

**COWLEY COUNTY, KANSAS**  
**Request for Board Action**

**Date:** October 14, 2025

**Requested By:** Doug Allison

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**Action Requested:** Board approval of Local Emergency Operations Plan (LEOP)

**Analysis:**

**Fiscal Impact:** None

- ☐ **Budgeted item with available funds**

☐ **Non-budgeted item available through reprioritization**

☐ **Non-budgeted item with additional funds requested**

☒ **Not Applicable**

**Attachments:**

Cowley County Emergency Operations Plan 2025

Cowley County LEOP KDEM Approval Letter

Cowley County Local Recovery Plan 2025

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Major General Michael T. Venerdi  
The Adjutant General and Director of Emergency  
Management & Homeland Security

Laura Kelly, Governor

**October 2, 2025**

Doug Allison, Emergency Services Director  
Cowley County Emergency Management  
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**Subject: Review of Cowley County Emergency Operations Plan**

The purpose of this letter is to provide the status of the *Cowley County Emergency Operations Plan* (EOP). In accordance with KSA 48-929(d), the Cowley County EOP submitted to Kansas Division of Emergency Management (KDEM) is **Approved - Pending Adoption**. KDEM has determined that the Plan contains the basic planning considerations outlined within the Kansas Planning Standards.

The Plan has been reviewed and found compliant with the Kansas Planning Standards to include SARA Title III, ADA compliancy, and NIMS requirements. Approval does not however mean KDEM is endorsing or accepting responsibility for any operational component of the Plan.

Please note, a copy of your signed promulgation must be submitted to KDEM within 90 days to finalize this approval process. Prior to the expiration of this approved EOP in 62 months\*, Cowley County will be required to update their plan to reflect the current *Kansas Planning Standards* then resubmit to KDEM for approval. Annual review requirements are the responsibility of Cowley County.

| County | Review Completed | Status                                         | Date of Promulgation                      | Date of Plan Expiration |
|--------|------------------|------------------------------------------------|-------------------------------------------|-------------------------|
| Cowley | 10/1/2025        | Approved ( <b>Pending Adoption by County</b> ) | TBD (required prior to December 31, 2025) | <b>12/31/2030*</b>      |

\*Determined using Homeland Security (HLS) region LEOP expiration cycle (Directive 2003)

If you have questions or concerns, please contact the KDEM LEOP Planner listed below.

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Sincerely,

**Dirk  
Christian**

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Christian  
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# EMERGENCY OPERATIONS PLAN

## EOP COWLEY COUNTY



FOR OFFICIAL USE ONLY

**NOTICE:** This document may contain information pertaining to the deployment, mobilization, and tactical operations of Cowley County in response to and in recovery from emergencies and disasters.

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## I. INTRODUCTION

Cowley County is vulnerable to disasters. These disasters can affect the county in a variety of ways, necessitating immediate and sometimes long-term assistance to meet the needs generated by them. This plan considers the risk of disasters in Cowley County and establishes how the county mitigates against, prepares for, responds to, and recovers from them.

### Structure of the CEOP

While emergency operations plans can be structured in a variety of ways, the federal government, and many states, including Kansas, utilize a standardized list of Emergency Support Functions (ESFs) to organize their plans and coordinate their work in disaster response. The ESF structure is based on the idea that, regardless of the cause, size, type, or severity of disasters, there are certain functions (or sets of coordinated activities) that are common in the response to most disasters. By organizing plans and response efforts around these common functions the County is better prepared for all disasters. The CEOP and the organizational structure in the County Emergency Operations Center (EOC) are structured around 15 ESFs. The Cowley County Emergency Operations Plan (CEOP) consists of a Base Plan and ESF Annexes and Appendices. The Base Plan provides an overview of Cowley County's approach to emergency management and disaster response. It also describes the roles and responsibilities associated with response, including an overview of ESFs.

#### A. General

Cowley County created this Emergency Operations Plan (EOP) and the Cowley County Board of County Commissioners officially adopted it on **Plan Not Yet Active**.

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

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

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

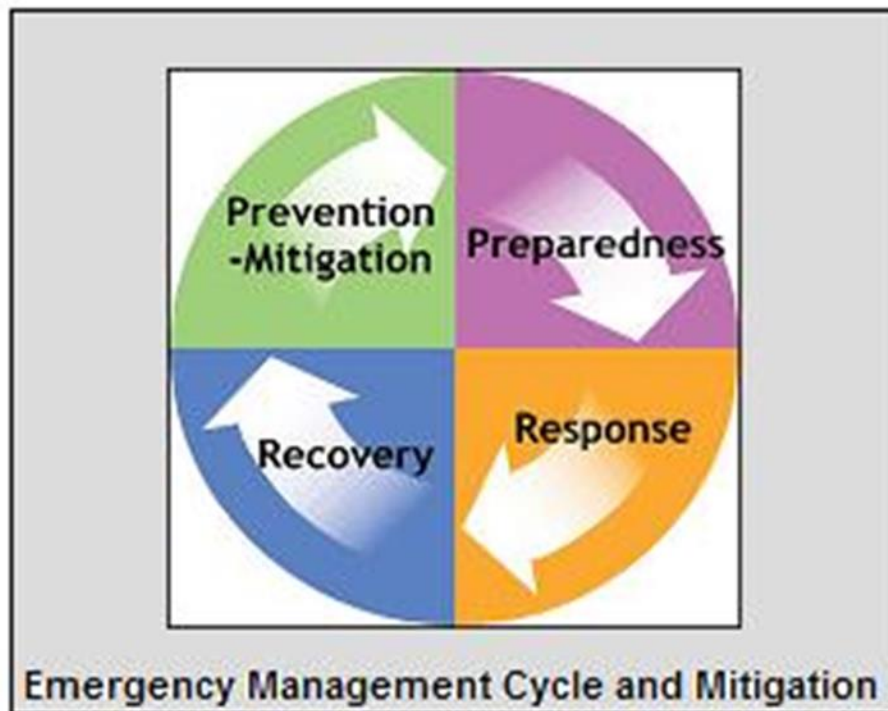
serve as the primary operational mechanism through which County assistance is managed. Command staff and other General staff have been assigned to support the ESF(s). County assistance will be provided to impacted communities within the County under the overall authority of the Cowley County Emergency Management, on behalf of the Cowley County Board of County Commissioners.

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

- National Preparedness Goal (September 2015)
- National Prevention Framework
- National Protection Framework
- National Mitigation Framework
- National Response Framework (October 2019)
- National Disaster Recovery Framework
- Comprehensive Preparedness Guide (CPG) 101 (November 2021)

## **B. Purpose**

The purpose of the Cowley County Emergency Operations Plan is to establish a framework for government, non-profit organizations, and residents to prepare for, mitigation against, respond to and recover from the effects of emergencies and disasters.



Specifically, the CEOP establishes the key policies and roles and responsibilities necessary to reduce vulnerabilities to disasters and cope with them. The plan is designed to accomplish the following:

1. Establish the systems and coordination that will allow for optimal response to and recovery from all disasters. This includes actions to save lives, protect property and the environment, meet basic disaster-caused human needs, and restore the community to pre-disaster or improved conditions.
2. Establish the legal authority and organizational basis for disaster operations in Cowley County.
3. Outline the countywide coordination and key activities required to prevent or lessen the impact of disasters in Cowley County before, during, or after a disaster.
4. Define the emergency management policies and roles and responsibilities of Cowley County Government, local governments, response organizations, and other entities that may be requested to provide assistance before, during or after disasters.
5. Guide strategic organizational behavior before, during, and after a disaster.
6. Assist in developing an enhanced level of disaster preparedness and awareness throughout the county, cities, organizations, and the population at large.
7. Identify linkages to the emergency/disaster policies and plans that guide and/or support the CEOP.
8. Synchronize (both vertically and horizontally) with relevant policies, plans, systems, and programs to ensure full integration and unity of effort.
9. Outline procedures for requesting and coordinating state and federal disaster assistance.
10. Acknowledge the importance of flexibility in disaster response and allows for the creative and innovative approaches.

### **C. Scope**

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

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

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

### **D. Methodology**

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

#### **Federal**

Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)

Bureau of Land Management (BLM)

Bureau of Reclamation

Centers for Disease Control & Prevention (CDC)

Centers for Medicare & Medicaid Services  
Department of Agriculture (USDA)  
Department of Commerce  
Department of Defense (DoD)  
Department of Energy (DOE)  
Department of Health & Human Services (HHS)  
Department of Homeland Security (DHS)  
Department of Justice (DOJ)  
Department of Labor  
Department of the Interior  
Department of Transportation  
Environmental Protection Agency (EPA)  
Federal Aviation Administration (FAA)  
Federal Bureau of Investigation (FBI)  
Federal Emergency Management Agency (FEMA)  
Federal Highway Administration  
Food & Drug Administration (FDA)  
National Park Service  
National Transportation Safety Board (NTSB)  
Natural Resource Conservation Service  
Nuclear Regulatory Commission (NRC)  
Occupational Safety and Health Administration  
Office of the Assistant Secretary for Preparedness and Response  
Pipeline and Hazardous Materials Safety Administration  
U.S. Environmental Protection Agency  
United States Geological Survey  
US Army Corps of Engineers  
US Coast Guard  
US Forest Service

#### **State**

Adjutant General's Office, Kansas Civil Air Patrol  
Adjutant General's Office, Kansas Civil Support Team  
Adjutant General's Office, Kansas Division of Emergency Management  
Adjutant General's Office, Kansas National Guard  
Adjutant General's Office, Office of Public Affairs  
Governor's Office  
Kansas Attorney General's Office  
Kansas Bureau of Investigation  
Kansas Corporation Commission  
Kansas Department of Agriculture  
Kansas Department of Children and Families  
Kansas Department of Commerce  
Kansas Department of Corrections  
Kansas Department of Education  
Kansas Department of Health and Environment  
Kansas Department of Insurance  
Kansas Department of Labor  
Kansas Department of Transportation  
Kansas Department of Wildlife and Parks  
Kansas Department on Aging and Disability Services

Kansas Division of Emergency Management  
Kansas Forestry Service  
Kansas Highway Patrol  
Kansas Mid-Cap  
Kansas National Guard  
Kansas State Fire Marshal's Office  
Kansas Water Office  
South Central Kansas Regional VOAD  
State of Kansas EOC  
Winfield Correctional Facility

**County**

Atlanta Fire Department (Fire District #2)  
Burden Fire Dept. (Fire District #3)  
Cambridge Fire Department (Fire District #8)  
City-Cowley County Health Department  
Cowley County Administrator's Office  
Cowley County Appraiser's Office  
Cowley County Board of County Commissioners  
Cowley County Clerk's Office  
Cowley County Community Developmental Disability Organization (CDDO)  
Cowley County Coroner  
Cowley County Counselor  
Cowley County Department of Aging  
Cowley County Economic Development  
Cowley County Emergency Auxiliary (CCEA)  
Cowley County Emergency Communications  
Cowley County Emergency Management  
Cowley County Extension Agency  
Cowley County Housing Authority  
Cowley County Human Society  
Cowley County Local Emergency Planning Committee  
Cowley County Medical Reserve Corps (MRC)  
Cowley County Mental Health and Counseling Center  
Cowley County MIS/GIS Department  
Cowley County Public Works / Engineering Department  
Cowley County Sheriff's Office  
Dexter Fire Department (Fire District #1)  
Udall Fire Department (Fire District #4)

**City**

Arkansas City (City of)  
Arkansas City Fire/EMS Department (Fire District #5)  
Arkansas City Police Department  
Atlanta (City of)  
Burden (City of)  
Burden Police Department  
Cambridge (City of)  
Dexter (City of)  
Parkerfield (City of)  
Udall (City of)

Udall Police Department  
Winfield (City of)  
Winfield Fire/EMS Department (Fire District #7)  
Winfield Police Department

**Private Sector**

Ark City Veterinary Clinic  
AT&T  
Black Hills Energy  
BNSF Railway  
Centerpoint Energy  
Cottonwood Animal Clinic  
Creekstone Farms  
Happy Trails Boarding Kennel  
Hoover and Sons Apiaries  
Johnson Veterinary Clinic  
Kansas Gas Service  
Sit-Stay Kennel  
South Central Kansas Medical Center  
Valley Coop, Inc.  
Westar Energy  
William Newton Hospital  
Winfield Livestock Auction Co., Inc.  
Winfield Saddle Club  
Winfield Veterinary Hospital

**Non-Profit**

Amateur Radio Operators (ARES)  
American Red Cross  
Butler Rural Electric  
Caney Valley Electric  
Catholic Charities (Wichita)  
Central Christian Church - Arkansas City  
Cowley County Council on Aging  
Cowley County VOAD  
Dexter Outreach Center  
Evergy  
First United Methodist Church  
Helping Hands of Winfield  
Kansas Emergency Management Association  
Kansas Fire Chiefs Association  
Kansas Funeral Directors Association  
Kansas Pipeline Association  
Kansas Rural Electric Cooperative Association  
Legacy Regional Community Foundation  
SAR Working Group  
South Central Kansas Regional VOAD  
State Animal Response Team  
Sumner-Cowley Electric  
Sunflower Outreach Services  
The Salvation Army

Tisdale United Methodist Church  
United Way of the Plains  
Winfield Food Pantry

**Other**

All Members  
Beaver Township  
Bolton Township  
Cedar Township  
Community Relations Team  
Cowley County Fire Chiefs Association  
Creswell Township  
Dexter Township  
Fairview Township  
Grant Township  
Harvey Township  
Human Needs Assessment Team  
Liberty Township  
Maple Township  
Ninnesah Township  
Omnia Township  
Otter Township  
Pleasant Valley Township  
Richland Township  
Rok Creek Township  
Rural Water Districts 1 - 8  
Salem Township  
Sheridan Township  
Silver Creek Township  
Silverdale Township  
South Central Area Agency on Aging  
Spring Creek Township  
Tisdale Township  
United Way of the Plains  
Unmet Needs Team  
USD 462 - Burden Schools  
USD 463 - Udall Schools  
USD 465 - Winfield Schools  
USD 470 - Arkansas City Schools  
USD 471 - Dexter Schools  
Vernon Township  
Walnut Township  
Windsor Township  
Winfield Recreation Center

To the best extent possible, each agency was consulted with to determine their particular emergency roles and responsibilities. Each agency has agreed with the responsibilities assigned to them in the Cowley County EOP. Agency concurrence signatures are maintained using a concurrence document as required by the Kansas Planning Standards. Although it was encouraged, not all agencies with roles and responsibilities within the Local Emergency Operations Plan are required to sign the concurrence document. The Kansas Planning Standards require that at a minimum the concurrence document contains

signatures from (1) a senior official (as authorized by the Board of Commissioners) and (2) the Local Emergency Planning Committee (LEPC) Chairperson. The EOP's concepts were developed by the Cowley County Emergency Management, in coordination with the agencies and organizations involved in emergency management activities. Each agency and organization involved is expected to have its own procedures to implement the concept of operations.

