, 1993, Affirming the

establishment of the Reno County Office of Emergency Preparedness; providing for and further defining the responsibilities, duties and authority of said office; and affirming the establishment of the position of Director of Emergency Management.

- Reno County Resolution Number 94-37, adopted the 21st day of December, 1994, Re-designating the Reno County Office of Emergency Preparedness as the Reno County Office of Emergency Management; Providing authority for Reno County to accept certain services, gifts, grants and loans; and directing compliance with K.A.R. 56-2-1, ET. SEQ.
- Reno County Resolution Number 2002-45, adopted the 13th day of November, 2002, Establishing a policy of Reno County, Kansas to provide assistance to other governmental entities, such as counties, cities and Townships during disasters Pursuant to K.S.A. 12-16,117.
- Reno County Resolution Number 2003-19, adopted the 16th day of April, 2003, Creating the Central Kansas Region for Public Health Emergency Preparedness Fund. Reno County Resolution Number 2004-45, adopted the 9th day of September, 2004, Adopting the Provisions of Homeland Security Presidential Directive (HSPD)-5, Management of Domestic Incidents

## State

- Kansas Response Plan dated 2006 and Kansas Planning Standards dated 2006
- 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.
- 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 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/disasters 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
- KSA, 12-16, 117. This state statute empowers municipalities (counties and cities) to establish policies regarding the rendering of aid to other municipalities during times of declared emergencies/ disasters. It streamlines the process of mutual aid over the "interlocal agreement" mechanism contained in KSA 12-2901
- 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 directors/coordinators

## Federal

- National Response Plan. 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 & 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 & 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

### **Key Concepts**

This section summarizes key concepts that are reflected throughout the RNCEOP as follows:

- Systematic and coordinated incident management, including protocols for:
  - Incident reporting
  - Coordinated action
  - Alert and notification
  - Mobilization of local resources
  - Operating under differing threats or threat levels
  - Integration of crisis and consequence management functions
- Organizing interagency efforts to minimize damage, restore impacted areas to pre-incident conditions if feasible, and/or implement programs to mitigate vulnerability to future events
- Facilitating local support to departments and agencies acting under the requesting department's or agency's own authorities
- Organizing the delivery of critical resources, assets, and assistance. Local agencies are assigned to lead or support ESFs based on authorities, resources, and capabilities
- Providing the basis for coordination of interagency and intergovernmental planning, training, exercising, assessment, coordination, and information exchange

**Situation****Geographical Characteristics:**

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/DEMOGRAPHICS.doc>

**Vulnerability Analysis**

This information is available in a confidential document held in the Reno County Emergency Management Office. This document is not for public release. In accordance with the adapted K.S.A. § 45-221(12), information requested and received by Reno County departments from public and private sources deemed as sensitive or confidential material are to be treated as official use only and not for release to the general public

**Hazard Analysis:**

This information is available in a confidential document held in the Reno County Emergency Management Office. This document is not for public release. In accordance with the adapted K.S.A. § 45-221(12), information requested and received by Reno County departments from public and private sources deemed as sensitive or confidential material are to be treated as official use only and not for release to the general public.

**SUMMARY DATA:** A summary of the Vulnerability and Hazard Analysis are shown in this linked document: <http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/SUMMARY.doc>



### **Planning Assumptions and Considerations**

A disaster can occur with little or no warning, causing significant loss of life, environmental and economic damage.

Local resources, available through public, volunteer and commercial means will be utilized first. State and federal support will augment ongoing disaster operations. Local jurisdictions will enter into mutual aid agreements with each other as necessary to use most effectively their resources in response to emergencies and disasters.

Incident management activities will be initiated and conducted using the principles contained in the NIMS.

Unconventional hazards require unprecedented response measures. Such threats call for the development of more specific operational plans, which will compliment the policies established in this plan.

Many resources needed are available locally; however, shortfalls may dictate the coordination of outside resources through county emergency management offices. The principles and policies of the NIMS will be adopted in local and state emergency plans, and demonstrated through plan exercise activities.

## Roles and Responsibilities

### County Government

Each county in Kansas is responsible for emergency management in its jurisdictional boundaries and will conduct emergency operations according to established plans and procedures to include:

- Maintain an emergency management program at the county level involving all government, private and volunteer organizations which have responsibilities in the comprehensive emergency management system within the county
- Coordinate the emergency management needs of all municipalities within the county and working to establish intra-county mutual aid agreements to render emergency assistance
- Implement a broad-based public awareness, education and information program designed to reach all citizens of the county, including those needing special media formats, who are non-English speaking, and those with hearing impairment or loss
- Execute mutual aid agreements within the state for reciprocal emergency aid and assistance in the event a situation is beyond the county's capability
- Maintain an emergency management program that is designed to avoid, reduce and mitigate the effects of hazards through the enforcement of policies, standards and regulations
- Maintain cost and expenditure reports associated with disasters, including resources mobilized as a result of mutual aid agreements
- Coordinate public information activities during an emergency
- Develop and maintain procedures to receive and shelter persons evacuating within their political jurisdiction and those persons evacuating from outside into their jurisdiction with assistance from the State
- Ensure the county's ability to maintain and operate a 24-hour warning point with the capability of warning the public

The County disaster response resources are organized into ESFs. Each ESF is comprised of numerous agencies/organizations that manage and coordinate specific categories of assistance common to all disaster/emergency events. A primary agency/organization has been designated for each ESF to ensure the coordination and delivery of goods and services to the disaster area.

The ESF's provide the structure for coordinating interagency support for both man-made and naturally occurring disaster/emergencies. The following is a brief summary of the purpose of each ESF:

#### **ESF #1: Transportation**

- Coordinate and process transportation resources and people (evacuation)
- Report damage to transportation infrastructure
- Coordinate alternate transportation service
- Coordinate the restoration and recovery of the transportation infrastructure

#### **ESF #2: Communications**

- Provide temporary communications to support incident management
- Facilitate the restoration of the communications infrastructure
- Supports all state agencies in the procurement and coordination of communications services from the communications and information technology industry during an incident response.

#### **ESF 3#: Public Works and Engineering**

- Infrastructure protection and emergency restoration
- Emergency assistance and support for first responders
- Engineering and construction services
- Liaison with state and federal resources
- Debris management

### **ESF #4: Firefighting**

- Fire prevention and suppression activities
- Fire mutual aid and resource augmentation
- Fire command and control structure

### **ESF #5: Emergency Management**

- Emergency Operations Center (EOC) activation, configuration, management and staffing
- On-scene command control structure and interface with the EOC
- Emergency decision making and the local declaration process
- Requesting state and federal assistance
- Overall coordination of mutual aid and regional operations
- Information collection and database creation and management
- Analysis and dissemination of information
- Issuing situation reports, bulletins and advisories
- Notification and updating of staff and elected officials
- Science and technology support (GIS mapping, modeling)
- Incident Action Plans and resource tracking

### **ESF #6: Mass Care, Housing and Human Services**

- Mass care operating including sheltering, feeding and other essential human needs
- Housing resources
- In-place shelter operations
- Special needs populations

### **ESF #7: Resource Support**

- Resource identification
- Resource coordination and support
- Resource procurement
- Personnel augmentation
- Logistics management

### **ESF #8: Public Health and Medical Services**

- Assessment of public health and medical needs
- Public health surveillance
- Medical care personnel
- Medical equipment and supplies

### **ESF #9: Search and Rescue**

- Resources needed to conduct search and rescue activities
- State and federal resources available to augment local search and rescue efforts

- Aerial and ground search resources

### **ESF #10: Oil and Hazardous Materials Response**

- Coordinated response to oil and hazardous materials incidents
- Specialized local, regional, state and federal mutual aid resources
- Hazardous materials planning and reporting requirements
- Short and long-term environmental cleanup

### **ESF #11: Agriculture and Natural Resources**

- Control and eradication of an outbreak of a devastating animal/zoonotic disease or plant disease
- Assurance of food safety and security
- Natural resource protection and restoration or historic properties

### **ESF #12: Energy**

- Energy system assessment, repair and restoration
- Water services (water, sewer and storm water)
- Private utilities industry coordination
- Energy forecasting
- Power outages

### **ESF #13: Public Safety**

- Law enforcement activities
- Operational and personnel security
- Ingress and egress to the disaster scene(s)
- Liaison between response operations and criminal investigation activities
- Coordination with state and federal law enforcement agencies

### **ESF #14: Long-term Community Recovery**

- Community recovery operations
- Economic assessment, protection and restoration
- Mitigation analysis and program implementation
- Coordination with the private sector
- Coordination with state and federal community assistance programs

### **ESF #15: External Communications**

- Emergency public information
- Protective action guidance
- Ongoing emergency information
- Inter-departmental coordination
- Establishing a Joint Information Center (JIC) and Joint Information System (JIS)
- Media and community relations
- Governmental and public affairs

The designated Primary Agency (and if appropriate, an ESF Coordinator), as well as the Non-governmental, State and Federal Agencies responsible for each ESF are listed in the Planning Team section of each ESF.

### **State Government**

As a State's chief executive, the Governor is responsible for the public safety and welfare of the people of Kansas. The Governor:

- Is responsible for coordinating State resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents in an all-hazards context to include terrorism, natural disasters, accidents, and other contingencies
- Under a Governor's declaration has powers to make, amend, and rescind orders and regulations
- Provides leadership and plays a key role in communicating to the public and in helping people, businesses, and organizations cope with the consequences of any type of declared emergency within State jurisdiction
- Encourages participation in mutual aid and implements authorities for the State to enter into mutual aid agreements with other States, tribes, and territories to facilitate resource-sharing
- Is the Commander-in-Chief of State military forces (National Guard when in State Active Duty or Title 32 Status and the authorized State militias)
- Requests Federal assistance when it becomes clear that State or tribal capabilities will be insufficient or have been exceeded or exhausted

The Adjutant General of the State of Kansas is the Director of Emergency Management. This Division is responsible for implementing all policy decisions relating to emergency management. These decisions are then relayed to the tasked state agencies. Those emergencies relating to local matters will be coordinated with local emergency management coordinators.

### **Non-governmental and Volunteer Organizations**

Non-governmental (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 coordinates the Mass Care element of ESF #6 at both the state and federal level. Community-based organizations receive government funding to provide essential public health services.

### **Federal Government**

The federal government is responsible to:

- Provide emergency response on federally owned or controlled property, such as military installations and federal prisons
- Provide federal assistance as directed by the President of the United States under the coordination of the DHS, FEMA and in accordance with federal emergency plans
- Identify and coordinate provision of assistance under other federal statutory authorities
- Provide assistance to the state and local governments for response to and recovery from a commercial radiological incident consistent with guidelines as established in the current Federal Radiological Emergency Response Plan and the National Response Plan (NRP)
- Manage and resolve all issues pertaining to a mass influx of illegal aliens
- Provide repatriation assistance to U.S. citizens evacuated from overseas areas.

### **Private Sector**

Primary and support agencies coordinate with the private sector to effectively share information, form courses of action, and incorporate available resources to prevent, prepare for, respond to, and recover from disasters and emergencies.

The roles, responsibilities, and participation of the private sector during an emergency vary based on the nature of the organization and the type and impact of the incident.

Certain organizations are required by existing law and regulation to bear the cost of planning and response to incidents, regardless of cause.

Unless the response role is inherently governmental (e.g., law enforcement, etc.), private-sector organizations are encouraged to develop and maintain capabilities to respond to and manage a complete spectrum of incidents and emergencies.

### **Citizen Involvement**

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

## Concept of Operations

### Normal operations

In natural disasters, the magnitude of the impact and depletion of resources at each level of government trigger outside assistance. Local emergency responders, with state support, carry out initial response to most emergencies only as local resources become taxed. However, threats such as use of biological agents will trigger state and federal response measures from the earliest possible phase, in order to control dissemination and take appropriate eradication measures.

### Emergency operations

The organizational structure for response to an emergency/disaster is under the leadership of the designated incident commander. No individual will be designated the incident commander for a multi-agency or multi-jurisdiction event unless they have had the following training.

- IS-100 - Introduction to the Incident Command System
- IS-200 - ICS for Single Resources and Initial Action Incidents
- IS-300 - Intermediate ICS for Expanding Incidents for Operations First Responders
- IS-400 - Advanced ICS for Command and General Staff
- IS-700 - National Incident Management System, and Introduction
- IS-800 - National Response Framework, an Introduction

Other recommended courses are:

- IS-701 - NIMS Multiagency Coordination System
- IS-702 - NIMS Public Information Systems
- IS-703 - NIMS Resource Management

Based on the severity and magnitude of the situation, the Board of County Commission (BOCC) may issue a Local Emergency Declaration. An example of a local declaration is available at the following link: [/Uploads/Jurisdiction/Reno/DECLARATION-new.doc](#)

### **Incident Command System**

The principles of the Incident Command System (ICS) and the National Incident Management System (NIMS) will be used to guide and coordinate activities at the disaster scene. The EOC will organize using a combination of ICS and ESFs within the NIMS principles in support of field operations. Using the Incident Command System (ICS), there are four functional sections as follows:

- Operations Section
- Planning Section
- Finance and Administration Section
- Logistics Section

### **ICS Organization Link:**

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/BASIC%20INCIDENT%20COMMAND%20STRUCTURE.doc>

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

#### **County level**

In case of an emergency/disaster situation, the impacted counties will coordinate the emergency response effort within their political jurisdictions (county and municipalities).

The Incident Command System (ICS) and National Incident Management System (NIMS) will be used to coordinate emergency response and recovery operations at the disaster scene(s). The ICS/NIMS organization will maintain open communications and close coordination with the EOC at all times.

To the extent possible, all tactical and operational decisions will be made in the field within an ICS/NIMS structure, while policy and coordination functions will be accomplished from the EOC.

The ICS/NIMS provides a framework designed to standardize incident management for all types of hazards and across all levels of government. If used effectively, it should improve coordination between different agencies, levels of government and the private sector.

### **ESF Coordinator, Primary and Support agencies**

The County Emergency Management Director designates the primary agencies for each ESF to coordinate the activities of that function. In most cases, the County Emergency Management Office has been assigned as ESF Coordinator in addition to the primary and support agencies. The following describes the roles of the ESF Coordinator, Primary Agency and Support Agencies.

The ESF Coordinator has ongoing responsibility through the prevention, preparedness, response, recovery, and mitigation phases of incident 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 responsibilities of the ESF coordinator include:

- Pre-incident planning and coordination
- Maintain ongoing contract with ESF primary and support agencies
- Assist the Primary agency in conducting periodic ESF meetings
- Coordinate efforts with corresponding private-sector organization
- Coordinate ESF activities relating to incident planning and critical infrastructure preparedness

An agency designated as an ESF Primary Agency will:

- Provide staff for the operations functions
- Notify and request assistance from support agencies
- Manage mission assignments and coordinate with support agencies
- Work with appropriate private-sector organizations to maximize use of all available resources
- Support and keep other ESFs informed of operational priorities and activities
- Execute contracts and procuring goods and services as needed
- Ensure financial and property accountability for ESF activities
- Plan for short-term and long-term incident management and recovery operations
- Establish and maintain procedures for agency personnel to be available on a 24-hour basis for EOC staffing and emergency assignment and provide this information to the County Emergency Management Department
- Maintain a current inventory of key agency personnel, facilities and equipment, and establish procedures to ensure this information can be accessed from the EOC
- Establish procedures for assessing damage to department facilities and injury to personnel
- Maintain trained personnel to support interagency emergency response and support teams
- Be the primary agency for maintaining the ESF they are the primary agency for.

Agencies designated as ESF Support Agencies will:



- Conduct operations, when requested using their own authorities, subject-matter experts, capabilities or resources
- Participate in planning for short-term and long term incident management and recovery operations
- Assist in the conduct of situational assessments
- Provide staff, equipment or other resource support as requested
- Provide input to periodic readiness assessments
- Participate in training and exercises
- Identify new equipment or capabilities required to prevent or respond to new or emerging threats and hazards
- Provide information or intelligence regarding their agency's area of expertise.

For more information, see Roles and Responsibilities.

### **Intergovernmental mutual aid**

Mutual aid agreements and memoranda of understanding are essential components of emergency management planning, response, and recovery activities. These agreements provide reciprocal emergency aid and assistance during an emergency or disaster. They can increase available resources and improve response and recovery efforts.

### **Interstate Civil Defense and Disaster Compact**

The purpose of the compact is to provide mutual aid among the states in meeting any emergency or disaster. The prompt, full, and effective utilization of the resources of the respective states including personnel, equipment, or supplies may be essential to the safety, care, and welfare of people therein. The Interstate Civil Defense and Disaster Compact may be entered in accordance with the provisions of KSA 48-3202. This action is accomplished by written agreement between the Governor of Kansas and Governor's of one or more states which have legally joined said compact, or which are authorized to join. Such written agreement may specify the period of time said compact is entered into with regard to each such state. Thus, the State of Kansas compact is non-active until initiated by the Governor, in agreement with one or more states.

### **Emergency Management Assistance Compact (EMAC)**

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

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).

### **State level**

In accordance with the National Incident Management System (NIMS) processes, resource and policy issues are addressed at the lowest organizational level practicable. If the issues cannot be resolved at that level, they are forwarded up to the next level for resolution.

At the state level, The Adjutant General (TAG) as the Governor's Authorized Representative (GAR) performs policy-making authority and commitment of state resources at the State Emergency Operations Center (SEOC). The GAR will appoint the State Coordinating Officer (SCO) when a presidential disaster declaration is made.

The KDEM Operations Officer is responsible for the provision of state assistance, as well as routine management and operation of the SEOC. The KDEM Operations Officer may issue mission assignments to the state emergency support functions to perform duties consistent with state policy. Mission assignments and mutual aid assistance are

tracked in the SEOC. . During any local emergency response that does not require full activation of the SEOC; state assistance may be provided by state agencies under their normal statutory authority.

Coordination of regional and multi-regional protective actions will occur between all affected risk and host counties, other states, and the SEOC under the direction and control of the TAG or his designee. In addition, counties that are not impacted by an emergency/disaster situation may be requested by the TAG to activate their emergency operating centers to provide emergency assistance if resources are available.

In the event, federal assistance is required; the SCO will interface directly with representatives of the federal government. If the SCO determines that the span-of-control needs to be broadened, they may designate one or more Deputy SCO's to ensure coordination between federal and state agency representatives and to anticipate any needs or conflicts in the response or recovery phases as they progress.

In the event a request for disaster assistance comes from the governor of another state, the TAG may order the mobilization of state resources under the Emergency Management Assistance Compact (EMAC) to be deployed to the impacted state. The management and coordination of these resources will be administered through the Operations Section located in the SEOC.

The TAG may authorize a field operations response in or near the impacted area. Field operations will be under the direction and control of the KDEM Operations Officer located at the SEOC and involves the deployment and staging of personnel and resources in the impacted area.

Initial planning for recovery begins before an emergency event impacts Kansans. While local governments are implementing response actions necessary to protect public health and safety, the SCO begins coordination and implementation of recovery programs.

### **Federal level**

Through the NRF, the federal government provides assistance using 15 federal Emergency Support Functions (ESF's). These ESF's will establish liaison with Kansas ESF representatives in the SEOC.

If the disaster is major or catastrophic, the KDEM will contact the DHS, FEMA, Region VII and request a Federal Liaison and/or alert them that the Governor may submit a formal request for federal assistance.

If the President authorizes federal assistance, a Federal Coordinating Officer (FCO) is appointed. The FCO is authorized to use the full authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act to reimburse response and recovery claims against the Disaster Relief Fund. Additionally, the Stafford Act provides funding to assist communities in mitigating the impact of future events.

### **Communications**

Command and tactical channels will be assigned by incident command for major events. These channels will be assigned using available local frequencies first and then from federal, state and regional mutual aid frequencies. Local paging frequencies will not be used in this capacity if at all possible, to leave them available for day-to-day operations.

The Director of HRCEC will coordinate operations between the EOC and emergency communications center. The EOC will allocate resources for large events and have them dispatched through emergency communications. If allocated resources are needed for a day-to-day event, the emergency communications center will coordinate with the EOC prior to reassigning resources. The EOC will have ultimate authority over resources during large events.

Under emergency conditions, no member of the EOC will discuss operations with any member of the press unless

previous clearance has been given by the Incident Command Structure and/or Public Information Officer.

More specific communications information is available in ESF-2, Communications.

**Reports and Records:** The use of reports and records will vary according to the type of emergency being handled.

- Messages: All requests for assistance and all general messages will be handled using the procedures and ICS forms found in:
- Situation Report: These reports are compiled daily and forwarded to the Kansas Division of Emergency Management in order to keep the state informed about the current status of operations.
- Event Log: A record of major events during EOC operations will be compiled by a member of the support staff as appointed by the coordinator. This will be compiled using data from the event log in WebEOC
- Other Reports: Incident Action Plans will be developed and maintained as a record of operations during all events lasting over one operational period.
- Security: All personnel entering the EOC will be required to check in at the security desk located in the main entrance.
- Media: Scheduled news conferences will be held at regular intervals. Media personnel will only be allowed to enter the EOC in small groups accompanied by the Public Information Officer (PIO) when operational considerations permit. This should be kept to a minimum

## Incident Management Actions

This section describes incident management actions ranging from initial threat notification to early coordination efforts to assess and disrupt the threat, to preparatory activation of the ESF structure, to deployment of state resources in support of incident response and recovery operations. These actions do not necessarily occur in sequential order; many may be undertaken concurrently in response to single or multiple threats or incidents.

### Notification and Assessment

Local, private-sector and non-governmental organizations report threats, incidents, and potential incidents using established communications and reporting channels.

### Preparedness

Preparedness activities include:

- **Plan development and maintenance:** The ESF Coordinator and Primary Agencies for each ESF must review their respective documents at least annually or after any large event for changes that should be made. Each agency should review this plan and all ESFs at a minimum of annually. Suggestions for changes will be submitted to the Director, Emergency Management for coordination of changes.
- **Public information:** A public information program will be conducted by the emergency management office concerning events and operations which could result in the activation of this plan. News media, public presentations, and printed literature will be used for this purpose.
- **Training and exercises:** A training and exercise program is developed to test the capabilities of this plan.

Exercises can include:

**Table Tops(TTX):** These are intended to stimulate discussion of various issues regarding a hypothetical situation. It can be used to assess plans, policies, and procedures or to assess types of systems needed to guide the prevention of, response to, and recovery from a defined incident. They can include breakout sessions or large group settings.

**Functional Exercises(FE):** Are designed to test and evaluate individual capabilities, multiple functions or activities with a function, or interdependent groups of functions

**Full-scale Exercise(FSE):** These are multiagency, multijurisdictional exercise that tests many facets of emergency response and recovery. An FSE focuses on implementing and analyzing the plans, policies, and procedures developed in discussion based exercises and honed in previous, smaller, operations-based exercises.

**Training Requirements:** The following NIMS/ICS training is a must. Without this training a jurisdiction can not be NIMS compliant and will be ineligible for many federal grant programs. Agencies that have personnel who have not been trained, must show and concerted effort to get them trained.

**Elected Officials:** Elected officials that are not assigned primary response roles must complete at least IS-402 Public Officials Seminar. Elected officials with primary response roles must complete IS-100, IS-200, IS-700, IS-800 as a minimum. If they are to be in a command position they must also complete IS-300 and IS-400. They would not then need to complete the IS-402 program.

**Appointed Officials:** Appointed officials that are not assigned primary response roles must complete at least IS-100, IS-200, IS-700 and IS-800 courses. Those assigned to primary response roles and who

may be placed in a command level position must also complete IS-300 and IS-400.

**Reponders and Support Personnel:** All emergency response personnel and those who could be placed in a role of support during a large event must complete IS-100, IS-200, IS-700 as a minimum.

Any individual who may be placed in a role which would require them to work out of the EOC must complete the local EOC operations and management course.

With the exception of IS-300, IS-400, IS-402 and the EOC operations and management course, all courses are available on-line in a self-paced, self-study format. The other courses must be completed in the classroom.

### Response

#### **County Response**

The county must be prepared to respond quickly and effectively on a 24-hour basis to developing events. When an event or potential event is first detected, the EOC is activated to a level appropriate to the magnitude of the threat. The state's response effort is then initiated through the ICS System with emergency representatives from local agencies and volunteer organizations. These emergency representatives are authorized to use the resources of their respective agency or organization to carry out response and recovery missions that are assigned by function.

The Reno County District Attorney and/or the County Counselor as well as local city attorney's will provide legal services to support the jurisdiction during emergency situations.

All local agencies and volunteer organizations are grouped into 15 ESF's Functions to carry out assigned missions. Each ESF is comprised of one or more primary agency (ies) serving as lead and several other agencies and organizations providing support.

#### ***Local Disaster Declaration***

Based on the complexity, severity, duration or resource needs of the event, the County Emergency Management Director, or designee, may advise the BOCC to declare a local emergency.

If at any point during a developing emergency, officials determine the situation requires resources beyond local capabilities (including those obtained through mutual aid), assistance may be requested through the KDEM.

The County Emergency Management Director or designee, will serve as a liaison with KDEM and DHS/FEMA for coordinating state and federal assistance.

Regardless of the level of assistance provided by outside entities, overall direction and control remains the responsibility of the County.

#### ***Emergency Operations Center (EOC)***

The EOC is located at 210 W. 1st Ave, Hutchinson, KS, 67501, in the basement of the Law Enforcement Center. The EOC is the primary location from which emergency operations will be conducted under the direction and control of Reno County Emergency Management Director or their designee.

#### **State Disaster Declaration**

When an emergency or disaster has occurred or is imminent, the Governor may issue an Emergency Disaster

Declaration proclaiming the existence of a State of Emergency or activate the emergency response, recovery and prevention aspects of state, local and inter-jurisdictional disaster plans.

State assistance will be provided if it is available and deemed appropriate. If state resources are inadequate, the Governor may request federal assistance through the Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA).

### **Recovery**

#### **Presidential Disaster Declaration**

Requests for federal disaster assistance will be predicated on the requirements outlined in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288). After local government conducts a rapid disaster assessment and reports to the SEOC, the Kansas Assessment Team (KAT) will deploy and conduct a joint local/state comprehensive disaster assessment on homes and businesses. Based on the KAT's data, a preliminary damage assessment (PDA) may be scheduled that includes the Federal Emergency Management Agency (FEMA) and the Small Business Administration (SBA). The Public Assistance (PA) Program may deploy teams to inspect those areas affected that meet the PA Program criteria.

#### **Joint Field Office (JFO)**

The Joint Field Office (JFO) is the primary field location for the coordination of federal and state recovery operations. The FCO and the SCO co-locate in the JFO, as well as other federal and state personnel. Recovery and mitigation operations, logistics, information and planning, financial management and general administration are coordinated at the JFO.

#### **Recovery Field Operations**

Following a disaster, with or without a Presidential Declaration, the county/state may deploy several specialized recovery teams (personnel) and centers (facilities) into a disaster area.

##### ***Recovery Personnel***

- Kansas Assessment Team (KAT) – Teams of qualified personnel, including building inspectors, structural engineers, and architects, who will gather information by performing an assessment of all structures and property in the disaster area; and teams of administrative personnel who will compile the gathered information to facilitate the application process for local, state, and federal disaster assistance programs.
- Community Relations (CR) Team – A team that is deployed to disseminate information and collect data to assist disaster-affected communities and eligible individuals in receiving assistance. The primary function of this team is to identify and report unmet human needs and to inform disaster victims of the disaster assistance programs and registration process.
- Unmet Needs Committee – A committee that helps identify unmet needs and possible assistance. Such committees are comprised of volunteer agencies, private sector representatives, and governmental agencies.
- Human Needs Assessment Team – A team that is deployed immediately after a disaster and before the establishment of a JFO Office to help counties assess and report the immediate needs of disaster victims.
- Insurance Department Team – Members of the Kansas Insurance Department assist policy owners following a disaster.

##### ***Recovery Facilities***

- Disaster Recovery Center (DRC) – Centers that are set up in a disaster area to provide information on the complete range of disaster assistance that is available. The responsibility for managing these centers is jointly shared by the state, FEMA and the county where the center is located.

- Donations Management Warehouse & Distribution Center- A Donations Management Warehouse is a large facility equipped to receive unsolicited goods, which have not been directed to a specific location. The center is co-managed between the KDEM and the Salvation Army (TSA). A local distribution center is a site in or near the disaster area where goods are dispersed directly to disaster victims.

### **Public Assistance (PA) Activities**

A Presidential Disaster Declaration initiates a process that begins with applicants filing a Request for Public Assistance at an applicant's briefing. These briefings are publicized through the media and notifications to county emergency management directors in accordance with 44 CFR-206 Subpart G & H.

- Project worksheets are prepared for eligible emergency costs and eligible costs for restoration of damaged facilities
- The federal share for reimbursement under most federal declarations is 75 percent. The 25 percent non-federal share is normally provided from a combination of State and local sources in accordance with policies established by the Executive Office of the Governor and the Kansas Legislature
- In addition, the federal government does provide for an administrative cost allowance for each eligible project that is 100 percent federally funded
- The State serves as the Grantee and eligible applicants are Sub-grantees under the federal disaster assistance program
- Contractual agreements with the KDEM are executed with applicants with all reimbursements coming through the Division
- Documentation, record keeping, inspections, and final closeouts are overseen and approved by the KDEM

### **Individual Assistance (IA) activities**

Once a Presidential Declaration has been issued that authorizes IA, the State IA Officer will coordinate with a federal counterpart on all related individual assistance programs, as defined and prescribed in 44 CFR, Part 206, Subparts D, E, and F.

- The primary means of applying for IA will be made through a National Tele-registration toll-free number.
- Disasters that do not support the criteria for requesting IA as part of a Presidential Disaster Declaration may meet the criteria for other federal assistance.

### **Mitigation**

#### **State Mitigation programs (pre-disaster)**

The National Flood Insurance Program (NFIP) – The Department of Agriculture, Division of Water Resources (DWR), provides technical assistance to the public and communities on the NFIP. The NFIP provides flood insurance to communities that agree to implement land use planning and construction requirements to reduce flood damage in their jurisdiction. These land use and construction requirements apply to all new construction and substantial improvements to existing structures in the community's Special Flood Hazard Areas (SFHAs).

Additionally, DWR provides technical assistance to local communities on the Community Rating System (CRS). The CRS is an integral part of the NFIP. Through reduced flood insurance premiums, the CRS provides incentives to communities that go beyond the minimum flood plain management requirements established through the NFIP.

The Flood Mitigation Assistance Program (FMAP) – KDEM administers the FMAP. This program makes federal funds available pre-disaster to fund mitigation projects in communities participating in the NFIP. These funds have a 25 percent non-federal match requirement. The overall goal of the FMAP is to fund cost effective measures that reduce or eliminate the long-term risk of flood damage to NFIP insurable structures. This is accomplished through

the reduction of the number of repetitively or substantially damaged structures.

State Hazard Mitigation Planning - The State Hazard Mitigation Plan is updated annually or in the aftermath of a disaster at the direction of the State Hazard Mitigation Officer (SHMO) as necessary. Additionally, the mitigation staff continues to provide technical assistance to communities on the development, implementation, and maintenance of local mitigation strategies.

### **State Mitigation activities (post-disaster)**

Post-disaster mitigation activities at the JFO require a well-orchestrated and coordinated effort among the various levels of governments.

This PA Program assures that the mitigation opportunities provided under Section 404 of the Stafford Act are realized. Also, Section 406 of the Stafford Act provides for direct federal assistance for repairs and improvements to eligible damaged public facilities. Mitigation measures (improvements) must be identified in the Project Worksheets (PW's). The award of Section 406 hazard mitigation projects is at the discretion of the FEMA Regional Director.



## **Continuity of Government**

### **Succession of Authority**

#### **Board of County Commissioners**

- Chairperson
- Chair Pro-Tem
- Most senior Member of the Commission in order of seniority

#### **Hutchinson and other incorporated City Municipal Governments**

- Mayor
- Vice-Mayor
- Most senior member of the Council/Commission in order of seniority

#### **Emergency Management Agency**

- Director
- Assistant Director
- Sheriff (or other assigned individual)

**Other agencies will adhere to their respective published internal succession policies.**

### **Delegation of Emergency Authority**

**Emergency Actions:** See the individual ESFs and the Emergency operations guide for emergency actions.

In the absence or incapacitation of all three county commissioners, the Sheriff in conjunction with the Emergency Management Director may declare a local state of disaster or emergency

During declared local disasters or emergencies the bidding process for the purchase of goods and services may be suspended locally.

The Sheriff for unincorporated areas of the county and those cities not having a police agency, and the Police Chief for Cities may impose curfew limitations to protect the public and property if deemed necessary

### **Preservation of Records**

It is the responsibility of tasked agency officials to ensure that important documents are safeguarded in accordance with agency SOP's and county records management policies.

### **Protection of Government Resources**

The business of the government, at all levels, must continue in order to provide security, protection and assistance for recovery. Every effort has been made to protect government resources through the following methods:

- Plans and procedures
- Backup of computer data
- Off site storage of computer files
- Backup generators

- Memorandums of Understanding

## **Administration and Support**

### **Support**

Requests for state or federal assistance will be made through the Kansas Division of Emergency Management. Exceptions to this are detailed in federal, hazard-specific contingency plans and procedures.

### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services will be in accordance with the provision of state law and procedures. The declaration of a local emergency, issued by the BOCC, may suspend selected rules and regulations that impede emergency response and recovery operations.

### **Reports and Records**

Upon determination of need, the Governor or Division of Emergency Management may authorize and impose additional emergency recording and reporting requirements applicable to local governments and state agencies.

### **Expenditures and Recordkeeping**

Deliberate financial tracking is required to help ensure state and federal reimbursement in the event of a Presidential disaster declaration.

During disaster operations, all agencies will:

- Maintain records of all expenditures to provide clear and reasonable justification for budget requests or reimbursement
- Develop procedures to ensure financial records clear 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 RNCEOP 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.

### **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 a significant emergency event/incident or exercise, which will be provided to the Emergency Management Director.