To support an inclusive planning process, each agency with emergency roles and responsibilities has received a copy of the EOP.

In addition:

- EOP is adopted by the Cowley County Board of County Commissioners by resolution, which serves as the promulgation letter for the EOP. A copy of the signed promulgation will be maintained on record by Cowley County Emergency Management.

This Local Emergency Operations Plan (LEOP) will be reviewed and modified on a continual basis by Cowley County Emergency Management to reflect changes in local emergency operations.

### 1. Planning Process

EOP has followed a series of steps that allow County to adapt it to varying characteristics and situations. The steps in the planning process include:

1. Forming a Collaborative Planning Team
2. Understanding the Situation
3. Determining Goals and Objectives
4. Developing the Plan
5. Preparing and Reviewing the Plan
6. Implementing and Maintaining the Plan



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

- Planning should be community-based, representing the whole community and their needs.

- Planning should emphasize caring for people with disabilities and individuals with access and functional needs, infants, children, and older adults.
- Planning should include participation from all stakeholders in the community.
- Planning should address equity in all phases of the planning process.
- Planning should engage the private sector.
- Planning should include elected and appointed officials throughout the process.
- Planning is a fundamental process to manage risk.
- Planning uses a logical and analytical problem-solving process to help address the complexity and uncertainty inherent in potential hazards.
- Planning should consider all hazards and threats.
- Time, uncertainty, risk and experience influence planning.
- Plans should clearly identify the mission, supporting goals and desired results.
- Planning should depict the anticipated environment for action.
- Planning does not need to start from scratch.
- Planning should identify tasks, allocate resources to accomplish those tasks and establish accountability.
- Planning is one of the key components of the National Preparedness System, and of the preparedness cycle of planning, organizing, equipping, training, exercising, evaluating, and taking corrective actions.
- Effective plans tell those with operational responsibility what to do and why and instruct those outside the jurisdiction how to provide support and what to expect.

## **2. Planning Assumptions**

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

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

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

### **3. Implementation of NIMS**

The Cowley County EOP implements NIMS by:

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

## **II. SITUATION**

Cowley County. The hazard and risk analysis also included within this section identifies the major hazards to which the County is vulnerable and provides a summary of additional considerations that may impact County's level of risk.

## **A. Geography of the County**

Cowley County, Kansas is a rural county located in South Central Kansas. The county is made up of 1,132 square miles (1,126 square miles of land area and 6 square miles of water area). The county does contain flood plain areas.

The county falls inside of the earthquake fault area for the buried Nemaha Ridge and quakes may occur in this County due to its proximity to that Ridge. The population per square mile is 30.7. The county has a large amount of bottomland, approximately thirty-three percent of the whole surface. Six percent of the land is inhabited by forest and open prairie occupies ninety-four percent of the land.

The mainstream is the Arkansas River in Cowley County, which flows southeast across the southwest corner of county. There are three other large tributaries, the Walnut River, Beaver Creek, and Grouse Creek all running in a southerly direction.

There are five types of trees primarily found on the river: cottonwood, sycamore, walnut, oak, and hackberry. Pure magnesian limestone lies beneath Cowley County. This stone has the property of being soft when it is first unearthed, but after exposure to the air it quickly becomes extremely hard. Magnesian limestone contains the magnesium rich mineral, dolomite.

Cowley County is located in south central Kansas less than one hour from Wichita and two hours from Tulsa and Oklahoma City. Cowley is a rural community with urban amenities, and the county seat is Winfield, Kansas. Other incorporated jurisdictions in Cowley County include Arkansas City, Udall, Burden, Parkerfield, Dexter, Atlanta, Geuda Springs, and Cambridge. Climate

Relevant Political Subdivisions include Atlanta, Arkansas City, Burden, Cambridge, Dexter, Geuda Springs (shared with Sumner County), Parkerfield, Udall, and Winfield.

## **B. Demographics**

Cowley County is considered by the US Bureau of Census to be a Nonmetropolitan Statistical Area. All information contained herein on demographics of the county is based on information gathered from the Census Reporter at:

<https://www.census.gov/quickfacts/fact/table/cowleycountykansas/POP010220>

The total 2020 estimated population of Cowley County is 34,549. Depending upon the severity of the hazard/disaster, the residents, population, business, and economic characteristics of the county can be affected in a wide range of ways and severity.

## **C. Economic Profile**

The median household income in Cowley County KS was \$55,726 from 2018-2022 according to Census data. The per capita income over the past 12 months is \$29,977, at the time of data collection 16.0% of Cowley County was in poverty. Total employment for Cowley County was 11,410, down approximately 6.5 %. The data can be found at:

<https://www.census.gov/quickfacts/fact/table/cowleycountykansas/INC110222#INC110222>

**Age:**

- The majority of Cowley County’s population is of working age, 18-64. Just over half of the residents (52%) are in this age group.
- Grade school and high school age students comprise the next largest population group, accounting for 23.4 % of Cowley County’s population.
- Senior adults aged 65+ account for 18.7% of the population.
- Infants and young children under age 5 represent 5.9 % of the population.

#### **Income and Poverty:**

- The median household income for Cowley County was \$55,726 in 2022.
- Children (ages 0-17) have a poverty rate of 18.7% in 2022.
- 13.7% of the population for whom poverty status is determined in Cowley County, KS (4.47k out of 32.6k people) live below the poverty line, a number that is higher than the national average of 12.6%.
- In 2022, 11.1% of the population were living with severe housing problems in Cowley County, KS

#### **Children and Families:**

- 1 in 3 Cowley County households are families that include children under age 18.
- 52% percent of children in Cowley fall in the 200% + poverty rating.
- Families with children under the age of 18 have an 18% poverty rate. Female-headed families with children have a poverty rate of 21.3%. Females hold the highest poverty rate in Cowley County.
- 77% percent of kids have at least one parent in the workforce, 23% of kids have no parent working.

#### **Growing Diversity:**

- White and White Hispanic make up the majority of race and ethnicity in Cowley County.
- Diverse populations accounted for 11.3 % of Cowley County’s population.

#### **Health:**

- An estimated 9.47 % of the population does not have health insurance. This increased by 1.14 % in 2021. 1 in 20 kids in Cowley County under 19 do not have health insurance.
- In 2022, the percentage of population under age 65 without health insurance was 10.6% in Cowley County, KS.
- In 2022, the number of deaths among residents under age 18 per 100,000 population was 66.7 in Cowley County, KS
- In 2022, the percentage of the adult population (age 18 and older) that reports a body mass index (BMI) greater than or equal to 30 kg/m2 (age-adjusted) was 39.9% in Cowley County, KS.
- In 2022, 14.6 % of the population under 65 reported a disability.

#### **D. Community Infrastructures**

The following critical facilities and community infrastructure have been identified for the Cowley County EOP .

##### Critical Facilities

| Name / Location<br>(Physical Address)         | Comments |
|-----------------------------------------------|----------|
| <b>Common Program Control Stations (CPCS)</b> |          |

|                                                                                                 |                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>102.5 The River</b><br>106 N. Summit<br>Arkansas City, KS 67005                              | Comments: 102.5 FM Radio                                                                                                                                                                           |
| <b>KSOK Radio</b><br>334 E. Radio Lane<br>Arkansas City, KS 67005                               | Comments: 95.9 FM Radio                                                                                                                                                                            |
| <b>Emergency Operations Center</b>                                                              |                                                                                                                                                                                                    |
| <b>Cowley County EOC</b><br>321 E. 10th Avenue<br>Winfield, KS 67156                            | Number of Staff: 4<br>Comments: The EOC is located in the County's South Annex building in the basement of a three storied building. The basement is shared with the Emergency Communications Dept |
| <b>State of Kansas EOC</b><br>2800 S.W. Topeka Boulevard<br>Topeka, KS 66611                    |                                                                                                                                                                                                    |
| <b>Landing Zone</b>                                                                             |                                                                                                                                                                                                    |
| <b>South Central Kansas Medical Center</b><br>6401 Patterson Parkway<br>Arkansas City, KS 67005 |                                                                                                                                                                                                    |
| <b>Strother Field Airport (KWLD)</b><br>22193 Tupper Street<br>Winfield, KS 67005               | Comments: 37-10-07.0000N / 097-02-15.1000W<br>37-10.116667N / 097-02.251667W<br>37.1686111 / -97.0375278<br>Control Tower is unmanned                                                              |
| <b>William Newton Hospital</b><br>1300 E. 5th Avenue<br>Winfield, KS 67156                      |                                                                                                                                                                                                    |
| <b>Points of Distributions (supplies, food, water, etc.)</b>                                    |                                                                                                                                                                                                    |
| <b>Arkansas City High School</b><br>1200 W. Radio Lane<br>Arkansas City, KS 67005               |                                                                                                                                                                                                    |
| <b>Burden High School</b><br>700 N. Main<br>Burden, KS 67019                                    |                                                                                                                                                                                                    |
| <b>Dexter High School</b><br>311 N. Main<br>Dexter, KS 67038                                    |                                                                                                                                                                                                    |
| <b>Udall High School</b><br>303 S. Seymour<br>Udall, KS 67146                                   |                                                                                                                                                                                                    |
| <b>Points of Dispersing (SNS/Medical Supplies)</b>                                              |                                                                                                                                                                                                    |
| <b>Winfield High/Middle School Complex</b><br>300 Viking Blvd<br>Winfield, KS 67156             | Comments: Point of Distribution<br>Point of Dispersing<br>Shelter                                                                                                                                  |
| <b>Staging Area</b>                                                                             |                                                                                                                                                                                                    |
| <b>Agri Business Building</b><br>712 W. Washington Ave.<br>Arkansas City, KS 67005              | Comments: Two buildings with several entry/exit points and large parking areas<br><br>Could be used as staging area, receiving point or distribution point                                         |

|                                                                                        |                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Black Creek Park</b><br>19th and Wheat Road<br>Winfield, KS 67156                   | Comments: Open air park with gravel parking lot<br><br>Could be used as staging area, receiving point or distribution point                                                          |
| <b>Broadway Recreation Complex</b><br>2200 Broadway St.<br>Winfield, KS 67156          | Comments: Open air recreational complex with controlled entry and exit points<br><br>Could be used as staging area, receiving point or distribution point                            |
| <b>Burden City Park</b><br>503 W. 4th St.<br>Burden, KS 67019                          | Comments: Open air park with ample parking<br><br>Could be used as staging area, receiving point or distribution point                                                               |
| <b>Winfield Fairgrounds</b><br>1105 W. 9th<br>Winfield, KS 67156                       | Comments: Fairgrounds with buildings and multiple entry/exit points.<br><br>Could be used as staging area, receiving point or distribution point                                     |
| <b>Shelter Location</b>                                                                |                                                                                                                                                                                      |
| <b>Central Christian Church</b><br>206 W. Central Ave.<br>Arkansas City, KS 67005      | Comments: Post event shelter                                                                                                                                                         |
| <b>Dexter Community Building</b><br>113 S. Main<br>Dexter, KS 67038                    |                                                                                                                                                                                      |
| <b>Dexter Outreach Church</b><br>114 S. Walnut<br>Dexter, KS 67038                     |                                                                                                                                                                                      |
| <b>Parkerfield Community Center</b><br>29271 91st Road<br>Parkerfield, KS 67005        | Comments: Can be used as shelter, POD, or logistical staging area                                                                                                                    |
| <b>Tisdale United Methodist Church</b><br>17507 US 160<br>Winfield, KS 67156           | Number of Staff: 2<br>Comments: Church has a large gymnasium area identified as a community shelter<br><br>Could also be used as staging area, receiving point or distribution point |
| <b>Winfield Middle School</b><br>130 Viking Blvd<br>Winfield, KS 67156                 |                                                                                                                                                                                      |
| <b>Winfield Recreation Center</b><br>624 College<br>Winfield, KS 67156                 |                                                                                                                                                                                      |
| <b>Other</b>                                                                           |                                                                                                                                                                                      |
| <b>City-Cowley County Health Dept.</b><br>320 E. 9th Ave Suite B<br>Winfield, KS 67156 |                                                                                                                                                                                      |

|                                                                                                |                                                                                                                                        |
|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Road and Bridge - District 1</b><br>825 N. College<br>Winfield, KS 67156                    |                                                                                                                                        |
| <b>Road and Bridge - District 2</b><br>206 W. Hilltop<br>Arkansas City, KS 67005               |                                                                                                                                        |
| <b>Road and Bridge - District 3</b><br>130 S. Main<br>Burden, KS 67019                         |                                                                                                                                        |
| <b>Warning Point</b>                                                                           |                                                                                                                                        |
| <b>Cowley County Emergency Communications Center</b><br>321 E. 10th Ave.<br>Winfield, KS 67156 | Number of Staff: 14<br>Comments: Open 24/7<br>Answers all incoming 911 calls and administrative calls for all Law Enforcement agencies |
| <b>Cowley County EOC</b><br>321 E. 10th Ave.<br>Winfield, KS 67156                             | Number of Staff: 4<br>Comments: Alternate warning point for Cowley County. During day-to-day business, the EOC is not staffed 24/7     |

### Public Safety

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

| <b>Name of Agency</b>                              | <b>Area Served</b>    | <b>Description of Agency</b>                                                                                                                |
|----------------------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cowley County Sheriff's Dept</b>                | Cowley County         | County-wide law enforcement covering the entire county (including all cities) with a population of 35,361 residents and 1,132 square miles. |
| <b>Winfield Police Dept.</b>                       | City of Winfield      | Winfield law enforcement for a population of 12,104 residents                                                                               |
| <b>Arkansas City Police Dept.</b>                  | City of Arkansas City | Arkansas City law enforcement for a population of 11,866 residents                                                                          |
| <b>Udall Police Dept.</b>                          | City of Udall         | Udall law enforcement for a population of 718 residents                                                                                     |
| <b>Burden Police Dept.</b>                         | City of Burden        | Burden law enforcement for a population of 528 residents                                                                                    |
| <b>Dexter Police Dept.</b>                         | City of Dexter        | Dexter law enforcement for a population of 274 residents                                                                                    |
| <b>Kansas Dept. of Wildlife, Parks and Tourism</b> | State of Kansas       | Statewide law enforcement primarily for enforcement of wildlife and fish laws and regulations                                               |
| <b>Kansas Highway Patrol</b>                       | State of Kansas       | Statewide agency primarily dedicated to enforcing traffic laws                                                                              |
| <b>Kansas Bureau of Investigation</b>              | State of Kansas       | Statewide investigative, laboratory services and criminal justice enforcement able to assist local jurisdictions                            |

|                                               |                                   |                                                                                                                                                                                                   |
|-----------------------------------------------|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>William Newton Hospital</b>                | Winfield area                     | A Critical Access, not-for-profit community general hospital licenses for 25 acute care and swing beds                                                                                            |
| <b>South Central Kansas Medical Center</b>    | Arkansas City area                | A 38-bed facility located in the City of Arkansas City                                                                                                                                            |
| <b>Arkansas City Fire/EMS Dept.</b>           | Fire District 5 and Ark City area | Combined Fire/EMS Department serving Winfield and the surrounding area known as District 5                                                                                                        |
| <b>Winfield Fire/EMS Dept.</b>                | Fire District 7 and Winfield area | Combined Fire/EMS Department serving Arkansas City and surrounding area known as District 7                                                                                                       |
| <b>Fire District #1 - Dexter</b>              | Fire District 1                   | Volunteer Fire Department covering approximately 243 square miles in southeastern portion of the County                                                                                           |
| <b>Fire District #2 - Atlanta</b>             | Fire District 2                   | Volunteer Fire Department covering approximately 138 square miles in the northeastern portion of the County                                                                                       |
| <b>Fire District #3 - Burden</b>              | Fire District 3                   | Volunteer Fire Department covering approximately 97 square miles in the central portion of the County                                                                                             |
| <b>Fire District #4 - Udall</b>               | Fire District 4                   | Volunteer Fire Department covering approximately 132 square miles in the northwestern portion of the County                                                                                       |
| <b>Fire District #8 - Cambridge</b>           | Fire District 8                   | Volunteer Fire Department covering approximately 90 square miles in the eastern portion of the County                                                                                             |
| <b>Cowley County Emergency Management</b>     | Cowley County                     | Agency meant to save lives, protect property, and reduce the impacts of disasters through mitigation, preparedness, response, and recovery phases                                                 |
| <b>Cowley County Emergency Communications</b> | Cowley County                     | Emergency Communications department is serving all agencies within Cowley County. Answer all incoming 911 calls 24/7 and all administrative calls for the Arkansas City and Winfield Police Depts |

Maps showing fire and EMS districts are included in the file archives section of this plan.

### Education

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

| <b>Name of Agency</b>   | <b>Area Served</b>                                                | <b>Description of Agency</b>                                                                           |
|-------------------------|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <b>USD 462 - Burden</b> | Primarily serves the Burden, Atlanta, Cambridge and Grenola areas | Unified School District Pre-K-12 with 2 schools and a student population of approximately 300          |
| <b>USD 463 - Udall</b>  | Serves the northwestern part of the County                        | Unified School District Pre-K-12 with 3 schools and a student population of approximately 350 students |

|                                        |                                                                                                                                       |                                                                                                             |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <b>USD 465 - Winfield</b>              | Serves the central portion of the County                                                                                              | Unified School District Pre-K-12 with 8 schools and a student population of approximately 2,400 students    |
| <b>USD 470 - Arkansas City</b>         | Serves the southwestern portion of the County                                                                                         | Unified School District Pre-K-12 with 8 schools and a student population of approximately 2,900 students    |
| <b>USD 471 - Dexter</b>                | Serves the southeastern portion of the County                                                                                         | Unified School District Pre-K-12 with 2 schools and a student population of approximately 200 students      |
| <b>Cowley College - Arkansas City</b>  | Located in Arkansas City, but has two educational centers in other counties, an online college, outreach centers and a service center | 2-year college/vo-tech with a student population of approximately 4,500 students                            |
| <b>Southwestern College - Winfield</b> | Located in Winfield but has an outreach in another County                                                                             | 4 year Undergraduate and Graduate private college with a student population of approximately 1,150 students |

#### Culture, Arts and Humanities

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

| <b>Name of Agency</b>                             | <b>Area Served</b>                                        | <b>Description of Agency</b>                                                                                                                          |
|---------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>South Kansas Symphony</b>                      | Based in Winfield, this event is meant for all audiences. | Musicians from Southwestern College and the community                                                                                                 |
| <b>The Edge and Dance Camp Studio</b>             | Winfield                                                  | Dance studios for all ages                                                                                                                            |
| <b>Cindy's School of Dance and Ark City Dance</b> | Arkansas City                                             | Dance studios for all ages                                                                                                                            |
| <b>Arkansas City Area Arts Council</b>            | Arkansas City                                             | Offers classes and shows                                                                                                                              |
| <b>Winfield Arts and Humanities Council</b>       | Winfield                                                  | Offers classes and shows                                                                                                                              |
| <b>Marquee</b>                                    | Winfield                                                  | Providing shows and activities year around                                                                                                            |
| <b>Burford Theater</b>                            | Arkansas City                                             | Providing shows and activities year around                                                                                                            |
| <b>Chaplin Nature Center</b>                      | Arkansas City                                             | Nature center with hiking trails and amenities for reunions and weddings                                                                              |
| <b>Horizon Center</b>                             | Christian Camp/Nature center near Arkansas City.          | This venue hosts youth camps along with a variety of other events year around. It has a nature walk/hike/biking trail open to the public at no charge |
| <b>Arkalalah</b>                                  | Arkansas City                                             | Fall festival during the last week of October that brings in crowd of up to 15,000 people on the final day                                            |

|                                       |                                                                     |                                                                                                                                                                  |
|---------------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Art in the Park</b>                | Winfield                                                            | Annual art festival during the first week of October                                                                                                             |
| <b>Udall Fall Festival</b>            | Udall                                                               | Annual fall festival in October                                                                                                                                  |
| <b>Atlanta Labor Day Celebration</b>  | Atlanta                                                             | Annual celebration during the Labor Day weekend                                                                                                                  |
| <b>Dexter BBQ</b>                     | Dexter                                                              | Annual summer festival on the 2nd Saturday in October                                                                                                            |
| <b>Last Run Car Show</b>              | Arkansas City                                                       | Car show in late September bringing in large crowds                                                                                                              |
| <b>Walnut Valley Festival</b>         | Based in Winfield, this event draws in crowds from around the world | Bluegrass Festival in Winfield - 3rd week in September. The average daily population is around 11,000 people                                                     |
| <b>Cowley Cinema 8</b>                | All of Cowley County                                                | 8 screen movie theater at Strother Field                                                                                                                         |
| <b>Winfield City Lake</b>             | 1,250-acre lake located 8 miles northeast of Winfield               | This lake is for fishing, camping and water sports to include sail boats, jet skis and jet boats. It is also used for waterfowl hunting during the winter months |
| <b>Cowley State Fishing Lake</b>      | 84 acres lake 15 miles east of Arkansas City on US 166              | This lake is not for sport (jet skis or jet boats). It is meant for fishing only. This lake provides a picturesque waterfall known by many                       |
| <b>Kaw Wildlife Woodland Preserve</b> | Serves an area in both Kansas and Oklahoma                          | Nature area south of Arkansas City that continues into Oklahoma. Used for hunting, fishing and hiking purposes                                                   |

#### Key Government Facilities

The following is a list of key government facilities located within Cowley County.

| <b>Name of Agency</b>                  | <b>Area Served</b> | <b>Description of Agency</b> |
|----------------------------------------|--------------------|------------------------------|
| <b>Cowley County Government Office</b> | Cowley County      | Court House/ County Offices  |
| <b>Winfield City Hall</b>              | Winfield, KS       | City government office       |
| <b>Arkansas City Hall</b>              | Arkansas City, KS  | City government office       |
| <b>Dexter City Clerk</b>               | Dexter, KS         | City government office       |
| <b>Burden City Hall</b>                | Burden, KS         | City government office       |
| <b>Atlanta City Hall</b>               | Atlanta, KS        | City government office       |
| <b>Udall City Building</b>             | Udall, KS          | City government office       |
| <b>Cambridge City Office</b>           | Cambridge, KS      | City government office       |

#### Hospitals

The following are hospitals located within Cowley County.

| <b>Name of Agency</b>          | <b>Area Served</b> | <b>Description of Agency</b>                               |
|--------------------------------|--------------------|------------------------------------------------------------|
| <b>William Newton Hospital</b> | Winfield Area      | Critical access, not-for-profit community general hospital |

|                                            |                    |                                                        |
|--------------------------------------------|--------------------|--------------------------------------------------------|
|                                            |                    | licenses for 25 acute care and swing beds              |
| <b>South Central Kansas Medical Center</b> | Arkansas City Area | A 38-bed facility located in the City of Arkansas City |

### E. Hazard Analysis

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

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

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

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

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

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

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

| Hazard Profile Summary for Emergency Operations Plan |             |                    |              |          |       |                       |
|------------------------------------------------------|-------------|--------------------|--------------|----------|-------|-----------------------|
| Hazard                                               | Probability | Magnitude Severity | Warning Time | Duration | CPRI  | Planning Significance |
| Tornado                                              | 4           | 3.5                | 4            | 1.5      | 3.6   | <b>High</b>           |
| Winter Storm                                         | 4           | 3                  | 2            | 3        | 3.3   | <b>High</b>           |
| Flood                                                | 3.5         | 3                  | 3            | 3        | 3.225 | <b>High</b>           |
| Wildfire                                             | 4           | 2                  | 4            | 2        | 3.2   | <b>High</b>           |
| Windstorm                                            | 4           | 2                  | 3.5          | 2.5      | 3.175 | <b>High</b>           |
| Hailstorm                                            | 4           | 2                  | 3.5          | 1        | 3.025 | <b>High</b>           |
| Pandemic Event                                       | 3           | 3                  | 1            | 4        | 2.8   | <b>Moderate</b>       |
| Utility/Infrastructure Failure                       | 3           | 2                  | 3.5          | 3        | 2.775 | <b>Moderate</b>       |
| Extreme Temperatures                                 | 3           | 2                  | 1.5          | 3.5      | 2.525 | <b>Moderate</b>       |
| Drought                                              | 3           | 2                  | 1            | 4        | 2.5   | <b>Moderate</b>       |
| Agricultural Infestation                             | 2           | 3                  | 1            | 4        | 2.35  | <b>Moderate</b>       |

|                                               |     |     |     |     |       |          |
|-----------------------------------------------|-----|-----|-----|-----|-------|----------|
| Hazardous Materials                           | 2   | 2   | 4   | 2   | 2.3   | Moderate |
| Dam and Levee Failure                         | 1.5 | 2   | 2.5 | 3   | 1.95  | Low      |
| Lightning                                     | 2   | 1.5 | 3   | 1   | 1.9   | Low      |
| Major Disease Outbreak                        | 1.5 | 2   | 1   | 4   | 1.825 | Low      |
| Soil Erosion and Dust                         | 2   | 1.5 | 1   | 3   | 1.8   | Low      |
| Terrorism, Agri-terrorism, and Civil Disorder | 1   | 2   | 3.5 | 2   | 1.775 | Low      |
| Radiological                                  | 1   | 1   | 4   | 4   | 1.75  | Low      |
| Earthquake                                    | 1.5 | 1   | 4   | 1   | 1.675 | Low      |
| Fog                                           | 2   | 1   | 2   | 1   | 1.6   | Low      |
| Expansive Soils                               | 1.5 | 1   | 1   | 4   | 1.525 | Low      |
| Land Subsidence                               | 1.5 | 1   | 1   | 2.5 | 1.375 | Low      |
| Landslide                                     | 1   | 1   | 3   | 1   | 1.3   | Low      |

## F. Access and Functional Needs

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

- Base Plan and EOPMapper: Identification of populations with access and functional needs.
- ESF 1: Transportation
- ESF 2: Communications
- ESF 6: Mass Care, Emergency Assistance, Temporary Housing and Human Services
- ESF 8: Public Health and Medical Services
- ESF 15: External Affairs

## G. Pets and Service Animals

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

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

- Pre-event planning

- Animal sheltering operations
- Animal registration and return
- Coordination with human shelters

### **III. ROLES AND RESPONSIBILITIES**

#### **A. Federal Government**

The federal government is responsible for:

- Preventing terrorist attacks within the United States through the Department of Homeland Security; reducing the vulnerability of the nation to terrorism, natural disasters, and other emergencies; and minimizing the damage and assisting in the recovery from emergencies.
- Providing emergency response on federally owned or controlled property, such as military installations and federal prisons.
- Providing federal assistance as directed by the President of the United States under the coordination of the United States Department of Homeland Security, Federal Emergency Management Agency and in accordance with National Response plans.
- Identifying and coordinating the provision of assistance under other federal statutory authorities.
- Providing assistance to the State and local governments for response to and recovery from a commercial radiological incident consistent with guidelines as established in the current Federal Radiological Emergency Response Plan and the National Response Plan.
- Managing and resolving all issues pertaining to a mass influx of illegal aliens.
- Providing repatriation assistance to U.S. citizens (including noncombatants of the U.S. Department of Defense) evacuated from overseas areas The U.S. Department of Health and Human Services (DHHS), in coordination with other designated federal departments and agencies, is responsible for providing such assistance.