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

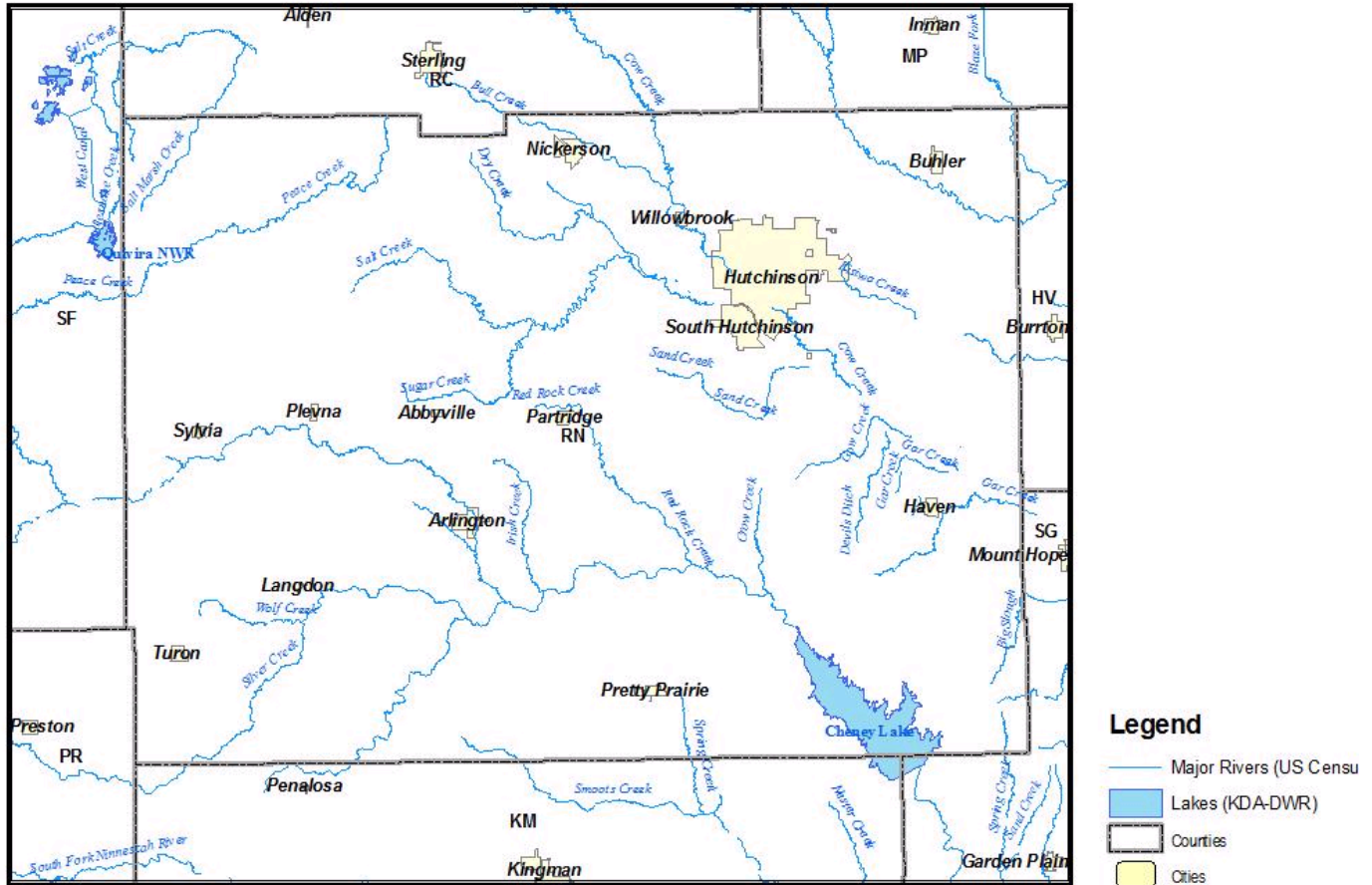
### **Plan Development, Maintenance and Execution**

All tasked agencies will be responsible for the development and maintenance of their respective responsibilities of the plan. Tasked agencies are responsible for maintaining internal plans, standard operating procedures, and resource data to ensure prompt and effective response to an incident of significance.

The County Emergency Management Director is responsible for coordinating an annual review of the RNCEOP by all agencies involved. Tasked agencies will make notification of necessary changes. During this process the Primary Agency for each ESF planning document will collect and collate all information concerning their particular ESF. The Emergency Management Director will make appropriate changes to the master plan and distribute them accordingly.

Appendices to the Basic Plan

Reno County Major Rivers



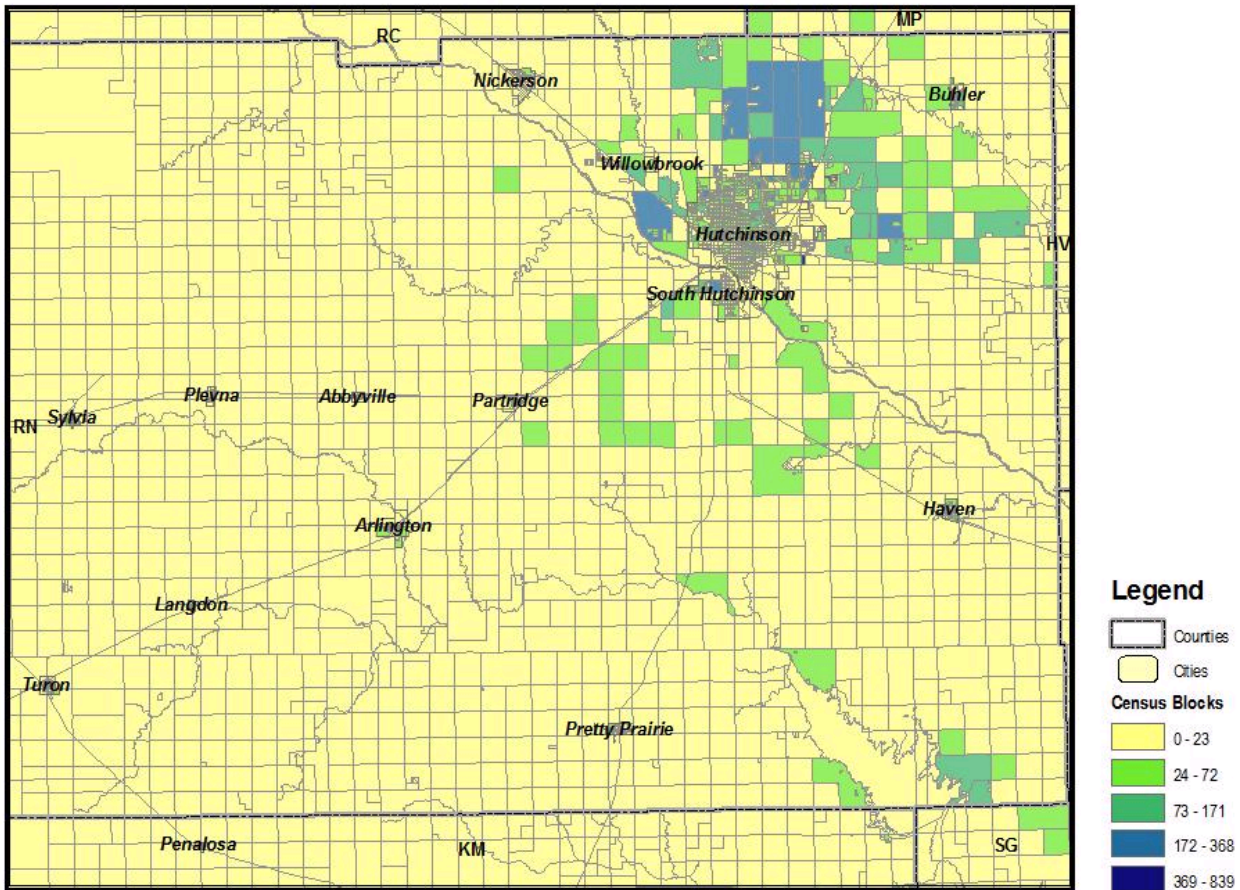
Source: KS Adjutant General's Dept; KS Dept of Transportation; KS Dept of Health and Environment; KS Corporation Commission; KS Dept of Agriculture; KS Animal Health Dept; KS Geological Survey; KS Dept on Aging; US Census Bureau; State of Kansas; American Red Cross; KS Dept of Education; KS Dept of Corrections; U.S. Geological Survey; TechniGraphics; MAPSearch, Inc.

1 inch equals 5.917971 miles



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Geospatial Technologies Section

### Reno County Population Density



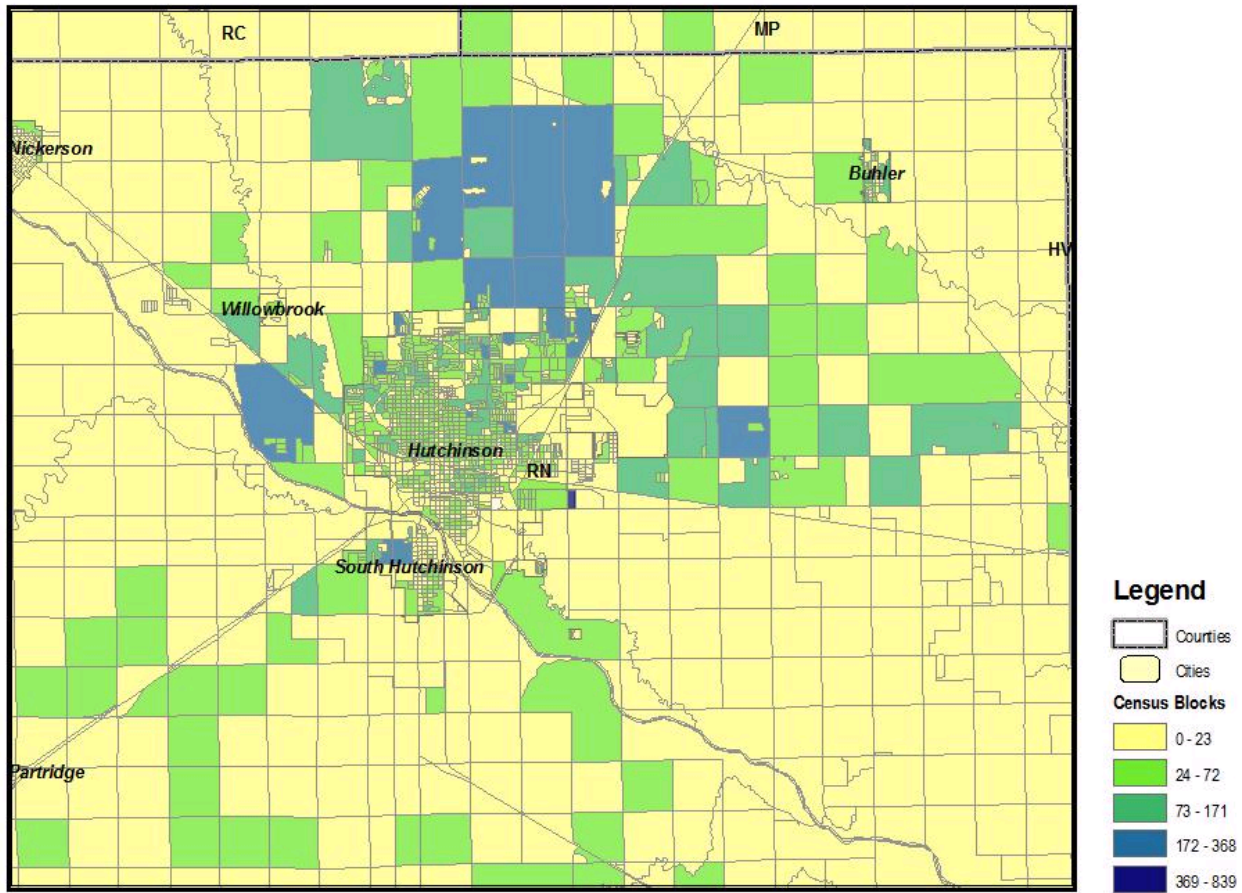
Source: KS Adjutant General's Dept; KS Dept of Transportation; KS Dept of Health and Environment; KS Corporation Commission; KS Dept of Agriculture; KS Animal Health Dept; KS Geological Survey; KS Dept on Aging; US Census Bureau; State of Kansas; American Red Cross; KS Dept of Education; KS Dept of Corrections; U.S. Geological Survey; Technographics; MAPSearch, Inc.

1 inch equals 4.956784 miles



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 Kansas Adjutant General's Department  
 Geospatial Technologies Section

### Hutchinson Population Density



Source: KS Adjutant General's Dept; KS Dept of Transportation; KS Dept of Health and Environment; KS Corporation Commission; KS Dept of Agriculture; KS Animal Health Dept; KS Geological Survey; KS Dept on Aging; US Census Bureau; State of Kansas; American Red Cross; KS Dept of Education; KS Dept of Corrections; U.S. Geological Survey; TechniGraphics; MAPSearch, Inc.

1 inch equals 2.509585 miles



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 Geospatial Technologies Section

**Glossary of Term**  
[LINK TO GLOSSARY](#)

**List of Acronyms**  
<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ACRONYMS.doc>

**Primary and Support Responsibilities Chart**  
<http://ksceop.neteop.com/Admin/pschart.aspx>

**List of Authorities and References:** <http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/AUTHORITIES%20AND%20REFERENCES.doc>

**RENO COUNTY, KANSAS  
EMERGENCY OPERATIONS PLAN**

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**ESF1-Transportation**

**Planning Team**

<b>ESF Coordinator</b>	Reno County Emergency Management
<b>Primary Agency</b>	Reno County Department of Transportation
<b>Support Agency</b>	Hutchinson Fire Department Hutchinson Police Department Hutchinson Public Works Kansas Department of Transportation Reno County Public Works Reno County Sheriff's Department



## Purpose

Emergency Support Function (ESF) #1 – Transportation addresses both emergency transportation assistance and the maintenance of transportation routes. Specifically, it discusses:

- Movement of people and resources
- Restoration of transportation infrastructure
- Coordination of resource movement
- Traffic restrictions and transportation safety
- Mutual aid and private sector transportation resources

## Scope

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the County Emergency Operations Plan (CEOP).

ESF #1 is a functional annex to the CEOP and to the extent possible, information contained in other sections of the CEOP will not be repeated in this document.

## Policies

ESF #1 applies to all agencies and organizations with assigned emergency responsibilities in the CEOP.

Transportation of individuals will be coordinated with the appropriate agency responsible for their welfare, including one or more of the following:

- Reno County Area Transit (RCAT)
- Reno County Unified School Districts
- Durham Leasing Bus Company
- Reno County Retirement Homes

## Concept of Operations

### General

The Reno County Aging/Transportation Director is the primary agency for providing ESF #1 technical assistance, engineering, and construction management resources and support during response activities.

Close coordination will be maintained between local, state and federal officials to determine potential needs for support and the most expeditious means of acquiring that support. Various incident management systems will be used for collecting, processing, and disseminating information.

In general, evacuation criteria will take into account variables such as demographics of the region, immediacy, seriousness and expected duration of the threat; vulnerable populations at risk; and adequacy/ availability of evacuation routes.

- Natural Hazards: Additional criteria to be considered with natural hazards may include floodplain data, forecasts for ravine and/or flash flooding, rangeland fire danger indices, and other hazard specific warnings or advisories promulgated by agencies such as the National Weather Service, U.S. Geological Survey, etc.
- Technological Hazards: Additional criteria to be considered in technological hazard situations may include the hazard classification of dams; or the quantity, toxicity, concentration, flammability and/or explosiveness, projected path, proximity to other hazards, & time-distance-shielding factors for hazardous chemicals.

In all situations other than those involving immediate life safety concerns, decisions on whether and/or when to evacuate will always be made after consulting with the appropriate city/county departments or agencies, and will be coordinated with all the jurisdictions affected.

The decision to shelter in-place takes into account many of the same variables as evacuations. Shelter in-place is often the more practical option when the danger is immediate or when the threat will be less serious or relatively short-term in nature.

- Natural Hazards: Hazard specific warnings or advisories issued by the National Weather Service or local emergency management agencies and broadcast to the public via local radio & television stations & cable TV networks.
- Technological Hazards: Additional criteria to be considered in technological hazards may include quantity, toxicity, concentration, flammability

or explosiveness, projected path, proximity to other hazards, & time-distance-shielding factors.

When the danger has passed, the public will be informed through news announcements over local radio, television & cable TV networks.

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, Feeding and Sheltering)**

When the emergency/disaster situation has stabilized and it is again safe to return to a previously evacuated area, the authorization to allow reentry will be given by the director of the county or city emergency operations center (EOC), the IC, or as otherwise directed.

There are numerous transportation routes throughout the county that may become critical during emergency situations. A list of these routes is included in the following links.

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/Zone%201%20revised.xls>

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/Zone%202%20revised.xls>

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/Zone%203%20revised.xls>

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/Zone%204%20revised.xls>

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/Zone%205%20revised.xls>

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/Zone%206%20revised.xls>

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/Zone%207.xls>

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/Zone%208.xls>

Although private automobiles are the preferred method of evacuation, there will be individuals and groups who require assistance in relocating from an evacuation area.

Schools, hospitals, nursing homes & daycare centers are responsible for ensuring the overall safety & well-being of their students, patients, residents, staff & visitors to their facilities. To that end, emergency plans should be developed taking into account the hazards to which those facilities might reasonably be exposed. Such hazards include, but are not limited to, natural & technological disasters, fire/explosion, physical plant and/or utility failure, security threats and vehicular accidents. These "vulnerable populations" are encouraged to be pro-active in developing & implementing their plans.

Because of its critical nature, the assessment of damage and if necessary the restoration and protection of transportation infrastructure and resources will be a priority during emergency operations.

### **Pet Evacuees**

For large scale events, the County will rely on local and state chapters of the Veterinary Medical Association and the Humane Society to help coordinate pet shelter activities, and on the County Extension Office and other farm-related agencies or organizations for issues regarding livestock.

### **Organization**

The County Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #1.

The Reno County Aging/Transportation Director's representative will be responsible for coordinating the resources required for the movement of people and in conjunction with Reno County, the City of Hutchinson Public Works Departments and Kansas Department of Transportation, for the maintenance of transportation routes and coordinating the use of the equipment to move resources and supplies.

The ESF #1 team members are critical members of the EOC Team and will work within the EOC structure as described in ESF #5 – Emergency Management.

### **Notifications**

The Emergency Management Director will notify the ESF #1 Coordinator of EOC activations and request that representatives report to the EOC to coordinate ESF #1 activities. This is typically accomplished by radio broadcast, digital pager or telephone contact.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with transportation activities. Depending on the nature and location of the emergency, state and federal highway officials may also become critical members of the ESF #1 team.

### **Actions**

#### **Preparedness**

- Maintain awareness of the transportation related components of the CEOP.

- Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
- Ensure personnel are trained in EOC operations, the Incident Command System (ICS) and the National Incident Management System (NIMS).
- Develop plans to use available transportation systems to manage the immediate transport of critical supplies.
- Develop plans to provide resources to assist with evacuations or other movements of people.
- Participate in training, drills and other activities to improve interagency communications.
- Review departmental Standard Operating Procedures (SOPs) and maintain personnel call up lists.
- Participate in emergency management training and exercises.

## Response

- Ensure damage assessments are performed on infrastructure and transportation systems, facilities and equipment.
- Coordinate with other response agencies regarding the operational capabilities of the transportation system.
- Assign transportation resources to move materials, personnel and supplies as requested by first responders.
- Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes.
- Assist in initiating traffic management operations and control strategies.
- Provide field support for emergency responders at the scene integrated through the Incident Command System (ICS).

## Recovery

- Continue to coordinate transportation of equipment, supplies and people.
- Continue to perform tasks necessary to expedite restoration and recovery operations.
- Scale back assignments and personnel requirements to normal.
- Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
- Evaluate response and make necessary changes in this ESF Annex to correct shortfalls and improve future response activities.
- Participate in after action meetings and prepare after action reports as requested.

## Prevention

- Work with other involved agencies to identify and correct potential shortfalls in the ability to use emergency access and egress routes and available transportation resources.
- Coordinate with other agencies on the development of evacuation plans, particularly for pre-identified hazard areas.

## Direction and Control

All evacuation and transportation activities will be coordinated through the County Emergency Operations Center that will serve as the source of all direction and control.

## Hazardous Materials Incidents

- When evacuation of an area takes place, the local emergency management agency will be alerted so the necessary services can be activated and coordinated. The local Emergency Management Coordinator will notify Kansas Division of Emergency Management of the event (KDEM). Due to the specialized nature of hazardous materials response, a specific annex, hazardous materials has been developed for each county as part of their CEOP (*for more information, see ESF #10*).

## Responsibilities

### All tasked agencies will:

- Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- When requested, deploy a representative to the EOC to assist with transportation activities
- Provide ongoing status reports.
- 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 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, and provide this information to the County Emergency Management Department.
- Perform other emergency responsibilities as assigned.
- Law Enforcement will provide security at evacuation pickup and drop off points if needed
- Private transportation providers will provide drivers for their equipment

**County/City Office Holders:** Responsible for the overall mobilization of county/city capabilities that cover all facets of support to the commissioners and to the public.

**Law Enforcement Agencies:** 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:** For hazardous material and fire incidents, the fire department is responsible for on-scene control and advising executives on the evacuation decision. 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.

**American Red Cross and Salvation Army:** The American Red Cross Local Chapter will be responsible for coordinating Reception and Care activities to include establishing registration, lodging, and feeding facilities. This effort will be supported by the American Red Cross, The Salvation Army, and other agencies.

**County/City Agencies:** Will support the evacuation of areas by maintaining routes and providing manpower and equipment to transport evacuees. Assist law enforcement in property protection and perimeter and traffic control.

**Reno County Service Organizations:** Provide manpower and equipment, assist in evacuation, and conduct search and rescue operations. Assist with transportation and provide communications.

**State Departments:** Will ensure Social Service programs are continued and supported. Provide manpower and equipment and implement crisis counseling and other activities to assist special needs groups such as the handicapped, infirm, and elderly.

**Reno County Emergency Management Director:** Responsible for advising the County Commissioners and City Government on the evacuation decision, coordinating evacuation support activities, providing for special transportation, and managing resources.

## **Administration and Support**

### **Support**

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of 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.

### **Status Reports**

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

### **Expenditures and Recordkeeping**

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds the agencies local budget. Additional funds will be requested through the agencies parent organization. Example: The Sheriff would request funds from the county commission.

### **Critiques**

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

## **Attachments**

- Map depicting primary and alternate transportation routes

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/rcatroutes.doc>

- Traffic county count map: <http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/trafficcountmapkdot.pdf>
- Traffic Hutchinson count: <http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/hutch06trafficcount.pdf>
- List of transportation resources

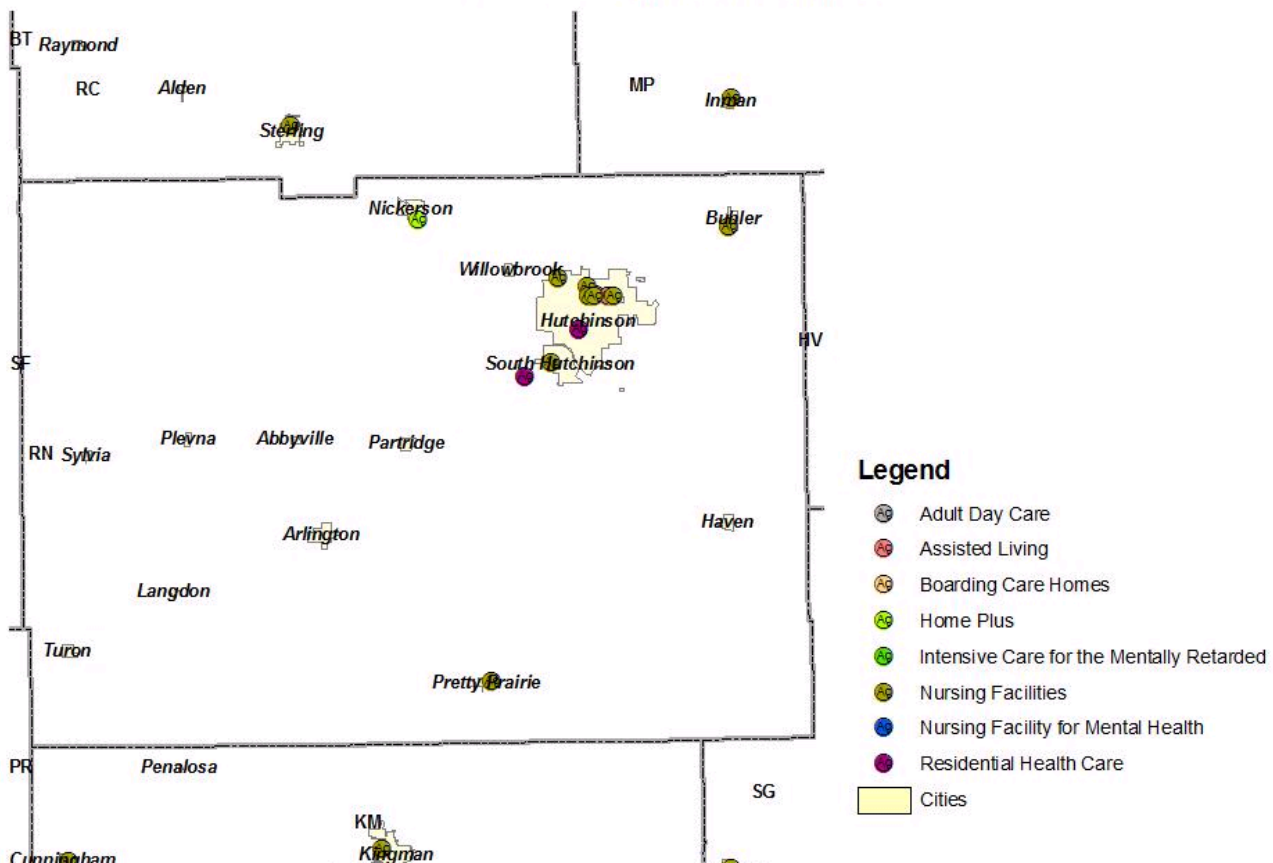
- Suppliers
- Services/contracts
- Equipment
- Equipment operators

- Map of county railroads

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/countyroadsrailroads.pdf>

Special needs populations

Reno County Aging Facilities





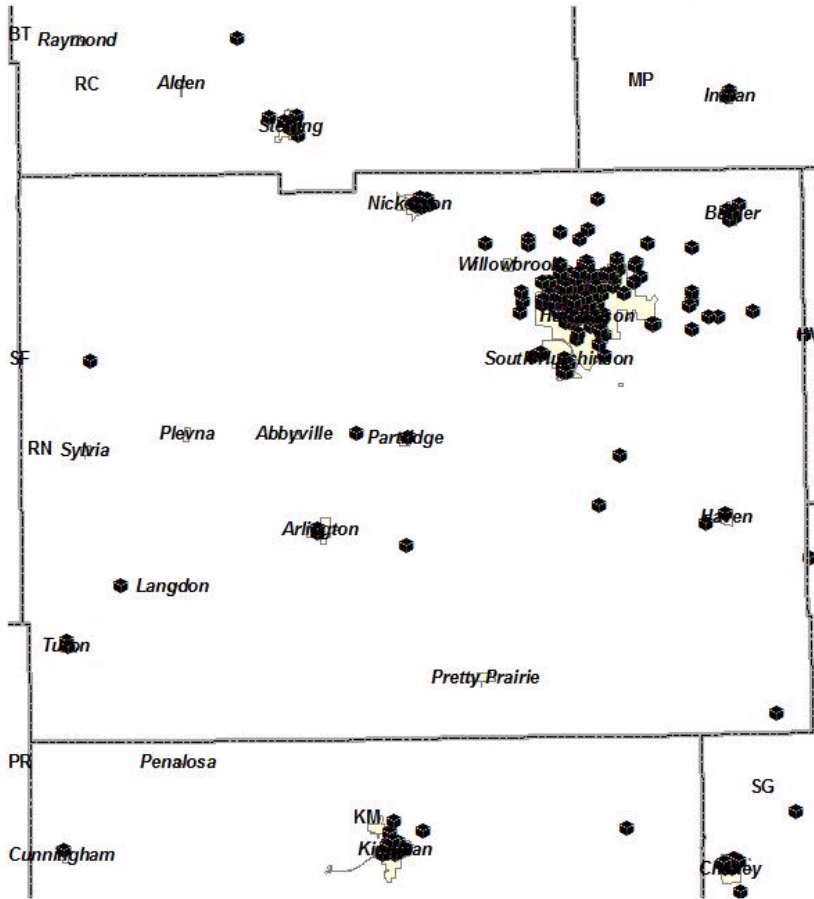
Source: KS Adjutant General's Dept; KS Dept of Transportation; KS Dept of Health and Environment; KS Corporation Commission; KS Dept of Agriculture; KS Animal Health Dept; KS Geological Survey; KS Dept on Aging; US Census Bureau; State of Kansas; American Road & Crown; KS Dept of Education; KS Dept of Corrections; U.S. Geological Survey; Technographics; MAPSearch, Inc;

1 inch equals 6.780012 miles



Provided as a service by:  
Kansas Adjutant General's Department  
Geospatial Technologies Section

### Reno County Child Care Facilities



#### Legend

- Child Care (KDHE - NOT PUBLIC)
- Cities

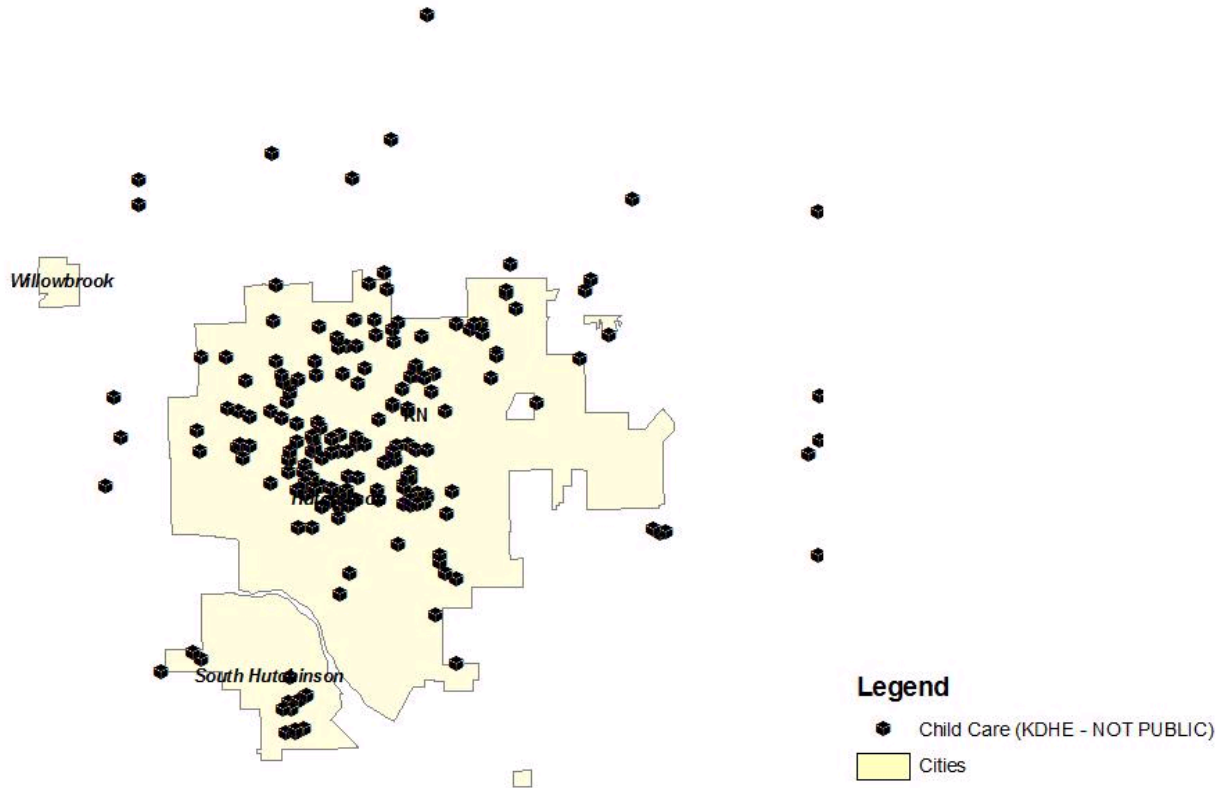
Source: KS Adjutant General's Dept; KS Dept of Transportation; KS Dept of Health and Environment; KS Corporation Commission; KS Dept of Agriculture; KS Animal Health Dept; KS Geological Survey; KS Dept on Aging; US Census Bureau; State of Kansas; American Road & Crown; KS Dept of Education; KS Dept of Corrections; U.S. Geological Survey; Technographics; MAPSearch, Inc;

1 inch equals 6.780012 miles



Provided as a service by:  
Kansas Adjutant General's Department  
Geospatial Technologies Section

### Hutchinson Child Care Facilities



Source: KS Adjutant General's Dept; KS Dept of Transportation; KS Dept of Health and Environment; KS Corporation Commission; KS Dept of Agriculture; KS Animal Health Dept; KS Geological Survey; KS Dept on Aging; US Census Bureau; State of Kansas; American Red Cross; KS Dept of Education; KS Dept of Corrections; U.S. Geological Survey; TechniGraphics; MAPSearch, Inc.

1 inch equals 1.637131 miles



Provided as a service by:  
Kansas Adjutant General's Department  
Geospatial Technologies Section

**RENO COUNTY, KANSAS  
EMERGENCY OPERATIONS PLAN**

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**ESF2-Communications**

**Planning Team**

<b>ESF Coordinator</b>	Reno County Emergency Management
<b>Primary Agency</b>	Hutchinson/Reno County Emergency Communications
<b>Support Agency</b>	Hutchinson Fire Department Hutchinson Police Department Hutchinson Public Works Reno County Public Works Reno County Sheriff's Department South Hutchinson Police Department



### **Purpose**

This ESF describes the systems and procedures for communicating during a disaster. It addresses:

- Communications interoperability among field response units
- Primary and back-up communications systems
- Communications to and from the Emergency Operations Center (EOC)
- Sources for communications augmentation such as Amateur Radio
- Other communications systems to support emergency operations

ESF #2 also addresses warning and notification, as well as information technology and telecommunications.

### **Scope**

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the County Emergency Operations Plan (CEOP).

ESF #2 is a functional annex to the CEOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

### **Policies**

ESF #2 applies to all agencies and organizations with assigned emergency responsibilities in the CEOP.

### **Concept of Operations**

#### **General**

The Hutchinson-Reno County Communications (HRCEC) is designated as the coordinator for ESF #2. As ESF coordinator, HRCEC coordinates meetings, plans, exercises, training, and other activities with, the private sector, and the ESF #2 support agencies.

The county has a wide variety of emergency communications equipment including: radios (fixed, mobile and hand-held), pagers, telephones (including mobile and cellular), fax machines, etc.

Communications in the field will normally be established by radio. Each department or agency having a radio system will designate personnel to operate their system and maintain communications with the County EOC.

Communications with state and federal government will be through landline telephone links, cellular telephones and/or radio contact.

Numerous county and municipal agencies have communications capabilities and field units communicate among each other and with the EOC primarily by radio using the current VHF (150 Megahertz) radio system.

The HRCEC maintains a list of the radio frequencies used by response agencies in the area.

The Reno County Information Services provides information management support to county government departments and offices in general, and maintains the county's wide-area network (WAN).

If electronic emergency information systems are not available, paper logs will be used to record events, communications & messages, damage assessments, situation reports, resources utilized, man-hours expended, etc.

Event logs and communications traffic records are vital for documenting emergency actions for possible post-emergency investigation or after-action reports.

Records documenting the number of people involved in communication activities, whether paid or volunteer are needed for possible reimbursement under Presidential disaster declarations.

Any lease, rental or mutual aid agreements related to the augmentation of communications equipment should be kept.

**Organization**

The County Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #2.

Primary dispatching capabilities in the County exist with the HRCEC. The 9-1-1 Center provides 24-hour dispatching capability for the following agencies:

**Law Enforcement:**

- a. Hutchinson Police Department
- b. Reno County Sheriff's Department
- c. Buhler Police Department
- d. Haven Police Department
- e. Nickerson Police Department
- f. South Hutchinson Police Department
- g. Kansas Highway Patrol
- h. Kansas Wildlife and Parks

**Fire Departments:**

- a. Hutchinson Fire Department
- b. Reno County Fire District 3
- c. Reno County Fire District 4
- d. Reno County Fire District 6
- e. Reno County Fire District 7
- f. Reno County Fire District 8
- g. Reno County Fire District 9
- h. Reno/Kingman Joint Fire District 1
- i. Reno/Harvey Joint Fire District 2
- j. South Hutchinson Fire Department

**Emergency Medical Services:**

- a. Reno County EMS
- b. Buhler EMS
- c. Haven EMS
- d. Nickerson EMS
- e. Pretty Prairie EMS.
- f. Trail West EMS
- h. Turon EMS

**Public Works:**

- a. Hutchinson Public Works
- b. Reno County Public Works

**Emergency Mangement:**

- a. Reno County Emergency Management

The South Central Regional backup site at the HCC South Campus serves as the back up dispatch center.