#### **B. State Government**

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

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

The Adjutant General's Office, Kansas Division of Emergency Management is responsible for implementing all policy decisions relating to emergency management. These decisions are then relayed to

the state agencies tasked. Those emergencies relating to local matters will be coordinated with local emergency management coordinators.

### **C. County Government**

County governments are responsible for:

- Maintaining an emergency management program at the county level involving all government, private and volunteer organizations which have responsibilities in the comprehensive emergency management system within the county.
- Coordinating the emergency management needs of all municipalities within the county and working to establish intra-county Mutual Aid Agreements to render emergency assistance.
- Implementing a broad-based public awareness, education and information program designed to reach all citizens of the county, including those needing special media formats, who are non-English speaking (including persons who do not use English as their first language), and those with hearing impairment or loss.
- Coordinating mutual aid activities within Cowley County to ensure the provision of supplemental emergency aid and assistance.
- Maintaining an emergency management program that is designed to avoid, reduce and mitigate the effects of hazards through the enforcement of policies, standards and regulations.
- Maintaining cost and expenditure reports associated with disasters, including resources mobilized because of Mutual Aid Agreements.
- Coordinating public information activities during disasters.
- Developing and maintaining systems to coordinate the provision of shelters and mass care to those displaced by disasters.

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

### **D. Municipal Government**

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

- Appoint and support a qualified person to serve as the City Emergency Management Liaison. This position serves as the primary emergency management point of contact between the City and the County and actively participates in the emergency management system.
- Coordinate and integrate emergency management activities of the city with county emergency management through all phases of emergency management (mitigation, preparedness, response, & recovery).
- Provide Cowley County Emergency Management with current copies of the city EOP (or EOGs/SOPs), emergency contact information, and lists of critical resources.
- Ensure incident management activities will be initiated and conducted using the concepts and principles identified by the National Incident Management System (NIMS).
- Ensure all responders have the appropriate level of NIMS and hazardous materials training.
- Train damage assessment teams (for cities desiring to field their own teams) and coordinate efforts with Cowley County's overall damage assessment process.

- Ensure that Cowley County Emergency Management is kept informed of situations that require (or may potentially require) countywide coordination and/or the activation of the Cowley County EOC.
- Ensure that, during a disaster, response activities (including requests for assistance, and public information efforts) are coordinated with Cowley County and that situation reports, damage assessments, and requests for County, State and/or Federal assistance are channeled through Cowley County.

#### **E. Special Districts**

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

#### **F. Private Sector**

It is encouraged that members of the Private Sector:

- Coordinate with government agencies to ensure a broad and comprehensive coverage of assistance during emergencies.
- Provide and coordinate relief not provided by government on a complimentary and supplementary basis.
- Develop Mutual Aid Agreements and Memorandums of Understanding for actions performed during emergencies.

#### **G. Non-Government and Volunteer Organizations**

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

#### **H. Hospitals, Nursing Facilities and Assisted Living Facilities**

These facilities are responsible for the safety and well-being of visitors and tenants to their facilities. In accordance with Centers for Medicare & Medicaid Services (CMS) established a final rule requiring emergency preparedness requirements for Medicare and Medicaid participating providers and suppliers to plan adequately for both natural and man-made disasters, and coordinate with Federal, state, tribal, regional and local emergency preparedness systems.

#### **I. School Districts**

School districts are responsible for the safety and well-being of students, staff and visitors to their facilities. Emergency plans should be developed taking into account those hazards to which schools might reasonably be exposed. The districts are encouraged to be proactive in developing and implementing these plans. Per the Safe and Secure school act, schools are required to develop school safety and security plans (crisis plans).

## **J. Legal Affairs Officer**

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

## **K. Emergency Support Functions (ESFs)**

### ESF Coordinating Agency

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

- Coordination before, during, and after an incident, including pre-incident planning and coordination.
- Maintaining ongoing contact with ESF primary and support agencies.
- Conducting periodic ESF meetings and conference calls.
- Coordinating efforts with corresponding private-sector organizations.
- Coordinating ESF activities relating to catastrophic incident planning and critical infrastructure preparedness, as appropriate.
- Managing mission assignments and coordinating with primary and support agencies, as well as appropriate State officials, operations centers, and agencies.
- Ensuring financial and property accountability for ESF activities.

### ESF Primary Agencies

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

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

### ESF Support Agencies

Support agencies are those entities with specific capabilities or resources that support the primary agency

in executing the responsibilities of the ESF. When an ESF is activated, support agencies are responsible for:

1. Conducting operations, when requested by the EOC, consistent with their own authority and resources.
2. Participate in planning for short- and long-term incident management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first-responder standards.
3. Assisting in situational assessments.
4. Furnishing available personnel, equipment, or other resource support as requested by the EOC.
5. Providing input to periodic readiness assessments.
6. Maintaining trained personnel to support interagency emergency response and support teams.
7. Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

#### **L. Citizen Involvement**

Despite the presence of government emergency operations plans, the public has a responsibility for making accommodations to prepare for disasters. This can include the development and maintenance of emergency plans (individual, family, and/or business), procuring supplies for an emergency and maintaining a three-day supply of food and water.

Strong partnerships with citizen groups and organizations provide support for emergency management, preparedness, response and recovery. Inclusive partnerships with the public are utilized to educate citizens of proper methods to achieve an adequate level of preparedness.

### **IV. CONCEPT OF OPERATIONS**

#### **A. General**

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

#### **1. Steady State Planning**

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

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

- Local Emergency Planning Committee (LEPC)
- The Cowley County Emergency Management will be the coordinating agency for the Cowley County steady state planning and preparedness initiatives.

The LEPC serves as the repository for regional reports filed under Title III of the Emergency Planning and Community Right-To-Know Act of 1986 (EPCRA). The LEPC directs SARA Title III

implementation activities and performs associated outreach functions to increase awareness and understanding of and compliance with the EPCRA program.

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

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

## **2. Emergency Operations**

In accordance with KSA 48-932, the chairman of the Cowley County Board of County Commissioners may declare a state of local disaster emergency within Cowley County. Such declaration shall be based on the judgment that a state of local disaster emergency is necessary to deal with a current or imminent emergency/disaster situation. No state of local disaster emergency shall be continued for a period in excess of seven (7) days or renewed, except with the consent of the Cowley County Board of County Commissioners of Cowley County.

In the event of the absence of the chairman of the Cowley County Board of County Commissioners from Cowley County or the incapacity of such chairman, the Cowley County Board of County Commissioners by majority action of the remaining members may declare a state of local disaster emergency

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

Cowley County Emergency Operations Plan may be activated by the following positions in order of succession:

1. The Chairman of the Cowley County Board of County Commissioners
2. The Coordinator of Cowley County Emergency Management
3. Any of the designated Emergency Management Duty Officers

## **3. Response**

The organized structure for response to an emergency/disaster is under the leadership of the Cowley County Cowley County Board of County Commissioners who appoints the County Emergency Management Coordinator in which maintains overall authority for the incident. The agencies, through the ESF structure, operate from the Cowley County EOC and support Cowley County Emergency Management. The management structure designated to respond to emergency/disasters is coordinated by the staff of the Cowley County Emergency Management.

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

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

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

The following are possible criteria for activation of the Cowley County EOC:

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

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

- Chair - Cowley County Board of County Commissioners

The Cowley County EOC utilizes three levels of activation:

- **Level 3 (Normal Operations):** When conditions indicate an event/disaster is imminent. Notification will be made to those agencies that will need to take action as part of their normal responsibilities. The Cowley County EOC will be staffed by emergency management personnel.
- **Level 2 (Partial Activation):** When conditions indicate an event/disaster is very imminent or has occurred. Emergency management personnel and essential ESFs are represented in the Cowley County EOC to monitor a credible threat, risk, or hazard and/or to support the response to a new and potentially evolving incident.
- **Level 1 (Full Activation):** Any disaster/emergency that will require large-scale mutual aid and possible State and Federal assistance in response and recovery. Emergency management personnel and essential ESFs are represented in the Cowley County EOC.

The Cowley County EOC is located at:

Cowley County EOC  
321 E 10th St  
Winfield, KS 67156

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

Cowley County operates under the ESF concept. Each ESF contained in this plan identifies the coordinating, primary and support agencies required to carry out the responsibilities of the ESF. These agencies are responsible for preparing additional operating guides, checklists, staffing patterns or resource requirements needed to complete their assignments. Each agency is responsible for carrying out the tasks assigned by this EOP, with the coordinating agency having primary responsibility for coordinating that effort.

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

#### 4. EOC Organizational Structure

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

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

- **EOC Management:** This component is responsible for the overall disaster policy and coordination. Specific functions include oversight of the EOC and coordinates public information with ESF 15. EOC Management is led by the EOC Director. This position is staffed by a designated responsible agency.
- **Operations Section:** The purpose of this section is to support field operations and coordinate countywide response activities through the implementation of the EOC Action Plan. This section is led by the Operations Section Coordinator which is staffed by a designated responsible agency.
- **Planning Section:** The purpose of this section is to collect, evaluate, process, and disseminate information for use in the EOC. This section is led by the Planning Section Coordinator which is staffed by a designated responsible agency.
- **Logistics Section:** This section supports operational activities through the provision of supplies, equipment, facilities, personnel, mutual aid, and other support and services necessary for disaster response and recovery. This section is led by the Logistic Sections Coordinator which is staffed by a designated responsible agency.
- **Finance Section:** The finance section is responsible for the coordination of the financial planning, operations, and reporting services. This section is led by the Finance Section Coordinator which is staffed by Cowley County Clerk's Office.

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

During the response phase and upon declaration of a local state of emergency, the Cowley County Board of County Commissioners has ultimate authority. The Cowley County Emergency Management reports directly to the Cowley County Board of County Commissioners and then provides overall direction to the Cowley County EOC.

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

## 5. Incident Typing

There are five incident types that are used to categorize an incident based on its actual or anticipated impact, size, and complexity, as well as the federal assistance required. These incident levels are defined as:

- **Type 1** – Most complex, requiring national resources for safe and effective management and operation. Type 1 response may continue for many weeks or months.
- **Type 2** – Incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. Often requires the activation of response resources from outside the local area.
- **Type 3** – Incident needs exceed onsite capabilities and additional resources from the local area may be brought in to support the response. The response will last longer than one or two operational periods.
- **Type 4** – Minor incident that can usually be resolved within a day with onsite resources and support from other facility personnel.
- **Type 5** – Small incident that can usually be resolved within a few hours with onsite resources.

## 6. Field Operations

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

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

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

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

### Command Staff

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

## **General Staff**

The General Staff positions will include the following sections:

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

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

### **a. Area of Operations**

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

### **b. Area Command**

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

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

### **c. Multi-Agency Coordination Center**

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

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

- Ensure that each agency involved in incident management activities is providing appropriate situational awareness and resource status information to Cowley County EOC
- Establish priorities between incidents and/or Area Commands in concert with the Incident Command or Unified Command involved

- Acquire and allocate resources required by incident management personnel in coordination with the priorities established by the IC or UC
- Anticipate and identify future resource requirements
- Coordinate and resolve policy issues arising from the incident(s)
- Provide strategic coordination as required
- Coordinate briefings, message tracking, situational reports, and establish a common operating picture

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

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

## **7. Joint Information Center**

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

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

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

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

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

## **B. Coordination, Direction and Control**

### **1. County Level**

#### **Information Collection and Dissemination**

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

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

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

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

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

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

Information collection needs and priorities will include:

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

#### Direction and Control

Impacted entities will coordinate the emergency response efforts within their political jurisdiction (county and municipalities).

The Incident Command System (ICS) and National Incident Management System (NIMS) will be used to coordinate emergency response and recovery operations at the disaster scene(s). The ICS/NIMS organization will maintain communications and coordination with the Cowley County EOC at all times as detailed by this plan.

Cowley County Emergency Management may activate Mutual Aid Agreements with neighboring jurisdictions. They may also recommend that the Cowley County BOCC declare a local state of emergency and make a formal request for state assistance. The following positions are authorized to request resources by contacting Adjutant General's Office, Kansas Division of Emergency Management.

1. The Cowley County Coordinator of Emergency Management
2. Any designated personnel authorized by Cowley County Coordinator of Emergency Management

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

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

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

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

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

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

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

In the event a request for disaster assistance comes from the governor of another state, the Governor of the State of Kansas may order the mobilization of State and local resources under the Emergency Management Assistance Compact to be deployed to the impacted state. The management and coordination of these resources will be administered through the Response and Recovery Section under the direction of the Response and Recovery Director located at Adjutant General's Office, Kansas Division of Emergency Management.

## 2. Coordinating Agencies

The Coordinator of Cowley County Emergency Management designates the coordinating agencies for each emergency support function to coordinate the activities of that support function.

| Coordinating Agency Listing for Emergency Operations Plan |                                                     |
|-----------------------------------------------------------|-----------------------------------------------------|
| FUNCTIONAL ANNEX                                          | COORDINATING AGENCY                                 |
| ESF 1 - Transportation                                    | Cowley County Emergency Management                  |
| ESF 2 - Communications                                    | Cowley County Emergency Communications              |
| ESF 3 - Public Works and Engineering                      | Cowley County Public Works / Engineering Department |
| ESF 4 - Firefighting                                      | Cowley County Fire Chiefs Association               |

|                                                                               |                                                                                                         |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| ESF 5 - Information and Planning                                              | Cowley County Emergency Management                                                                      |
| ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services | Cowley County Emergency Management                                                                      |
| ESF 7 - Logistics                                                             | Cowley County Emergency Management                                                                      |
| ESF 8 - Public Health and Medical Services                                    | City-Cowley County Health Department                                                                    |
| ESF 9 - Search & Rescue                                                       | Arkansas City Fire/EMS Department (Fire District #5)<br>Winfield Fire/EMS Department (Fire District #7) |
| ESF 10 - Oil and Hazardous Materials                                          | Arkansas City Fire/EMS Department (Fire District #5)<br>Winfield Fire/EMS Department (Fire District #7) |
| ESF 11 - Agriculture and Natural Resources                                    | Cowley County Emergency Management                                                                      |
| ESF 12 - Energy                                                               | Cowley County Emergency Management                                                                      |
| ESF 13 - Public Safety and Security                                           | Cowley County Sheriff's Office                                                                          |
| ESF 14 - Cross-Sector Business and Infrastructure                             | Cowley County Emergency Management                                                                      |
| ESF 15 - External Affairs                                                     | Cowley County Administrator's Office                                                                    |

Upon activation of the Cowley County EOC, the primary agency for the emergency support functions will send representatives to the Cowley County EOC to coordinate activities. The coordinating agency determines which primary and support agencies are required at the Cowley County EOC.

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

### **3. Intergovernmental Mutual Aid**

Mutual Aid Agreements and Memoranda of Understanding are essential components of emergency management planning, response, and recovery activities.

These agreements provide reciprocal emergency aid and assistance during an emergency or disaster. They can increase available resources and improve response and recovery efforts.

#### **Kansas Mutual Aid System (KMAS)**

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

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

All political subdivisions within Kansas are automatically a part of the system, subject to the ability of political subdivisions to withdraw from the statewide mutual aid system. The purpose of this compact is to expand the resources and provide assistance available to each of the participating political subdivisions, assist with planning, ensure more timely arrival of aid, minimize operational and administrative conflicts, resolve disputes, and facilitate the prompt recovery of costs. A participating political subdivision may request assistance from other participating political subdivisions in preventing, mitigating, responding to

and recovering from disasters that result in locally declared emergencies or in concert with authorized drills or exercises.

### **Requesting Mutual Aid**

All mutual aid requests should be coordinated through the Cowley County Emergency Manager or the Cowley County EOC if activated. To request mutual aid, Cowley County uses the following process:

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

If assistance is needed to coordinate mutual aid, Cowley County can request coordination assistance from Adjutant General's Office, Kansas Division of Emergency Management.

The following Mutual Aid Agreements have been established by Cowley County:

- a) American Red Cross and Cowley County Emergency Management Mutual Agreement
- b) Cooperative Radio Frequency Use Agreement between the following:
  - Arkansas City Fire/EMS Department
  - Arkansas City Police Department
  - Atlanta Fire Department
  - Burden Fire Department
  - Burden Police Department
  - Cambridge Fire Department
  - City-Cowley County Health Department
  - Cowley County Emergency Communications
  - Cowley County Emergency Management
  - Cowley County Public Works and Engineering Office
  - Cowley County Sheriff's Office
  - Dexter Fire Department
  - Dexter Police Department
  - Udall Fire Department
  - Udall Police Department
  - William Newton Hospital
  - Winfield Fire/EMS Department
  - Winfield Police Department
- c) Radio Frequency Agreement with Moline Fire Department
- d) Mutual Aid Agreement between Winfield Correctional Facility and Cowley County Emergency Management

e) Memorandum of Understanding for sirens located in the following locations:

- Atlanta
- Burden
- Cambridge
- Creswell
- Dexter
- Udall
- Winfield

#### **4. State Level**

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

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

Regional and statewide protective, response and recovery actions will occur under the command and coordination of the State of Kansas EOC policy. Political sub-divisions may be mission assigned to support disaster and/or emergency response and recovery.

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

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

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

In the event a request for disaster assistance comes from the governor of another state, the Governor of the State of Kansas may order the mobilization of State resources under the Emergency Management Assistance Compact (EMAC) to be deployed to the impacted state. The management and coordination of these resources will be administered through the Response Section under the direction of the Response Section Chief located in the State of Kansas EOC. In the event the State of Kansas EOC is not activated, EMAC will be managed and coordinated will be administered by Adjutant General's Office, Kansas Division of Emergency Management's Response and Recovery Branch under the direction of the Response and Recovery Branch Director.

## 5. Federal Level

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

If the disaster is major or catastrophic, the Adjutant General's Office, Kansas Division of Emergency Management will contact the Federal Emergency Management Agency, Region 7 and request a Federal Liaison and/or alert them that the Governor may submit a formal request for federal assistance.

If the President authorizes federal assistance, a Primary Federal Official (PFO) will represent the Secretary of the U.S. Department of Homeland Security and/or a Federal Coordinating Officer. The Federal Coordinating Officer is authorized to use the full authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended to reimburse response and recovery claims against the Disaster Relief Fund. Additionally, the Stafford Act provides funding to assist communities in mitigating the impact of future events.

## 6. Communications

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

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

ESF 15 (External Affairs) provides information on and the dissemination of information to the public for the purpose of protective action guidance and ongoing emergency information. This information is focused on the minimization of confusion, misinformation, and rumors during times of an emergency/disaster.

### Cowley County Warning Point

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

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

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

| Communications            |
|---------------------------|
| Communication: UHF Radios |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------|
| <b>Priority: High</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Type: Voice</b> | <b>Quantity: 800</b> |
| <b>Description:</b> Internal Use, External Use, Mobile - Cowley County utilizes a network of 450MHz Conventional Analog Repeater systems strategically located throughout the county. Personnel from many counties and municipal departments have access to a good portion if not all the systems for internal department voice communications, as well as for interoperable communications between departments and jurisdictions within Cowley County. The network has a significant level of redundancy, with many individual repeaters providing overlapping coverage, and most having backup power sources. In addition, this network may be enhanced by using portable repeaters that can be placed at incident sites, or other key locations to augment existing communications or to replace or repair damaged existing network components. |                    |                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |                      |
| <b>Communication: Cell Phones</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                    |                      |
| <b>Priority: High</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Type: Voice</b> | <b>Quantity:</b>     |
| <b>Description:</b> Internal Use, External Use, Mobile - Cell phones allow for person-to-person mobile voice, text, and limited data communications.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                    |                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |                      |
| <b>Communication: Internet and Email Connectivity</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                    |                      |
| <b>Priority: High</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Type: Data</b>  | <b>Quantity:</b>     |
| <b>Description:</b> Internal Use, External Use, Mobile - The internet is used to access email systems, post information on websites, and access situational information. Limited mobile capability exists using smartphones and other wireless devices.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                    |                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |                      |
| <b>Communication: 800MHz radios</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                    |                      |
| <b>Priority: High</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Type: Voice</b> | <b>Quantity: 30</b>  |
| <b>Description:</b> Internal Use, External Use, Mobile - The State of Kansas 800MHz P25 Radio System allows responders to communicate both locally and across the entire state. Through this system, voice communications links to multiple agencies and locations are available, including County EOCs, PSAPs, National Weather Service Field Offices, as well as the State EOC, KHP, and other key local and state personnel.                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |                      |
| The Sheriff's Office has its own talk groups and can communicate with each other and the Emergency Communications Center.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                    |                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |                      |
| <b>Communication: Mobile Communications Center</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                    |                      |
| <b>Priority: High</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Type: Other</b> | <b>Quantity: 1</b>   |
| <b>Description:</b> Internal Use, External Use, Mobile, Secure - A mobile communications center provides mobile emergency response capability, interconnectivity, and interoperability between federal, state, and local emergency response entities. Its primary purpose is to provide the capability to establish an alternate Emergency Operations Center (EOC) anywhere in the County. In addition to serving as a network hub for the County's alternate EOC, this asset is available to assist local agencies who have                                                                                                                                                                                                                                                                                                                       |                    |                      |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------|
| lost connectivity. It may be operated independently with an onboard generator, or hardwired to local power, telephone, and internet systems.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                    |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |                  |
| <b>Communication: Hard Line Phones</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |                  |
| <b>Priority: Moderate</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Type: Other</b> | <b>Quantity:</b> |
| <b>Description:</b> External Use - Hard line phones allow voice-to-voice communications.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                    |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |                  |
| <b>Communication: Government Emergency Telecommunications Service (GETS)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                    |                  |
| <b>Priority: Moderate</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Type: Voice</b> | <b>Quantity:</b> |
| <b>Description:</b> External Use, Mobile - The Government Emergency Telecommunications Service (GETS) provides National Security/Emergency Preparedness (NS/EP) personnel with a high probability of completion for their phone calls when normal calling methods are unsuccessful. It is designed for periods of severe network congestion or disruption and works through a series of enhancements to the Public Switched Telephone Network (PSTN). GETS is in a constant state of readiness. Users receive a GETS “calling card” to access the service. This card provides access phone numbers, Personal Identification Number (PIN), and simple dialing instructions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                    |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |                  |
| <b>Communication: MOTOBRIDGE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                    |                  |
| <b>Priority: Moderate</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Type: Voice</b> | <b>Quantity:</b> |
| <b>Description:</b> External Use - A statewide fixed-site communications interoperability gateway available to emergency responders is called MOTOBRIDGE. This system consists of 76 tower sites owned by the Kansas Department of Transportation and operated by the Kansas Highway Patrol dispatch center in Salina. The MOTOBRIDGE can handle VHF Low Band State channels (30-50 MHz), VHF High Band National channels (150-160 MHz), UHF National channels (450-470 MHz), 800 MHz National Channels (760-870 MHz), and the KHP Event talk groups (Kansas Digital Trunked P-25 Radio System users). Each tower is microwave linked and consists of one control channel and five repeaters, with generally a 20- mile footprint of local coverage. One patch station to station can handle up to five channels (party line). Methods of requesting patching through the MOTOBRIDGE are Call channel on the radio, *47 on a cell phone, Telephone KHP Dispatch Center, and teletype via the KCJIS network. Information needed from the caller consists of: Home County/City or position, Identify basic location, waiting for acknowledgement from KHP Dispatch of patch completion. This is currently being phased out. |                    |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |                  |
| <b>Communication: Fax Machine</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                    |                  |
| <b>Priority: Low</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Type: Data</b>  | <b>Quantity:</b> |
| <b>Description:</b> External Use - Fax machines allow for the transmission of documents over phone lines to other receiving fax machines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                    |                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |                  |

The Cowley County EOC has Standard Operating Guides (SOG) to notify and warn officials and public of emergency and disaster events that occur in Cowley County. In addition, these guides also identify

actions to be taken based off types of incidents. Notification lists for agencies and individuals are maintained by the Cowley County EOC. The Coordinator of Emergency Management or the on-call Emergency Management staff person will initiate any further notification.

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

ESF Coordinators and other Emergency Operation Center Representatives are kept informed of potential events by the Coordinator of Cowley County Emergency Management by fax, email, or telephone.

Warnings are accomplished in various ways depending on the persons that need to be warned and the time available. The Coordinator of Cowley County Emergency Management or the Incident Commander can initiate warnings and notification procedures. The following list identifies warning methods during an event (any or all may be used):

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

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

Persons in the threatened areas with access and/or functional needs may be notified by any available methods outlined above. Hotels, motels, and Chambers of Commerce may assist in notification of tourists visiting the area. Most of the other warning systems previously listed would also reach some visitors to the County.

The Cowley County Warning Point (Cowley County EOC) is responsible for network control and conducts routine tests to ensure operational readiness.

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

102.5 The River  
106 N. Summit  
Arkansas City, KS 67005

KSOK Radio  
334 E. Radio Ln  
Arkansas City, KS 67005

#### **A. Prevention**

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

- Expand Regional Collaboration

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

## **B. Intelligence Fusion Centers**

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

At this time, Cowley County does not have a local liaison to the Kansas Intelligence Fusion Center. Given the nature of the information from KIFC, the Cowley County Emergency Management office will distribute the information in accordance with local SOPs and be marked as Unclassified/For Official Use Only (U/FOUO). Additional information is provided in the file archive for this plan.

## **C. Preparedness**

The goal of Cowley County's preparedness operations is to help ensure a timely and effective response to an emergency or disaster situation. To accomplish the goal the following strategies will be used:

- Administer grant programs for operational support and training activities
- Participate in capability assessments at the regional and county level
- Participate in the Comprehensive Resource Management and Credentialing (CRMCS) program to further develop resource management capabilities.
- Establish an inclusive planning process using the "Whole Community" concept.