The ESF #2 team members are critical members of the EOC Team and will work within the EOC structure as described in ESF #5 – Emergency Management.

The HRCEC Advisory Committee is responsible for planning, installing and maintaining radio communications systems for all county-operated public safety communications centers. The lack of redundancy in the current system could create a critical communications outage for several agencies.

### **Notifications**

The Emergency Management Director will notify the HRCEC of County EOC activations and request that a representative report to the County EOC to coordinate emergency communications activities. This is typically accomplished by radio broadcast, digital pager or telephone contact.

The HRCEC will rapidly assess the need for communications support and identify, acquire and deploy resources to support critical emergency operations.

The HRCEC will establish procedures to ensure field operations can maintain communications links with both each other and the County EOC.

### **Actions**

#### **Preparedness**

- Ensure alternate or backup communications systems are available.
- Coordinate common communications procedures.
- Develop and test emergency procedures.
- Develop mutual aid agreements.
- Develop and/or review procedures for the crisis augmentation of resources.
- Review departmental Standard Operating Procedures (SOPs) and maintain personnel call up lists.
- Participate in Emergency Management training and exercises.

#### **Response**

- Maintain existing equipment and follow established procedures for communicating with organization personnel performing field operations.
- Implement procedure to inspect and protect communications equipment.
- Make arrangements to ensure emergency communications equipment can be repaired on a 24-hour basis.
- Keep the EOC informed of their operations at all times and maintain a communications link with the EOC.

#### **Recovery**

- Continue to perform tasks necessary to expedite restoration and recovery operations.
- Evaluate response, and make necessary changes in this ESF Annex to improve future operations
- Phase down operations, as appropriate.
- Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.
- Participate in after action reports and meetings as requested.

#### **Prevention**

- Ensure methods are in place to protect communications equipment, including cyber and telecommunications resources.

### **Direction and Control**

Communication activities will be coordinated between the HRCEC and County EOC that will serve as the source of all direction and control.

The HRCEC provides direction and control for ESF #2 to include mission assignments, mutual aid, contracts for goods and services, radiological emergencies, and recovery and mitigation activities.

## Responsibilities

### All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- Provide ongoing status reports as requested.
- When requested, deploy a representative to the EOC to assist with communications activities.
- 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 rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Perform other emergency tasks as assigned.

### Responsibilities by Agency

#### Hutchinson-Reno County Communications (HRCEC)(ESF Coordinator)

- Deploy a representative to the EOC to serve as the ESF Coordinator for ESF #2.
- Provide communications support to the EOC and the field.
- Work to ensure communications interoperability among field response units.

#### Amateur Radio Operators

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

#### Emergency Medical Services

- Provide emergency communication support.

#### Reno County Fire Departments

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

#### Hospitals and Medical Centers

- 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

#### Private Telecommunication Providers

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

#### Reno County Public Health Department

- Provide communications support as requested

**Reno County Public Works Department/Municipal Public Works Departments**

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

**Reno County School Districts**

- Augment the County's emergency communications capabilities.

**Reno County Sheriff's Department/Municipal Police Departments**

- Deploy a representative to the EOC, if needed
- Provide communications support to the EOC and the field.
- Work to ensure communications interoperability among field response units

**Administration and Support****Support**

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

**Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of 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.

**Status Reports**

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

**Expenditures and Recordkeeping**

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds within the agencies local operating budget. Additional funds will be requested through the parent political entity (i.e. Hutchinson Police Department would request additional funds from the City of Hutchinson).

**Critiques**

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

## Attachments

### List of the communication frequencies used by response agencies

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/RADIOFREQLIST.xls>

### Identify volunteer and private sector communications available to augment emergency requirements

The Emergency Radio Club of Reno County is an organization of Amateur Radio Operators who strive to maintain a capability to provide emergency communications during emergency or disasters. They maintain two 2 meter (VHF) repeaters, mobile and fixed site long range (HF) personal communications equipment, and personal response equipment for this purpose. The EOC also maintains VHF and HF amateur radio equipment for this purpose.

### List of broadcast stations

#### *Strongest AM radio stations in Reno County:*

- KWBW (1450 AM; 1 kW; HUTCHINSON, KS; Owner: EAGLE RADIO, INC.)
- KFTI (1070 AM; 10 kW; WICHITA, KS; Owner: JOURNAL BROADCAST CORPORATION)
- KRMG (740 AM; 50 kW; TULSA, OK; Owner: CXR HOLDINGS, INC.)
- KMYR (1410 AM; 5 kW; WICHITA, KS; Owner: AGAPE COMMUNICATIONS, INC.)
- KRVN (880 AM; 50 kW; LEXINGTON, NE; Owner: NEBRASKA RURAL RADIO ASSOCIATION)
- KFH (1330 AM; 5 kW; WICHITA, KS; Owner: ENTERCOM WICHITA LICENSE, LLC)
- KQAM (1480 AM; 5 kW; WICHITA, KS; Owner: ABC, INC.)
- KFAQ (1170 AM; 50 kW; TULSA, OK; Owner: JOURNAL BROADCAST CORPORATION)
- KWLS (1290 AM; 5 kW; PRATT, KS; Owner: WAITT RADIO, INC.)
- KSAL (1150 AM; 5 kW; SALINA, KS; Owner: EBC INC.)
- WHB (810 AM; 50 kW; KANSAS CITY, MO; Owner: UNION BROADCASTING, INC.)
- KOMA (1520 AM; 50 kW; OKLAHOMA CITY, OK; Owner: RENDA BROADCASTING CORP. OF NEVADA)
- KFRM (550 AM; 5 kW; SALINA, KS; Owner: TAYLOR COMMUNICATIONS, INC.)

#### *Strongest FM radio stations in Hutchinson:*

- K258AE (99.5 FM; HUTCHINSON, KS; Owner: BIBLE BROADCASTING NETWORK, INC.)
- KHCC-FM (90.1 FM; HUTCHINSON, KS; Owner: HUTCHINSON COMMUNITY JR. COLLEGE)
- KHUT (102.9 FM; HUTCHINSON, KS; Owner: EAGLE RADIO, INC.)
- KXKU (106.1 FM; LYONS, KS; Owner: AD ASTRA PER ASPERA B/CING, INC.)
- KHMV (93.1 FM; PRATT, KS; Owner: EAGLE RADIO, INC.)
- KFDI-FM (101.3 FM; WICHITA, KS; Owner: JOURNAL BROADCAST CORPORATION)
- KCVW (94.3 FM; KINGMAN, KS; Owner: COMMUNITY BROADCASTING, INC.)
- KSKU (97.1 FM; HUTCHINSON, KS; Owner: AD ASTRA PER ASPERA BROADCASTING, IN)
- KZSN (102.1 FM; HUTCHINSON, KS; Owner: CAPSTAR TX LIMITED PARTNERSHIP)
- KICT-FM (95.1 FM; WICHITA, KS; Owner: JOURNAL BROADCAST CORPORATION)
- KRBB (97.9 FM; WICHITA, KS; Owner: CAPSTAR TX LIMITED PARTNERSHIP)
- KFBZ (105.3 FM; HAYSVILLE, KS; Owner: ENTERCOM WICHITA LICENSE, LLC)
- KKRD (107.3 FM; WICHITA, KS; Owner: CAPSTAR TX LIMITED PARTNERSHIP)
- K201DL (88.1 FM; HUTCHINSON, KS; Owner: CALVARY CHAPEL OF TWIN FALLS, INC.)

#### *TV broadcast stations around Hutchinson:*

- KWCH-TV (Channel 12; HUTCHINSON, KS; Owner: MEDIA GENERAL BROADCASTING OF SO. CAROLINA HOLDINGS, INC.)
- KPTS (Channel 8; HUTCHINSON, KS; Owner: KANSAS PUBLIC TELECOMMUNICATIONS SERVICE, INC.)
- KSNW (Channel 3; WICHITA, KS; Owner: EMMIS TELEVISION LICENSE CORPORATION OF WICHITA)
- KSCC (Channel 36; HUTCHINSON, KS; Owner: MERCURY BROADCASTING COMPANY, INC.)
- KWCV (Channel 33; WICHITA, KS; Owner: WLBB BROADCASTING, L.L.C.)

- KSAS-TV (Channel 24; WICHITA, KS; Owner: CLEAR CHANNEL BROADCASTING LICENSES, INC.)
  - KAKE-TV (Channel 10; WICHITA, KS; Owner: GRAY MIDAMERICA TV LICENSEE CORP.)
  - KCTU-LP (Channel 55; WICHITA, KS; Owner: RIVER CITY BROADCASTING CORP.)
  - KSMI-LP (Channel 51; WICHITA, KS; Owner: RIVER CITY BROADCASTING CORP.)
- 

**Message handling form**

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/MESSAGEFORMS.xls>

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**Message log**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF02\\_Attch2K\\_Message\\_Log.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF02_Attch2K_Message_Log.doc)

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**Outdoor warning system information** <http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/WARNING%20SIGNALS.doc>

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**Kansas Association of Broadcasters**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF02\\_Attch2L\\_Kansas20Association20of20Broadcasters.pdf](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF02_Attch2L_Kansas20Association20of20Broadcasters.pdf)

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**State EOC staffing guidelines**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF02\\_Attch\\_2C\\_State\\_EOC\\_Staffing\\_Guidelines.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF02_Attch_2C_State_EOC_Staffing_Guidelines.doc)

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**Kansas weather warning chart**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF02\\_Attch\\_2H\\_Kansas\\_Weather\\_Warning\\_Chart.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF02_Attch_2H_Kansas_Weather_Warning_Chart.doc)

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**RENO COUNTY, KANSAS  
EMERGENCY OPERATIONS PLAN**

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**ESF3-Public works and Engineering**

**Planning Team**

<b>ESF Coordinator</b>	Reno County Emergency Management
<b>Primary Agency</b>	Hutchinson Public Works Reno County Public Works
<b>Support Agency</b>	Reno County Solid Waste



## **Purpose**

This ESF Annex provides guidance for the organization of public works and engineering resources to respond to and recover from emergency events causing damage to public buildings, roads, bridges, and other facilities that will have to be repaired, reinforced or demolished to ensure safety and allow for emergency response activities. Specifically, it addresses:

- Infrastructure protection and emergency restoration
- Safety inspections and other assistance for first responders
- Engineering and construction services
- Liaison with State and Federal resources
- Debris management operations

## **Scope**

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the County Emergency Operations Plan (CEOP).

ESF #3 is a functional annex to the CEOP and to the extent possible, information contained in other sections of the CEOP will not be repeated in this document.

## **Policies**

ESF #3 applies to all agencies and organizations with assigned emergency responsibilities as described in the CEOP.

The ESF #3 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.

County burn bans are to be reported to the Kansas Division of Emergency Management through the County Emergency Management office.

Cities may establish their own ordinances, provided those ordinances are not less restrictive than existing county regulations.

## **Concept of Operations**

### **General**

The Reno County Public Works Department is designated as the coordinator for ESF #3. As ESF coordinator, Reno County Public Works Department coordinates meetings, plans, exercises, training, and other activities with, the private sector, and the ESF #3 support agencies.

The Incident Commander(s) will assess the need for public works and engineering resources at the scene(s) and request that the EOC deploy available assets to support emergency operations. The ESF #3 Coordinator will work with the EOC Team to rapidly assess these requests and recommend appropriate actions.

Public works and engineering resources available to the County will be used as necessary to accomplish emergency tasks, including but not limited to:

- Ensuring the safety of emergency responders and victims
- Assessing damaged infrastructure
- Restoring and protecting critical roads and bridges
- Repairing critical public buildings, bridges and other infrastructure

County and city governments have very limited capabilities to provide emergency power.

County and city governments have very limited capabilities to provide potable water.

As needed, each City Public Works or Maintenance Department will make emergency repairs to critical wastewater facilities, equipment and systems. Additionally, The City of Hutchinson Public Works Department will assist ESF #3 in the County EOC by providing assistance for debris removal & disposal activities, and by providing a “rapid assessment” of damage sustained to wastewater facilities, equipment and systems.

County/city public works departments will provide personnel and equipment for debris removal & disposal, temporary construction, etc.

The Reno County Health Department Environmental section will assist the Reno County and City of Hutchinson Public Works Departments with sanitation needs, as required, including trash removal, transportation and placement of portable toilets.

Public Works personnel are trained only to the Awareness Level as prescribed by 29 CFR 1910.120. They can assist HAZMAT Response teams in a support capacity, but not to exceed the extent of their training.

Reno County and the City of Hutchinson Public works will ensure inspections on school buildings, recreational facilities and public buildings are done in conjunction with fire department inspections personnel.

Once landfills, temporary staging areas and/or reduction sites are determined, transportation routes to these facilities will be included in debris disposal announcements to the public. Considerations for route selection will include truck size, length of haul, traffic patterns, road conditions and facility access. Designated routes for hazardous materials, if any, will be included.

Timely information will be provided to the public on the magnitude of the situation, as well as the sequence of debris removal & disposal operations. Public officials and environmental groups should be briefed on the burning methods used, how the systems work, environmental standards, and associated health issues and risks.

Incidents of illegal dumping or the locations of illegal dump sites should be reported to the law enforcement agency in that jurisdiction.

Debris removal activities will be prioritized in the following order:

- Threats to Public Health & Safety
  - Debris as threat to lives, public health, and safety, including debris which obstructs passage of emergency vehicles and access to critical facilities
- Prevention of Damage

- Debris posing the threat of significant additional damage to public structures (buildings, roads, etc.), or private property
- Speedy Recovery
  - Debris hindering the economic recovery of the impacted community
- Debris on Private Property
  - The property owner is responsible
  - Most homeowner fire and extended coverage insurance policies have special coverage for debris removal and for demolition of heavily damaged structures
  - Specific guidance with respect to debris pick-up may be provided to the public following disaster or emergency
- Right of Entry
  - Should local governmental resources be used to remove debris from private property when it poses a hazard to public health or safety, a right of entry agreement will be executed with the property owner. The right of entry agreement shall include a waiver of liability for government workers and specify any known owner intent to rebuild, to ensure that the foundation and utilities are not damaged further during debris removal operations.

**Samle right of entry agreement:**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF03\\_Attch3H\\_Right\\_of\\_Entry\\_Agreement.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF03_Attch3H_Right_of_Entry_Agreement.doc)

Sites selected for temporary debris staging & reduction will be on public property with sufficient acreage to handle anticipated needs. Selection criteria will include minimum noise impact, adequate traffic flow and environmental considerations.

Debris Storage sites: <http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/debris%20sites%20city.doc>

Decisions on an ultimate disposal site (or sites) will be based upon the type(s) of debris involved, the proximity of existing public or private landfills, and any restrictions or capacity limits on their use.

Prior to returning temporary debris staging & reduction sites to their previous use, all federal, state and local environmental requirements must be met:

- Removable of Debris
  - Sites must be cleared of all foreign materials introduced as a result of the incident
- Environmental Assessment
  - An environmental assessment or audit may be conducted by the Environmental Department, Kansas Department of Health & Environment and/or the Environmental Protection Agency to establish the need for a testing or monitoring program. This assessment should be done on ash, soil, ground & surface water
- Environmental Restoration
  - Contamination may occur from petroleum spills at staging & reduction sites, or runoff from the debris piles,

burn sites, and ash piles assessment reports from the cities, consolidate this information and report it to the ESF #3 Coordinator in the County EOC.

County/city public works departments maintain a listing of Public Works Department owned equipment and trained operators including equipment, personnel and supplies. Reno County and Hutchinson Public Works Departments along with Emergency Management maintains lists of local contractors and equipment rental businesses, including those qualified to remove hazardous materials, substances or wastes, asbestos and lead-based paint.

### **Organization**

The County Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #3.

The ESF #3 team members are critical members of the EOC Team and will work within the EOC structure as described in ESF #5 – Emergency Management.

The Reno County Public Works Department is responsible for coordinating debris removal and disposal in the unincorporated areas of the county. For the incorporated areas, the cities are responsible for this coordination, with the county providing secondary support if needed and available. In emergency situations, where limited local resources may require centralized coordination & prioritization, ESF #3 will assume this responsibility in the County EOC.

Current listings of local resources available for debris removal and disposal must be maintained.

### **Notifications**

The Emergency Management Department will notify the County Public Works Director or designee, and the City of Hutchinson Public Works Department Director or designee, of County EOC activations and request that a representative report to serve as the ESF #3 Coordinator. As additional EOC staffing needs become apparent, other agency representatives may be asked to report to the EOC.

### **Actions**

#### **Preparedness**

- Maintain this ESF Annex, as well as supporting guidelines and operating procedures.
- Review all portions of the CEOP to ensure proper coordination of public works and engineering activities.
- Ensure public works and engineering personnel receive appropriate emergency operations training.
- Establish contact with private resources that could provide support during an emergency.
- Participate in emergency training and exercises.

#### **Response**

- Provide public works and engineering support on a priority basis as determined by the County EOC and the Incident Commander(s).
- Provide representative to the County EOC as requested.
- Inspect damage to streets, bridges, and public buildings.
- Support decontamination as necessary.
- Clear roads to facilitate emergency operations.
- Close roads and construct barricades as directed.
- Make recommendations on priority of repairs.
- Request outside assistance from surrounding jurisdictions and the private sector as required.

- Conduct other specific response actions as dictated by the situation.

### **Recovery**

- Continue to repair infrastructure and buildings on a priority basis.
- Continue all activities in coordination with the EOC based on the requirements of the incident.
- Participate in after-action reports and critiques.
- Make necessary changes in this ESF Annex and supporting plans and procedures.
- Recommend changes in planning, zoning, and building codes to prevent or lessen the effect of future disasters.

### **Prevention**

- Participate in hazard identification process and identify and correct vulnerabilities in the public works system.

### **Direction and Control**

The ESF #3 Public Works and Engineering Coordinator in the County EOC will:

- Coordinate all responding public and private Public works and engineering resources and work with the EOC Team to ensure required emergency tasks can be accomplished.
- Assess the need for outside public works and engineering resources to support emergency operations and request assistance as needed.
- Serve as liaison with private contractors and if necessary, with State and Federal public works and engineering resources.
- Work with the those responsible for damage assessment to ensure that appropriately trained personnel are deployed to assess damage to all roads, bridges, public buildings and other potentially affected infrastructure.
- Ensure public works and engineering personnel deployed to the disaster scene(s) are appropriately outfitted with and trained to use personal protective equipment required by the presence of any potentially hazardous materials/substances.
- Work with the Support Agencies and private contractors to facilitate debris clearance, collection, reduction and disposal.

## **Responsibilities**

### **All tasked agencies will:**

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- When requested, deploy a representative to the County EOC to assist with ESF #3 activities.
- Provide ongoing status reports as requested by the Public Works and Engineering Coordinator.
- 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 rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Accomplish other emergency responsibilities as assigned.

### **Responsibilities by Agency**

### **Reno County Public Works Department (ESF Coordinator)**

- 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
- Ensure appropriate protective measures can be implemented to protect critical infrastructure
- Work with local contractors to establish and implement procedures to stabilize and demolish publicly owned buildings
- Coordinate debris management operations

### **Municipal Public Works Departments**

- 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
- Ensure appropriate protective measures can be implemented to protect critical infrastructure
- Work with local contractors to establish and implement procedures to stabilize and demolish publicly owned buildings.
- Assist in coordination of debris management operations.

### **Reno County 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.

### **Reno County Health Department**

- Work with the ESF #3 Coordinator to ensure air quality near debris disposal operations is properly monitored.
- Work with the Environmental Protection Agency to augment local air quality monitoring resources.

### **Reno County Sheriff's Department/Municipal Police Department**

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

## **Administration and Support**

### **Support**

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of 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.

### **Status Reports**

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

### **Expenditures and Recordkeeping**

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds within the agencies local operating budget. Additional funds will be requested through the parent political entity (i.e. Hutchinson Police Department would request additional funds from the City of Hutchinson).

### **Critiques**

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

## **Attachments**

### **Debris notifacation sheet**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF03\\_Atch3B\\_Debris\\_Notification\\_Sheet.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF03_Atch3B_Debris_Notification_Sheet.doc)

### **Debris clearance**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF03\\_Attch3C\\_Debris\\_Clearance.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF03_Attch3C_Debris_Clearance.doc)

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**Disaster/event report form**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF03\\_Attch3D\\_Disaster-Event\\_Report\\_Form.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF03_Attch3D_Disaster-Event_Report_Form.doc)

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**Initial incident report**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF03\\_Attch3G\\_Initial\\_Incident\\_Report.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF03_Attch3G_Initial_Incident_Report.doc)

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**Right of entry agreement**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF03\\_Attch3H\\_Right\\_of\\_Entry\\_Agreement.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF03_Attch3H_Right_of_Entry_Agreement.doc)

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**Map depicting landfills and potential temporary debris storage and reduction sites**

Debris clearance Disaster/event report form Initial incident report Right of entry agreement Map depicting landfills and potential temporary debris storage and reduction sites

Debris clearance Disaster/event report form Initial incident report Right of entry agreement Map depicting landfills and potential temporary debris storage and reduction sites

**[INSERT DOCUMENT](#)**

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**List of public works and engineering resources**

Suppliers  
Services/contracts  
Equipment

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**Actions By Timeframe**

**[LINK TO CHECKLIST](#)**



**RENO COUNTY, KANSAS  
EMERGENCY OPERATIONS PLAN**

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**ESF4-Fire Fighting**

**Planning Team**

<b>ESF Coordinator</b>	Reno County Emergency Management
<b>Primary Agency</b>	Hutchinson Fire Department
<b>Support Agency</b>	Reno County Fire District 3 Reno County Fire District 4 Reno County Fire District 6 Reno County Fire District 7 Reno County Fire District 8 Reno County Fire District 9 Reno/Harvey Joint Fire District 2 Reno/Kingman Joint Fire District 1 South Hutchinson Fire Department
<b>Non-governmental Organizations</b>	Hutchinson Community College Fire Science Program

## Purpose

This ESF Annex provides guidance for the organization of County resources to respond to fires resulting in an emergency situation exceeding normal firefighting capabilities. Specifically, it discusses:

- Fire suppression and prevention activities
- Mutual aid and resource augmentation
- Fire command and control structure

The Fire Departments and other supporting agencies have existing emergency plans and procedures. ESF #4 is not designed to take the place of these plans, rather it is designed to complement and support the departmental staffing and procedures already in place.

## Scope

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the County Emergency Operations Center (EOC) and implementation of the County Emergency Operations Plan (CEOP).

ESF #4 is a functional annex to the CEOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

## Policies

ESF #4 applies to all 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 help ensure coordination during emergency situations.

## Concept of Operations

### General

The Hutchinson Fire Department is designated as the coordinator for ESF #4. As ESF coordinator, the Hutchinson Fire Department coordinates meetings, plans, exercises, trainings, and other activities with the private sector and the ESF #4 support agencies.

The Hutchinson/Reno County Emergency Communications Center is responsible for dispatching fire fighting resources within the County.

A comprehensive resource inventory of county fire department apparatus and equipment is maintained by emergency management in the WebEOC program. This resource document is undated as needed by the individual fire departments with assistance from the emergency management office.

Providers of specialized equipment are responsible for ensuring the proper training and certification of equipment operators.

Under NIMS, the Safety Officer assesses hazardous and/or unsafe situations, and either develops measures or ensures compliance with existing policies for assuring personnel safety of responders.

### **Organization**

Tactical firefighting operations will be controlled by the Incident Commander(s) at the scene(s) ICS structure. The Incident Commander(s) will assess the need for additional resources and request that the EOC deploy assets to support field operations.

Outside firefighting resources will be controlled by the procedures outlined in mutual aid agreements. These agencies will remain under the direct control of the sponsoring agency, but will be assigned by the Incident Commander and/or the EOC to respond as necessary.

The County Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #4.

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

### **Fire Coverage**

[Fire Department Coverages](#)

### **Critical/Specialized Capabilities**

The Hutchinson Fire Department Rescue Squad is comprised of highly trained and technically skilled individuals. It has its own training program that keeps it at an advanced state of readiness and its personnel are trained in specialized skills such as Emergency Medical Technician (EMT) and extraction procedures. Also, it has personnel who can assist with high angle aerial rescues, heavy equipment extraction, collapsed structures search and rescue, water rescue, and confined space rescue.

In the event of a large scale emergency/disaster situation, the Hutchinson Fire Department Rescue Squad can be augmented with the assistance of local law enforcement personnel and other fire departments.

#### Specific Protocol

- A. Missing Persons: All Fire Districts/Departments will support local law enforcement agencies within the jurisdiction based on the nature of the incident.
- B. Urban: In the event the search and rescue operation involves a crime scene, the rescue squad will work with law enforcement in the preservation of the scene.
- C. On-Scene: When victims are found while searching for survivors, the body will be tagged and noted, before continuing the search.
- D. Chain of Custody: The rescue squad will assist law enforcement in accounting for and securing

evidence and personal belongings.

- E. Volunteers: In the event that volunteers were requested to work in specific areas such as triage and morgues, qualifications will be determined under the Mass Fatality section.

### **Notifications**

The Incident Commander will keep the Emergency Management Department informed of escalating fire situations with the potential to require activation of the County EOC. Once notified, the Emergency Management Director, or designee, will activate the EOC.

Once activated, the Emergency Management Director, or designee, will request that an appropriate Fire Department representative report to the EOC to serve as the ESF #4 Coordinator. As additional EOC staffing needs become apparent, other department and support agency representatives may be asked to report to the EOC.

### **Actions**

#### **Preparedness**

- Maintain this ESF Annex as well as supporting operating procedures and guidelines.
- Ensure fire personnel receive appropriate emergency operations training.
- Ensure fire mutual aid agreements with surrounding jurisdictions are current.
- Develop and maintain mutual aid agreements with private area resources that could be useful for fire prevention or suppression.
- Develop and maintain standard operating guides and checklists to support emergency firefighting operations.
- Ensure emergency call-up and resource lists are current.
- Ensure the availability of necessary equipment to support firefighting activities.
- Participate in emergency training and exercises.

#### **Response**

- Respond as required on a priority basis.
- Activate mutual aid if needed.
- Coordinate activities with other responding agencies.
- Coordinate outside fire resources.
- Alert or activate off-duty and auxiliary personnel as required by the emergency.
- Conduct other specific response actions as dictated by the situation.

#### **Recovery**

- Support clean up and restoration activities.
- Review plans and procedures with key personnel and make revisions and changes.
- Replenish supplies and repair damaged equipment.
- Continue all activities in coordination with the EOC based on the requirements of the incident.
- Participate in after-action briefings and develop after-action reports.
- Make necessary changes in this ESF Annex and supporting plans and procedures.

#### **Prevention**

- Participate in hazard identification process and identify and correct vulnerabilities in the firefighting function.
- Develop fire safety programs that include disaster situations and present them to the public.

**Direction and Control****The ESF #4 – Firefighting Coordinator will:**

- Work with the EOC Team to rapidly assess the situation and take appropriate actions to support firefighting activities at the scene(s).
- Deploy fire personnel and equipment to the location(s) of greatest need.
- Assess the need for outside fire resources and request assistance as needed
- Coordinate all responding firefighting resources, assess their needs, help them obtain resources and ensure required tasks can be accomplished
- Serve as liaison with firefighting resources from outside the County and if necessary, with State and Federal firefighting resources
- Work with the Coordinators of other closely related ESFs, when activated (particularly, ESF #9 - Search & Rescue and ESF #10 - Oil and Hazardous Materials Response)
- Work with the Incident Commander(s) to ensure fire personnel deployed to the scene are appropriately outfitted with, and trained to use, personal protective equipment required by the presence of any potentially hazardous materials/substances
- Coordinate all responding firefighting resources, assess their needs, help them obtain resources and ensure required tasks can be accomplished.
- Serve as liaison with firefighting resources from outside the County and if necessary, with State and Federal firefighting resources.
- Work with the Coordinators of other closely related ESFs, when activated (particularly, ESF #9 – Search and Rescue and ESF #10 – Oil and Hazardous Materials Response).
- Work with the Incident Commander(s) to ensure fire personnel deployed to the scene are appropriately outfitted with, and trained to use, personal protective equipment required by the presence of any potentially hazardous materials/substances.
- Work closely with local law enforcement and the Federal Bureau of Investigation (FBI) regarding credible terrorist threat assessments.
- In the event of terrorist incident, the FBI will serve as the Lead Agency for criminal investigation and the ESF #13 -- Public Safety and Security Coordinators will work closely with the FBI Joint Operations Center.

All firefighters are trained to at least the HazMat Awareness Level in accordance with 29 CFR 1910.120. Hazardous Materials team members are trained to the HazMat Operations and Technician Level under the same regulation.

**Responsibilities**

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions
- Provide ongoing status reports as requested
- When requested, deploy a representative to the County EOC to assist with ESF #4 activities
- 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 separate disaster related work in the event that reimbursement from State and Federal government becomes available
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities

- Perform other emergencies responsibilities as assigned

**All Agencies should:**

**BEFORE**

There are preparatory and precautionary actions that should be taken before an emergency occurs, including but not limited to:

- Mitigate hazards and their ill effects
- Alert personnel of an emergency situation
- Provide protection for personnel and property
- Report an emergency situation quickly
- Establish and maintain lines of succession
- Maintain an alert roster of key departmental personnel
- Maintain inventory and sources of equipment and supplies, which might be needed during an emergency
- Maintain a roster of contacts for outside assistance
- Conduct personnel emergency training programs
- Familiarize all personnel with emergency duties
- Plan, prepare, maintain, and implement internal departmental emergency operating procedures.

**DURING**

There are other common actions that are to be taken during emergency operations:

- Provide food, appropriate clothing, supplies, equipment, and facilities for emergency workers
- Provide medical monitoring of personnel who are exposed to hazardous materials.
- Rotate emergency workers to avoid excess fatigue
- Perform specific tasks assigned by proper authority
- Remain composed, collected, and cooperative; do not panic.

NOTE: Department/agency directors are charged with the responsibility of comprehensively documenting all costs and expenditures associated with emergency operations. This is necessary to support a claim for state/federal assistance, should those monies become available. A careful record must be maintained of the work hours of personnel and equipment. Obtain detailed receipts for all purchases including meals. Keep a record of parts and supplies used from inventories. All such records are subject to audit, so completeness and accuracy are essential. An activated Emergency Operations Center will be staffed with a Finance Officer who will be able to assist you regarding expenditures.

**AFTER**

After the emergency; clean, repair, and replenish supplies, equipment, and facilities. At the conclusion of the emergency, be prepared to submit an After Action Report, to the Emergency Management Agency, regarding the effectiveness of the Reno County Emergency Operations Guide. It will be essential to know what went well and what needs to be changed. Cooperatively, we will revise plans to be ready for the next one. Emergency Management is a process that never ends.

FIRE SERVICES WILL:

- Provide fire protection and rescue services.
- Respond to the Emergency Operations Center and/or Incident Command Post.
- Assume the role of Incident Commander for incidents where the dominant mission and primary operational response is fire suppression, search and rescue (excluding snow rescue), explosion, hazardous materials including radiological releases, and code enforcement incidents.
- Implement the Incident Command System.
- Provide chemical and biochemical release defense, decontamination, and monitoring.
- Determine the hazard level of the hazardous material incident and direct response operations regarding:
  - (1) Stage of incident.
  - (2) Harmful nature of materials involved.
  - (3) Type, condition, and behavior of hazardous materials container involved.
  - (4) Conditions (location, time, and weather).
  - (5) Spread of hazardous materials after release.
  - (6) Potential losses versus control measures available.
- Coordinate with the on-site authorities and the Emergency Operations Center. Decide which public protection actions are appropriate based on the initial phase of the hazardous materials incident; clearly specify objectives and tactics, i.e. in-place protection, keeping outside air from coming indoors (sealing up), or evacuation methods. The Incident Commander will make decisions based on predicted release, speed, direction, and concentration of plumes including, but not limited to
  - (1) Rescue of the injured and commencement of evacuation from the exposure area, or issue advisories to shelter-in-place.
  - (2) Coordinate as well as implement the necessary resources in order to neutralize or contain hazardous materials or waste.
- Coordinate the activities of all support agencies at the Forward Command Post; brief the medical, law enforcement, and other authorities on the hazard evaluation and environmental assessment.
- Assist law enforcement in evacuation.
- Assist Emergency Medical Services in care and transportation of sick and injured.
- Maintain records of all persons in the exclusion area. Provide for decontamination of personnel and equipment.
- Provide assistance in search and rescue operations.
- Implement mutual aid agreement(s) with other jurisdictions, as may be necessary.
- Make necessary notifications. The Communications Center will coordinate your calls to save you time and work.
- Provide backup equipment for water pumping and emergency electrical generation.
- Refer inquiries from the general public regarding the emergency situation, or the whereabouts of an individual person, to the Joint Information Center.
- Serve on the Reno County Local Emergency Planning Committee (LEPC) and carry out the provisions of the Superfund Amendments and Reorganization Act of 1986, Title III, Emergency Planning and Community Right-to-Know (SARA Title III).
- In conjunction with the Reno County Emergency Management Office, implement and maintain fixed site data collection utilizing LEPC approved collection reports which include facility identification, hazardous material inventories, resources available on-site, contact and key personnel lists, maps of storage locations, and a map of "worst case" logistics.

- Develop and maintain specific Hazardous Materials Standard Operation Procedures (SOP) or Standard Operations Guides (SOG). These will be based on training, manpower, equipment, and other resources.
- Conduct inspections necessary to Life Safety Code enforcement.
- When conditions warrant, a declared State of Local Disaster Emergency authorizes the City/County District Fire Chief or designee to proclaim a area-specific or county-wide ban of open fires; or to authorize open burning for debris reduction, etc.; and to mandate the area and scope of evacuation including the limitation of ingress and egress with regard to any hazardous materials incident.

## **Administration and Support**

### **Support**

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of 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.

### **Status Reports**

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-4 related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

### **Expenditures and Recordkeeping**

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds the agencies local budget. Additional funds will be requested through the agencies parent organization. Example: The Hutchinson Fire Department would request funds from the City of Hutchinson, Reno County Fire Districts would request funds from the Board of County Commissioners.

### **Critiques**

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.



## Attachments

- Map of fire service providers and coverage

[INSERT DOCUMENT](#)

- List of firefighting resources

- Suppliers

- Services/contracts

- Equipment

- Equipment operators

[INSERT DOCUMENT](#)

- Sample forms and logs

[INSERT DOCUMENT](#)

- Actions by Timeframe

[LINK TO CHECKLIST](#)

**RENO COUNTY, KANSAS  
EMERGENCY OPERATIONS PLAN**

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**ESF5-Emergency Management**

**Planning Team**

<b>ESF Coordinator</b>	Reno County Emergency Management Coordinator
<b>Primary Agency</b>	Reno County Emergency Management Department
<b>Support Agency</b>	Reno County Board of County Commissioners Reno County LEPC Reno County/City Managers and Elected Officials

## **Purpose**

This Emergency Support Function (ESF) Annex describes the actions required to coordinate disaster response and recovery functions and manage disaster related information. This annex addresses:

- Emergency Operations Center (EOC) activation, configuration, management and staffing
- On-scene command and control structure and interface with the EOC
- Emergency decision making and the local declaration process
- Requesting State and Federal assistance
- Overall coordination of mutual aid and regional operations
- Decision-making and information dissemination
- Information collection, analysis and dissemination
- Issuing situation reports, bulletins and advisories
- Briefings for staff and elected officials
- Science and technology support (GIS mapping, modeling)
- Action Planning and Resource tracking

## **Scope**

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the County Emergency Operations Plan (CEOP).