### **1. Resource Management and Credentialing**

#### Resource Management

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

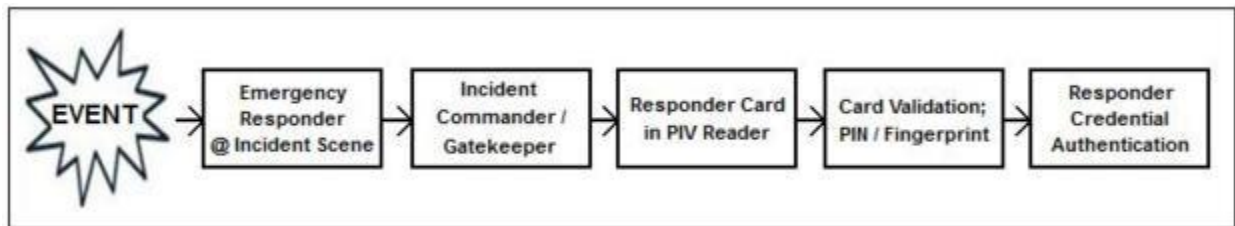
1. Vehicle inventories
2. Personnel
3. Equipment
4. Equipment operators
5. Suppliers/Contractors/vendors
6. Resources in adjacent jurisdictions that could be used during a disaster-if applicable

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

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

### Credentialing

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



## **2. Plan Development and Maintenance**

### Plan Development

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

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

Listed below are planning events that have occurred or are scheduled to occur in the development of the Cowley County Emergency Operations Plan:

- Base Plan Edits
- Cowley County Coop Workshop 2024
- New Plan Selection
- Cowley County LEPC / IPPW
- Breaking Point TTX
- Pipeline Emergency Response Workshop Winfield
- LEPC / IPPW
- Cowley County Wide TTX Exercise 2022
- Cowley County Can You Hear Me Now?
- Cowley County GETS / WPS Seminar
- Cowley County 2021 IPPW
- Cowley County AUXCOMM To the Rescue

- Cowley County 2020 TEPW
- Cowley County 2019 TEPW
- Cowley County Musical Mayhem 2019
- Back in Black II
- Cowley County Drip Drip Drip II

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

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

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

#### Plan Maintenance

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

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

#### Other Plans

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

### **3. Public Information**

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

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

#### **4. Training and Exercise**

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

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

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

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

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

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

- Breaking Point TTX
- Pipeline Emergency Response Workshop Winfield
- Cowley County Wide TTX Exercise 2022
- Cowley County Musical Mayhem 2019
- Back in Black II
- Cowley County Drip Drip Drip II

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

#### After Action Reviews and Corrective Action Plans

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

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

Following actual events, the same procedure will be used and will be led by Cowley County Emergency Management.

#### **D. Recovery**

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

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

Cowley County has developed a standalone recovery plan to address the needs of the County in the aftermath of an emergency or disaster.

#### **E. Mitigation**

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

- Complete and maintain a hazards and risk assessment
- Comprehensive list of mitigation goals, objectives and tasks
- Planning process and organizational framework for carrying out the mitigation goals and objectives

- Implement Pre and Post Hazard Mitigation Actions to reduce overall risk/vulnerability
- Evaluation of existing agencies, organizations, plans, programs and guidelines that impact mitigation.

Jurisdictions within the State of Kansas have adopted a regional approach to mitigation planning. Twelve different planning regions exist, with each region developing their own mitigation plans to achieve the strategies listed above. When locally adopted, these plans satisfy the requirements stipulated by the Disaster Mitigation Act of 2000. Each regional plan is reviewed and updated every five years.

## **V. ADMINISTRATION, FINANCE AND LOGISTICS**

### **A. Documentation**

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

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

Following a disaster, documentation is provided to Cowley County Emergency Management to maintain an archive for the required time. After such time archival documents are protected at a designated location.

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

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

### **B. Finance**

#### Funding

During local state of emergency, the monetary support for logistical and administrative support will be funded out of each agency's budget. However, agencies may request reimbursement or additional funds that may be provided through the county's general funds or other legal funding mechanisms available to the local jurisdiction (non-funded warrants, etc.) if an agency's outlay exceeds their budget.

In the event of a federal declaration, some expenses and/or reimbursements are available to affected agencies through Public Assistance Grants.

### Disaster Assistance

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

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

### Tracking Local Disaster Costs

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

### Insurance and Cost Recovery

The Cowley County Administrator's Office, in coordination with the Cowley County Emergency Management or other designee, will coordinate all insurance actions pertaining to County property. The Cowley County Clerk's Office coordinates all financial activities relating to recovery operations.

### Pet Sheltering Costs: Disaster Assistance Policy (DAP) 9523.19

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

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

## **C. Logistics**

### Identifying Resource Gaps

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

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

Resource and logistic response will be prioritized and accomplished under the direction of the EOC Manager. Information from Field Incident Commanders and Incident Action Plan priorities will be used to prioritize multiple requests. Resource requests will be met dependent on incident type and the responding entities available or anticipated resource requirements. All resource requests should be

captured using an ICS form. Any requests requiring rental, hire or costs to fill will be passed on to the Finance group with a copy of the ICS form.

### Contracting

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

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

### Requesting State Assistance

Coordination of resource needs:

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

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

### Key Logistics Facilities

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

#### Cowley County Points of Distribution:

Arkansas City High School  
1200 W. Radio Lane  
Arkansas City, KS 67005

Burden High School  
700 N. Main  
Burden, KS 67019

USD 463 - Udall High School  
303 S Seymour  
Udall, KS 67146

USD 471 - Dexter High School  
311 N Main  
Dexter, KS 67038

Winfield High/Middle School Complex  
300 Viking Blvd  
Winfield, KS 67156

Cowley County Staging Area:

Agri Business Building  
712 W Washington Ave  
Arkansas City, KS 67005

Black Creek Park  
19th and Wheat Rd  
Winfield, KS 67156

Broadway Recreation Complex  
2200 Broadway St  
Winfield, KS 67156

Burden City Park  
503 W 4th St  
Burden, KS 67019

Winfield Fairgrounds  
1105 W 9th  
Winfield, KS 67156

Cowley County Landing Zones:

South Central Kansas Medical Center  
6401 Patterson Parkway  
Arkansas City, 67005

Strother Field Airport (KWLD)  
22193 Tupper St  
Winfield, 67005

William Newton Hospital  
1300 E. 5th Ave  
Winfield, 67156

Pre-Staging

Certain situations will require pre-staging assets. Identifying these resources and triggers points to utilize

such resources are based on the phases indicated in the Cowley County Incident Action Plan (IAP). The IAP will be developed in preparation of or during an emergency or disaster situation.

#### Fuel

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

#### Security

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

## **VI. CONTINUITY OF OPERATIONS / CONTINUITY OF GOVERNMENT**

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

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

## **VII. REFERENCES AND AUTHORITIES**

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

#### Relationship to Other Plans

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

- Hazardous Materials
- Debris Management
- Mitigation Plan
- Access and Functional Needs
- Continuity of Operations / Continuity of Government (COOP/COG)
- Terrorism
- Other

#### References:

- Federal Bureau of Investigation's Concept of Operations for Weapons of Mass Destruction
- Federal Radiological Emergency Response Plan
- National Incident Management System (NIMS) - National Incident Management System (NIMS)
- National Response Framework (NRF), Fourth Edition, October 2019. - National Response Framework (NRF)
- Kansas Planning Standards - The (KPS) is intended to be an all-encompassing guide to review or redevelop Local Emergency Operations Plans (LEOPs).
- Kansas Recovery Plan - The State of Kansas Disaster Recovery Plan (KDRP) builds upon the Kansas Response Plan to align local response and recovery coordination with support from state partners. The KDRP outlines the authorities, organization, and key processes for implementing Kansas' disaster recovery strategy.
- Kansas Response Plan - The (KRP) is designed to address natural and man-made hazards that could adversely affect the State of Kansas. The KRP applies to all State government departments and agencies that are tasked to provide assistance in disaster or emergency situations. 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.

#### Authorities:

- **44 CFR 350** - of the Code of Federal Regulations.
- **44 CFR Part 10** - Environmental Considerations.
- **44 CFR Part 13** - (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
- **44 CFR Part 14** - Audits of State and Local Governments.
- **44 CFR Part 206** - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
- **44 CFR Parts 59-76** - National Flood Insurance Program and related programs.
- **50 CFR, Title 10** - 50 CFR - Title 10 of the Code of Federal Regulations.
- **National Flood Insurance Act of 1968, 42 U.S.C. 4101** - As amended by the National Flood Insurance Reform Act of 1994 (Title V of Public Law 103-325).
- **Public Law 101-549** - Clean Air Act Amendments of 1990, which provide for reductions in hazardous air pollutants and risk management planning requirements.
- **Public Law 101-615** - Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.
- **Public Law 106-390, Disaster Mitigation Act 2000** - Public Law 106-390, Disaster Mitigation Act of 2000, to amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the Federal costs of disaster assistance, and for other purposes.
- **Public Law 107-296, 116 Stat. 2135 (2002)** - Public Law 107-296, 116 Stat. 2135 (2002) (codified predominantly at 6 U.S.C. 101-557 and other sections of the U.S.C.), ESTABLISHED THE Department of Homeland Security with the mandate and legal authority to protect the American people from the continuing threat of terrorism.
- **Public Law 833-703** - amendment to the Atomic Energy Act of 1954.
- **Public Law 84-99, 33 U.S.C. 701n** - Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, and repair and restoration of flood control works threatened or destroyed by flood.
- **Public Law 85-256, Price-Anderson Act** - 42 U.S.C. 2210, which provides for a system of compensating the public for harm caused by a nuclear accident.
- **Public Law 89-665, 16 U.S.C. 470** - National Historic Preservation Act, relating to the preservation of historic resources damaged because of disasters.

- **Public Law 91-671, Food Stamp Act of 1964** - in conjunction with Section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.
- **Public Law 93-234** - Flood Disaster Protection Act of 1973, as amended by the Flood Insurance Reform Act of 1994, 42 U.S.C. 4001, et seq, provides insurance coverage for all types of buildings.
- **Public Law 93-288, as amended, 42 U.S.C. 5121** - et seq, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, which provides authority for response and recovery assistance under the Federal Response Plan, which empowers the President to direct any federal agency to utilize its authorities and resources in support of State and local assistance efforts.
- **Public Law 95-510, 42 U.S.C. 9601** - et seq, the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- **Public Law 99-499** - Superfund Amendments and Re-authorization Act of 1986, Part III, the Emergency Planning and Community Right-to-Know Act of 1986, 42 U.S.C. 11001, et seq, which governs hazardous materials planning and community right-to-know.
- **Regulatory Improvement Act of 1994** - Regal Community Development and Regulatory Improvement Act of 1994.
- **Stewart B. McKinney Homeless Assistance Act** - 42 U.S.C. 11331-11352, Federal Emergency Management Food and Shelter Program.
- **Kansas Administrative Regulation 56-2-1 and 56-2-2** - These regulations define the requirements of local emergency management agencies. It establishes the minimum functions of such agencies; the minimum support counties must provide to such agencies and the minimum qualifications of county emergency management directors/coordinators.
- **Kansas Statutes Annotated (KSA) 48-9a01** - This Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership that allows states to assist one another during emergencies. Emergency Management Assistance Compact establishes a firm legal foundation for States to send assistance to and receive assistance from other States.
- **KSA 12-16, 117** - This state statute empowers municipalities (counties and cities) to establish policies regarding the rendering of aid to other municipalities during times of declared emergencies/ disasters. It streamlines the process of mutual aid over the “interlocal agreement” mechanism contained in KSA 12-2901.
- **KSA 48-904 through 48-936** - These state statutes establish the duties, roles and responsibilities for emergency management within the state, and establishes basic requirements for counties to establish and maintain emergency management programs. It outlines the organization, policies and procedures governing the Kansas Division of Emergency Management (KDEM), establishes the powers and authorities of the Governor, state and local officials to deal with emergencies/disasters before, during and after their occurrence.
- **KSA 48-950** - This statute states that all political subdivisions within the state are automatically a part of the Kansas mutual aid system unless they elect to opt out. This statute does not supersede any existing agreements, nor does it preclude the establishment of any supplemental agreements between specific jurisdictions.
- **KSA 65-5701 through 65-5711** - These state statutes are the state level implementation of Superfund Amendments and Reauthorization Act (SARA), Title III. It defines the Hazardous Materials (HAZMAT) roles and responsibilities of state agencies, makes counties Hazardous Materials emergency planning districts and establishes a Local Emergency Planning Committee (LEPC) in each county.
- **State of Kansas Executive Order 05-03** - This Executive Order designates the National Incident Management System (NIMS) as the standard for incident management in the State of Kansas.