ESF #5 is a functional annex to the CEOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

## **Policies**

ESF #5 applies to all agencies and organizations with assigned emergency responsibilities as described in Part IV of this Annex.

## **Concept of Operations**

### **General**

The County EOC will serve as the central location for interagency coordination and executive decision-making. Policy and coordination functions will be accomplished from the EOC, while tactical and operational decisions will be made in the field within the Incident Command (ICS)/National Incident Management System (NIMS) structure.

The County EOC is located in the basement of the Law Enforcement Center located at 210 W. 1st Ave, Hutchinson, Kansas. The County EOC is equipped to communicate with the field, as well as with other local, State, Federal and private sector agencies by landline telephone, radio, facsimile and cellular telephone. A mobile command trailer also contains both satellite phone and internet capability. Ham radio operations can also be run from both locations.

The EOC will be established to support field operations and promote the integration of all response and recovery operations, including the following:

- Collect, record, analyze, display and distribute information
- Support activities at the scene and in the field
- Coordinate public information and warning
- Prioritize and coordinate disaster related activities
- Conduct liaison and coordination activities with external entities
- Notify and provide ongoing information to elected officials
- Coordinate long term recovery operations
- Prepare action and policy plans
- Situation assessment
- Direction and control (broad guidance, not tactical)
- Interagency coordination
- Priority establishment
- Resource management and augmentation

Events originating as a health event (e.g., a disease outbreak or a possible biological terrorist event), the Public Health Department may establish a departmental operations center (PHDOC). The PHDOC is discussed in detail in the Incident Specific Biological Annex to this CEOP. All operations that are generated from the PHDOC will be coordinated through EOC.

Since routine emergencies can quickly grow into disasters, response agencies will keep the Emergency Management Department informed of escalating situations that may require EOC activation.

The County EOC may be activated or deactivated by any of the following individuals:

- Reno County Emergency Management Director
- The Incident Commander when three or more free standing agencies respond to any one incident
- The Chief, Head or Director of any department within a City or County if it is deemed necessary
- Any elected official within the county

Field operations will normally communicate with the EOC primarily by radio and cellular telephone. Most other agencies and organizations will communicate with the EOC via landline and cellular telephone, email, WebEOC and/or facsimile. Amateur Radio operators are also available and can be used to supplement as well as supplant the local public service radio system. In austere conditions, runners may be used for communications.

As information reaches the EOC, it will be recorded into an events log electronically or using preprinted (hard copy) forms. The EOC Director will work to ensure a system is in place to receive information from responding and participating agencies and relay messages to the appropriate EOC personnel.

In urgent situations, messages may be relayed to EOC personnel verbally, but should be followed up with written documentation as soon as feasible.

Reports will be forwarded as needed to the appropriate local, State and Federal officials.

### **Organization**

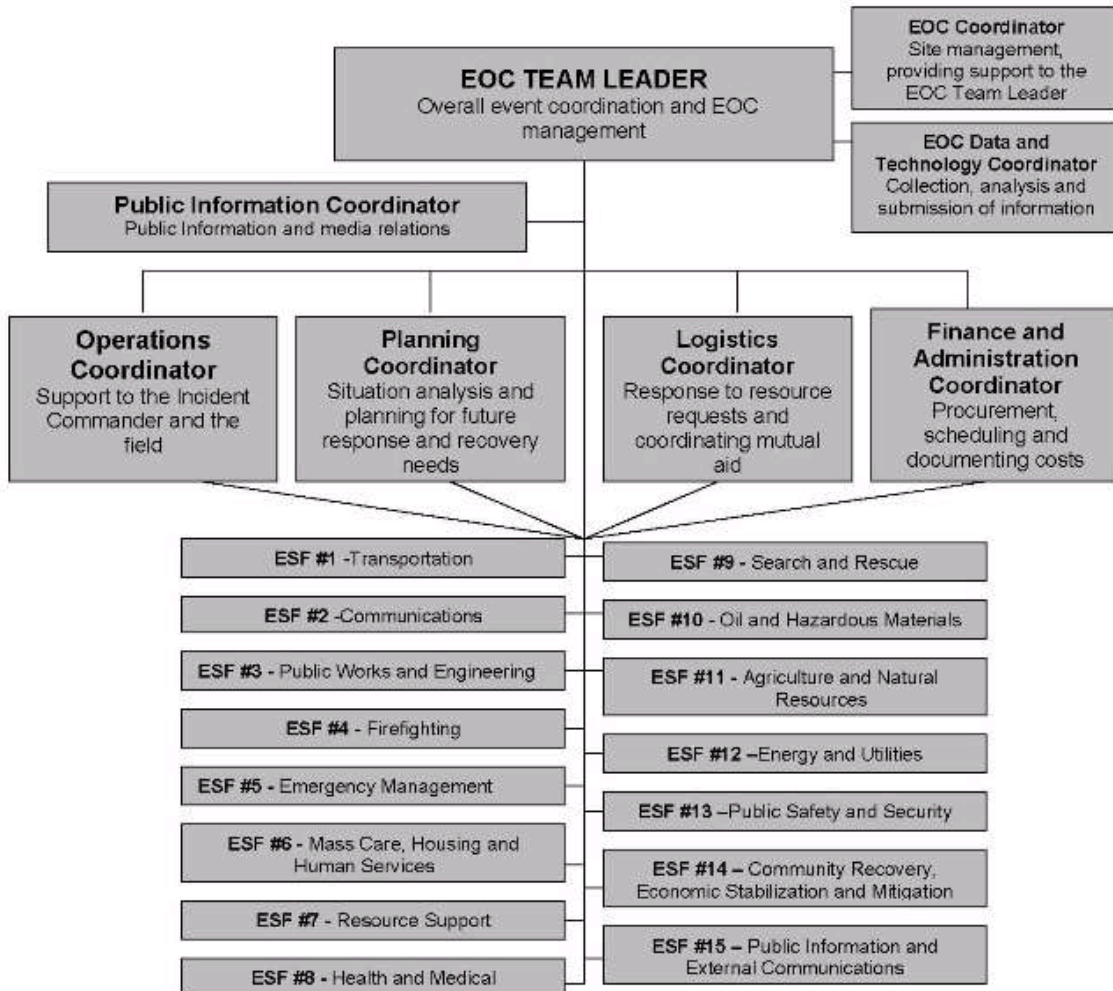
The EOC will be organized and staffed to support the ICS/NIMS operational structure described in this annex under Direction and Control. The organization and staffing of the EOC will be designed to provide a direction and control structure with the flexibility to adapt to the magnitude of any emergency situation.

Following are the EOC positions that will be filled during most EOC activations. During smaller EOC activations, an individual may fill more than one position. During large or complex events, teams of people may be needed to fill each position.

- EOC Director/ESF-5 Coordinator
- Fire Service/ESF-4/9/10 Coordinator
- Law Enforcement/ESF-13 Coordinator
- Health & Medical/EMS/ESF-8 Coordinator
- Public Works/ESF-3 Coordinator
- Public Information Officer/ESF-15 Coordinator

Depending on the nature of the event, Incident Specific Annexes may be activated when unique procedures, equipment and personnel are required, such as:

- Biological Incident
- Foreign Animal Disease
- Severe Weather Operations



**Notifications**

Field response agencies will be aware of the EOC’s information requirements and include procedures to maintain open lines of communication. The Incident Commander(s) will ensure that the EOC is kept current on all pertinent activities at the scene(s).

Emergency information will be relayed to the EOC primarily from the 9-1-1 Communications Center, the Incident Command Post(s) and other field elements, but it may also come from a variety of other sources including but not limited to:

- Private sector
- Media
- Citizens
- Other jurisdictions
- State and Federal government agencies

### **Direction and Control**

The Incident Command System (ICS) and National Incident Management System (NIMS) will be used to coordinate emergency response and recovery operations at the disaster scene(s). The ICS/NIMS organization will maintain open communications and close coordination with the EOC at all times.

To the extent possible, all tactical and operational decisions will be made in the field within an ICS/NIMS structure, while policy, resource management and coordination functions will be accomplished from the EOC.

The ICS/NIMS provides a framework designed to standardize incident management for all types of hazards and across all levels of government. If used effectively, it should improve coordination between different agencies, levels of government and the private sector.

The Incident Command System (ICS) has five functional areas:

- Command
- Operations
- Logistics
- Plans
- Finance and Administration

The National Incident Management System (NIMS) has six primary components:

- Command and management (includes ICS)
- Preparedness
- Resource management
- Communications and information management
- Supporting technologies
- Ongoing management and maintenance

Emergency lines of succession have been established to ensure the availability of a County or City official with the authority to declare an emergency. Regardless of the level of assistance provided by outside entities, overall direction and control remains the responsibility of the County.

### **Responsibilities**

Reno County policy is in full compliance with all state statutes and regulations governing the conduct of Emergency

Management and Emergency Operations. As provided in County Resolution Number 93-65, adopted the 22nd Day of December, 1993, the Director of Reno County County Emergency Management is responsible to the Board of County Commissioners (BOCC) for the proper functioning of the Integrated Emergency Management System (IEMS) within the County.

The County Emergency Management Director is responsible for facilitating and coordinating Emergency Operations Center (EOC) operations, briefing and advising county leadership concerning emergency/disaster situations, coordinating overall disaster response, and serving as the primary point of contact with State and Federal emergency management agencies.

### **All tasked agencies will:**

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- Provide ongoing status reports as requested.
- When requested, deploy a representative to the County EOC to assist with ESF activities as assigned.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement. (This information should be placed in WebEOC resources table so that it is readily available to those in the EOC).
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work in the event that reimbursement from State and Federal government becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Perform other emergencies responsibilities as assigned.
- Use/update the applicable ICS forms adopted for use by the state and the regional Incident Management Team as the standard for use.

### **ESF Primary and Support Agencies shall:**

- 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.

### **ESF 5 Primary Responsibilities include:**

- 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 5 support agencies.
- Oversee the coordination and management of resources, facilities and equipment related to this ESF.
- Develop maintenance and protection arrangements for response and recovery.
- Maintain records of expenditures and document resources utilized during response and recovery efforts.

### **ESF 5 Support Agencies responsibilities include:**

- 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 your responsibility. Also develop guidelines to obtain private-sector support as required.

- Assemble a list of 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 – Resource Support policies and guidelines and report these records to the Primary Agency.

### **SPECIFIC LOCAL RESPONSIBILITIES TO BE PERFORMED IN SUPPORT OF ESF #5 ACTIVITIES**

- Coordinate the maintenance of county wide emergency operations plans and annexes.
- Prepare and maintain a list of resources, which can be summoned any time of the day or night to augment emergency/disaster response.
- Assume overall operations for the Reno County's state of emergency preparedness and capability to cope with and recover from an emergency/disaster situation.
- Advise and recommend to the Chairperson of the Board of County Commissioners or designee(s) when a State of Local Emergency should be officially declared.
- Advise a member of the Board of County Commissioners when the EOC has been activated.
- Activate the EOC and assume primary operational control of it.
- Serve as Logistics Officer in the Incident Command System.
- Activate the Joint Information Center.
- Publicize the telephone number(s) of the Joint Information Center, where official disaster information may be obtained by the public.
- Routinely maintain liaison with federal, state, local, and volunteer emergency agencies.
- Based upon the incident or activity, keep the Kansas Division of Emergency Management, the Kansas Department of Health and Environment, the Kansas Board of Agriculture, and other state and/or federal agencies informed as is required by statute rule and regulation, public law, or need to know.
- Recommend and coordinate formal requests for state and/or federal assistance as may be required.
- Respond to official inquiries.
- Monitor the entire incident by situation reports and data coming into the EOC. Visit the various sectors of the incident as may be deemed necessary.
- Coordinate the preparation and submission of the initial damage assessment report and revisions to it.
- Call emergency management volunteers such as CERT members to assist in emergency operations as needed.
- Insure overall coordination of emergency operations through the appropriate emergency service agency head.
- Recommend to the Chairperson of the Board of County Commissioners that the State of Local Disaster Emergency be terminated, then advise the affected agency directors that termination has been declared.
- Serve as staff support to the Local Emergency Planning Committee (LEPC) under the Superfund Amendments and Reauthorization Act of 1986, Title III, Emergency Planning and Community Right-to-Know (SARA Title III) concerning emergency response planning issues.
- Prepare and conduct a public emergency education program, to provide citizens with information on emergency management measures.
- Serve as liaison between business and industry, and the agencies, which are likely to respond to an emergency situation.

### **Administration and Support**

#### **Support**



Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of 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.

### **Status Reports**

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

### **Expenditures and Recordkeeping**

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds the agencies local budget. Additional funds will be requested through the agencies parent organization. Example: The Sheriff would request funds from the county commission.

### **Critiques**

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

## **Attachments**

### **IMT ICS Forms Workbook**

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/IMT%20ICS%20Forms%20Workbook%20-%20062008.xls>

### **NIMS/IC Guideline**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF05\\_Atch5A\\_NIMS\\_IC\\_Guideline.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF05_Atch5A_NIMS_IC_Guideline.doc)

Increased readiness form

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF05\\_Attch5D\\_Increased\\_Readiness\\_Form.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF05_Attch5D_Increased_Readiness_Form.doc)

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Security log

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF05\\_Attch5E\\_Security\\_Log.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF05_Attch5E_Security_Log.doc)

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EM incident report form

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF05\\_Attch5G\\_EM\\_Incident\\_Report\\_Form.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF05_Attch5G_EM_Incident_Report_Form.doc)

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Resource inventory

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/RESOURCE\\_INVENTORY.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/RESOURCE_INVENTORY.doc)

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Resource tracking form

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/RESOURCE\\_TRACKING\\_FORM.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/RESOURCE_TRACKING_FORM.doc)

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Surplus resource form

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/SURPLUS\\_RESOURCE\\_FORM.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/SURPLUS_RESOURCE_FORM.doc)

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EOC functions chart

Dominant Missions and Incident Command Designators:

</Uploads/Jurisdiction/Reno/DOMINANTMISSION.doc>

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EOC Activation Levels

</Uploads/Jurisdiction/Reno/EOCactivationSOG.doc>

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ICS and NIMS overview

</Uploads/Jurisdiction/Reno/INCIDENTCOMMANDSYSTEMOVERVIEW.doc>

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Sample emergency declaration

</Uploads/Jurisdiction/Reno/DECLARATION.doc>

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Actions by Timeframe

[LINK TO CHECKLIST](#)

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ICS Forms

[LINK TO ICS FORMS](#)

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ICS Job Aids

[LINK TO ICS JOB AIDS](#)

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ICS Position Checklists

[LINK TO ICS POSITION CHECKLISTS](#)

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FEMA ICS Resource Center Home Page

<HTTP://WWW.TRAINING.FEMA.GOV/EMIWEB/IS/ICSRESOURCE/INDEX.HTM>

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EOC staffing roster and contact information

[INSERT DOCUMENT](#)

EOC room layout diagram

[INSERT DOCUMENT](#)

Sample reports

**INSERT DOCUMENT**

**Mapping capabilities**  
**INSERT DOCUMENT**

**Sample forms and logs**  
**INSERT DOCUMENT**

# RENO COUNTY, KANSAS EMERGENCY OPERATIONS PLAN

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## ESF6-Mass care, housing and human services

### Planning Team

<b>ESF Coordinator</b>	Reno County Chapter American Red Cross Reno County Emergency Management
<b>Support Agency</b>	First Call For Help Reno County Public Health The Salvation Army
<b>Non-governmental Organizations</b>	New Beginnings The United Way of Reno County The Volunteer Center

## **Purpose**

This Emergency Support Annex (ESF) describes the actions required to provide temporary shelter and humanitarian assistance to people affected by a disaster. Specifically, ESF #6 addresses:

- Mass care operations (shelter, food and other essential human needs)
- Short and long term housing resources
- Emergency and disaster assistance for individuals and families
- Special needs population groups

## **Scope**

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the County Emergency Operations Plan (CEOP).

ESF #6 is a functional annex to the CEOP) and to the extent possible, information contained in other sections of the CEOP will not be repeated in this ESF Annex.

## **Policies**

This ESF Annex applies to all agencies with assigned emergency responsibilities as described in the CEOP.

## **Concept of Operations**

### **General**

Mass Care, housing and human services operations will be coordinated from the County Emergency Operations Center (EOC). The American Red Cross (ARC) may also activate an Emergency Coordination Center (ECC) at another location. Close coordination will be maintained between the two sites.

When requested, a volunteer coordination will be activated as a liaison to the County EOC to ensure close coordination and joint decision-making. If needed, other support agencies will also be asked to report to the EOC to assist with ESF #6 activities.

The ARC will work closely with local and county government agencies in the EOC to manage mass care, housing and human services operations and provide overall coordination of the activities associated with ESF #6.

On going human services assistance may be coordinated from a location determined suitable by the ARC and the other volunteer agencies involved in administering long-term housing and human services programs.

Close coordination will be maintained among the many volunteer agencies providing human services assistance to avoid duplication of some services and a lack of others. Use of the MAACLink program will be vital in this.

### **Organization**

Damage assessment information will dictate the type and scope of mass care operations required. The EOC Team and the ARC Liaison will gather information regarding people displaced by the event to assist in determining the number of shelters to open and where they should be located.

In addition to the type and scope of the disaster, other factors in determining the number of shelters and their locations will be accessibility, transportation, security, staff and supplies. The ARC Liaison in the EOC will work closely with the EOC Team to determine shelter needs and identify capabilities based on the specifics of the emergency situation.

If the situation dictates, potential shelters will be given priority in damage assessments to expedite the provision of mass care services. The ARC Liaison will coordinate with the County EOC to ensure mass care facilities have priority for safety inspections.

Mass care operations will continue until those displaced by the incident obtain other temporary housing or return to their homes. In most cases, mass care services are provided for less than one week.

Although in most cases, the Salvation Army will not activate shelters in the County, they may be called upon in catastrophic emergencies to open and operate shelters. The Salvation Army does activate and operate Cooling Centers for use during Heat Emergencies.

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.

The ARC will provide daily, overall direction of mass care operations, including the assignment of personnel and ensuring that requests for assistance are met, documented and prioritized. Additionally, the ARC will ensure registration, tracking, feeding, restocking and other related shelter activities are accomplished.

Operation of the shelters will be in accordance with ARC standard operating procedures. Direct shelter control and management is the responsibility of the Shelter Managers. Each Shelter Manager will be responsible for managing their individual shelter while coordinating activities with the ARC Liaison in the EOC.

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, accessibility for persons with disabilities, and availability to shelter animals will be considered. The decision as to which shelter(s) will be activated in a particular situation will be coordinated with the ARC, County Emergency Management, and the cities and the organizations providing the facilities .

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 Technician (EMT), 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 .

Security will be provided by either the Sheriff's Department (unincorporated areas), city police (incorporated areas), or the shelter facility's own security personnel.

The structural integrity of emergency shelters and other emergency facilities will be determined by each city having jurisdiction, the County Department of Public Works or the owner of the facility.

The ARC Liaison and the EOC Team will coordinate with available volunteer agencies to ensure feeding operations can be accomplished in shelters. Feeding will be based on sound nutritional standards and will include provisions to meet the requirements of disaster victims with special diets.

Shelter management teams will be responsible for the cleanliness of kitchens, restrooms and sleeping areas, and the disposal of trash.

Reception operations will be carried out in accordance with ARC standards (ARC 3000 Series): The shelter management team will be responsible for registering and tracking shelter residents, and ensuring appropriate privacy with respect to their use of the shelter.

If appropriate, the EOC will request outside resources to support mass care operations, including those of other jurisdictions, the State and Federal government and/or the private sector.

In coordination with the EOC, the ARC will determine if and when it is appropriate to consolidate shelters, as well as when shelters should close. Shelters will be deactivated in accordance with ARC operating procedures.

Although special 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 County will provide assistance in opening and maintaining shelters for those with special needs. The sheltering needs of special populations groups are discussed in ESF-8, Public Health and Medical Services.

Once shelters are activated, the ARC Liaison and the ESF #15 Public Information and External Communications Coordinator will ensure that information regarding shelter availability, locations, items to bring, etc., is released. The dissemination of public information will be carried out in accordance with ESF #15 – Public Information and External Communications.

### **Housing and Human Services**

Emergency clothing, as well as hygiene, comfort, and emergency clean-up items, will be provided as dictated by the incident. Support in this area will be provided by the Salvation Army, ARC, other area volunteer agencies and if necessary, from the private sector.

Initial humanitarian assistance (food, clothing, first aid, crisis counseling, emergency clean-up 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.

The Volunteer and Donations Management function will be closely coordinated with mass care operations to facilitate the use of donated goods and volunteer labor to support ESF #6 activities. For more information, see ESF #7 – Resource Management.

The ARC will operate a Disaster Welfare Information (DWI) system to report on victims statuses and assist with family reunification. Information regarding individuals residing in the affected area will be collected and provided to authorities and immediate family members. If appropriate, the ARC will work closely with agencies providing mental health services when relaying information to family members.

Both stationary and mobile feeding operations will be considered based on the needs of the situation. In addition to the numerous volunteer agencies with emergency feeding capabilities (e.g., Salvation Army Canteens and Southern Baptists Mobile Kitchens), the ARC and/or the County may contract with local private food providers to supplement feeding operations for those affected by the disaster.

Every effort will be made to provide crisis-counseling services to people affected by the disaster. Trained mental health counselors are available through the Horizons Mental Health and numerous volunteer organizations have the ability to provide both faith-based and non-faith-based disaster counseling services.

If necessary, sites will be established within the affected area for bulk distribution of emergency relief items to meet the urgent needs of disaster victims. The ARC, Salvation Army and other volunteer organizations will coordinate the bulk distribution of emergency relief supplies with support from Reno County on logistical requirements. (See Annex 14 – Long Term Community Recovery and Mitigation)

The First Call for Help will work with the ARC to identify housing resources for individuals and families permanently

displaced by the event. When suitable, the Housing Authority will provide assistance in identifying available Section 8 housing resources.

When the situation dictates, the County will request State and Federal assistance to provide housing and human services programs to individuals and families affected by the disaster. These programs are described in detail in ESF #14 – Long-term Community Recovery and Mitigation.

If the situation warrants activation of the National Response Plan, the local ARC chapter will work closely with its State and Federal counterparts to ensure appropriate resource coordination and support.

The American Red Cross (ARC) has shelter agreements in-place with public and private facilities listed in the Red Cross Disaster Plan including suitable government facilities. If county or municipal owned facilities are opened as shelters, they will be managed and operated by the ARC.

ARC shelters may not be able to accommodate special populations, especially in the beginning of a disaster. With this in mind, those responsible for special populations should be prepared to activate their own emergency shelter plans.

Only service animals will be allowed in ARC affiliated shelters. Every attempt will be made to provide information on animal shelter and care resources available to individuals and families with pets in need of temporary housing resources. For large scale events, the County will rely on the Animal Response Team of Reno County, local and state chapters of the Veterinary Medical Association and the Humane Society to help coordinate pet shelter activities, and on the County Extension Office and other farm-related agencies or organizations for issues regarding livestock.

Churches and other volunteer groups may wish to implement emergency assistance programs to meet disaster related humanitarian needs. To help ensure timely and equitable services are provided following a major event, the Salvation Army and the ARC will work closely with volunteer organizations active in the County to coordinate the provision of human services programs.

The Mass Care, Housing and Human Services Coordinator and the other agencies supporting ESF #6 activities are critical members of the EOC Team and will work within the EOC structure described in ESF #5 – Emergency Management.

The ARC will keep records on the number of shelters, shelter residents, meals served, supplies used, supplies ordered, etc., and ensure this information is available in a timely manner to the EOC. To the extent possible, the ARC will use the capabilities of the Crisis Information Management System (CIMS) to document ESF #6 activities.

Forms and documentation for mass care operations (i.e., registration, inventory, inspection, tracking, etc. forms) have been developed and are maintained by the American Red Cross (ARC). The administrative regulations and guidance used by the ARC to conduct mass care activities are contained in the Disaster Services Program – ARC 3000 Series. Every effort will be made to manage mass care operations using the procedures described in this guidance.

The ARC will maintain a comprehensive, up-to-date, countywide list of shelters and capabilities. The ARC will work with the Emergency Management Department to ensure this information is available in the EOC.

Cots, blankets, clothing and other comfort items will be furnished by the ARC, Salvation Army and other volunteer agencies with logistical assistance from Reno County and Municipal agencies.

### **Notifications**

The Emergency Management Director will notify the ESF #6 Coordinator of EOC activations and request that representatives report to the EOC to coordinate ESF #1 activities. This is typically accomplished by radio broadcast, digital pager or telephone contact.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to



report to the EOC to assist with transportation activities.

### **Actions**

#### **Preparedness**

- Implement a public education campaign regarding the importance of having a family disaster plan and 72-hour preparedness kit.
- Identify and inspect suitable shelter facilities.
- Develop and test emergency plans and procedures.
- Train personnel to perform emergency functions.
- Participate in Emergency Management training and exercises.

#### **Response**

- Open, staff and manage shelters.
- Identify and provide temporary housing resources.
- Provide representatives to the County EOC and work within the EOC structure to meet mass care, housing and human services needs.
- Make suitable accommodations for special needs populations.

#### **Recovery**

- Provide public information regarding safe re-entry to damaged areas.
- Continue to work closely with the EOC to support on-going activities.
- Identify and provide long-term housing resources.
- Form a long-term recovery assistance team to help ensure individuals and families affected by the disaster continue to receive assistance for serious needs and necessary expenses.
- Participate in after action critiques and reports.
- Make changes in standard operating procedures and this ESF Annex to improve future operations.

#### **Prevention**

- Participate in the hazard identification process and take steps to correct deficiencies in the mass Care, housing and human services function.
- Implement a public education campaign regarding the importance of having adequate homeowners and renters insurance.

#### **Direction and Control**

Either an Incident Commander or an appropriate city or county official will determine the need for opening shelters and commencing mass care operations based on the situation. The opening of shelters will be coordinated with the County Emergency Management Department. Emergency Management will work with the affected cities, the American Red Cross (ARC), and the organization(s) providing the facilities to coordinate the opening of shelters in the county.

### **Responsibilities**

#### **All tasked agencies will:**

- 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 #6 activities.
- Provide ongoing status reports as requested by the Mass Care, Housing and Human Services Coordinator.

- 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 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.

### **Responsibilities by Agency**

#### **American Red Cross/Reno County Emergency Management (ESF Coordinator)**

- 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.

#### **Area Agency on Aging**

- Augment County and City transportation resources for people with special physical needs (i.e., wheelchair accessible buses or vans).
- Provide personnel and resources to support the special needs of elderly disaster victims.

#### **Reno County Community Development**

- Identify temporary housing resources.
- Assist displaced individuals and families in locating short and long-term housing

#### **Reno County Sheriff's Department/Police Department**

- Provide security at or around mass care operational facilities (shelters, supply staging areas and warehouses).
- Provide communications support.
- Provide traffic flow and parking assistance around mass care facilities.

#### **Emergency Medical Services**

- Assist with transportation and emergency medical care.

#### **Reno County Fire Departments**

- Provide assistance with emergency medical care and transportation issues.
- Assist with shelter safety inspections and communications support when requested by the EOC.

#### **Hospitals**

- Ensure 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 Authority/First Call for Help**

- Identify temporary housing resources.
- Assist displaced individuals and families in locating short and long-term housing

**The Volunteer Center**

- Solicit volunteers for assisting volunteer agencies in conducting their operations and for follow up community support.

**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, special needs assistance and other humanitarian assistance required by the situation.

**Reno County Public Health Department**

- Provide disease surveillance and containment.
- Assist in ensuring environmental safety in mass care facilities.

**Radio Amateur Civil Emergency Service (RACES)**

- Help to ensure open lines of communication by providing radio capabilities in shelters, the EOC and in other facilities as requested

**School Districts**

- Provide facilities to serve as shelters, as well as equipment and personnel to support ESF #6 activities.

**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.

## **Administration and Support**

### **Support**

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of 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.

### **Status Reports**

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

### **Expenditures and Recordkeeping**

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds the agencies local budget. Additional funds will be requested through the agencies parent organization. Example: The Sheriff would request funds from the county commission.

### **Critiques**

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

## **Attachments**

### **Animal shelter plan or procedures---TEMPLATE**

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LOCAL%20ANIMAL%20SHELTER%20TEMPLATEfinal.doc>

### **Shelter loading report**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF06\\_Atth6D\\_Shelter\\_Loading\\_Report.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF06_Atth6D_Shelter_Loading_Report.doc)

**Fallout shelter facilities**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF06\\_Attch6H\\_Fallout\\_Shelter\\_Facilities.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF06_Attch6H_Fallout_Shelter_Facilities.doc)

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**Fallout shelter stocking**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF06\\_Attch6J\\_Fallout\\_Shelter\\_Stocking.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF06_Attch6J_Fallout_Shelter_Stocking.doc)

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**Shelter registration form**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP\\_ESF6e\\_Shelter\\_Reg\\_Form.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP_ESF6e_Shelter_Reg_Form.doc)

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**Shelter log**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP\\_ESF6f\\_Shelter\\_Log.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP_ESF6f_Shelter_Log.doc)

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**Lodging and feeding facilities**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP\\_ESF6g\\_Lodging&Feeding\\_Facilities.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP_ESF6g_Lodging&Feeding_Facilities.doc)

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**Guide for shelter facilities**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP\\_ESF6i\\_Guide\\_for\\_Shelter\\_Facilities.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP_ESF6i_Guide_for_Shelter_Facilities.doc)

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**Guide for crisis fallout shelter**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP\\_ESF6k\\_Guide\\_for\\_Crisis\\_Fallout\\_Shelter.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP_ESF6k_Guide_for_Crisis_Fallout_Shelter.doc)

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**Shelter inventory**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP\\_ESF6l\\_Shelter\\_Inventory.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP_ESF6l_Shelter_Inventory.doc)

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Include a list of local reception and care facilities

**[INSERT DOCUMENT](#)**

List volunteer organizations that can provide human services support during emergencies and the services they provide

**[INSERT DOCUMENT](#)**

Checklist of Actions

**[LINK TO CHECKLIST](#)**

# RENO COUNTY, KANSAS EMERGENCY OPERATIONS PLAN

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## ESF7-Resource Support

### Planning Team

**ESF Coordinator**

Reno County Emergency Management

## Purpose

Effective response to any emergency or disaster requires the ability to find, obtain, allocate, and distribute resources to meet the needs of the event. This Emergency Support Function (ESF) Annex provides guidance to assist in coordinating the provision of personnel, equipment, supplies, facilities and services to support emergency operations. Specifically, ESF #7 addresses:

- Resource identification
- Resource procurement
- Resource coordination
- Facilities and logistics
- Personnel augmentation
- Logistics management
- Volunteer and donations management

## Scope

ESF #7 provides a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Emergency Operations Plan (CEOP).

This document is a functional component of the CEOP and to the extent possible, information contained in other sections of the plan will not be repeated in ESF #7.

## Policies

ESF #7 applies to all county, city and participating volunteer and private agencies with assigned emergency responsibilities in the CEOP.

Many county and city departments and participating private agencies involved in resource support activities have existing emergency plans and procedures. ESF #7 is not designed to take the place of these plans, rather it is designed to complement and support the departmental resource management guidelines already in place.

Each agency or department shall be responsible for monitoring the expenses incurred by the county due to a disaster/emergency situation and shall develop procedures for identifying costs associated with such situations. These costs will be reported to the Finance/Admin Branch in the EOC. Additionally, the maintenance/purchasing department shall establish emergency procurement procedures to ensure that resources required during an emergency/disaster situation may be rapidly obtained.

Local (county, city and mutual aid) resources must be exhausted before state or federal assistance is available through a Governor's or Presidential declaration. State declarations will be requested by the Chairman of the Board of County Commission (BOCC) through the County Emergency Management to the Kansas Division of Emergency Management (KDEM). The state is able to provide physical assistance through the various state agencies, but provides no funds to reimburse local governments during emergencies/disasters. Federal declarations activate both physical as well as monetary resources; however, state & local cost sharing is normally required.

## Concept of Operations

## **General**

The Reno County Emergency Management Office is responsible for coordinating critical resource management during an emergency or disaster. Individual county departments & agencies will maintain listings of critical resources with respect to their own operations. Those departments/agencies will also “flag” any resources that may require expedited procurement and/or some formal arrangements with vendors (i.e., memorandums of agreement/understanding) for the county Purchasing Department. Cities will also maintain lists of their critical resources, and provide these lists to County Emergency Management upon request.

For smaller emergencies, resource management will be handled by the cities and/or individual county departments/agencies. For larger scale emergencies, where limited local resources may require centralized coordination & prioritization, the County Emergency Operations Center will be activated. (See ESF #5 – Emergency Management)

The County and its municipalities will use the system established by the National Incident Management System's (NIMS) National Mutual Aid and Resource Management Initiative to identify, request, receive, and track resources.

## **Organization**

The types and amounts of resources needed to support emergency operations will vary greatly depending on the event. Some examples of typical emergency resources include, but are not limited to:

- Personnel
- Communications Equipment
- Potable Water
- Vehicles for passengers, cargo, and debris removal
- Portable toilets and other sanitation supplies
- Pumps and sandbags
- Fuel and fueling stations
- Heavy equipment for public works applications (e.g., cranes) and materials handling (e.g., forklifts)
- Materials and tools such plastic sheeting, shovels, picks, chain saws, axes/hatchets, flashlights, etc.
- Mass care supplies such as food, bedding, blankets and cots
- Industrial lighting equipment (for nighttime search and rescue operations)
- Portable generators
- Medical supplies and pharmaceuticals
- Technology to support emergency operations

Determining what types of resources and how many of them are needed is critical to providing a rapid, effective and coordinated response to an emergency or disaster.

The Mayor and City Council will perform needs assessments within the cities and the Board of County Commissioners will determine needs in the unincorporated areas.

The ESF #7 Resource Support Coordinator will work to ensure that essential information is requested from and provided by those making resource requests including:

- **S**ize
- **A**mount
- **L**ocation
- **T**ype
- **T**ime



In general, resource management activities will be geared to support life saving and public safety as its first priority. Specific priorities will be set by the Incident Commander or EOC Director in consultation with the appropriate Chief Executive or a designated official in the EOC.

The County has mutual aid agreements in place with surrounding jurisdictions to augment critical resources during emergencies. Additionally, there are numerous private sector resources available to support emergency operations and agreements are in place with vendors and suppliers that may be activated for emergencies.

Once received, resource requests will be logged, prioritized and passed on to those responsible for obtaining and committing resources.

The county and its jurisdictions will use the standards and definitions established by the National Mutual Aid and Resource Management Initiative as the basis for identifying and categorizing resources.

### **Procurement and Hiring**

When requests are of a high priority, an emergency procurement and/or hiring process may be necessary.

Emergency procurement may involve contacting suppliers, negotiating terms, and making transportation and distribution arrangements.

Depending on types and numbers of personnel needed, volunteers may be used to quickly fill needed positions. The Resource Support Coordinators will work to ensure volunteer resources are appropriately utilized.

When making procurements, an effort should be made to ensure that suppliers also have the ability to transport the resources.

### **Facilities**

In a major emergency with an extensive influx of resources, supplies and personnel, the ESF #7 Resource Support 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 incident 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 incident but may include fairgrounds, 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.

### **Distribution**

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.

High priority resources as identified by the EOC Team will be distributed as quickly as possible. When required by the situation, distribution points may be established to provide supplies the public.

The ESF #7 Resource Support Coordinator will determine what facilities will be needed to handle the flow of resources into and through the jurisdiction (i.e., warehouses, receiving areas, checkpoints, etc.).

The ESF #7 Resource Support Coordinator will ensure 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.

### **Donations**

Donated goods, services, and equipment will be coordinated through the The Salvation Army or specific volunteer agencies. Volunteer and donations management must be closely coordinated with ESF #7 CountyEOC to ensure complementary efforts and avoid unnecessary procurement. Public information announcements will be judiciously utilized to request the specific types of goods, services & equipment needed and to encourage monetary donations through existing relief organizations whenever possible. Key elements of volunteer and donations management will involve the receipt, inventory, organization & channeling of the following:

- Donated Goods
  - The Salvation Army will manage in-kind donations for individual assistance, including food, clothing, toiletries and household items.
- Services
  - Unaffiliated volunteers will be referred to The Volunteer Center or a to a specific volunteer agency.
- Equipment
  - Procurement of donated equipment will be coordinated through the ESF #7 Resources Support Group.
- Monetary Donations
  - Funds donated to support emergency relief efforts will be collected by existing relief organizations.

The Adjutant General's Department, Division of Emergency Management (KDEM) has a Memorandum of Agreement with the Salvation Army to manage the State's Donation's Management program. The county will coordinate closely with KDEM to facilitate an integrated system and to avoid duplication of services.

### **State and Federal Resources**

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 a 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 may be made by the Chairman of the Board of County Commissioners (BOCC). State declarations are requested by the 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 Annex #14 Long-term Community Recovery and Mitigation.)

In the case of very specific resources (i.e. the Strategic National Stockpile (SNS) for pharmaceutical supplies), in the appropriate ESFs and Special Incident Annexes.

This ESF Annex was developed to complement the National Response Plan (NRP) dated December 2004. Where appropriate, ESF #7 also incorporates the elements of the National Incident Management System (NIMS) to help ensure a coordinated response effort if federal resources are involved in the event.

Assistance from state agencies may be available:

- Without a State declaration
  - State resources that would be available include personnel and resources near the disaster area. Funds to cover the costs are not included in this type of assistance.
- With a State Declaration
  - All state resources become available

Assistance from the federal government may be available:

- Without a Federal Declaration
  - To protect life, local commanders of Department of Defense (DOD) organizations have the authority to respond without a federal declaration. Otherwise, federal assistance is usually limited to providing technical expertise from agencies such as the United States Army Corps of Engineers (USACE).
- With a federal declaration

- A variety of resources are available through different programs, including technical expertise.

### **Notifications**

The Emergency Management Department will notify appropriate emergency management staff of EOC activations and request that representatives report to the EOC to coordinate ESF #7 activities. As additional EOC staffing needs become apparent, other agency representatives may be asked to report to the EOC to assist with resource support activities.

Once ESF #7 is activated, all departments and agencies involved in the emergency response will be instructed to direct any resource needs they are unable to meet through their own channels to the ESF #7 Resource Support Coordinator.

### **Actions**

#### **Preparedness**

- Maintain this ESF Annex as well as supporting operating procedures
- Review all portions of the EOP to ensure proper coordination of resource support activities
- Ensure resource support personnel receive appropriate emergency training
- Establish contact with private resources that could provide support during an emergency
- Participate in Emergency Management training and exercises

#### **Response**

- Obtain resources on a priority basis as determined by the EOC Team(s)
- Activate additional resource support personnel
- Work with the EOC staff to establish priorities
- If necessary, establish staging areas, distribution sites and mobilization centers from which resources may be distributed
- Activate mutual aid
- Maintain an inventory system to track supplies used in the disaster
- Maintain accurate records of resources utilized and funds expended and submit reports

#### **Recovery**

- Return staffing to normal levels as dictated by the event
- Identify unused resources in the community
- Stand down any facilities no longer in use
- Dispose of excess supplies
- Participate in after-action reports and critiques

#### **Prevention**

- Ensure emergency contracts are in place to prevent resource shortages in an emergency

### **Direction and Control**

The Incident Commanders (s) will identify the resources required in the field and relay requests to the EOC. Emergency Management will work with the EOC Team to rapidly assess emergency resource requests and recommend actions to acquire the necessary supplies, equipment and personnel.

## **Responsibilities**

### **All tasked agencies will:**

- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions
- Deploy a representative to the CountyEOC to assist with ESF #7 activities
- Provide ongoing status reports as requested by the ESF #7 Resource Support Coordinators
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities
- Participate in Emergency Management training and exercises
- Perform other emergency tasks as assigned

### **Emergency Management**

The RenoCounty Emergency Management Office will have overall primary responsibility for resource management operations during disaster situations within Reno County. This will be accomplished by means of secured agreements with non-governmental agencies as well as private vendors for essential resources and services. An updated and detailed listing of available resources within the county is kept on file. This listing includes county equipment, township equipment, fire department equipment and local contractors. The Reno County Emergency Management Coordinator, or designee, is the primary resource advisor and recommends actions to be taken to the Reno County Board of Commissioners (BOCC) or the representative who is fulfilling the role of Finance Officer in the Emergency Operations Center.

The Reno County Emergency Manager, as Logistics Officer, has established the Emergency Operations Center (EOC) as work control center, to manage resources and to support response personnel.

The various support agencies, department heads of local governmental agencies, and private organizations, will be responsible for managing the resources of their individual agencies and organizations when supporting overall disaster resource needs.

### **Voluntary Organizations**

Agencies such as the American Red Cross, assist RenoCounty to 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**

Local church and civic groups provide day-to-day assistance to the citizens of Reno County as the need arises. In the event of a catastrophic event, these groups will provide services and manpower that compliment the efforts of the professional voluntary organizations. These groups will also form the basis of unmet needs after the larger assistance is over.

### **Assistance from Other Governemental Agencies**

When it is determined that the local resources have been, or will be exhausted due to the response to an emergency/disaster event, a State of Local Disaster Emergency will be declared.

- (Without a State Declaration): some State resources, including personnel and equipment located near the disaster area, are available to our jurisdiction; however, funds to cover the cost of these resources may not be available. Federal assistance commonly available is limited to technical assistance and consultation services.
- (With a State Declaration): All applicable State resources may become available including reimbursement to the State agencies for operating costs related to the disaster.
- (With a Federal Declaration): A variety of additional resources from the Federal government become available through different programs, including specialized expertise, equipment, and funding.

## **Administration and Support**

### **Support**

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of 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.

### **Status Reports**

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

### **Expenditures and Recordkeeping**

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds the agencies local budget. Additional funds will be requested through the agencies parent organization. Example: The Sheriff would request funds from the county commission.

### **Critiques**

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

## Attachments

### Resource typing software

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/RTI%20Toolbox%20v%202.1.xls>

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### Resource typing guide

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/resource%20typing%20guidance.pdf>

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Include an inventory of local emergency resources to reference data maintained elsewhere  
**INSERT DOCUMENT**

List of private sector and volunteer organizations that can provide resources  
**INSERT DOCUMENT**

Pre-disaster contracts for resources  
**INSERT DOCUMENT**

Checklist of Actions  
**[LINK TO CHECKLIST](#)**

**RENO COUNTY, KANSAS  
EMERGENCY OPERATIONS PLAN**

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**ESF8-Public Health and Medical Services**

**Planning Team**

<b>ESF Coordinator</b>	Reno County Emergency Management
<b>Primary Agency</b>	Reno County Health Department
<b>Support Agency</b>	Promise Regional Medical Center Reno County EMS



## Purpose

This Emergency Support Function (ESF) Annex describes the actions required to coordinate public health and medical services during a disaster. It addresses:

- Reno County Health Department (RCHD) notification, coordination and response
- Emergency Medical Services (EMS) activities
- Coordination among health care providers
- Mass fatalities management
- Behavioral health (mental health) activities

## Scope

ESF #8 is designed to provide a flexible organizational structure capable of meeting the requirements of many emergency scenarios with the potential to require activation of the County Emergency Operations Center (EOC) and implementation of the County Emergency Operations Plan (CEOP).

ESF #8 is a functional annex to the CEOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this ESF Annex.

Most of the agencies involved in public health and medical services activities have existing emergency plans and procedures. ESF #8 is not designed to take the place of these plans, rather it is designed to complement and support existing plans and procedures

## Policies

### General

This ESF Annex applies to all 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.

### State Statutes and Regulations

#### **K.S.A 65-119a - 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.”

The **Health Information Portability and Accountability Act (HIPAA)** includes provisions allowing the Local Health Department to receive disease reports or laboratory test results from physicians and laboratory directors in an appropriate and timely manner. The Kansas disease reporting regulations were amended in 2000 to include the reporting of potential bioterrorism agents and suspected bioterrorism events.

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

## Concept of Operations

### General

The RCHD is the primary agency for providing ESF #8 technical assistance, resources and support during response activities.

Close coordination is maintained with local, state and federal officials to determine potential needs for support and the most expeditious means of acquiring that support. Various incident management systems will be used for collecting, processing, and disseminating information.

The County Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #8.

### Organization

The RCHD will coordinate the health and medical activities in the County. These activities include Emergency Medical Services (EMS), public health, behavioral health, environmental issues and mortuary services. The Reno County Health Department serves as liaison between those agencies comprising the group, state offices, and regional medical facilities. The ESF #8 Coordinator will appoint supporting staff as needed to fulfill all responsibilities and assure 24-hour operational capabilities.

It may be necessary to set up a Family Assistance Center in the County during a mass casualty event. A Family Assistance Center is designed and staffed to take care of the needs of the victims' families and survivors. Depending on the needs of those affected, the Family Assistance Center will the appropriate services based on Reno County needs.

ESF #8 Public Health and Medical Services will coordinate with ESF #6 Mass Care, Housing and Human Services to assist the Incident Commander in identifying an appropriate location for, setting up and staffing a Family Assistance Center, if dictated by the incident.

All departments should maintain records of expenditures for emergency or disaster operations in order to determine the county's commitments and to be used in a request for an emergency declaration. ESF #7 - Resources Support can assist ESF #8-Health & Medical with emergency funding, allocations, and coordination for expedient purchases. Avoiding shortages of medical personnel, equipment, supplies and treatment facilities should be considered a priority.

## **Public Health**

The 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.), under the County Board of Health and in coordination with the Kansas Department of Health & Environment (KDHE) and in cooperation with the South Central Metro Region (SCMRHP).

The RCHD in collaboration with KDHE, will make health related protective action decisions when existing codes and regulations are not pertinent to the situation.

The RCHD will cooperate with Hazmat through KDHE during 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 a Certified Radiological Monitor. (See Annex ESF #10 – Oil and Hazardous Materials)

The RCHD has the overall responsibility to:

- Investigate disease reports, establish control measures, and notify appropriate authorities to ensure preventive measures are carried out
- Provide accurate information to the public and other authorities
- Maintain records & cumulative data related to communicable disease.

The RCHD has the overall responsibility to:

- Ensure appropriate vaccine supply, ensure source of drug and antidotes, and supply in collaboration with hospitals/pharmacies, SCMRHP, KDHE and the CDC
- Coordinate distribution and administration of designated drugs
- Maintain medical records & cumulative data related to immunizations

Disease surveillance systems are in place to continually collect, analyze, interpret, and disseminate data to prevent and control disease. The 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 Health Department receives case reports via telephone and facsimile machine as well as the Health Alert Network (HAN) alerts. HAN and HAWK (the State of Kansas disease surveillance system) will be monitored for updates, information and new case reports by the local Health Department. The Health Department will monitor media avenues for news information and activate the Incident Specific Biological Annex if warranted.

Upon receiving information regarding a disease reportable to KDHE, the local Health Department will forward the initial report information to the KDHE field epidemiologist, the KDHE Epi hotline, and/or via HAWK as the situation warrants. The KDHE will provide assistance in determining the diagnosis and disposition of the patient.

Healthcare providers in the County have been asked to be 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. School Nurses, Clinics, and Other Medical Providers also participate in a weekly surveillance network.

An epidemiological investigation will be necessary to determine if individuals have been exposed and/or infected. The Reno County Health Department, Environmental Section will coordinate with the KDHE, and the Environmental Protection Agency (EPA) 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 Health Department, KDHE and Center for Disease Control (CDC)

A Disease Protocol Manual used for investigation and managing disease outbreaks, prepared by the Kansas Department of Health and Environment-Bureau of Epidemiology and Disease Prevention (KDHE-BEDP) is maintained by the local Health Department.

In the event that Mass Prophylaxis Dispensing activities are warranted, the Biological Incident Specific Annex will be activated.

### **Medical Services**

The first arriving response units will establish Triage and identify a Triage, treatment and transport officer for EMS. Treatment, Staging and Transport areas will then be established.

The Incident Commander will coordinate on-scene medical resource requests and allocation. Long-term strategies to support disaster operations and to maintain on-going local EMS operations (beyond the scope of the incident) will be managed by Promise Regional Medical Center/Reno County EMS. It may be necessary to prioritize victims and ration resources at some point. In the event of Crisis Relocation, very limited outside resources will be available.

Immediate scene management needs and forecasts for future requirements will be determined cooperatively between the Incident Commander and the on-scene senior medical representative.

The Volunteer Action Center of Reno County will screen all unaffiliated medical volunteers choosing to assist in the medical services area for proper qualifications and registration prior to assuming any duties.

All EMS first responders are trained to at least the HazMat Awareness Level in accordance with 29 CFR 1910.120.

### **Triage**

Victims will be triaged on scene as directed by the Promise Regional Medical Center/Reno County EMS. International Triage Codes will be used.

Severity of injury classifications are as follows:

- Seriously injured victims will be categorized: “**Code Red**”
- Moderately injured victims will be categorized: “**Code Yellow**”
- Minor injuries will be categorized: “**Code Green**”
- Dead or mortally wounded are: “**Code Black**”

Victims will be tracked by using the following:

- Serialized Triage Tag number
- Transport Sector status boards

Casualty information will be routed through the Incident Commander, and through EMS. The Reno County Emergency Operations Center will coordinate with ESF #15 – External Communications on disseminating casualty information gathered from city/departamental EOCs. Information and statistics will be compiled from radio logs, facsimiles, databases and direct communications with EMS staff

### **Critical Resources**

A list of resources will be maintained and updated by the medical logistics representative at Promise Regional Medical Center and made available to on-scene operations through the County EOC. These resources will primarily be coordinated by medical personnel.

Promise Regional Medical Center, the only hospital in Reno County, is responsible to track hospital status and capacity.

A centralized repository of medical personnel and their level of training does exist through Kansas System for Early Registration of Volunteers (KSERV). The State Board of EMS has access to a database of all Kansas Certified Emergency Medical providers.

Volunteer medical personnel, once properly screened and registered, will be deployed by the ESF #8 representative in the County EOC in coordination with the Medical Reserve Corps coordinator.

### **Responder Care**

Appropriate and efficient rest/work cycles must be established and monitored by individual supervisors. On-site medical personnel will monitor the rehabilitation and evaluate injured rescuers following established guidelines.

Sanitation and hygiene is a priority. Inspections by the RCHD are important to ensure that rescuers food and water supplies remain free of contamination.

RCHD employees and EMS personnel may be asked to perform duties under dangerous circumstances and consideration must always be given to employee safety. Further, since EMS and the Health Department employee activities may directly affect the level of morbidity and mortality of disease, all employees 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.

### **Behavioral (Mental Health)**

The Horizons Mental Health Center is responsible for coordinating behavioral health provisions for all individuals affected by a disaster, both in the response and recovery phases, including:

- Current Caseload

Horizons Mental Health Center cares for people already at risk due to their history, present condition, or other factors

- Survivors

The Horizons Mental Health Center will coordinate the behavioral health needs of those who have been injured, had family members killed or injured, or suffered extensive property losses. In addition, the [insert text] provides care for those who, while not directly affected by the disaster, may become more severely traumatized, such as the elderly, the disabled and non-English speaking

- Emergency Workers

The Reno County Fire and Police Chaplains Services provides specialized assistance to on-scene emergency responders, dispatch personnel, emergency operations center personnel, and other community care-givers, as well as any of their families

### **Behavioral Health Staffing**

The Horizons Mental Health Center will coordinate its activities with the County Emergency Operations Center (EOC) through a liaison.

During the recovery phase, the Horizons Mental Health Center will continue to provide services or will assist in referring individuals to other agencies, depending on the needs and circumstances of the individual.

### **Mass Fatalities**

Specific responsibilities of the County Coroner in a mass fatality incident include:

- **Temporary Morgues**: Establish, staff, and equip (as necessary) one or more temporary morgues.
- **Survey and Recovery Teams**: Establish and coordinate the activities of Survey & Recovery Teams used to locate, catalog, and recover human remains and property
- **Victim Identification**: Coordinate, working in conjunction with local law enforcement, forensic teams, the Family Assistance Center and others, the positive identification of victims
- **Security**: Coordinate with local law enforcement on the custody of remains and securing of personal effects, to assure proper disposition
- **Contamination**: Identify, in consultation with the RCHD] and/or HAZMAT teams, procedures for handling contaminated bodies and limiting further contamination
- **Forensics**: Determine the need for forensic pathologists to provide technical expertise, depending on the nature of the incident or disaster
- **Notification**: Coordinate the notification of next of kin with the Local Public Information Officer (PIO) or Joint Information Center, if established, the Family Assistance Center, and the American Red Cross (See ESF #15 – Public Information and External Communications)
- **Resource Management**: Determine the need for and request additional or specialized resources, personnel, and equipment
- **Reporting**: Report pertinent information (number of fatalities, status of recovery efforts, etc.,) on a continuing basis via the Incident Commander's staff to the EOC during emergency operations

### **Mortuary Services**

Depending upon the size of the incident, the County will utilize both local funeral directors and state or federal agencies in providing mortuary services.

Local funeral directors will arrange with the Coroner or a Deputy Coroner, for the expansion of mortuary services, ambulances and morticians.

Assistance outside the area includes:

- **Kansas Funeral Directors Association (KFDA)** :Can assist the Coroner as needed or requested. A Disaster Mortuary Response Team can be activated in accordance with the KFDA Mass Fatalities Disaster Plan.
- **Kansas Division of Emergency Management (KDEM)**:C oordinates any supplemental assistance for the identification, movement, storage, and disposition of the bodies, if local resources are exhausted
- **National Disaster Medical System (NDMS)**: can provide:

#### ***Disaster Mortuary Teams (DMORTs)***

DMORTs work under the guidance of local authorities by providing technical assistance and personnel to recover, identify & process deceased victims. A team consists of about 25 primary responders including medical examiners, coroners, pathologists, anthropologists, medical records technicians, finger print technicians, forensic odontologists, x-ray technicians, funeral directors, behavioral health professionals & support personnel. The Region VII (KS, MO, IA, NE) DMORT is located in Kansas City, Kansas

#### **Mobile Morgue**

The Mobile Morgue contains hundreds of various types of equipment and supplies used in providing mortuary and identification services.

Funeral home capacity is difficult to determine due to the number of variables involved (i.e., funeral staff available; single or joint service; chapel, church, or graveside service; etc.) It is estimated that the 6 funeral homes within the county have the capacity to handle 2-4 funerals per day each.

7-10 or more refrigerated trailers can be leased or rented on short notice from several local trucking firms.

Morgues utilized by the county have photographic equipment available. Additional photographers & equipment are available from the audiovisual departments of several local hospitals.

Possible other suppliers include hotels and motels, schools, churches, community centers or other government buildings, or private office buildings

### **Notifications**

In instances originating as a health and medical emergency, the Health Department will keep the Emergency Management Department informed of situations with the potential to require activation of the County EOC.

The Emergency Management Director will notify the ESF #8 Coordinator of the EOC activation and request that representatives report to the EOC in order to coordinate ESF #8 activities. Radio broadcast, email alerts, digital pager or telephone contact typically accomplishes EOC activation messaging.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with transportation activities. Depending on the nature and location of the emergency, state and federal officials may also become critical members of the ESF #8 team.

### **Actions**

#### **Preparedness**

- Conduct planning with support agencies
- Conduct training
- Develop and refine procedures to be used in field surveys
- Establish Geographical Information System (GIS) maps for critical facilities and target populations
- Maintain liaison with health and medical volunteer organizations, Disaster Medical Assistance Teams (DMAT) and Disaster Mortuary Response Teams (DMORT)
- Develop rapid response mechanism for crisis behavioral health counseling and assist in the development of public health nursing disaster protocols

#### **Response**

- Manage all field-deployed assets
- Conduct field assessments and surveys
- Provide nursing staff for special needs shelters
- Provide staff and services for monitoring public health conditions
- Conduct rapid assessments for immediate response objectives
- Determine needs for health surveillance programs
- Arrange for the provision of medical personnel, equipment, and supplies as needed to health and medical facilities
- Assist with patient evacuation and post-event relocation
- Identify hospital and nursing home bed vacancies

- Assist in hazardous materials response through consultation, technical supports or staff deployment
- Arrange for emergency behavioral health services to individuals and communities
- Support response personnel with critical incident stress debriefing resources
- Arrange for Disaster Mortuary Response Team or victim identification services
- Provide port-o-lets and dumpsters to comfort stations and other locations
- Provide public health nursing staff as needed at comfort stations
- Respond to radiological incidents
- Initiate on-site public education programs on the health problems associated with the emergency or disaster

**Recovery**

- Restore essential health and medical components of delivery systems and permanent medical facilities to operational status
- Restore pharmacy services to operational status
- Monitor environmental and epidemiological systems
- Monitor public and private food supplies, water, sewage, and solid waste disposal systems
- Compile health reports
- Initiate grants for environmental and epidemiological surveillance
- Support emergency services staff and operations until the local system is self-sustaining maintain provision of long-term emergency environmental activities
- Identify populations requiring event-driven health, medical or social services post-event
- Provide emergency pharmacy/ laboratory services
- Initiate financial reimbursement process for support services

**Prevention**

- Survey and map all Emergency Medical Services
- Increase use of geographical information systems to identify location of all vulnerable sites or populations
- Identify and seek auxiliary power for critical facilities
- Conduct epidemic intelligence, evaluation, and prevention of communicable diseases

**Direction and Control**

ESF #8 activities will be coordinated through the County EOC that will serve as the source of all direction and control.

The 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.), under the County Board of Health and in coordination with the Kansas Department of Health & Environment (KDHE).

The County Coroner is responsible for the overall coordination of activities related to a mass fatality incident. The Coroner, who also functions as medical examiner, has an on-call staff of 1 deputy coroners and 2 forensic pathologists. The Coroner will consult with and rely heavily upon the assistance of various response agencies, including the Reno County Death Scene Investigator, law enforcement, fire service, emergency medical support, and even outside agencies in carrying out this coordination responsibility.

**Responsibilities**

**All tasked agencies will:**

- 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 health and medical activities.
- Provide ongoing status reports as requested by the Public Health and Medical Coordinator.



- 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 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 EOC staffing capabilities.
- Perform other emergency responsibilities as assigned.

#### **Reno County Emergency Management (ESF Coordinator)**

- Provide a trained representative to serve as the ESF #8 Coordinator and report to the EOC or other designated location as requested by the Emergency Management Department.

#### **Reno County Health Department**

- Issue health and medical advisories to the public on such matters as emergency water supplies, waste disposal, vectors, immunizations, disinfecting, and other public health issues dictated by the event.
- Coordinate the location, procurement, screening and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations.
- Establish preventive health services including the control of communicable diseases.
- Organize the distribution of appropriate vaccines, drugs and antidotes.
- Conduct inspections of food, water and medication supplies.
- Ensure appropriate health and medical services situational information is made available to the Data and Technology section in the EOC.
- Investigate sanitation conditions and coordinate immunization programs.
- Determine if the potable water supply is contaminated and if necessary, coordinate with ESF #7 – Resource Support to identify water supply vendors and assist with the development of a water distribution system.
- Work with neighboring community health and medical organizations, as well as with State and Federal officials
- Ensure the protection of emergency response staff by taking actions to obtain necessary protective respiratory devices and clothing, detection and decontamination equipment and antidotes for personnel assigned to perform tasks during response operations.
- Screen and coordinate with incoming groups such as Disaster Medical Assistance Teams (DMAT) and medical volunteers, and ensure positive identification and proof of licensure is made for all volunteers.
- Serve as the Lead Agency for Biological Incidents as described in the MMRS Special Incident Annex – Biological Incidents.

#### **Area Agency on Aging**

- Manage the disposition and tracking of the deceased

#### **Reno County Coroner**

- Manage the disposition and tracking of the deceased

#### **Emergency Medical Services**

- Respond to the disaster scene with emergency medical personnel and equipment.
- Upon arrival at the scene, assume an appropriate role in the Incident Command System (ICS).
- If necessary, establish a medical command post at the disaster site(s) to coordinate health and medical response team efforts.
- Provide triage, medical care and transport for the injured.
- As requested, deploy personnel to the County EOC to assist the ESF #8 Coordinator
- Assist with identification, transportation and disposition of the deceased.
- Establish and maintain field communications and coordination with other responding emergency teams (police, public works, etc.) and radio or telephone communications with hospitals.

- Evacuate patients from affected hospitals and nursing homes if necessary.

### **Reno County Fire Departments**

- Support EMS operations as needed.

### **Hospitals**

- Implement internal and external hospital disaster plans.
- Advise the Health and Medical Services Coordinator in the EOC of conditions of the hospital and number and type of available beds.
- Establish and maintain field and inter-hospital medical communications.
- Provide a representative to the County EOC.
- Provide medical guidance as needed to Emergency Medical Services.
- Coordinate with EMS, other hospitals and any medical response personnel at the scene to ensure that casualties are transported to the appropriate medical facility.
- Distribute patients to hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, capability to treat, bed capacity and special designations such as trauma and burn centers.
- If necessary, coordinate the use of clinics to treat less than acute illnesses and injuries.
- Coordinate with local emergency responders to isolate and decontaminate incoming patients to avoid the spread of chemical or bacterial agents to other patients and staff.
- Coordinate with other hospitals and EMS on the evacuation of patients from affected hospitals, and specify where patients are to be taken.
- Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
- Establish and staff a reception and support center at each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones.
- Provide patient identification information to the American Red Cross.

### **Reno County Road and Bridge Department/Municipal Public Works Departments**

- 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 special needs of the disabled, elderly and children separated from their parents.

## **Administration and Support**

### **Support**

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

**Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of 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.

**Status Reports**

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

**Expenditures and Recordkeeping**

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from the agencies local budget. Additional funds will be requested through the agencies parent organization. Example: The Sheriff would request funds from the county commission.

**Critiques**

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral input for this critique and the primary agency representative will consolidate all input into an after action report and submit it to the County Emergency Management Director.

**Attachments**

**Coroner Guide**

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF08Attch8FCoroner20Guide.pdf>

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**HIPPA disclosures for emergencies**

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ESF08AttchGHIPPA20Disclosures20for20Emergencies20.pdf>

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List of health and medical resources to include mass fatalities, behavioral/mental health, decontamination suppliers and others

- Services/contracts
- Sample forms and logs

**Checklist of Actions by Timeframe**

[LINK TO CHECKLIST](#)

**RENO COUNTY, KANSAS  
EMERGENCY OPERATIONS PLAN**

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**ESF9-Search and Rescue**

**Planning Team**

<b>ESF Coordinator</b>	Reno County Emergency Management
<b>Primary Agency</b>	Hutchinson Fire Department Reno County Sheriff's Department
<b>Support Agency</b>	Reno County Fire District 3 Reno County Fire District 4 Reno County Fire District 6 Reno County Fire District 7 Reno County Fire District 8 Reno County Fire District 9 Reno/Harvey Joint Fire District 2 Reno/Kingman Joint Fire District 1 South Hutchinson Fire Department

## Purpose

Emergency Support Function (ESF) #9 provides guidance for the organization of County resources to conduct life saving search and rescue operations. Specifically, ESF #9 discusses:

- Specialized search and rescue resources
- Agency roles and responsibilities
- State and Federal search and rescue resources
- Local coordination and liaison activities

The goal of search and rescue operations is to save the lives of people who are unable to ensure their own survival without assistance. Search and rescue activities include, but are not limited to:

- Locating, extricating and providing immediate medical assistance to victims trapped in collapsed or damaged structures
- Locating and assisting missing or trapped persons, vehicles, boats, and downed aircraft

## Scope

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the County Emergency Operations Plan (CEOP).

ESF #9 is a functional annex to the CEOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

## Policies

ESF #9 applies to all agencies and organizations with assigned emergency responsibilities as described in the CEOP.

Many of the agencies with ESF #9 responsibilities have existing emergency plans and procedures. ESF #9 is not designed to take the place of these plans, rather it is designed to complement and support the departmental staffing and procedures already in place.

## Concept of Operations

### General

The Hutchinson Fire Department is the primary agency for ESF #9 – Search and Rescue.

Specially trained and equipped Urban Search and Rescue (USAR) teams are maintained by the Department of Homeland Security, Federal Emergency Management Agency (FEMA). USAR teams may be deployed to assist local jurisdictions with complex search and rescue operations. The closest USAR Teams to the County are located in Columbia, Missouri and Omaha, Nebraska.

This ESF Annex was developed to complement the National Response Plan (NRP) dated December 2005. Where appropriate, ESF #7 also incorporates the elements of the National Incident Management System (NIMS) to help ensure a coordinated response.

The Hutchinson Fire Department trains their personnel in the Incident Command System (ICS) and the NIMS to help ensure coordination during emergency situations and if necessary, the integration of State and Federal resources.

State and Federal search and rescue resources will be requested by the EOC through the procedures described in ESF #5 – Emergency Management.

As described in existing mutual aid agreements, outside search and rescue resources will remain under the direct control of the sponsoring agency but will be assigned by the Incident Commander and/or the EOC to respond as necessary.

In the event of a downed aircraft, the Federal Aviation Administration is responsible for locating the downed aircraft. The County will coordinate ground rescue and/or recovery operations of victims.

The following specialized capabilities exists with local and/or regional agencies for Search & Rescue:

A. Specialized Resources

1. Hutchinson Fire Department

- a. Technical Rescue Team
- b. Trench / Excavation shoring material.
- c. Hydraulic shoring posts for collapsed structures.
- d. Confined space rescue equipment including in-line air systems, skid stretchers, air monitoring equipment.
- e. High angle rescue equipment including stokes baskets, rescue ropes and harnesses, specialized riggings.
- f. Aerial ladders, aerial platforms
- g. Specialized saws, portable cutting torch
- h. Hazardous Materials Response Team
- i. Boat (Small 3-man unit)
- j. Emergency Medical Technicians Level B

2. All Fire Departments in Reno County

- a. Portable lighting, generators.
- b. Ground ladders, ropes, forcible entry tools

- c. All terrain vehicles (utility as well as brush firefighting apparatus)
- d. Standard rescue equipment including jaws of life, lifting bags, jacks, cribbing
- e. Atmospheric monitoring equipment.
- f. Thermal imaging equipment.
- g. Emergency Medical Technicians Level B

3. Law Enforcement

- a. Special Operations Response Team

4. State Agencies

- a. Hutchinson Correctional Facility (Manpower and Search Dogs)
- b. National Guard (Personnel/Equipment)
- c. 73rd CST WMD
- d. KDOT
- e. Kansas Highway Patrol (Ground and Air Assests)

5. Federal Agencies

6. Public Works Agencies – Heavy lifting / moving equipment with trained personnel. Hand tools, saws, debris removal equipment.

7. Heavy Equipment Contractors / Rental Agencies– A list is available in the EOC.

8. Local Engineers, Building Contractors

9. Building Officials

10. Public Health

11. Radio Clubs

12. Aircraft

- 1. Midwest Lifeteam.
- 2. Small aircraft owners

Search Teams will document where injured persons were found, treated, and transported (if applicable) for



additional medical care. Law enforcement, under the direction of the Reno County District Attorney's DeathScene Investigator, will record where deceased victims were found.

Law enforcement, under the direction of the Reno County Sheriff's Office, will account for and secure evidence and personal belongings.

Primary communications are via radio. Alternate communications are either through cellular or public telephones, and pagers.

### **Organization**

Tactical search and rescue operations will be controlled by the Incident Commander(s) at the scene(s) ICS structure. The Incident Commander(s) will assess the need for additional resources and request that the EOC deploy assets to support field operations.

Outside search and rescue resources will be controlled by the procedures outlined in mutual aid agreements. These agencies will remain under the direct control of the sponsoring agency, but will be assigned by the Incident Commander and/or the EOC to respond as necessary.

The County Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #9.

The ESF #9 team members are critical members of the EOC Team and will work within the EOC structure as described in ESF #5 – Emergency Management.

In events involving search and rescue operations, the Emergency Management Department will request that an appropriately trained Hutchinson Fire Department representative report to the EOC to coordinate ESF #9 activities.

As additional EOC staffing needs become apparent, other agency personnel may be asked to report to the EOC to assist with search and rescue activities. If necessary, State and Federal representatives may be asked to report to the EOC to ensure appropriate coordination.

All search and rescue team members are trained to at least the HazMat Awareness Level in accordance with 29 CFR 1910.120.

### **Notifications**

In events involving search and rescue operations, the Emergency Management Department will request that an appropriately trained [insert text] representative report to the EOC to coordinate ESF #9 activities.

As additional EOC staffing needs become apparent, other agency personnel may be asked to report to the EOC to assist with search and rescue activities. If necessary, State and Federal representatives may be asked to report to the EOC to ensure appropriate coordination.

### **Actions**

#### **Preparedness**

- Maintain this ESF Annex as well as supporting operating procedures and guidelines
- Ensure personnel receive appropriate emergency operations training
- Ensure mutual aid agreements are in place with surrounding jurisdictions
- Develop and maintain mutual aid agreements with private area resources that could be useful during search

- and rescue operations
- Participate in Emergency Management training and exercises

**Response**

- Respond as required on a priority basis
- Activate mutual aid if needed
- Coordinate activities with other responding agencies
- Coordinate with search and rescue elements responding from outside the jurisdiction
- Alert or activate off-duty and auxiliary personnel as required by the emergency
- Conduct other specific response actions as dictated by the situation

**Recovery**

- Replenish supplies and repair damaged equipment
- Continue all activities in coordination with the EOC based on the requirements of the incident
- Participate in after-action briefings and develop after-action reports
- Make necessary changes in this ESF Annex and supporting plans and procedures

**Prevention**

- Review the hazards most likely to affect the County and identify potential vulnerabilities in the search and rescue function
- Develop plans to overcome these deficiencies (i.e., new equipment, training, mutual aid procedures)

**Direction and Control**

The ESF #9 (Search and Rescue) Coordinator will:

- Work with the EOC Team to rapidly assess the situation and take appropriate actions to support search and rescue operations at the scene(s)
- Assess the need to request specialized search and rescue resources from outside the County
- Serve as the liaison with search and rescue resources from outside the County, including State and Federal agencies
- Work with ESF #3 (Public Works and Engineering) to ensure heavy equipment support to search and rescue operations
- Coordinate with ESF #8 (Health and Medical Services) to help ensure the coordination of emergency medical assistance and victim transport
- Work with the Incident Commander(s) and the EOC Team to help ensure search and rescue personnel deployed to the disaster scene are appropriately outfitted with and trained to use personal protective equipment required by the presence of any potentially hazardous materials/substances

**Responsibilities**

All tasked agencies will:

- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions
- Deploy a representative to the County EOC to assist with ESF #9 activities

- Provide ongoing status reports as requested by the Search and Rescue Coordinator
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities
- Participate in Emergency Management training and exercises.