## **ESF 1 – Transportation**

### **Coordinating Agency:**

Cowley County Emergency Management

### **Primary Agency:**

Cowley County Department of Aging

Cowley County MIS/GIS Department

### **Support Agencies:**

American Red Cross

Arkansas City Fire/EMS Department (Fire District #5)

Cowley County Sheriff's Office

Kansas Department of Transportation

Kansas National Guard

USD 462 - Burden Schools

USD 463 - Udall Schools

USD 465 - Winfield Schools

USD 470 - Arkansas City Schools

USD 471 - Dexter Schools

Winfield Correctional Facility

Winfield Fire/EMS Department (Fire District #7)

## **I. Purpose and Scope**

### **A. Purpose**

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

### **B. Scope**

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

## **II. Concept of Operations**

### **A. General**

1. ESF 1 is organized consistently with the Cowley County EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, deployment, and coordination and support operations to Cowley County through the Cowley County Emergency Response Team, Area Operations, and Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures, protocols, and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 1 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, ESF 1 will work with its support agency counterparts to seek and procure, plan, coordinate and/or direct the use of required assets.
4. Cowley County Emergency Management should act as the activating agency for initial notification in the cases that the County EOC will be activated. Cowley Emergency Management in conjunction with its ESF-1 partners can serve in liaison roles with pertinent local neighboring, state, and federal officials during an incident. Cowley County Emergency Management in conjunction with its ESF-1 partners should also coordinate the management of collection, processing, and dissemination of pertinent information to and from the EOC related to ESF-1.
5. Throughout the response and recovery periods, ESF 1 will evaluate and analyze information requests to move people, materials, equipment, and other resources as necessary; develop and update assessments of the transportation service situation and status in the impact area; and undertake contingency planning to meet anticipated demands or needs.
6. Transportation – Category Specific Coordination
  - a) During events including aviation, maritime, surface, railroad or pipeline incidents, 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. Due to the vast amount of expertise, standard operating procedures, and variety of entities with responsibilities relating to transportation within Cowley County, various incident management systems will be used for collecting, processing, and disseminating information. During an incident that involves a major disaster or emergency, all this information will be collected and processed through the Cowley County EOC for dissemination to the public and to state and federal officials. Strother Field Airport will be a resource for local agencies to implement air traffic management measures. If that resource is not available, the EOC will have to rely upon phone contact with the appropriate aviation resource such as the FAA.
7. Traffic management
  - a) Traffic Management is a joint effort between the public works department and the law enforcement jurisdiction of the affected area. Immediate traffic control will be initially

handled by law enforcement. However, public works and/or volunteers may be called if the need for traffic control lasts an extended amount of time. Barricade placement is also a joint effort of public works and law enforcement. If requested by law enforcement, public works personnel will respond to areas and place barricades. In some situations (normal flooding), public works personnel place barricades as the situation dictates. As roads are closed, contact is made with the local dispatch center to make notification to all other response entities. As normal traffic routes are closed, each agency will determine alternate routes based upon their home base location and their destination. Road closures are crucial to the expediency and safety of the first responders, and every effort is made to share that information as quickly as possible.

## 8. Transportation and Evacuation

- a) 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. This includes any pre-identified hazard areas and associated planning, i.e., flood-prone locations. 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.
- b) Evacuation warnings will be given in coordination with ESF 15 - External Communications. Methods include use of the mass notification system, email, text message, phone calls, social media, media outlets and door to door notifications.
- c) Evacuation procedures will be supported by all agencies involved, based upon the decision made by the EOC in conjunction with the Incident Commander. Suspension of highway construction and maintenance and lane reversals will be determined by the Kansas Department of Transportation, the Kansas Highway Patrol, Cowley County Engineer Department, the Cowley County Sheriff or the local law enforcement or public works agency of the jurisdiction affected. Any suspensions or changes will be immediately relayed to the EOC to be released via ESF 15 and other pertinent information and alerting mediums.
- d) Additional evacuation criteria may need to be considered during the following events:
  - i. Natural Hazards: 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.
  - ii. Technological Hazards: 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.
  - iii. Civil Hazards: location and type of event, number of people involved, and available resources.
- e) Evacuation warnings will be given in coordination with ESF 15 - External Communications. Methods include the mass notification system, email, text message, phone calls, social media, media outlets and door to door notifications, if necessary. For large scale events, the County will rely on the Kansas State Animal Response Team (KSART), 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.

- f) Families are encouraged to prepare all their family members for disaster situations, including their pets and livestock. Information on these efforts is available through the media, NOAA radio and public education programs sponsored by Cowley County Emergency Management and the American Red Cross. Local veterinarians assist in educating pet owners of the need to prepare all family members by distributing brochures and fliers on disaster preparedness for pets. An important part of preparedness is to have a pet carrier on hand to transport pets in the event of an evacuation.
- g) First responders in Cowley County are not required to evacuate pets if the pet is not in a pet carrier. Emergency first responders' primary job is the rescue of affected persons in danger and the safety of themselves. Decisions may have to be made that would require putting down critically injured animals or abandoning animals that may create danger to responders or victims.
- h) Pet owners should be aware that public shelters will not allow pets and that temporary animal shelters are restricted in the amount of time that an animal can be left before being considered abandoned. If sheltering of the evacuees becomes necessary, it will be handled as set out in ESF 6 - Mass Care, Housing and Human Services, in conjunction with ESF 11 - Agriculture and Natural Resources.
- i) 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.
- j) Evacuees from access and functional needs populations will be handled first by each individual agency to the best of their ability according to their facility/evacuation plan. If assistance is required, it can be requested through this ESF to local EMS agencies, public transportation agencies and each other.
- k) Hospitals
  - i. The two hospitals in Cowley County rely on the MERGe System in cooperation with the Arkansas City Fire/EMS and Winfield Fire/EMS Departments to assist in the transportation of patients to the hospitals during a mass influx of patients. Both local EMS agencies are part of the Medical Emergency Response Group (MERGe) that covers the south central and southeast regions for ambulance resources. Upon a request from either Fire/EMS Chief (or designated personnel) or Emergency Management, the MERGe duty officer makes contact with the person making the request for assistance for details. This system can be for any disaster or anticipated disaster whereby participating partners can be put on stand-by. Members of MERGE have no obligation to respond. Other potential resources for transport of patients include Eagle Med, Lifewatch, Cowley County Department on Aging vans, or other transportation.
- l) Care Facilities, Assisted Living Centers, Independent Living Facilities
  - i. A variety of methods of transportation are available by the various agencies responsible for their care. However, large scale transportation would be difficult with few resources

to cover a county of this size. Among the potential transportation resources are Cowley County Department on Aging, school buses, private vehicles, and charter vehicles. The number of vehicles needed for those with severe physical disabilities are extremely limited and would require the assistance of outside agencies and/or businesses.

m) Schools

- i. All schools in Cowley County have access to transportation and have transportation plans in place.

n) Jail/Prison

- i. The Winfield Correctional Facility has limited transportation capabilities and would require assistance from Cowley County to transport its population members and staff to appropriate receiving facilities. The Cowley County Jail (located in the City of Winfield) also has limited transportation capabilities and would require either the School Districts or private vendors to transport its population members and staff to appropriate receiving facilities.

o) Day Care Facilities

- i. These facilities are generally smaller in nature and should have their own evacuation plan in place.

p) Resources ranging from vehicles to vans to trailers which could aid in an evacuation, and contact information, is not included in this ESF. These resources are in the Cowley County Resource Directory kept on file at the Emergency Management office and are confidential information due to private contact information.

q) Access and Functional need populations and locations are not included in this ESF. That information is included in the 2019 Hazard Mitigation Plan and the 2011 Regional Hazard Analysis kept under separate cover at the Emergency Management office.

r) When the danger has passed, the public will be informed via previously mentioned techniques and methods through ESF 15 - External Affairs.

s) 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 funneled through the EOC, the IC, or as otherwise directed. As reentry is determined to be possible, limited access will be allowed primarily based on safety factors. The accessibility of the reentry due to available routes will be another factor for consideration and will be determined by the size of the area affected and the type of incident. Special permissions for reentry can be granted by governmental and administrative authorities of the affected jurisdiction. That information will be provided to the EOC to be shared by ESF 15 - External Affairs. Clean up crews will be utilized as soon as the affected area is safe to be entered. Cowley County Emergency Management will utilize a vetting process to determine access for citizens that have been displaced or evacuated. This process could include but is not limited to the utilization of a MARC to verify residency for citizens in the evacuated area. This process could include but is not limited to the utilization of a MARC to verify residency for citizens in the evacuated area.

t) **Transportation Infrastructure**

- i. The monitoring and reporting of infrastructure damage must begin at the immediate onset of an event. Each public works agency will be responsible for tracking damages to their respective infrastructure. As agencies receive damage reports, it will be funneled to the EOC, where damage will be tracked via damage assessment form. If the damage creates road blockage or closure, the information will be maintained on a status board and given to ESF 2 - Internal Communications for immediate first responder dissemination and ESF 15 - External Communications for public release.
- ii. Agencies that are responsible for transportation infrastructure should have their own Continuity of Operations protocols to establish priorities. Primary agencies to maintain the roadways are KDOT, Cowley County Engineering Department (Public Works), City Public Works and Townships. Each will have a responsibility for their own roadways. If the event is not widespread, mutual aid among these agencies will ensure that assistance is provided to keep one agency from being overwhelmed.
- iii. Emergency repair and restoration will be prioritized by ESF 1 partners along with the governmental body of the affected jurisdiction. Main arterial roads (in the cities and county) will receive priority followed by lesser-traveled secondary roads (county and township roads)

**B. Direction and Control**

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

**C. Organization**

1. County

- a) During an activation of the Cowley County EOC, primary and support agency staff are integrated with the Cowley County Emergency Management staff to provide support.
- b) During an emergency or disaster event, the Cowley County EOC, Operations Section Chief will coordinate resource support with the Infrastructure Services Branch Director.
- c) During the response phase, ESF 1 will evaluate and analyze information regarding transportation services requests. ESF 1 will develop and update assessments of the transportation services status in the impacted area and undertake contingency planning to meet anticipated transportation requirements.
- d) Cowley County Emergency Management will develop and maintain the overall ESF 1 Annex and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System, and the Emergency Operations Plan EOP.
- e) Cowley County Emergency Management shall be represented in ESF 5 (Information and Planning), and support disaster intelligence collection and analysis as related to the ESF 1 scope.

## 2. State of Kansas

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

## **D. Alerts and Notifications**

- 1. Cowley County Emergency Management works closely with the public works agencies in Cowley County. When information comes to the attention of Cowley County Emergency Management or a public works agency indicating that an emergency or disaster situation is developing, the other(s) will be notified.
- 2. The County Warning Point (Cowley County EOC) will notify ESF 1 personnel when Cowley County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

3. ESF 1 will be activated or placed on standby upon notification by the Cowley County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 1. If additional support is required, the coordinating ESF 1 and primary agencies may jointly manage ESF 1 activities.
4. Upon instructions to activate or placement of ESF 1 on standby, Cowley County Emergency Management will implement procedures to notify all ESF 1 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

### III. Actions and Responsibilities

#### A. Actions

1. Actions carried out by ESF 1 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 1 agencies and the intended recipients of service.
2. In addition to the individual agencies and their assigned responsibilities found in the next section, there are several actions that need to be taken by all agencies involved:

| Overall Actions Assigned to All Members                            |                                                                                                                          |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <i>Preparedness (Pre-Event) Actions for ESF 1 - Transportation</i> |                                                                                                                          |
| 1                                                                  | Develop standard operating guides and checklists to support ESF-1 activities.                                            |
| 2                                                                  | Train personnel on EOC operation, the Incident Command System (ICS), and the National Incident Management System (NIMS). |
| 3                                                                  | Collect, process, and disseminate information to and from the EOC.                                                       |
| 4                                                                  | Participate in training, drills, and exercises.                                                                          |
| 5                                                                  | Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.                   |

| Overall Actions Assigned to All Members                           |                                                                                                     |
|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <i>Response (During Event) Actions for ESF 1 - Transportation</i> |                                                                                                     |
| 1                                                                 | Provide field support for emergency responders at the scene                                         |
| 2                                                                 | Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF1 |
| 3                                                                 | Coordinate the pre-positioning of resources with other agencies.                                    |
| 4                                                                 | Coordinate with other agencies to recommend evacuations.                                            |

| Overall Actions Assigned to All Members                         |                                                                                                                               |
|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <i>Recovery (Post Event) Actions for ESF 1 - Transportation</i> |                                                                                                                               |
| 1                                                               | Continue to perform tasks necessary to expedite restoration and recovery operations.                                          |
| 2                                                               | Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required. |
| 3                                                               | Evaluate response and recommend changes to ESF-1 Annex to correct shortfalls and improve future response activities.          |
| 4                                                               | Provide documentation for possible financial reimbursement process for recovery activities.                                   |

|   |                                                                                                           |
|---|-----------------------------------------------------------------------------------------------------------|
| 5 | Participate in after-action meetings and prepare after-action reports as requested.                       |
| 6 | Continue to coordinate transportation of equipment, supplies, and people until authorized to demobilize.  |
| 7 | Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage. |

| <b>Overall Actions Assigned to All Members</b><br><i>Mitigation Actions for ESF 1 - Transportation</i> |                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                      | Participate in the hazard identification process to identify and correct vulnerabilities.                                                  |
| 2                                                                                                      | Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.               |
| 3                                                                                                      | Identify and correct potential shortfalls in the ability to use emergency access and egress routes and available transportation resources. |