#### **Reno County Emergency Management (ESF Coordinator)**

- 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, ensure the appropriate steps are taken to request the deployment of State and Federal search and rescue resources

#### **Reno County Road and Bridge Department/Municipal Public Works Departments**

- Work with first responders and the EOC to ensure utilities at the scene are safe
- Provide heavy equipment and personnel to assist with search and rescue activities.
- Use building inspection personnel and contractor assistance to help ensure the safety of buildings and other damaged structures

#### **Reno County Sheriff's Office/Municipal Police Departments**

- Provide resources and personnel to assist with traffic control and security, particularly if the search and rescue site is also a crime scene

#### **Emergency Medical Services**

- Coordinate with the EOC
- Provide critical care and patient transport to support search and rescue operations

#### **Reno County Fire Departments**

- Provide personnel and equipment resources to support ESF # 9 activities.

### **Administration and Support**

#### **Support**

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

#### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of 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.

### **Status Reports**

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

### **Expenditures and Recordkeeping**

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from the agencies local budget. Additional funds will be requested through the agencies parent organization. Example: The Sheriff would request funds from the county commission.

### **Critiques**

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

## **Attachments**

- List of search and rescue resources

[INSERT DOCUMENT](#)

- Sample forms and logs

[INSERT DOCUMENT](#)

- Actions by Time Frame

[LINK TO CHECKLIST](#)

**RENO COUNTY, KANSAS  
EMERGENCY OPERATIONS PLAN**

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**ESF10-Hazardous Materials**

**Planning Team**

<b>ESF Coordinator</b>	Reno County Emergency Management
<b>Primary Agency</b>	Hutchinson Fire Department
<b>Support Agency</b>	Reno County Fire District 3 Reno County Fire District 4 Reno County Fire District 6 Reno County Fire District 7 Reno County Fire District 8 Reno County Fire District 9 Reno/Harvey Joint Fire District 2 Reno/Kingman Joint Fire District 1 South Hutchinson Fire Department
<b>Non-governmental Organizations</b>	Enterprise Products

## Purpose

Emergency Support Function (ESF) #10 describes the prevention, preparedness, response and recovery activities unique to oil and hazardous materials response. ESF #10 addresses:

- Response to oil and hazardous materials incidents at both fixed sites and on transportation routes
- Specialized local, regional, state and federal mutual aid resources
- Hazardous materials planning and reporting requirements
- Short and long-term environmental clean-up

## Scope

ESF #10 is a functional annex to the County Emergency Operations Plan (CEOP) and, to the extent possible, information contained in other sections of the EOP will be referenced but not be repeated in this ESF Annex.

Most of the agencies with ESF #10 responsibilities have existing emergency plans and procedures. ESF #10 is not designed to take the place of these plans; rather it is designed to ensure that specific hazardous materials planning requirements are met. When appropriate, ESF #10 will reference and support the departmental staffing and procedures already in place.

## Policies

ESF #10 applies to all agencies with assigned emergency responsibilities as described in the CEOP.

Authorities and references specific to ESF #10 – Oil and Hazardous Materials Response (A general list of authorities and references is found in the Basic Plan.):

- 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) dated July 1, 2006 (reviewed annually).

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.

## Concept of Operations

### General

The Hutchinson Fire Department is the primary agency for providing ESF #10 technical assistance, resources and support during response activities.

Close coordination is maintained with local, state and federal officials to determine potential needs for support and the most expeditious means of acquiring that support. Various incident management systems will be used for collecting, processing, and disseminating information .

### Responder Certification

All firefighters are trained to at least the *first responder operations level* in accordance with 29 CFR 1910.120. Hazardous Materials team members are trained to the *hazardous materials technician* level under the same regulation. All EMS personnel are trained to at least the hazardous materials awareness level, as well as EMS competencies for NFPA 473 Level 1.

Providers of specialized equipment are responsible for ensuring the proper training and certification of equipment operators.

### Organization

Small scale hazardous material incidents occur almost daily and are routinely handled by local fire departments, often with the assistance of utility companies and/or hazardous material (HAZMAT) clean-up contractors. For larger scale incidents or those involving more dangerous hazardous materials, specially trained and equipped fire service HAZMAT Teams are required, accompanied by a HAZMAT Medical Support Team. Responsibility for the clean-up of hazardous materials lies, under Kansas law, with the spiller. The County Local Emergency Planning Committee

(LEPC) is responsible for reviewing the adequacy of hazardous materials plans, available resources and responder training.

There is one fire service HAZMAT Team in the county operated by the Hutchinson Fire Department. It has 27 Hazmat Technician Level personnel and 58 Operations Level Personnel. There is also the Sedgwick County/Wichita Hazmat Team located within the region .

The Incident Commander will make all tactical field decisions using their Hazardous Materials Standard Operating Procedures (SOPs). These SOPs are maintained by the Hutchinson Fire Department.

### **Types of Incidents**

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 and railroad lines are depicted in ESF 1. Pipeline maps are included with other information specific to that company in the pipeline section of this annex.

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 appropriate Reno County Fire District, the Hutchinson Fire Department and the Reno County Emergency Management Office.

#### **• 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 industry has the legal obligation to notify the LEPC, NRC, and KDEM on all releases. 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 required by the situation.

Any facility producing, using or storing one or more hazardous materials must also notify the National Response Center, KDEM, the Kansas Department of Health and Environment and the Local Emergency Planning Committee (LEPC) of any release that exceeds the reportable quantity for that substance. Subject to this notification requirement are all materials on the CERCLA list and those on the list of extremely hazardous substances established by the Environmental Protection Agency (EPA).

#### **• 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. Fire district HAZMAT Teams provide the primary source of radiological monitors and radiological response teams for the county.

There are no fixed nuclear facilities located in Reno County. In terms of planned radiological shipments, the Reno County Emergency Management Office will notify Reno County agencies and establish an increased awareness level. No specific steps will be taken other than this increased awareness level.

## Incident Classification

To facilitate the proper incident response, a three level incident classification scheme will be used. The incident will be initially classified by the first responder on the scene and updated by the incident Commander as required.

a. Level I – Incident. An incident is a situation that is limited in scope and potential effects; involves a limited area and/or limited population; evacuation or in-place sheltering is typically limited to the immediate area of the incident; and warning and public instructions are conducted in the immediate area, not community-wide. This situation can normally be handled by one or two local response agencies or departments acting under an incident commander, and may require limited external assistance from other local response agencies or contractors.

b. Level II – Emergency. An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. It does or could involve a large area, significant population, or critical facilities; require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations; and require community-wide warning and public instructions. It may require a sizable multi-agency response operating under an incident commander; and some external assistance from other local response agencies, contractors, and limited assistance from state and federal agencies.

c. Level III – Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. It involves a large area, a sizable population, and/or critical resources; may require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations and requires a community-wide warning and public instructions. This situation requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

## Affected Populations

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
- Computerized release modeling [using CAMEO/other software]
- Assistance by the responsible party
- Assistance by expert sources such as CHEMTRAC or CHEM-TEL
- Assistance by state and federal agencies

## Public Warning and Notification

Any wide-scale public warning will be accomplished through a combination of different media including, but not limited to: Emergency Alert System (EAS) notifications over radio/television stations and cable TV networks, paging systems for responders & the hearing impaired, public address equipment on fire and police vehicles, and door to door notifications, when feasible.

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, a Police Officer will be dispatched to make direct contact with the facility using the appropriate personnel protective equipment.

For amplifying information on warning and notification activities, see ESF #2 – Communications.

## Decontamination

Hazardous materials decontamination should be directed toward reduction of absorption, prevention of systemic exposure, confinement of the material to specific areas and the prevention of personnel contamination.

Decontamination personnel outfitted with proper personnel protective equipment will establish a decontamination area as directed by the IC. At a minimum, decontamination should consist of a minimum two-stage process of deluge water flushing – attention should be paid to water runoff.

Decontaminated victims should be prepared for transport with the proper clothing. Weather conditions may require adjustment of the decontamination procedures used.

The personal effects and equipment of individuals will be removed, collected, decontaminated, documented and properly contained.



The IC is responsible for ensuring that hospital personnel are notified 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 on-site EMS personnel should be coordinated (for additional information, see ESF #8 – Health and Medical Services).

### **Resource Augmentation**

The EOC will coordinate additional local equipment and personnel through the use of resource information held by Emergency Management and by the City or Hutchinson and Reno County Public Works. Additional outside resources will be coordinated through either the appropriate county EOC or the State EOC and State Fire Marshall's office.

### **Outside Resources**

#### **• CHEMTREC**

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 follow-up.

CHEMTREC operates around the clock and 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 incident has been surveyed and the immediate needs of the people involved in the situation have been handled.

#### **• Surrounding Jurisdictions**

There are resources available from surrounding jurisdictions to augment those of the Reno County in the event of a major hazardous materials incident. The Hutchinson Fire Department maintains mutual aid agreements with other jurisdictions.

#### **• State and Federal Resources**

Several state agencies are available to provide resources and technical assistance to the Hutchinson 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.

To request state or federal resources see ESF #5 – Emergency Management.

### **Spill Reporting**

Federal and state laws require that federal, state and local agencies be notified in the event of a spill, discharge or accidental release of any material that may endanger people or pollute the water, air or soil. The responsibility for reporting these spills lies with the facility owner/operator or, for transportation incidents, the shipper. Initial notification is made by calling 9-1-1. Dispatch will then call the necessary fire units and, if needed, a HAZMAT team and the HAZMAT Medical Support Team.

In addition to notifying 911, the spiller is also responsible for notifying the appropriate state and federal agencies depending on the type of incident. Reno County Emergency Management will check with the responding Fire Department to insure that proper notification has been made to the National Response Center (NRC) as needed. Other notifications will be made in accordance to State and Federal requirements per standard operating procedures.

For spills of hazardous materials covered under SARA Title III, the 9-1-1 call fulfills the spiller's obligation to notify both the fire district and the County LEPC. Similarly, the call to the Kansas Division of Emergency Management (KDEM) constitutes the spiller's notification of the State Emergency Response Commission (SERC). For fixed-facility spills that either affect or have the potential to affect other counties, the spiller has an additional obligation to notify the LEPC in each of those counties. If a spill occurs during transport, the shipper is required only to call 9-1-1. Regardless whether CERCLA, EPCRA, Toxic Substances Control Act (TSCA), or Oil Pollution Act (OPA) notifications must be made to KDEM, KDHE, and the NRC.

## **Notifications**

The Hutchinson/Reno County Emergency Communications Center will notify the Emergency Management Department of all hazardous materials incidents. If necessary, the Emergency Manager, or designee, will activate the County EOC and notify the appropriate officials.

A Hutchinson Fire Department representative will report to the EOC to serve as the ESF #10 – Oil and Hazardous Materials Response Coordinator. As additional EOC staffing needs become apparent, other agencies with support responsibilities may be asked to report to the EOC by the ESF #10 Coordinator or the Emergency Management Department.

## **Actions**

### **Preparedness**

- Maintain this ESF Annex and its attachments
- Ensure personnel are appropriately trained and equipped to deal with hazardous materials incidents
- Develop and maintain standard operating guides and checklists for hazardous materials incidents
- Ensure notification and call-up lists are current
- Participate in Emergency Management training and exercises

### **Response**

- Deploy appropriately trained personnel to the incident
- Deploy a representative to the County EOC if requested
- Request mutual aid as needed
- Request assistance from the EPA, KDHE and others as dictated by the situation
- Coordinate the activities of all responding agencies
- Conduct other specific response actions as dictated by the situation

### **Recovery**

- Continue to coordinate the activities of all responding agencies.
- Support community recovery activities
- Participate in after-action briefings and develop after-action reports.
- Develop and implement mitigation strategies
- Make necessary changes in this ESF Annex and supporting plans and procedures to improve future operations

### **Prevention**

- Participate in the hazard identification process and identify and correct vulnerabilities
- Develop emergency preparedness programs for hazardous materials incidents

## **Direction and Control**

The IC will attempt to isolate, contain and stabilize a hazardous materials incident until the material can be removed or disposed of properly. However, an incident could occur that is beyond immediately available resources and the only actions that may be taken are evacuation, shelter-in-place or other measures to protect local inhabitants and responding personnel.

The ESF #10 Coordinator will oversee and coordinate all responding organizations and assess their needs. The ESF #10 Coordinator will work with the EOC Team to help responding hazardous materials response resources obtain resources and ensure necessary medical services are provided.

## **Training**

Training will be conducted by each department to meet the certification set up in 29 CFR1910.120 for Hazard Waste Operations and Emergency Response. There will be Full Scale exercises involving as many departments as possible based on the requirement motioned by law. Regular tabletop exercises will be conducted during normal departmental meetings.

See Basic Plan-Incident Management Actions.

**Responsibilities**

**All tasked agencies will:**

- 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 Hazardous Materials Response Coordinator
- 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 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

**Task Assignments**

1. Board of County Commissioners (BOCC)

- a. Appoint a County Hazardous Materials Coordinator who is charged with reporting all hazardous material incidents/accidents to KDEM. The Emergency Management Director has been assigned this responsibility.
- b. Has overall responsibility for decision making in the event a hazardous material incident/accident results in a Local Disaster Emergency Declaration.
- c. Advises all County/City Officials, Departments and Agencies to assure the best and appropriate measures to protect the public are available.

2. Local Emergency Planning Committee (LEPC)

Assists the Department of Emergency Management in the development and maintenance of the Hazardous Materials plan (Annex-P of the Reno County Emergency Operations Plan) including, but not limited to:

- a. Hazard identification and vulnerability analysis.
- b. Establishment of incident notification procedures.
- c. Establishment of coordinated response procedures.
- d. Identification of response equipment and resources.
- e. Methods and schedules for exercising the plan.
- f. Serves as the point of contact for the Community Right-to-know Act.
- g. Identify training needs for all first responders.

3. Fixed Facility Site

- a. Designate a Hazardous Materials Coordinator responsible for assisting in the preparation of the Title III Annex and for the preparation of compatible on-site contingency plans and Standard Operating Procedures (SOPs). These plans will include specific responsibilities, notification and emergency response procedures, and identify available mitigation resources.
- b. Provide technical support, as requested, in the development of off-site risk assessments and contingency planning.
- c. Provide support to the Incident Commander at the Command Post during an incident.
- d. Provide manpower, technical expertise and equipment support; and participate in chemical hazard exercises, drills and other training activities.

e. Initiate notification of a chemical release incident and provide information specified in the accident notification report (KDEM Form-A).

f. Develop a vulnerability analysis based on the materials stored, manufactured or used at the facility. Update such information and submit information to the LEPC whenever changes occur in the site operation.

#### 4. Pipeline Industry

a. Responsible for a plan that outlines the general actions and establishes the policies to be followed in the event of a chemical release incident.

b. The company's Hazardous Materials Coordinator will contact the incident commander at each incident site and direct the company's mitigation activities and support off-site efforts during any chemical release emergency.

c. Provide technical guidance, manpower, and hardware to support the comprehensive training and exercise program directed by the LEPC.

d. Initiate notification of a chemical release incident and provide information specified in the accident notification report (KDEM Form-A).

#### 5. Rail and Highway Carriers

a. Develop a chemical incident emergency response plan.

b. Maintain a response capability in the event of a hazardous material incident involving their stock.

c. Provide technical assistance, manpower and resources to the Incident Commander (IC) to mitigate incident(s) involving their stock or property.

d. Provide proper identification of all hazardous materials carried.

e. Provide technical expertise, manpower and hardware to support the training and exercise program of the LEPC.

f. Provide a useful listing of major hazardous material commodities shipped and update this list as significant changes require.

g. Initiate notification of a chemical release incident and provide information specified in the accident notification report (KDEM Form-A).

#### 6. State and Federal Support

a. Planning, training and on-site assistance are available through State and Federal Agencies in support of efforts of the LEPC and during site-specific incidents. Details of these resources and methods of acquisition are described in the State of Kansas Emergency Operations Plan.

b. Access to state resources for support during an incident is through the county EOC.

c. Access to federal resources during an incident is through the state EOC.

d. Provide the necessary protective clothing, equipments and antidotes for personnel performing tasks in radiological environments.

#### 7. Responding Agency Responsibility

a. All response agencies in Reno County will utilize the National Incident Management System, specifically the Incident Command System to manage hazardous materials incidents.

b. The initial lead agency in a hazardous materials release will be the Fire Departments in Reno County. The senior official from each emergency response agency shall report to the Incident Commander upon arrival at the scene and confer with the Incident Commander for coordination of all activities. The Incident Commander has authority to direct the overall operation, selection of mitigation concepts and methods, coordination and resolution of conflicts. Depending upon the severity or complexity of the incident, a unified command may be appropriate.

c. If an evacuation, or sheltering in place, of the general public, or a segment thereof, becomes necessary, it shall be the responsibility of the Incident Commander to recommend such evacuation, or sheltering in place, after close coordination with all agencies involved and in-depth discussion with the appropriate officials to assure proper warning, transportation, sheltering and care for the citizens affected is appropriate to the situation.

d. If the hazardous materials incident is designated as a "Declared Health Emergency" the Incident Commander shall provide for a staff member to be present until the incident is declared to be safe by environmental authorities.

e. During the recovery period, the Incident Commander, or Environmental Department designee shall be responsible for assuring the safe removal and appropriate disposal of all contaminated materials. The cleanup, removal and disposal of contamination is the responsibility of the manufacturer or carrier who released the material(s).

f. A post-incident analysis report and critique shall be the responsibility of the Incident Commander with input solicited from all involved agencies. Copies of all post-incident reports should be submitted to the LEPC for review, de-briefings, plan modification and future use in the training and exercise program.

**Administration and Support**

**Support**

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

**Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of 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.

**Status Reports**

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

**Expenditures and Recordkeeping**

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from the agencies local budget. Additional funds will be requested through the agencies parent organization. Example: The Sheriff would request funds from the county commission.

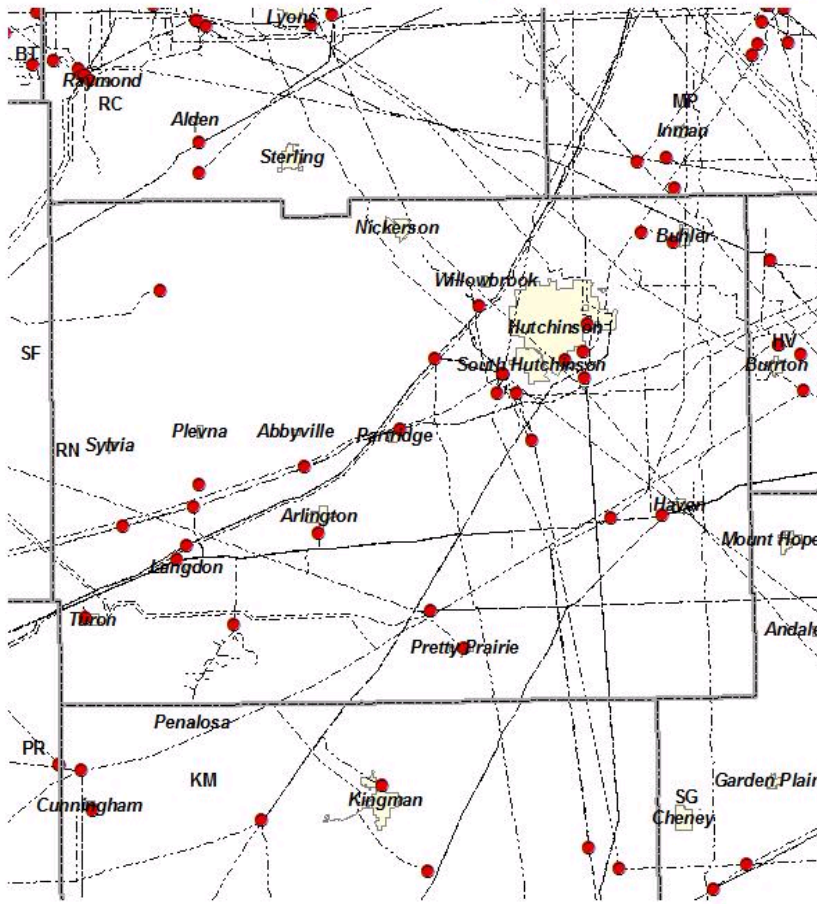
**Critiques**

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct an after action review of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

**Attachments**

Reno County Petroleum Pipelines and Facilities



**Legend**  
 Cities

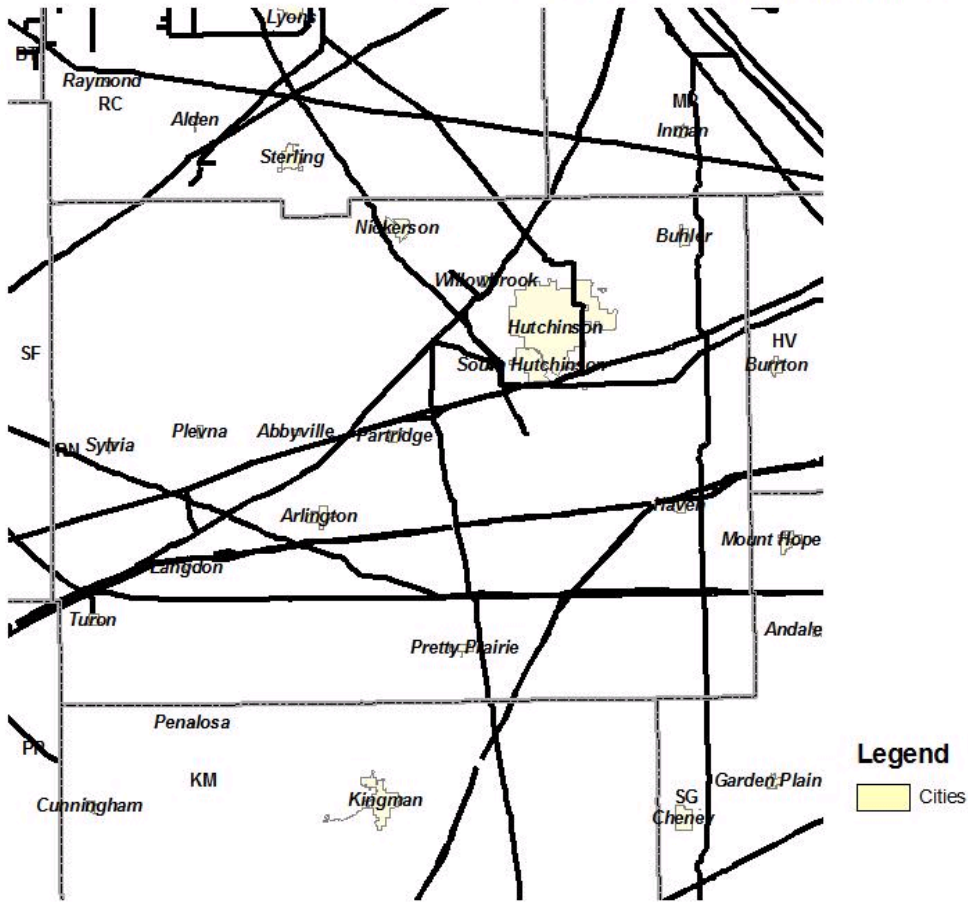
Source: KS Adjutant General's Dept; KS Dept of Transportation; KS Dept of Health and Environment; KS Corporation Commission; KS Dept of Agriculture; KS Animal Health Dept; KS Geological Survey; KS Dept on Aging; US Census Bureau; State of Kansas; American Red Cross; KS Dept of Education; KS Dept of Corrections; U.S. Geological Survey; TechInfoGraphics; MAPSearch, Inc.

1 inch equals 7.631304 miles



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 Kansas Adjutant General's Department  
 Geospatial Technologies Section

### Reno County Gas Transmission Lines



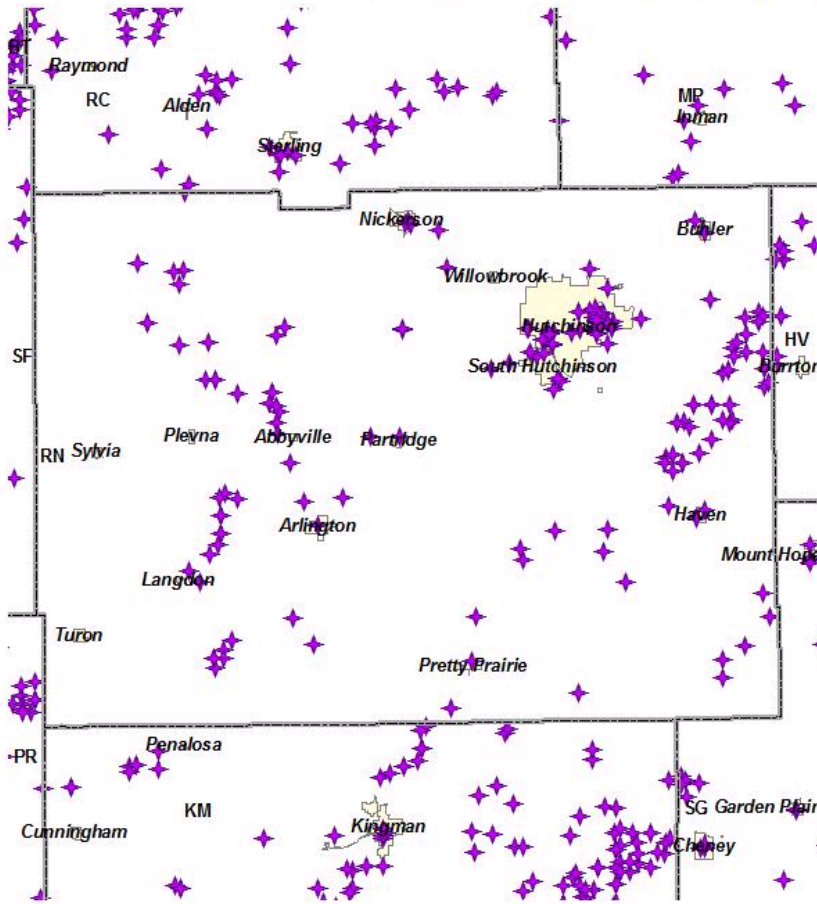
Source: KS Adjutant General's Dept; KS Dept of Transportation; KS Dept of Health and Environment; KS Corporation Commission; KS Dept of Agriculture; KS Animal Health Dept; KS Geological Survey; KS Dept on Aging; US Census Bureau; State of Kansas; American Red Cross; KS Dept of Education; KS Dept of Corrections; U.S. Geological Survey; Technographics; MAPSearch, Inc.

1 inch equals 7.631304 miles



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Geospatial Technologies Section

Reno County Hazardous Materials Sites



**Legend**

- ◆ Right to Know Facilities (KDHE)
- Cities

Source: KS Adjutant General's Dept; KS Dept of Transportation; KS Dept of Health and Environment; KS Corporation Commission; KS Dept of Agriculture; KS Animal Health Dept; KS Geological Survey; KS Dept on Aging; US Census Bureau; State of Kansas; American Red Cross; KS Dept of Education; KS Dept of Corrections; U.S. Geological Survey; TechInfoGraphics; MAPSearch, Inc.

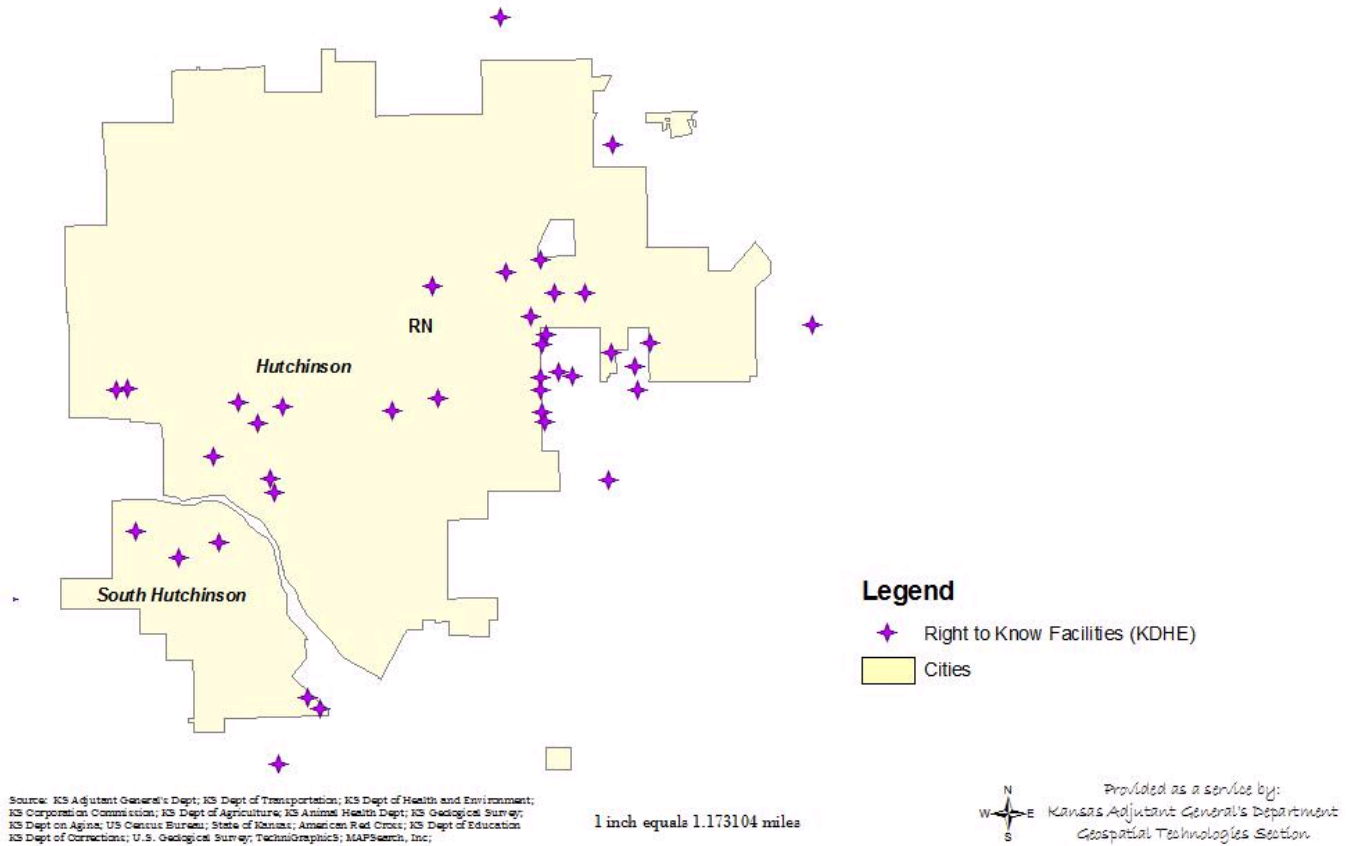
1 inch equals 7.205265 miles



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 Kansas Adjutant General's Department  
 Geospatial Technologies Section



Hutchinson Hazardous Materials Sites



**Fire Marshal HAZMAT Teams**

text: [http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP\\_ESF10r\\_Regional\\_HzMat\\_Response.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP_ESF10r_Regional_HzMat_Response.doc)  
 map: <http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/fire%20marshal%20HAZMAT%20teams.pdf>

**Radiological report log**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP\\_ESF10d\\_Radiological\\_Report\\_Log.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP_ESF10d_Radiological_Report_Log.doc)

**Weapons effect reporting--station status**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP\\_ESF10e\\_Weapons\\_Effect\\_Reporting\\_Station\\_Status.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP_ESF10e_Weapons_Effect_Reporting_Station_Status.doc)

**Weapons effect reporting form**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP\\_ESF10f\\_Weapons\\_Effect\\_Reporting\\_Form.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP_ESF10f_Weapons_Effect_Reporting_Form.doc)

**Exposure: Limiting and reporting**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP\\_ESF10g\\_Exposure\\_Limiting\\_and\\_Reporting.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP_ESF10g_Exposure_Limiting_and_Reporting.doc)

**Levels of radiation sickness**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP\\_ESF10h\\_Summary\\_of\\_Levels\\_of\\_Radiation\\_sickness.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP_ESF10h_Summary_of_Levels_of_Radiation_sickness.doc)

**Radiological decon guidelines**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP\\_ESF10j\\_Radiological\\_Decon\\_Guidelines.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP_ESF10j_Radiological_Decon_Guidelines.doc)

**Peace time nuclear emergencies**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP\\_ESF10k\\_Peace\\_Time\\_Nuclear\\_Emergencies.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP_ESF10k_Peace_Time_Nuclear_Emergencies.doc)

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**Public fallout shelters**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP\\_ESF10m\\_Public\\_Fallout\\_Shelters.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP_ESF10m_Public_Fallout_Shelters.doc)

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**NAPB potential fallout risk**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP\\_ESF10n\\_NAPB\\_Potential\\_Fallout\\_Risk.doc](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/LEOP_ESF10n_NAPB_Potential_Fallout_Risk.doc)

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**Form A**

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/Paper%20Version%20of%20Form%20A.pdf>

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**List top 10 sites (All Reno County right to know facilities)**

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/right%20to%20know.xls>

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**Checklist of Actions**

[LINK TO CHECKLIST](#)

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List of hazardous materials and radiological resources

Suppliers  
Services/contracts  
Equipment  
Equipment operators

Area LEPC contacts

**INSERT DOCUMENT**

Radiological Incident Response Checklist

**INSERT DOCUMENT**

Inventory of Radiological Instruments

**INSERT DOCUMENT**

Special populations and facilities that may be vulnerable to a hazmat incident

See special needs sites in ESF # 1

**RENO COUNTY, KANSAS  
EMERGENCY OPERATIONS PLAN**

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**ESF11-Agriculture and Natural Resources**

**Planning Team**

## Purpose

This Emergency Support Function (ESF) Annex identifies and organizes the resources available to the County to address animal care which includes coordinating animal evacuation, sheltering, and health care.

A Foreign Animal Disease (FAD) outbreak could result in unprecedented economic consequences locally and for the Nation. As such, specific response procedures are required to control the spread of FAD. The FAD Incident Specific Annex within this plan addresses the authorities, procedures, and roles and responsibilities related to a FAD.

Specifically, ESF #11 addresses:

- Nutritional services (determining nutrition assistance needs, obtaining food supplies and arranging delivery)
- Food supply safety and security (inspection and verification of food safety)
- Natural resource protection and restoration (protection of natural and cultural resources and historic properties)

## Scope

ESF #11 is a functional annex to the County Emergency Operations Plan (CEOP) and to the extent possible, information contained in other sections of the EOP will not be repeated in this ESF Annex.

Many of the agencies involved in ESF #11 activities have existing emergency plans and procedures. This ESF Annex is not designed to take the place of these plans, rather it is designed to complement and support existing plans and procedures.

## Policies

This ESF Annex applies to all agencies with assigned emergency responsibilities as described in the CEOP.

## Concept of Operations

### General

The County Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #11.

The ESF #11 Coordinator will work with the EOC Team to ensure necessary agriculture and natural resources tasks can be accomplished. The Support and Partnering Agencies will provide resources and personnel to assist in accomplishing ESF #11 activities as required by the event.

The ESF #11 Coordinator will assess the need for resources from outside the County to support operations and request assistance as needed. Depending on the event, State and Federal agencies may become critical members of the EOC Team.

### Organization

#### Animal Health Care

The county has a local capability for providing expedient health services to injured response animals, pets and livestock that includes veterinary hospitals & clinics shown at this link: <http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/Veterinariens%20of%20RenoCo.xls>.

Animal control services, both county and city, have a very limited capability to transport injured animals to veterinary relief facilities. Assistance with animal transportation may be available from surrounding counties through established mutual support agreements. Local & state Veterinary Medical Associations may also be able to provide listings of available transportation resources. In addition, local chapters of the Humane Society can 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.

Specialized facilities (i.e., animal shelters, veterinary hospitals & clinics, boarding facilities, etc.) are responsible for making their own arrangements for emergency energy sources to provide proper environmental conditions, food & water to highly vulnerable animal populations. To the extent possible, the County Emergency Management Department will coordinate efforts to meet any additional or unforeseen in most circumstances, critical supplies will be available either locally or regionally. Should additional critical supplies be needed, local & state Veterinary Medical Associations can provide listings of resources available and assistance with their procurement and delivery.

The Emergency Management Department will coordinate the documentation of injuries and deaths of animals for insurance, Small Business Administration (SBA), & statistical purposes.

The more significant animal population in the county is comprised of pets. Pet ownership corresponds, for the most part, with general population density.

In general, physical methods of euthanasia will be in accordance with established city and county Animal Control office guidelines. Where large numbers of livestock or pets are involved, these procedures may have to be modified, but will adhere, to the extent possible, to guidelines for humane euthanasia of animals.

## **Stray Pets and Livestock**

Unclaimed animals or situations where the owners are unavailable require special consideration. To the extent possible, local Animal Control offices will retain this responsibility within their own jurisdictions. Should the problem exceed local capability, assistance may be available from surrounding counties through established mutual support agreements. If additional resources are required, local & state chapters of the Veterinary Medical Association and the Humane Society may also be able to assist with locating & obtaining these services.

The county has 2 facilities located in the county who can board pets and livestock.

Animal Control offices and others involved in the rescue and/or recovery of stray pets & livestock will be responsible for establishing an identification system to record pertinent information & tag the animals.

Animals that have not been claimed within a reasonable period of time will be offered up for adoption and otherwise handled in accordance with existing policies regarding stray animals .

## **Sheltering of Animals**

For large scale events, Reno County will rely on local and state chapters of the Veterinary Medical Association and the Humane Society to help coordinate pet shelter activities, and on the Extension Council and other farm related agencies or organizations for issues regarding livestock.

## **Food and Water Supply Emergencies**

Although volunteer agencies providing mass care services normally have the ability to provide food and water to both individuals affected by the event and those in emergency shelters, a major disruption to supplies of water or food may create a need to provide both acquisition and logistical support to the volunteer agencies.

Public and private schools, hospitals and other institutions may have facilities available to conduct mass feedings if necessary. The federal government may also provide assistance in the bulk distribution of disaster food supplies and/or food stamps during major emergency events.

The County 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 County EOC will work to ensure adequate logistical support is provided to the volunteer agencies to obtain and distribute food and water supplies to the affected population.

The volunteer agencies will consider both stationary and mobile feeding operations based on the needs of the situation. If required by the event, the EOC will coordinate with the volunteer agencies to determine suitable food preparation facilities to use for mass feeding.

In most events, the County will use the capabilities of the many volunteer agencies with emergency feeding capabilities (e.g., Salvation Army Canteens, Southern Baptists Mobile Kitchens and others).

If the situation warrants, the Lead and Support agencies in the County EOC will work closely with state and federal agencies to ensure the coordination of bulk food distribution and the issuance of disaster food stamps.

In addition, the ESF #11 Coordinator will:

- Work with the EOC Team to arrange for transportation for food supplies
- Ensure procedures are in place to inspect the food supply and ensure food safety
- Provide surveillance for food-borne disease
- Coordinate disposal of contaminated food products

## **Inspections**

- Consumption

- The Reno County Health Department in coordination with the Kansas Department of Health & Environment (KDHE), will inspect food supplies, intended for both human & animal consumption that might have been contaminated. KDHE can also inspect for food borne pathogens with prior approval. Inspections of the water supply will be conducted by Reno County Health Department in conjunction with cities and county public water districts.

- Embargo
  - The Reno County Health Department in coordination with KDHE, will issue directions for food embargo and/or destruction.
- Advisories
  - Food related advisories will be issued by the Health Department and water advisories by the appropriate City or water district.

The County Extension Office, which serves as the county's technical advisor on agricultural matters and animal health issues related to livestock, will issue advisories for the protection of feed, livestock, and wells.

## **Natural Resource Protection and Restoration**

Depending on the event, there may be cultural or historic preservation and restoration issues to address, as well as natural resources issues such as potential contamination of the water and/or soil, as well as plants and animal life.

If the emergency causes damage to historical sites, the County will work with the state and federal government to help ensure appropriate measures are taken to preserve and protect them.

If the event, there may be a need to dispose of contaminated 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. If needed, land purchases will be made to secure adequate disposal sites.

Structures registered in the national or state historical registries, or those structures eligible for inclusion in those registries, are subject to special considerations. The Reno County Historical Society maintains a list of those structures in the County on the national and state registries.

The ESF #11 Natural Resources Coordinator will:

- Coordinate natural resources and cultural and historic properties damage assessments
- Facilitate and implement appropriate protective measures
- Assist in ensuring compliance with relevant Federal environmental laws, such as emergency permits for natural resources use or consumption
- Assist with response and recovery actions to minimize damage to natural resources
- Coordinate with ESF #3 (Public Works) and ESF #10 (Oil and Hazardous Materials Response) on the removal of debris affecting any natural and/or cultural and historic resources
- Coordinate with ESF #3 to manage, monitor, or provide technical assistance on emergency stabilization of shorelines, hillsides, etc. to protect natural resources and cultural and historic properties

## **Notifications**

The Emergency Management Director, or designee, will notify the primary and support agencies requiring the implementation of ESF #11 and request that a representative report to the EOC.

See Foreign Animal Disease (FAD) Incident Specific Annex regarding FAD notifications.

## **Actions**

- **Preparedness**
  - Develop standard operating guides and checklists to support ESF #11 activities
  - Identify pet boarding facilities and private organizations that may provide emergency shelters for animals
  - Identify sources to augment emergency food and water supplies
  - Identify local agribusiness operators with equipment and personnel to assist with animal stop movement and quarantine activities
  - Develop mutual aid agreements with government agencies,, professional associations and private agencies and organizations with personnel and equipment to support ESF #11 activities
  - Conduct and participate in training to support the implementation of ESF #11
  - Develop and/or review procedures for crisis augmentation of personnel

- Participate in and/or conduct drills and exercises

- **Response**

- Support the disaster response and recovery with all available resources.
- Provide assistance to established pet shelters
- Restrict movement, detain or move animals, equipment, products and personnel as necessary to control and eradicate animal or plant disease
- Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and the spread of disease
- Provide and/or receive appropriate mutual aid
- Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health or any act of agro terrorism

- **Recovery**

- Continue to support disaster operations as needed
- Restore equipment and restock supplies to normal state of readiness
- Participate in after action reports and meetings
- Make changes to plans and procedures based on lessons learned
- As permitted by the situation, return operations to normal

- **Prevention**

- Provide surveillance for a foreign animal disease or an animal borne poison or toxin that may pose a threat to the animal industries, the economy or public health
- Provide for surveillance of plant pests of unknown or questionable origin that may pose a potential threat to agriculture, horticulture, the economy or public health

## **Direction and Control**

The ESF #11 Coordinator for a human health response for zoonotic diseases is the Public Health Department. See Biological Incident Specific Annex to this plan.

The ESF #11 Coordinator for a Foreign Animal Disease outbreak is the County Sheriff. See Foreign Animal Disease Incident Specific Annex to this plan.

The ESF #11 Coordinator for Nutritional services (determining nutrition assistance needs, obtaining food supplies and arranging delivery) and food and water supply safety and security (inspection and verification of food safety), is the Reno County Health Department.

The ESF #11 Coordinator and the other agency representatives are critical members of the EOC Team and will work within the EOC structure described in ESF #5 – Emergency Management.

## **Responsibilities**

### **All tasked agencies will:**

- 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 agriculture and natural resources activities
- Provide ongoing status reports as requested by the Agriculture and Natural Resources Coordinator
- 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 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 EOC staffing capabilities, and provide this information to the Emergency Management Department
- Perform other emergency responsibilities as assigned

## **Reno County Sheriff's Department/Municipal Police Departments**

- 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 Human 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

## **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

## **Reno County 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 Department 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 Department of Animal Health of any animals presenting suspicious symptoms

## **Reno County Public Schools**

- If necessary, assist in providing food and mass feeding sites

## **Reno County 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

## **Reno County Road and Bridge Department/Municipal Public Works Departments**

- 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

## **Administration and Support**

### **Support**

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities.



Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of 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.

### **Status Reports**

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

### **Expenditures and Recordkeeping**

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from the agencies local budget. Additional funds will be requested through the agencies parent organization. Example: The Sheriff would request funds from the county commission.

### **Critiques**

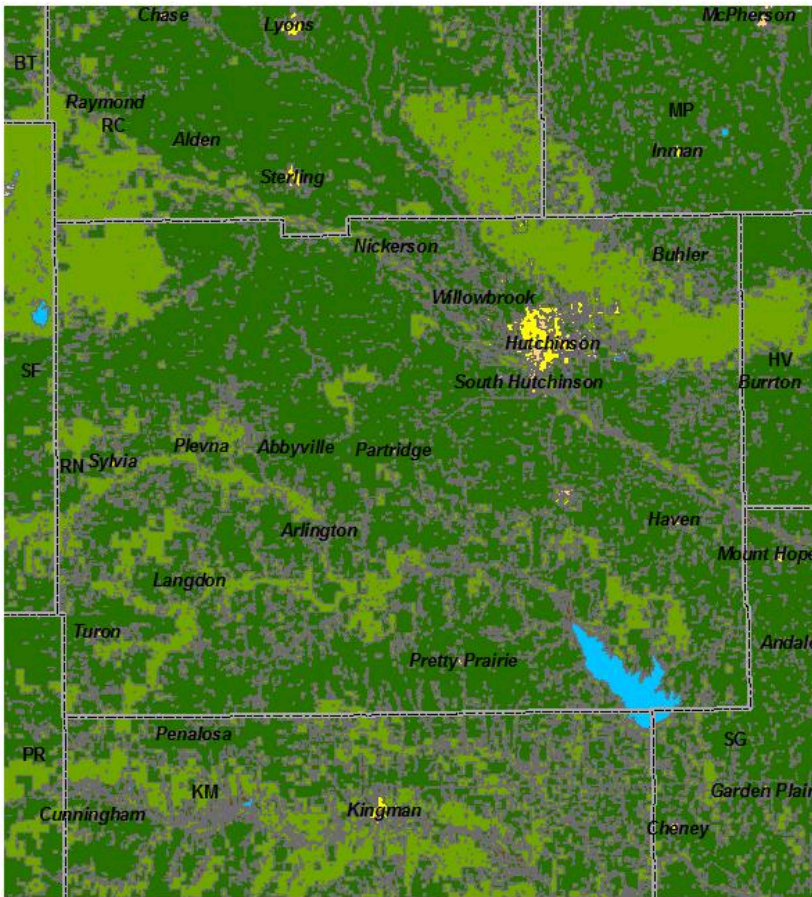
Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

## **Attachments**

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### Reno County Land Use



#### Legend

##### Land Cover/Land Use (KARS)

- Residential
- Commercial/Industrial
- Urban-Grassland
- Urban-Water
- Urban-Woodland
- Cropland
- Grassland
- Woodland
- Water
- Other
- Cities

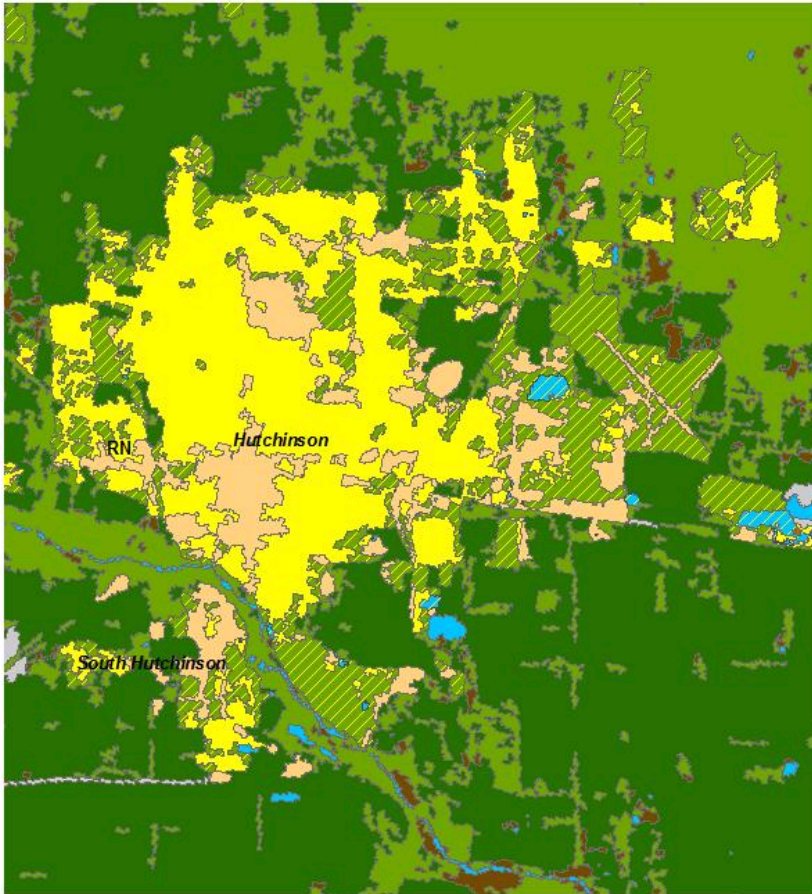
Source: KS Adjutant General's Dept; KS Dept of Transportation; KS Dept of Health and Environment; KS Corporation Commission; KS Dept of Agriculture; KS Animal Health Dept; KS Geological Survey; KS Dept on Aging; US Census Bureau; State of Kansas; American Red Cross; KS Dept of Education; KS Dept of Corrections; U.S. Geological Survey; Technographics; MAPSearch, Inc.

1 inch equals 7.740246 miles



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 Kansas Adjutant General's Department  
 Geospatial Technologies Section

### Hutchinson Land Use



#### Legend

##### Land Cover/Land Use (KARS)

-  Residential
-  Commercial/Industrial
-  Urban-Grassland
-  Urban-Water
-  Urban-Woodland
-  Cropland
-  Grassland
-  Woodland
-  Water
-  Other
-  Cities

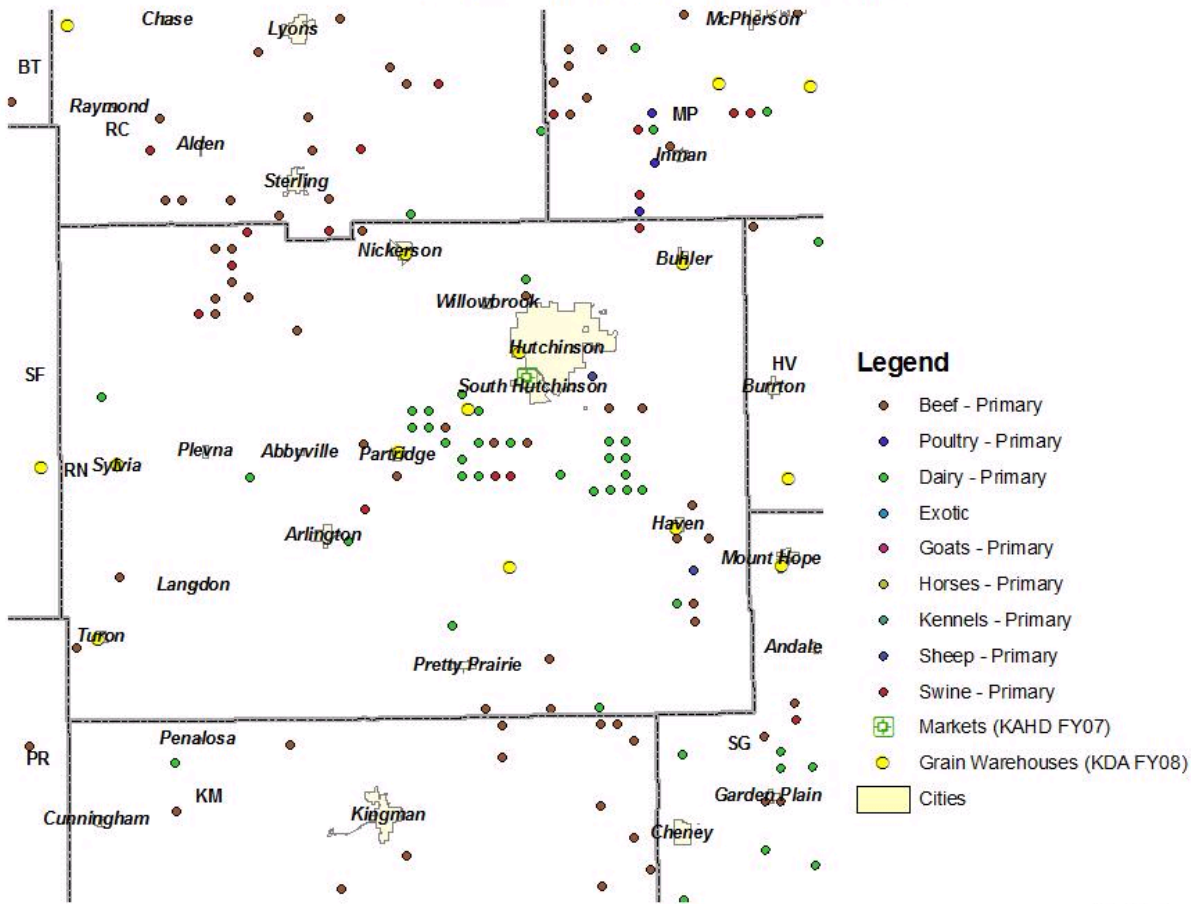
Source: KS Adjutant General's Dept; KS Dept of Transportation; KS Dept of Health and Environment; KS Corporation Commission; KS Dept of Agriculture; KS Animal Health Dept; KS Geological Survey; KS Dept on Aging; US Census Bureau; State of Kansas; American Red Cross; KS Dept of Education; KS Dept of Corrections; U.S. Geological Survey; TechniGraphics; MAPSearch, Inc.

1 inch equals 1.196534 miles



Provided as a service by:  
Kansas Adjutant General's Department  
Geospatial Technologies Section

### Reno County Agricultural Facilities



Source: KS Adjutant General's Dept; KS Dept of Transportation; KS Dept of Health and Environment; KS Corporation Commission; KS Dept of Agriculture; KS Animal Health Dept; KS Geological Survey; KS Dept on Aging; US Census Bureau; State of Kansas; American Red Cross; KS Dept of Education; KS Dept of Corrections; U.S. Geological Survey; Technographics; MAPSearch, Inc.

1 inch equals 7.740246 miles



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 Kansas Adjutant General's Department  
 Geospatial Technologies Section

Reno County Watershed Subbasins



**Legend**  
 Cities

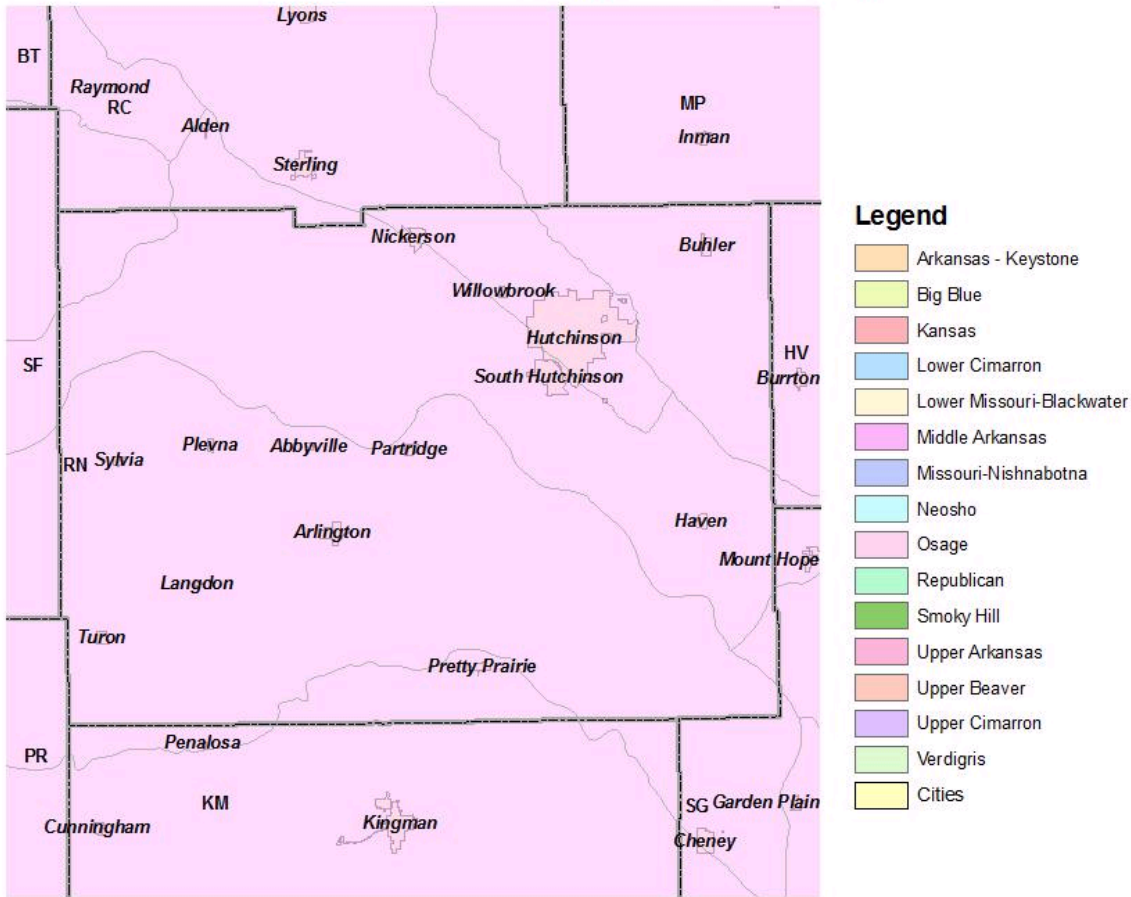
Source: KS Adjutant General's Dept; KS Dept of Transportation; KS Dept of Health and Environment; KS Corporation Commission; KS Dept of Agriculture; KS Animal Health Dept; KS Geological Survey; KS Dept on Aging; US Census Bureau; State of Kansas; American Red Cross; KS Dept of Education; KS Dept of Corrections; U.S. Geological Survey; Technographics; MAPSearch, Inc.

1 inch equals 7.459641 miles



Provided as a service by:  
 Kansas Adjutant General's Department  
 Geospatial Technologies Section

Reno County Watershed Basins



Source: KS Adjutant General's Dept; KS Dept of Transportation; KS Dept of Health and Environment; KS Corporation Commission; KS Dept of Agriculture; KS Animal Health Dept; KS Geological Survey; KS Dept on Aging; US Census Bureau; State of Kansas; American Red Cross; KS Dept of Education; KS Dept of Corrections; U.S. Geological Survey; Technographics; MAPSearch, Inc.

1 inch equals 7.459641 miles



Provided as a service by:  
 Kansas Adjutant General's Department  
 Geospatial Technologies Section

**Location of grain warehouses, feedyards, dairies, markets and kennels**

[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/Reno\\_County.xls](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/Reno_County.xls)

**List of sites on the historical registry**

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/reno%20co%20historical%20sites.doc>

**Checklist of Actions**

[LINK TO CHECKLIST](#)

List of agriculture and natural resources

Suppliers

Services/contracts

Equipment

Equipment operators

Location of water supplies

[INSERT DOCUMENT](#)

**RENO COUNTY, KANSAS  
EMERGENCY OPERATIONS PLAN**

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**ESF12-Energy and Utilities**

**Planning Team**

<b>ESF Coordinator</b>	Reno County Emergency Management
<b>Primary Agency</b>	Ark Valley Electric Cooperative Hutchinson Public Works Kansas Gas Service Midwest Energy Westar Energy
<b>Support Agency</b>	Cox Communications Southwestern Bell Telephone

## **Purpose**

This ESF Annex provides guidance to help ensure the continued operation of essential utility services in the County. Specifically, ESF #12 addresses:

- Energy system assessment, repair and restoration
- Assessment and restoration of water services (drinking water, sewer and sanitation systems)
- Coordination with public and private utilities
- Energy forecasting

For the purpose of this ESF Annex, utilities are defined as electric, natural gas and water services. ESF #12 is a functional component of the County Emergency Plan (CEOP) and to the extent possible, information contained in other sections of the CEOP will not be repeated in this document.

## **Scope**

ESF #12 provides a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the CEOP.

ESF #12 is a functional annex to the CEOP and to the extent possible, information contained in other sections of the CEOP will not be repeated in this document.

## **Policies**

This ESF Annex applies to the agencies with assigned emergency responsibilities in the CEOP.

The public and private utilities and government agencies assigned responsibilities in this ESF Annex have existing emergency plans and procedures. ESF #12 is not designed to take the place of these plans, rather it is designed to complement and support the emergency staffing and procedures already in place.

## **Concept of Operations**

### **General**

The Reno County Emergency Management is the primary agency for providing ESF #12 technical assistance, resources and support during response activities.

Maintaining energy and utilities systems following an emergency is critical to protecting lives and property and maintaining continuity of government, emergency services, transportation, the local economy and other critical services and infrastructures.

### **Organization**



The County Emergency Operations Center (EOC) will serve as the central location for interagency coordination and decision-making, including all activities associated with ESF #12.

The ESF #12 Energy and Utilities Coordinator will work with the EOC Team to rapidly assess damage and/or disruption to energy and utilities services and recommend actions to restore and/or protect systems.

Major disasters and emergencies are well known to the utility providers. Reno County's role is to assist in the response of the utility providers through escort, traffic control, debris removal and constant coordination to provide information to elected officials and the public as to restoration time lines.

Reno County will assist in the protection of utility capabilities through mitigation efforts such as code enforcement, trimming of trees along the county right of ways and communication with the utility providers.

reno County will also provide whatever security is necessary to protect and preserve the utility equipment and supply support for the utility providers.

When affected, private energy and utility providers should become integral members of the CEOC Team.

To the extent possible, priority for restoration of electric service will be given to hospitals and critical government services. In general, electric services will be restored in the following order:

- Transmission systems
- Feeders
- Area served
- Specific customers

The following entities provide utility services in the County:

- Electric
  - Westar Energy
  - Ark Valley Electric COOP
  - Midwest Energy
- Water
  - All Incorporated Cities
  - Rural Water Districts #1, #101, #3, #4, #6, #8
- Gas
  - Kansas Natural Gas Services
  - Aquila Networks KGO
- Sewer
  - All Incorporated Cities
  - Unincorporated areas rely on Septic Systems managed by the Health Dept

Since the County has no regulatory responsibilities over private utility providers, close coordination will be required to help ensure emergency response and recovery decisions regarding system restoration are based on shared information.

Energy and utilities field personnel will work within the Incident Command System (ICS) structure. Although they will remain under the direct control of their sponsoring organization, they will be assigned by the Incident Commander and/or the EOC Team to respond as necessary.

### **Notifications**

The Emergency Management Director will notify the the utility provider involved of activations and request that a

representative report to the EOC to coordinate ESF #12 – Energy and Utilities activities. As additional EOC staffing needs become apparent, other agency representatives may be asked to report to the EOC.

## **Actions**

### **Preparedness**

- Maintain this ESF Annex as well as supporting operating procedures and guidelines
- Ensure personnel receive emergency operations training
- Develop guides and checklists to support emergency energy and utilities operations
- Ensure emergency call-up and resource lists are current
- Ensure the availability of necessary equipment to support energy and utilities activities
- Participate in emergency exercises

### **Response**

- Deploy trained individuals to the EOC
- Alert or activate off-duty and auxiliary personnel as required by the emergency
- Coordinate activities with other responding agencies
- Conduct specific response actions as dictated by the situation

### **Recovery**

- Continue all activities in coordination with the EOC based on the requirements of the incident
- Support restoration activities
- Replenish supplies and repair damaged equipment
- Participate in after-action briefings and develop after-action reports
- Make necessary changes in this ESF Annex and supporting plans and procedures

### **Mitigation**

- Based on known hazards, identify and correct vulnerabilities in the energy and utilities function
- Implement a public awareness campaign regarding energy and utilities safety in emergencies

## **Direction and Control**

The ESF #12 Energy and Utilities Coordinator in the EOC will:

- Work closely with private energy and utility organizations to maintain current information regarding damage to supply and distribution systems, as well as estimates for restoration
- Coordinate with private utility and energy representatives to identify government actions needed to help obtain resources to repair or restore damaged systems
- Assess the needs of private utility companies, help them obtain resources and help ensure required system restoration and protection tasks can be accomplished as quickly as possible
- Work with the EOC Team to establish priorities for restoring critical customers and coordinate the provision of temporary, alternate, or interim sources of emergency fuel and power
- Recommend actions to conserve water, fuel, electric power, natural gas and if necessary, make plans for energy rationing
- Work with the EOC Public Information Officer to coordinate the dissemination of energy and utility supply and restoration information to the public
- Work with the Department of Energy (DOE) to provide timely and credible energy supply assessments and restoration forecasts.

## Responsibilities

### All tasked agencies will:

- 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 energy and utilities activities
- Provide ongoing status reports as requested by the ESF #12 Energy and Utilities Coordinator
- 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 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 EOC staffing capabilities, and provide this information to the Emergency Management Department
- Perform other emergency responsibilities as assigned

### UNKNOWN as the coordinator will be situation specific depending on the utility affected (ESF Coordinator)

- 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 all emergency information regarding energy and utilities and ensure appropriate reports and information are shared with the EOC Team

### Private Energy Company

- Gather, assess and share information on system damage
- Provide a representative to the Reno County EOC if requested
- Provide estimates on the impact of natural gas outages within affected areas
- Provide information on projected restoration

### Cities

- Gather information on all energy and utility damages and estimate damage impacts, and report this information to the County EOC
- Request assistance when the event exceeds City capabilities

### Private Propane Gas Company

- Assess and share information on damage to propane resources
- Provide information on projected restoration and replenishing supplies

### Private Natural Gas Company

- Gather, assess and share information on system damage

- Provide a representative to the Reno County EOC if requested
- Provide estimates on the impact of natural gas outages within affected areas
- Provide information on projected restoration

### **Reno County Health Department**

- Work with water utilities to ensure the provision of safe drinking water
- Provide assistance and information to the public on actions to take to assure safety of potable water

## **Administration and Support**

### **Support**

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of 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.

### **Status Reports**

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

### **Expenditures and Recordkeeping**

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from the agencies local budget. Additional funds will be requested through the agencies parent organization. Example: The Sheriff would request funds from the county commission.

### **Critiques**

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

## Attachments

- Map of each utility (indicate the area and number of customers served)
  - Electrical Service Map:  
[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ks\\_electric\\_certified\\_areas.pdf](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ks_electric_certified_areas.pdf)
  - Natural Gas Service map:  
[http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ks\\_gas\\_certified\\_areas.pdf](http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/ks_gas_certified_areas.pdf)
- Sample forms and logs
  - Emergency Operations Center Log of Events:  
<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/eocoperationslog.xls>
  - Emergency Operations Center Message Form:  
<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/MESSAGEFORMS.xls>

Checklist of Actions by Timeframe

[LINK TO CHECKLIST](#)

**RENO COUNTY, KANSAS  
EMERGENCY OPERATIONS PLAN**

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**ESF13-Public Safety**

**Planning Team**

<b>ESF Coordinator</b>	Reno County Emergency Management
<b>Primary Agency</b>	Reno County Sheriff's Department
<b>Support Agency</b>	Buhler Police Department Haven Police Department Hutchinson Police Department Nickerson Police Department South Hutchinson Police Department
<b>State Agency</b>	Hutchinson Correctional Facility Kansas Highway Patrol

## Purpose

This ESF Annex provides guidance for the organization of law enforcement resources in Reno County to respond to emergency situations exceeding normal law enforcement capabilities. Specifically, ESF #13 – Public Safety and Security discusses:

- Emergency law enforcement and security activities
- Operational and personnel security
- Augmentation of local law enforcement resources
- Law enforcement command and control structure
- Coordination with State and Federal law enforcement resources
- Liaison between response operations and criminal investigation activities

## Scope

ESF #13 provides a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Reno County Emergency Operations Center (EOC) and implementation of the Reno County Emergency Operations Plan (RCEOP).

ESF #13 is a functional component of the RCEOP and to the extent possible, information contained in other sections of the RCEOP will not be repeated in this document.

## Policies

This ESF Annex applies to all agencies with assigned emergency responsibilities in this CEOP.

The agencies assigned emergency responsibilities have existing emergency plans and procedures. ESF #13 is not designed to take the place of these plans, rather it is designed to complement and support the departmental staffing and procedures already in place.

## Concept of Operations

### General

The Reno County Sheriff is responsible for coordinating law enforcement activities during a multi-jurisdictional emergency or disaster. Local police chiefs retain responsibility for law enforcement within their respective jurisdictions. The Kansas Highway Patrol (KHP) maintains a daily presence in the County and will support local law enforcement, as required. When the EOC is activated, ESF #13 will provide support to the Incident Commander.

The for coordinating law enforcement activities during a multi-jurisdictional emergency or disaster. Local police chiefs retain responsibility for law enforcement within their respective jurisdictions. The Kansas Highway Patrol (KHP) maintains a daily presence in the County and will support local law enforcement, as required. When the EOC is activated, ESF #13 will provide support to the Incident Commander.

Public safety and security requirements during emergencies will vary greatly on the event, but may include:

- Providing traffic and crowd control

- Controlling access to operational scenes and evacuated areas
- Preventing and investigating crimes
- Providing security for critical facilities and supplies

The National Incident Management System (NIMS) is utilized throughout the county for coordinating activities among local law enforcement agencies and other first responders. As a standardized management plan that unifies federal, state, and local governments for incident response, NIMS establishes a consistent nationwide template for incident management processes, protocols, and procedures that all responders use.

### **Organization**

In incidents originating as a public safety and security related emergency, the Incident Commander will keep the Emergency Management Department informed of escalating situations with the potential to require activation of the Emergency Operations Center (EOC). Once notified, the Emergency Manager, or designee, will activate the EOC.

Law enforcement resources from outside the county will be controlled by the procedures outlined in mutual aid agreements. They will remain under the direct control of the sponsoring agency but will be assigned by the Incident Commander and/or the EOC to respond as necessary.

State and Federal Law Enforcement resources will be requested through the EOC as described in ESF #5 – Emergency Management.

The Sheriff's Department provides law enforcement in the unincorporated sections of the county. The Hutchinson, South Hutchinson, Buhler, Nickerson, and Haven city police departments provide law enforcement in the incorporated areas. Geographic areas of coverage are shown in the following links:

**Reno County Sheriff Department:** </Uploads/Jurisdiction/Reno/sheriffcoveragearea.jpg>

#### **Hutchinson/South Hutchinson Police**

**Departments:** </Uploads/Jurisdiction/Reno/cityofhutchsohutchpdcoverage.doc>

**Buhler Police Department:** </Uploads/Jurisdiction/Reno/cityofbuhlerpd.doc>

**Haven Police Department:** </Uploads/Jurisdiction/Reno/cityofhavenpd.doc>

**Nickerson Police Department:** </Uploads/Jurisdiction/Reno/cityofnickersonpd.doc>

The following are local and/or regional agencies with specialized capabilities related to law enforcement:

- Hutchinson Coorectional Facility - K-9 operations, Special Operations Response Team (SORT)
- Kansas Wildlife and Parks
- Kansas Highway Patrol
- Kansas Bureau of Investigation

The county has **176** personnel in law enforcement, the vast majority of who are full-time employees.

Most law enforcement personnel are trained to at least the *first responder hazmat awareness level* in accordance with 29 CFR 1910.120. Several of the combined Emergency Response Teams (ERTs) and Drug Enforcement Unit of the Sheriff's Department and Hutchinson Police Departments are trained to the Operations Level in Hazmat

The Incident Commander will direct law enforcement agencies in establishing perimeter security at the scene of an emergency or disaster.



The Incident Commander will direct law enforcement agencies in establishing security for evacuated areas. (See ESF #1 – Transportation).

The Sheriff's Office will automatically 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 County EOC Director .

The Incident Commander will direct law enforcement agencies in establishing security for staging/reception areas.

The County Coroner 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, family assistance centers, neighborhood distribution sites, etc.).

Providing routine security will normally be the responsibility of the hospital/emergency center. In the event of an actual or threatened criminal act, or whenever facility security forces are deemed insufficient to ensure safety, the Incident Commander will direct law enforcement agencies in providing necessary security.

Correctional facilities are responsible for the security of the correctional facility staff. In the event the facility staff must be augmented to ensure safety, the Incident Commander will direct law enforcement agencies in providing necessary support.

The Incident Commander is responsible for ensuring the safety and well-being of responders.

Local law enforcement will coordinate its support in incidents on state or federal property as local law enforcement has limited jurisdiction at these incidents.

Law enforcement agencies have the major responsibility for providing traffic control. The Kansas Highway Patrol (KHP) will assist local law enforcement if requested. Rerouting of traffic on state or interstate highways will be in accordance with the Kansas Department of Transportation (KDOT). Public works departments (city & county) will provide materials for closing streets and signage for rerouting traffic.

### **Terrorist Events**

The Sheriff's Department and local police departments will work closely with the Federal Bureau of Investigation (FBI) regarding credible terrorist threat assessments and issuing public warnings.

In the event of terrorist incident, the FBI will serve as the Lead Agency for criminal investigation and the ESF #13 Coordinators will work closely with the FBI Joint Operations Center.

### **Notifications**

The Emergency Management Director will notify the Reno County Sheriff and Hutchinson Police Departments of EOC activations and request that representatives report to coordinate ESF #13 activities. As additional EOC staffing needs become apparent, other agency representatives may be asked to report to the EOC.

### **Actions**

#### **Preparedness**

- Maintain this ESF Annex as well as supporting Standard Operating Procedures and Guidelines
- Ensure law enforcement personnel receive appropriate emergency operations training
- Ensure mutual aid agreements with surrounding jurisdictions are current
- Develop and maintain mutual aid agreements with private area resources that could be used to augment local law enforcement capabilities
- Develop and maintain standard operating guides and checklists to support emergency law enforcement operations
- Ensure emergency personnel call-up and resource lists are current and available to the Emergency Management Department
- Ensure the availability of necessary equipment to support law enforcement activities
- Participate in Emergency Management training and exercises

### **Response**

- Respond as required on a priority basis
- Activate mutual aid if needed
- Coordinate activities with other responding agencies
- Coordinate law enforcement agencies responding from outside the jurisdiction
- Alert or activate off-duty and auxiliary personnel as required by the emergency
- Conduct other specific response actions as dictated by the situation

### **Recovery**

- Review plans and procedures with key personnel and make revisions and changes
- Replenish supplies and repair damaged equipment
- Continue all activities in coordination with the EOC based on the requirements of the incident
- Participate in after-action briefings and develop after-action reports
- Make necessary changes in this ESF Annex and supporting plans and procedures

### **Mitigation**

- Participate in hazard identification process and identify and correct vulnerabilities in the public safety and security function
- Develop safety programs, to include disaster situations, and present them to the public

### **Direction 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 County Emergency Operations Center (EOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #13 – Public Safety and Security.

The ESF #13 Coordinator is a critical member of the EOC Team and will work within the EOC framework as described in ESF #5 – Emergency Management.

The ESF #13 – Public Safety and Security 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 all responding public safety and security resources, assess their needs, help them obtain resources and ensure emergency tasks can be accomplished.
- Work with the Incident Commander(s) and the EOC Team to ensure law enforcement personnel deployed to the disaster scene 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.

## Responsibilities

### All tasked agencies will:

- All agencies maintain policy and procedures manuals and 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 all 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
- Respond to the Emergency Operations Center and/or Forward Command Post.

### Specific Law Enforcement Personnel Responsibilities:

- Assume the role of Incident Commander for incidents where the dominant mission and primary operational response is law enforcement, snow rescue, evacuation (excluding hazmat incidents, fire or explosion), traffic and crowd control, security of emergency area, bomb threat, civil disorder, hostage or terrorist situation.
- Implement the Incident Command System.
- Make necessary investigations and notifications. The Communications Center will coordinate your calls to save time and work.
- Warn residents and businesses by telephone, public address systems, knocking on doors, use of the Code Red system, and by any other necessary methods.
- Secure the emergency site.
- Exercise traffic and crowd control.
- Conduct evacuation, as required.
- Call for school buses and other transportation that may be required for evacuation.
- Provide surveillance over assembly points being used for loading buses during evacuation.
- Prescribe evacuation routes to follow.
- Provide security at shelters.
- Prevent re-entry into damaged or contaminated buildings or other areas deemed as unsafe.
- Prevent looting and pilfering.
- Provide snow rescue operations.
- Assist as required in transportation and security of the inmates of the county jail.
- Control news media reporters and photographers as necessary and as requested by the Public Information Officer.
- Assist in state and federal investigations and identifications as required.

- Refer inquiries from the general public regarding the emergency situation, or the whereabouts of an individual person, to the Emergency Information Center.
- Monitor the pulse of the community and inform the appropriate board of commissioners of any social unrest or tension that could lead to civil disorder.
- Monitor weather warnings.
- Maintain law and order throughout the jurisdiction.
- Hutchinson Police Department will operate animal shelter. Pick up and care for stray animals and pets of incident victims and evacuees within their area of jurisdiction.
- When conditions warrant and with regard to respective jurisdictions, a declared State of Local Disaster Emergency authorizes the Sheriff, Chiefs of Police, or their designee, to establish and enforce a curfew; and to mandate the area and scope of evacuation including limitations on ingress and egress with regard to any emergency incident

#### **Additional law enforcement responsibilities of the Sheriff:**

- Assume primary operational control of the Reno County Law Enforcement Center (LEC) and order its evacuation, if necessary.
- Assist the Juvenile Center with evacuation, if necessary.
- Provide for prisoner transportation and security.
- Provide Courthouse and courtroom security and conduct evacuations if required.
- Assure security of the Emergency Operations Center and attendant supplemental rooms when activated.

## **Administration and Support**

### **Support**

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

### **Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of 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.

### **Status Reports**

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

### **Expenditures and Recordkeeping**

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of

funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds of the agencies local budget. Additional funds will be requested through the agencies parent organization. Example: The Sheriff would request funds from the county commission.

### **Critiques**

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

### **Attachments**

- Map of public safety and security providers

**[INSERT DOCUMENT](#)**

- Sample forms and logs

**[INSERT DOCUMENT](#)**

- Checklist of Actions

**[LINK TO CHECKLIST](#)**

**RENO COUNTY, KANSAS  
EMERGENCY OPERATIONS PLAN**

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**ESF14-Long Term Community Recovery**

**Planning Team**

<b>ESF Coordinator</b>	Reno County Emergency Management
<b>Support Agency</b>	Reno County Public Health Reno County Sheriff's Department
<b>Non-governmental Organizations</b>	Hutchinson/Reno County Chamber of Commerce Kansas Gas Service Promise Regional Medical Center Reno County Chapter American Red Cross The Volunteer Center USD 308

## Purpose

Emergency Support Function (ESF) #14 addresses long-term disaster recovery issues. Specifically, it discusses:

- Economic assessment, protection and restoration
- Community recovery operations
- Mitigation analysis and program implementation
- Coordination with the private sector
- Coordination with State and Federal agencies providing assistance

For the purpose of this ESF, recovery activities are addressed based on one of two situations, pre-Stafford Act assistance and post-Stafford Act assistance. Stafford Act assistance refers to any assistance available under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288 as amended. This assistance, which is requested through the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), includes but is not limited to fire management assistance, emergency declaration assistance and/or major disaster declaration assistance.

## Scope

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the County Emergency Operations Center (EOC) and implementation of the CEOP.

ESF #14 is a functional annex to the CEOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

Long-term community recovery and mitigation efforts are forward-looking and market-based, focusing on permanent restoration of infrastructure, housing, and the local economy, with attention to mitigation of future impacts of a similar nature, when feasible.

## Policies

ESF #14 applies to all agencies and organizations with assigned emergency responsibilities in the CEOP.

Requests for federal disaster assistance will be predicated on the requirements outlined in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288).

## Concept of Operations

### General

In general, the recovery operation begins once conditions in the disaster area stabilize and the immediate danger posed by an event has passed. Disaster-recovery operations require coordination at all levels of government, often supplemented by the efforts of volunteer organizations and private industry, and are conducted in accordance with established plans and procedures for administering disaster relief programs.

The ESF #14 Coordinator and supporting agencies will work to determine the need to develop and implement

community recovery and economic stabilization strategies. Consideration should be given to augmenting or expanding existing programs to meet disaster needs.

### **Organization**

When an emergency occurs, the County EOC will be activated to coordinate response and recovery activities.

Appropriate staff will report to the County EOC and other locations as requested, and respond as directed in the CEOP and in supporting guidelines, procedures and checklists.

Following a major disaster, substantial government assistance will be required to return the community to normal.

### **Damage Assessment Types**

Timely and thorough disaster assessments will allow the County to:

- Prioritize response operations
- Request mutual aid
- Alleviate human suffering
- Manage resources
- Minimize recovery time
- Document the need for State and/or Federal assistance
- Mitigate against future disasters
- Plan for long term recovery activities

Any of the hazards identified in the County Multi-Hazard Risk Analysis and Vulnerability Study could cause extensive public and private property damage creating a need for disaster assessments.

The County EOC will monitor, collect, process and maintain disaster assessment information reported from the field. Additional information may come from emergency repair crews, other County or City employees, business and industry, private citizens and/or the media.

### **Rapid Assessments**

In most cases, a rapid assessment will be completed within a few hours of the incident, while detailed assessments may take days or weeks. As additional information becomes available updates will be made to the County EOC and passed on through emergency management to KDEM. A rapid assessment 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 the by phone and radio. In most cases, enough 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.

If the nature of the incident dictates, rapid assessments will include structural safety evaluations to determine building integrity and ensure 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 City of Hutchinson or Reno County Public Works with the assistance of contracted support as necessary.

Based on information gathered during the rapid assessment phase, the EOC Director will 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 rapid assessment will include information regarding the:

- Area or jurisdiction affected
- Known injuries
- Known fatalities
- Critical facilities damaged or destroyed
- Evacuations
- County emergency declared
- Mutual aid activated
- Any state or federal resources anticipated

The County will work closely with the Kansas Division of Emergency Management (KDEM) throughout the disaster assessment process. The County Disaster Assessment Teams and the County EOC will use disaster assessment forms consistent with those developed by KDEM to ensure a standard reporting method is used and that all damage assessment activities are conducted in accordance with State and Federal requirements. These forms are included here:

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/KS%20Rapid%20Assessment%20Form.xls>

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/rapidassessmentsheet-renocounty.xls>

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/Kansas%20Damage%20Assessment%20Summary.doc>

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/damageassessmentchart.pdf>

In most cases, the American Red Cross (ARC) will also conduct assessments to determine the immediate needs of people affected by the disaster. The County will work closely with the ARC to share assessment information. Depending on the event, the ARC and members of the private sector may partner with the County to conduct joint disaster assessments.

In rare cases, the scope and magnitude of the event may dictate an expedited disaster assessment to gather enough information to justify a request for a major disaster declaration. If a Federal declaration is made before detailed disaster assessments are conducted, the detailed damage assessment will become a part of the ongoing recovery process.

### **Detailed Disaster Assessment**

A detailed disaster 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.

During detailed disaster assessments, emphasis will be placed on collecting and organizing information in a manner that will allow the EOC to:

- Evaluate the overall total scope, magnitude and impact of the incident
- Prioritize recovery activities
- Plan for ongoing recovery and restoration activities
- Project the total costs of long-term recovery
- Document the need for supplemental assistance

Detailed disaster assessments will generally begin following the completion of response activities to protect life and property or will be completed as additional disaster assessment information becomes available. Depending on the magnitude of the disaster, a detailed disaster assessment could last for days or even weeks.

The Incident Commander in consultation with the EOC Team will decide when the situation allows for detailed disaster assessments. The EOC Director will contact, organize, brief and deploy detailed damage assessment field teams. In most cases, field assessment teams will be deployed to the damaged areas to gather information and report it to the EOC for analysis and reporting.

In addition to field assessments, it may be necessary for the County Appraiser to assign personnel to estimate projected disaster costs to determine the need for State and Federal assistance. For example, the total cost of a large debris removal and disposal operation may be projected based on formulas applied to data already gathered from the field.

Detailed assessments will include information regarding the:

- Number of persons affected in disaster area
- Number of persons evacuated
- Number of shelters open
- Number of persons in shelter
- Number of confirmed injured
- Number of confirmed fatalities
- Number of confirmed missing persons
- Number of homes and businesses with damage

- Destroyed

- Major

- Minor

- Affected

- Uninsured loss

- Number of homes in flood plain
- Number of acres burned
- Number of critical care facilities damaged

- Hospitals

- Assisted living facilities

- Number of municipally or county owned facilities
  - Fire, police, city hall, schools
  - Road, bridge, infrastructure damage
  - Road closures
- Utility damage
  - Power
  - Water
  - County declaration issued

There are two types of detailed assessments:

### **Private Property**

- Detailed assessments on homes, apartment dwellings and businesses are needed to document the extent of damage to individuals, families and business.
- The number of private property damage assessment teams and team members required will be based on the scope and magnitude of the damage. Depending on the magnitude, the Kansas Assessment Team may be deployed by KDEM to conduct this assessment and placard buildings to indicate if they are safe to enter. The ESF #14 Coordinator will work with ESF #15 (Public Information and External Communications) Coordinator to ensure information regarding the meanings of inspection tags and markings are made available to the public.
- In addition to documenting the locations and extent of damage, the private property damage assessment teams should attempt to determine the socio-economic impact of the disaster on the affected community. For example, the loss of a major business or industry that creates a temporary unemployment situation.

### **Public Property**

- Used to document the extent of damage to public facilities, roads, bridges, utilities and other publicly owned structures.
- Public property damage assessment teams should be comprised of individuals with construction estimating skills who are familiar with determining damage to public buildings, roads, bridges and other infrastructure.
- The number of public property disaster assessment teams and team members required will be based on the scope and magnitude of the damage. When requested, KDEM representatives will accompany and assist with the public property damage assessment process.
- Public property damage assessment team leaders will be assigned based on the type of damage to be assessed. Depending on the type of disaster, teams will be organized by expertise to document damage.

Both private property and public property damage assessment teams will collect detailed information and document it on the forms included as Attachment B to this Annex. To the extent possible, photographs and video will be taken to provide documentation and historical references.

Depending on the nature of the disaster, a team of engineers and architects may be needed to assess the structural integrity of one or several buildings, as well as provide advice to emergency crews during initial rescue and recovery operations. In many cases, technical teams will be required to confirm initial damage assessments and determine the best course of action for repairs, demolition and/or rebuilding strategies. Kansas Division of Emergency Management may facilitate this by deploying a KAT member to the area.

### **Joint Preliminary Damage Assessments (PDAs)**

Based on the extent of the damages, KDEM may initiate a Preliminary Damage Assessment (PDA). PDAs are joint local, State and Federal damage assessments used to document the need for supplemental Federal assistance. PDAs may be conducted to document the need for Individual Assistance (IA) Programs and/or Public Assistance (PA) Programs.

A County staff member will accompany all PDA Teams. In most cases, the staff member will have been a member of the Detailed Assessment Team and should be familiar with the damaged area(s). During a PDA, the role of the County staff member is critical, as they are to ensure all damage is observed and documented by KDEM, the Federal Emergency Management Agency (FEMA), the Small Business Administration (SBA) and any other agencies potentially providing assistance.

Based on the results of the PDA, KDEM may recommend that the Governor request a Presidential disaster declaration for Individual Assistance or Public Assistance, or both.

The County will work closely with the KDEM to ensure all types of disaster assistance are considered during the PDA process. For example, if the extent of damage does not warrant a Presidential disaster declaration, the SBA may announce a declaration to make low interest loans available to individuals and small businesses. Or if the disaster warrants, other types of Federal disaster assistance may be available to a local jurisdiction, such as funds from the Federal Highway Administration's (FHWA) Emergency Relief Program to repair damaged infrastructure.

If the County receives a Presidential Disaster Declaration based on a request from the Governor (see ESF #5 – Emergency Management for information regarding the declaration process), several programs may be made available to assist the County government, residents and businesses. Even without a Presidential disaster declaration, there are programs that may assist those affected by the disaster. For more information, see the attachments section of this annex.

In some instances, local government may request immediate assistance from Federal agencies without a damage assessment, such as assistance from the Environmental Protection Agency for Hazardous Materials incidents or the Corps of Engineers for flooding events – these instances are described in the appropriate ESF and Special Incident Annexes.

### **Environmental Assessment**

Assessing damage to the environment from a chemical and/or radiological: will be differentiated in the following categories:

- Damage to Containment Structures
  - Damage to chemical or radiological containment structures will be handled by specifically trained hazardous material technicians or radiological specialists (*Refer to ESF #10 Oil and Hazardous Materials*).
- Contamination
  - Contamination of water, air, food, and exposed populations or animals will be determined by city or county environmental specialists and/or hazardous material technicians with specialized training and equipment to make those determinations.
- Biological

- In cooperation with Kansas Department of Health and Environment (KDHE), local hospitals, and other regional health departments, the County Health Department will provide disease monitoring. In addition, the County Health Department will coordinate the collection and testing of biological samples with KDHE and the Center for Disease Control (CDC) (See *Biological Incident Specific Annex*).

The County Public Health Department will be responsible for inspecting food preparation and food and water supplies.

The County Public Health Department will assess the overall sanitation and living conditions in emergency facilities.

### **Notifications**

The Emergency Management Director, or designee, will notify the Lead, Support and Partnering agencies as necessary and request that appropriate representatives report to the EOC. These representatives will form one or more recovery teams to assist the ESF#14 Coordinators.

During major events, the Emergency Operations Center (EOC) will have been activated for the response and short-term recovery phases of the emergency and will continue to be used for transition into longer-term recovery activities. Ongoing activities related to the implementation of ESF #14 may be coordinated from other locations.

### **Actions**

#### **Preparedness**

- Maintain this ESF Annex and its attachments
- Ensure all personnel are aware of their emergency responsibilities
- Develop and maintain standard operating guides and checklists to support ESF #14 activities
- Ensure personnel notification and call-up lists are current

#### **Response**

- Notify and activate personnel as required by the event
- Send representatives to the County EOC as requested
- Work with the private sector to ensure the disaster related needs of the business community are met
- Conduct other specific response actions as dictated by the situation

#### **Recovery**

- Continue to work with all individuals and organizations affected by the event.
- Support community recovery activities.
- Work with the State and Federal government to administer disaster recovery programs.
- Schedule after-action briefings and develop after-action reports.
- Develop and implement mitigation strategies.
- Make necessary changes in this ESF Annex and supporting plans and procedures.

#### **Mitigation**

- Participate in the hazard identification process and identify and correct vulnerabilities.

### **Direction and Control**

During major events, the Emergency Operations Center (EOC) will have been activated for the response and short-term recovery phases of the emergency and will continue to be used for transition into longer-term recovery activities. Ongoing activities related to the implementation of ESF #14 may be coordinated from other locations.

### **The ESF #14 Coordinator will:**

- Work to establish a partnership with business and industry to help ensure all available programs are implemented to assist with economic stabilization and recovery .
- Serve as liaisons to State, Federal, volunteer and private agencies providing assistance and implementing recovery programs. Depending on the type, scope and duration of the event, these agency representatives may become critical members of the County's recovery team.
- Work with State and Federal officials ensure that mitigation initiatives are considered in rebuilding and redevelopment when feasible and practical.
- Coordinate with neighborhood groups and volunteer agencies to ensure community needs related to the disaster have been identified and appropriate local, State and Federal assistance is made available to address important community issues.

## **Responsibilities**

### **All tasked agencies will:**

- 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 long-term community recovery and mitigation activities
- Provide ongoing status reports as requested by the Long-term Community Recovery and Mitigation Coordinators
- 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 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

### **Reno County Emergency Management (ESF Coordinator)**

- Maintain the EOC and transition from response-oriented activities to a recovery-oriented operation
- Maintain liaison with volunteer, State and Federal agencies involved in disaster recovery activities
- Form a project team to identify and implement mitigation projects

### **Reno County Administrator**

- Serve as a liaison with the County Commission
- Help ensure funding for recovery efforts is approved in a timely manner

### **Reno 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 all recovery issues

**Reno County Chamber of Commerce**

- Serve as a liaison to local business and industry

**Reno County Road and Bridge/Municipal Public Works Departments**

- 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

**Reno County Health Department**

- 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 ensure equitable and induplicated services

**Planning and Land Use**

- Provide resources and personnel to assist with long-term recovery activities
- Assist in identifying and implementing mitigation strategies

**Administration and Support**

**Support**

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

**Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of 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.

### **Status Reports**

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

### **Expenditures and Recordkeeping**

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from the agencies local budget. Additional funds will be requested through the agencies parent organization. Example: The Sheriff would request funds from the county commission.

### **Critiques**

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

## **Attachments**

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### **[LINK TO ATTACHMENT A -- PUBLIC ASSISTANCE PROGRAMS](#)**

[FEMA Public Assistance Information](#)

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### **[LINK TO ATTACHMENT B -- INDIVIDUAL ASSISTANCE PROGRAMS](#)**

[Individual Assistance](#)

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### **[LINK TO ATTACHMENT C -- HAZARD MITIGATION PROGRAM](#)**

Information for this program is to be added when the county mitigation plan is completed.

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### **Kansas disaster assessment survey**

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/KS%20Disaster%20Assessment%20Survey.xls>

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### **Kansas rapid assessment form**

<http://ksceop.neteop.com/Uploads/Jurisdiction/Reno/KS%20Rapid%20Assessment%20Form.xls>



**RENO COUNTY, KANSAS  
EMERGENCY OPERATIONS PLAN**

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**ESF15-Public Information and External  
Communications**

**Planning Team**

### **Purpose**

This Emergency Support Function (ESF) Annex describes how the County will provide disaster-related information to the media and the public. It is designed to improve the ability of all participating agencies and organizations to:

- Quickly relay critical and potentially life saving information to those at risk
- Provide timely, consistent information on the status of emergency operations
- Coordinate the release of public information from all responding agencies
- Assure the public that government is responding effectively to the emergency
- Make credible and consistent information available to answer citizen inquiries
- Provide ongoing and useful information regarding recovery activities
- Ensure a system is in place to provide information and guidance to County, City and if appropriate, State and Federal, elected and appointed officials

### **Scope**

ESF #15 is a functional annex to the County Emergency Operations Plan (CEOP) and to the extent possible, information contained in other sections of the CEOP will not be repeated in this document.

Many agencies have designated Public Information Officers (PIOs) and existing departmental emergency public information plans and procedures. ESF #15 is not designed to take the place of these plans, rather it is designed to complement and support the departmental staffing and procedures already in place.

### **Policies**

This ESF Annex applies to all County, City and participating agencies with assigned emergency responsibilities in the CEOP.

During an emergency, all county departments and agencies will coordinate public information releases with the County PIO.

### **Concept of Operations**

#### **General**

The County Administrator has assigned as a staff member as collateral duty as the County Public Information Officer (PIO), responsible for the overall coordination of public information activities at the county level. A support staff of trained departmental PIOs will assist the County PIO, as required, in this effort. The City Administrator or Clerk will perform this function for each of the incorporated cities. Their deputy or successor should be appointed by the city council.

In the absence of the County PIO, the Chair of the County Commission will appoint an acting County PIO from among the PIO support staff.

The ESF #15 Coordinator is a critical member of the EOC Team and will work within the EOC framework as described in ESF #5 – Emergency Management.

The local media is a logical extension of the disaster operation and recognized as the best means to quickly get information to the majority of the public. The County counts on the local media to provide emergency instructions and potentially life saving information to the public following a disaster. A partnership role will be maintained with the media by making every attempt to provide timely and accurate information throughout the disaster situation. In most cases, contact with the media will be maintained using landline and cellular telephones, facsimile, and email.

### **Organization**

If the situation dictates, emergency public information activities will be coordinated from a Joint Information Center (JIC). Activating a JIC will help County departments and participating organizations coordinate their activities and help to ensure consistent and accurate information is disseminated.

Since many emergencies strike rapidly, the public information system cannot always react swiftly enough to properly inform the public about the hazard and for this reason, it is important that citizens are made aware of potential hazards and appropriate protective measures prior to the occurrence of an emergency. The County will make every effort to provide ongoing public education to its citizens regarding emergency preparedness activities.

Every effort will be made to provide emergency public information to special 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 ESF #6 – Mass Care, Housing and Human Services.

A large disaster will result in state, national and international media coverage, and in the aftermath of a disaster, media personnel may attempt to obtain information from other than official sources.

### **Joint Information System (JIS)**

The Joint Information System (JIS) describes all public information activities being conducted regarding the event, including those outside the EOC and the JIC (i.e., public information functions being carried out at the scene and from departmental offices or other remote offices and locations).

The ESF #15 Coordinator will work to establish communications with all Joint Information System (JIS) components to facilitate the exchange of information. The use of an organized JIS will help to ensure interagency communication and the release of consistent information.

As part of the JIS, the on scene agency PIO will address media representatives at the incident site and keep the EOC and the JIC informed of these briefings. Contact with JIS components will be maintained primarily by telephone and radio.

### **Joint Information Center (JIC)**

The Joint Information Center (JIC) is a physical location where PIOs from organizations with primary disaster involvement come together to coordinate and disseminate information.

The purpose of JIC is to :

- Gather and coordinate information and serve as the “hub” for the release of timely, accurate, consistent and

- useful disaster related information
- Allow all involved organizations to speak from “one sheet of paper” providing consistent messages to the public
- Enable the EOC Team to concentrate on emergency decision-making and refer all media and public inquiries to the JIC
- Ensure the ability exists to answer direct inquiries from the public
- Monitor media coverage to verify the accuracy of information being disseminated
- Be proactive in responding to the disaster related information needs of all audiences
- Develop and implement a comprehensive public information strategy to gain and maintain public trust and confidence

In most cases, the JPIC will be located in close proximity to the County EOC. However, it may be located anywhere to support emergency activities. Wherever it is located, it is imperative that the JIC maintain contact with decision makers and/or the EOC via telephone, radio, the Internet, facsimile and/or face-to-face communications.

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.

The JIC is designed to be flexible to accommodate the unique requirements of any emergency or disaster situation and its structure and staffing will be customized for each response. For example, a major event would require JIC activation and full staffing, while a smaller event might only require one or two people performing all of the necessary tasks.

Regardless of the incident, the function of the JIC remains essentially the same, while the number of departments and agencies involved as well as the location and the quantity of information to be disseminated will vary greatly. At a minimum, the following functions must be performed regardless of these variables:

- 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 meet 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 ensure appropriate information is being released and take steps to correct any inaccurate information
- Exchange information with elected officials, voluntary organizations, industry representatives, State and Federal PIOs and all other involved agencies as the situation dictates
- Provide ongoing information to and coordination with County, City, State and Federal elected officials

PIOs working in the JIC retain the autonomy to represent the public information needs of their respective agencies, while working closely with the EOC Team and/or JIC to ensure consistent information is being disseminated in a timely manner by all departments.

The PIOs working in JIC will have two primary functions: (1) carry out the public information activities of their respective departments and agencies and (2) provide support to and assist with the overall JIC mission.

Designated departmental PIOs may be asked to staff various JIC functions regardless of the level of involvement of their respective departments. This will ensure an adequate number of PIOs are available to support emergency public information activities.

### **Dissemination Process**

Many methods are used to disseminate information to the public during an emergency or disaster. Warning systems, in general, are described in Annex ESF #2 Communications. Considerations for special populations are outlined below.

### General Public

- Radio, television, print media, fliers, posters, brochures, information brochures are all established methods for providing information to the public. Use of a particular medium(s) will be situation dependent, based upon the urgency of the information and the intended audience.

### Special Populations

- 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
  - The Unified School Districts are notified through an email system the is generated out of the EOC. They have all been provided with NOAA weather alert radios to monitor weather related and other emergency information provided over this system. They can also be notified through the Code Red system which is a reverse 9-1-1 system available in the county.
- Hospitals & Nursing Homes
  - The Hutchinson Hospital and local nursing homes are notified through an email system the is generated out of the EOC. They have all been provided with NOAA weather alert radios to monitor weather related and other emergency information provided over this system. They can also be notified through the Code Red system which is a reverse 9-1-1 system available in the county.

### Correctional Facilities

- The Hutchinson Correctional Facility is notified through an email system the is generated out of the EOC. They have all been provided with NOAA weather alert radios to monitor weather related and other emergency information provided over this system. They can also be notified through the Code Red system which is a reverse 9-1-1 system available in the county.

## Specialized Information Protocols

- Restricted Areas & Reentry
  - Information on restricted areas, as well as the process for reentry into an area after it has been declared safe, will be obtained from the Incident Commander or EOC and disseminated immediately to the media and the public
- Emergency Assistance
  - Information on any federal, state or local disaster assistance that might be available will be obtained from the agency offering the assistance. In some cases this information may given directly to the media and the public. In others cases, a telephone number will be provided for obtaining additional information
- Casualties
  - Information on the number of fatalities, injured and missing will be obtained from the EOC and disseminated immediately to the media and the public. The identity of victims will be released only after confirmation of proper next-of-kin notification. This release will only be made when authorized by the Incident Commander.

## Pre-Scripted Information

The County PIO will collect and maintain a file of fact sheets, instructions & 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. Examples of such pre-scripted information include:

- Chemical Fact Sheets -- for known chemical hazards
- Public Health Guidance -- for disease prevention after flooding
- Red Cross Press Releases

## Notifications

The Emergency Management Director will notify the County PIO of EOC activations and request that they report to the EOC to coordinate ESF #15 activities. As additional staffing needs become apparent, other agency personnel may be asked to report to the EOC to assist with public information and external communications activities.

## Actions

- **Preparedness**
  - Identify all viable methods to reach the public including but not limited to radio, television, print media flyers, posters, brochures, informational booths and the Internet
  - Develop pre-scripted media releases and public advisories dealing with each hazard with the potential to affect the County
  - Ensure adequate space and equipment is available to for a JIC in a location in close proximity to the EOC

- Ensure all departments have trained staff to support the JIC

Make accommodations for 24-hour staffing

- Ensure all local media outlets are pre-identified and contacts established. Brief them regularly on emergency public information procedures
- Ensure emergency responders are familiar with public information procedures and know how and when to refer the media to the appropriate field or JIC personnel for information
- Develop and maintain this ESF Annex as well as supporting Operating Procedures
- Identify special needs populations and be prepared to meet their emergency public information needs
- Encourage media involvement in the exercise design process and planning

- **Response**

- Inform the public of health and/or safety concerns and ways to reduce or eliminate the associated dangers
- Provide evacuation instructions and shelter locations
- In coordination with the EOC Team, release emergency information as dictated by the situation
- Implement a proactive public information strategy to ensure the media's needs are being met.
- If the situation dictates, activate and staff the JIC.
- After coordination with the CountyPIO, release information regarding the emergency or disaster to other county departments and agencies, the media and the public
- Resolve any conflicting information & dispel rumors

- **Recovery**

- Continue all emergency public information activities based on the circumstances and the organizations involved in the recovery efforts
- Distribute information on what to do when returning to your damaged home and how and where to apply for different types of disaster assistance
- Provide information regarding available disaster recovery programs and resources to the media and the public
- Compile a written record of events, including any printed materials, news releases, tapes & clippings.

- Prepare reports and provide input to for an after action report
- Assess effectiveness of information and education programs
- **Prevention**
  - Develop a campaign to promote the importance of maintaining adequate insurance
  - Provide information and increase awareness about safe rooms and other shelter methods
  - Conduct all-hazard safety visits to increase home hazard prevention actions
  - Promote preparedness information that will lessen the impact of disasters, such as having a disaster preparedness kit and family disaster plan
  - Establish contacts and develop working relationships with the media

### **Direction and Control**

The County EOC will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #15 – Public Information and External Communications.

In major events or those with considerable media attention, the County will establish a JIC to facilitate the coordinated release of information from all responding agencies. Whenever possible, the JIC will be established in close proximity to the EOC.

The ESF #15 – Public Information and External Communications Coordinator in the EOC will:

- Ensure the most up to date information is available to answer public inquiries regarding the emergency by developing uniform talking points for all employees who have direct, daily contact with the public such as receptionists, secretaries and departmental field staff to help ensure all government employees can answer basic questions and make referrals regarding the emergency
- Work with the Emergency Management Director, or designee, to help ensure the individuals answering the citizen helpline telephone have timely, accurate and useful information available to answer direct inquiries from the public
- Schedule and coordinate frequent news conferences and media briefings as dictated by the event. The ESF #15 Coordinator will work with elected officials and department heads to ensure appropriate representation at news conferences and ample opportunities for media interviews and photos
- Work with field PIOs to establish a media information site near the disaster area and encourage all media to gather at this location for the most recent information
- Make every effort to provide emergency information appropriate for non-English speaking citizens and other special population groups (e.g., the elderly and those with physical and developmental disabilities) by working closely with the volunteer and private sector agencies associated with special population groups to ensure their unique public information requirements are met
- Coordinate with the staff of elected officials and other dignitaries visiting the disaster area (i.e., members of congress, senators, governor, etc.) to coordinate site visits, tours and media opportunities. The ESF #15 Coordinator will ensure local officials are kept apprised of such visits
- Continue to work with the Emergency Management Department throughout the recovery phase to help ensure useful information continues to be made available to the media and the public



## Responsibilities

### All tasked agencies will:

- 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

### PIO Responsibilities

#### Mitigation

The PIO is responsible for publicizing county policies regarding all mitigation activities such as the implementation of building codes, awareness campaigns or flood mitigation procedures.

#### Preparedness

The PIO will assist in the education of the public on subjects such as training opportunities, updates to existing plans and information on new plans and procedures.

#### Response

The PIO will notify media of disaster declarations and be prepared to answer questions related to the declaration.

#### Recovery

The PIO is responsible for disseminating information on disaster recovery efforts, programs and the locations of disaster assistance centers. The PIO will also disseminate information for contacting agencies that assist with unmet needs.

## Administration and Support

### Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

**Agreements and Understandings**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of 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.

**Status Reports**

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

**Expenditures and Recordkeeping**

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from the agencies local budget. Additional funds will be requested through the agencies parent organization. Example: The Sheriff would request funds from the county commission. .

**Critiques**

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

**Attachments**

- The following documents will be added as they become available.
- 
- Sample press releases

**INSERT DOCUMENT**

- Sample protective action measures

**INSERT DOCUMENT**

- Sample hazard specific educational materials

**INSERT DOCUMENT**

- American Red Cross -- Talking About Disasters

[LINK TO TALKING ABOUT DISASTERS](#)

- Biological Incidents Public Information Guide

[LINK TO PUBLIC INFORMATION GUIDE](#)

- Checklist of Actions

[LINK TO CHECKLIST](#)

- Joint Information Center (JIC) Operations

[LINK TO SAMPLE JIC ACTIVITIES](#)