## B. Responsibilities

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

| <b>Coordinating: Cowley County Emergency Management</b>            |                                                                                                               |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <i>Preparedness (Pre-Event) Actions for ESF 1 - Transportation</i> |                                                                                                               |
| 1                                                                  | Maintain a central personnel roster, contact, and resource lists to support ESF-1 tasks.                      |
| 2                                                                  | Identify who is responsible for initial notification of ESF-1 personnel.                                      |
| 3                                                                  | Identify responsibilities for liaison roles with state and adjacent county transportation officials.          |
| 4                                                                  | Develop and maintain ESF-1 Annex.                                                                             |
| 5                                                                  | Identify resources to assist with evacuation and movement of people.                                          |
| <i>Response (During Event) Actions for ESF 1 - Transportation</i>  |                                                                                                               |
| 1                                                                  | Designate personnel to coordinate ESF-1 activities in EOC.                                                    |
| 2                                                                  | Manage the collection, processing, and dissemination of information between ESF-1 and EOC or incident command |
| 3                                                                  | Coordinate and/or provide transportation resources to support evacuations and movement of people.             |
| 4                                                                  | Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes.   |
| 5                                                                  | Assist in establishing alternate routes of access required due to road closures.                              |

| <b>Primary: Cowley County Council on Aging</b>                    |                                                                                                   |
|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| <i>Response (During Event) Actions for ESF 1 - Transportation</i> |                                                                                                   |
| 1                                                                 | Designate personnel to coordinate ESF-1 activities in EOC.                                        |
| 2                                                                 | Coordinate and/or provide transportation resources to support evacuations and movement of people. |

| <b>Primary: Cowley County Public Works/Engineering Department</b> |                                                                                                                   |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <i>Response (During Event) Actions for ESF 1 - Transportation</i> |                                                                                                                   |
| 1                                                                 | Coordinate and/or perform damage assessments on infrastructure, transportation systems, facilities and equipment. |
| 2                                                                 | Coordinate with response agencies and EOC regarding the operational capabilities of the transportation system.    |

|                                                                        |                                                                                                             |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| 3                                                                      | Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes. |
| 4                                                                      | Assist in initiating traffic management operations and control strategies.                                  |
| 5                                                                      | Assist in establishing alternate routes of access required due to road closures.                            |
| <b><i>Recovery (Post Event) Actions for ESF 1 - Transportation</i></b> |                                                                                                             |
| 1                                                                      | Prioritize emergency repair and restoration of transportation infrastructure.                               |
| 2                                                                      | Provide personnel and resources to support damage assessment teams.                                         |
| <b><i>Mitigation Actions for ESF 1 - Transportation</i></b>            |                                                                                                             |
| 1                                                                      | Provide ESF-1 representative for update of mitigation plan.                                                 |

|                                                                          |                                                                               |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <b>Supporting: Arkansas City Fire/EMS Department (Fire District #5)</b>  |                                                                               |
| <b><i>Response (During Event) Actions for ESF 1 - Transportation</i></b> |                                                                               |
| 1                                                                        | Assist establishing alternate routes of access required due to road closures. |

|                                                                          |                                                                                                             |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <b>Supporting: Kansas Department of Transportation</b>                   |                                                                                                             |
| <b><i>Response (During Event) Actions for ESF 1 - Transportation</i></b> |                                                                                                             |
| 1                                                                        | Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes. |
| 2                                                                        | Assist in initiating traffic management operations and control strategies.                                  |
| 3                                                                        | Assist in establishing alternate routes of access required due to road closures.                            |
| <b><i>Recovery (Post Event) Actions for ESF 1 - Transportation</i></b>   |                                                                                                             |
| 1                                                                        | Prioritize emergency repair and restoration of transportation infrastructure.                               |
| 2                                                                        | Provide personnel and resources to support damage assessment teams.                                         |

|                                                                          |                                                                               |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <b>Supporting: Winfield Fire/EMS Department (Fire District #7)</b>       |                                                                               |
| <b><i>Response (During Event) Actions for ESF 1 - Transportation</i></b> |                                                                               |
| 1                                                                        | Assist establishing alternate routes of access required due to road closures. |

|                                                                           |                                                                 |
|---------------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>Adjutant General's Office, Kansas Division of Emergency Management</b> |                                                                 |
| <b><i>Response (During Event) Actions for ESF 1 - Transportation</i></b>  |                                                                 |
| 1                                                                         | Coordinate the management of air resources with other agencies. |
|                                                                           |                                                                 |

|                                                                          |                                                                                                                   |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Arkansas City (City of)</b>                                           |                                                                                                                   |
| <b><i>Response (During Event) Actions for ESF 1 - Transportation</i></b> |                                                                                                                   |
| 1                                                                        | Coordinate and/or perform damage assessments on infrastructure, transportation systems, facilities and equipment. |
| 2                                                                        | Coordinate with response agencies and EOC regarding the operational capabilities of the transportation system.    |
| 3                                                                        | Coordinate and/or provide transportation resources to support evacuations and movement of people.                 |
| 4                                                                        | Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes.       |
| 5                                                                        | Assist in initiating traffic management operations and control strategies.                                        |
| 6                                                                        | Assist in establishing alternate routes of access required due to road closures.                                  |
| <b><i>Recovery (Post Event) Actions for ESF 1 - Transportation</i></b>   |                                                                                                                   |
| 1                                                                        | Prioritize emergency repair and restoration of transportation infrastructure.                                     |
| 2                                                                        | Provide personnel and resources to support damage assessment teams.                                               |

| <b>Mitigation Actions for ESF 1 - Transportation</b> |                                                             |
|------------------------------------------------------|-------------------------------------------------------------|
| 1                                                    | Provide ESF-1 representative for update of mitigation plan. |

| <b>Arkansas City Police Department</b>                            |                                                                                  |
|-------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <b>Response (During Event) Actions for ESF 1 - Transportation</b> |                                                                                  |
| 1                                                                 | Coordinate the transportation of evacuated animals to designated shelters.       |
| 2                                                                 | Assist in establishing alternate routes of access required due to road closures. |
| <b>Recovery (Post Event) Actions for ESF 1 - Transportation</b>   |                                                                                  |
| 1                                                                 | Identify transportation reentry criteria and reentry routes.                     |

| <b>Atlanta (City of)</b>                                          |                                                                                                                   |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Response (During Event) Actions for ESF 1 - Transportation</b> |                                                                                                                   |
| 1                                                                 | Coordinate and/or perform damage assessments on infrastructure, transportation systems, facilities and equipment. |
| 2                                                                 | Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes.       |
| 3                                                                 | Assist in initiating traffic management operations and control strategies.                                        |
| 4                                                                 | Assist in establishing alternate routes of access required due to road closures.                                  |
| <b>Recovery (Post Event) Actions for ESF 1 - Transportation</b>   |                                                                                                                   |
| 1                                                                 | Prioritize emergency repair and restoration of transportation infrastructure.                                     |
| 2                                                                 | Provide personnel and resources to support damage assessment teams.                                               |

| <b>Burden (City of)</b>                                           |                                                                                                                   |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Response (During Event) Actions for ESF 1 - Transportation</b> |                                                                                                                   |
| 1                                                                 | Coordinate and/or perform damage assessments on infrastructure, transportation systems, facilities and equipment. |
| 2                                                                 | Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes.       |
| 3                                                                 | Assist in initiating traffic management operations and control strategies.                                        |
| 4                                                                 | Assist in establishing alternate routes of access required due to road closures.                                  |

| <b>Burden Police Department</b>                                   |                                                                                  |
|-------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <b>Response (During Event) Actions for ESF 1 - Transportation</b> |                                                                                  |
| 1                                                                 | Assist in establishing alternate routes of access required due to road closures. |

| <b>Cambridge (City of)</b>                                        |                                                                                                                    |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Response (During Event) Actions for ESF 1 - Transportation</b> |                                                                                                                    |
| 1                                                                 | Coordinate and/or perform damage assessments on infrastructure, transportation systems, facilities, and equipment. |
| 2                                                                 | Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes.        |
| 3                                                                 | Assist in initiating traffic management operations and control strategies.                                         |
| 4                                                                 | Assist in establishing alternate routes of access required due to road closures.                                   |
| <b>Recovery (Post Event) Actions for ESF 1 - Transportation</b>   |                                                                                                                    |
| 1                                                                 | Prioritize emergency repair and restoration of transportation infrastructure.                                      |
| 2                                                                 | Provide personnel and resources to support damage assessment teams.                                                |

| <b>Cowley County Administrator's Office</b>                              |                                                                                                             |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <b><i>Response (During Event) Actions for ESF 1 - Transportation</i></b> |                                                                                                             |
| 1                                                                        | Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes. |
| <b><i>Recovery (Post Event) Actions for ESF 1 - Transportation</i></b>   |                                                                                                             |
| 1                                                                        | Prioritize emergency repair and restoration of transportation infrastructure.                               |

| <b>Cowley County Appraiser's Office</b>                                |                                                                     |
|------------------------------------------------------------------------|---------------------------------------------------------------------|
| <b><i>Recovery (Post Event) Actions for ESF 1 - Transportation</i></b> |                                                                     |
| 1                                                                      | Provide personnel and resources to support damage assessment teams. |

| <b>Cowley County Board of County Commissioners</b>                       |                                                                                                             |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <b><i>Response (During Event) Actions for ESF 1 - Transportation</i></b> |                                                                                                             |
| 1                                                                        | Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes. |
| <b><i>Recovery (Post Event) Actions for ESF 1 - Transportation</i></b>   |                                                                                                             |
| 1                                                                        | Prioritize emergency repair and restoration of transportation infrastructure.                               |

| <b>Cowley County Humane Society</b>                                      |                                                                            |
|--------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <b><i>Response (During Event) Actions for ESF 1 - Transportation</i></b> |                                                                            |
| 1                                                                        | Coordinate the transportation of evacuated animals to designated shelters. |

| <b>Dexter (City of)</b>                                                  |                                                                                                                    |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b><i>Response (During Event) Actions for ESF 1 - Transportation</i></b> |                                                                                                                    |
| 1                                                                        | Coordinate and/or perform damage assessments on infrastructure, transportation systems, facilities, and equipment. |
| 2                                                                        | Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes.        |
| 3                                                                        | Assist in initiating traffic management operations and control strategies.                                         |
| 4                                                                        | Assist in establishing alternate routes of access required due to road closures.                                   |
| <b><i>Recovery (Post Event) Actions for ESF 1 - Transportation</i></b>   |                                                                                                                    |
| 1                                                                        | Prioritize emergency repair and restoration of transportation infrastructure.                                      |
| 2                                                                        | Provide personnel and resources to support damage assessment teams.                                                |

| <b>Dexter Police Department</b>                                          |                                                                                  |
|--------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <b><i>Response (During Event) Actions for ESF 1 - Transportation</i></b> |                                                                                  |
| 1                                                                        | Assist in establishing alternate routes of access required due to road closures. |
| <b><i>Recovery (Post Event) Actions for ESF 1 - Transportation</i></b>   |                                                                                  |
| 1                                                                        | Identify transportation reentry criteria and reentry routes.                     |

| <b>Kansas Department of Aging and Disabilities Services</b>               |                                                            |
|---------------------------------------------------------------------------|------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 1 - Transportation</i></b> |                                                            |
| 1                                                                         | Identify guidance for evacuation of vulnerable facilities. |

| <b>Kansas Department of Health and Environment</b>                        |                                                            |
|---------------------------------------------------------------------------|------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 1 - Transportation</i></b> |                                                            |
| 1                                                                         | Identify guidance for evacuation of vulnerable facilities. |

| <b>Kansas Highway Patrol</b>                                             |                                                                                                             |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <b><i>Response (During Event) Actions for ESF 1 - Transportation</i></b> |                                                                                                             |
| 1                                                                        | Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes. |
| 2                                                                        | Assist in establishing alternate routes of access required due to road closures.                            |
| 3                                                                        | Coordinate the management of air resources with other agencies.                                             |
| <b><i>Recovery (Post Event) Actions for ESF 1 - Transportation</i></b>   |                                                                                                             |
| 1                                                                        | Identify transportation reentry criteria and reentry routes.                                                |

| <b>Parkerfield (City of)</b>                                             |                                                                                                                    |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b><i>Response (During Event) Actions for ESF 1 - Transportation</i></b> |                                                                                                                    |
| 1                                                                        | Coordinate and/or perform damage assessments on infrastructure, transportation systems, facilities, and equipment. |
| 2                                                                        | Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes.        |
| 3                                                                        | Assist in initiating traffic management operations and control strategies.                                         |
| 4                                                                        | Assist in establishing alternate routes of access required due to road closures.                                   |
| <b><i>Recovery (Post Event) Actions for ESF 1 - Transportation</i></b>   |                                                                                                                    |
| 1                                                                        | Prioritize emergency repair and restoration of transportation infrastructure.                                      |
| 2                                                                        | Provide personnel and resources to support damage assessment teams.                                                |

| <b>Udall (City of)</b>                                                   |                                                                                                                   |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b><i>Response (During Event) Actions for ESF 1 - Transportation</i></b> |                                                                                                                   |
| 1                                                                        | Coordinate and/or perform damage assessments on infrastructure, transportation systems, facilities and equipment. |
| 2                                                                        | Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes.       |
| 3                                                                        | Assist in initiating traffic management operations and control strategies.                                        |
| 4                                                                        | Assist in establishing alternate routes of access required due to road closures.                                  |
| <b><i>Recovery (Post Event) Actions for ESF 1 - Transportation</i></b>   |                                                                                                                   |
| 1                                                                        | Prioritize emergency repair and restoration of transportation infrastructure.                                     |
| 2                                                                        | Provide personnel and resources to support damage assessment teams.                                               |

| <b>Udall Police Department</b>                                           |                                                                                  |
|--------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <b><i>Response (During Event) Actions for ESF 1 - Transportation</i></b> |                                                                                  |
| 1                                                                        | Assist in establishing alternate routes of access required due to road closures. |
| <b><i>Recovery (Post Event) Actions for ESF 1 - Transportation</i></b>   |                                                                                  |
| 1                                                                        | Identify transportation reentry criteria and reentry routes.                     |

| <b>Winfield (City of)</b>                                                |                                                                                                                    |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b><i>Response (During Event) Actions for ESF 1 - Transportation</i></b> |                                                                                                                    |
| 1                                                                        | Coordinate and/or perform damage assessments on infrastructure, transportation systems, facilities, and equipment. |
| 2                                                                        | Coordinate with response agencies and EOC regarding the operational capabilities of the transportation system.     |
| 3                                                                        | Coordinate and/or provide transportation resources to support evacuations and movement of people.                  |

|                                                                        |                                                                                                             |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| 4                                                                      | Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes. |
| 5                                                                      | Assist in initiating traffic management operations and control strategies.                                  |
| 6                                                                      | Assist in establishing alternate routes of access required due to road closures.                            |
| <b><i>Recovery (Post Event) Actions for ESF 1 - Transportation</i></b> |                                                                                                             |
| 1                                                                      | Prioritize emergency repair and restoration of transportation infrastructure.                               |
| 2                                                                      | Provide personnel and resources to support damage assessment teams.                                         |
| <b><i>Mitigation Actions for ESF 1 - Transportation</i></b>            |                                                                                                             |
| 1                                                                      | Provide ESF-1 representative for update of mitigation plan.                                                 |

|                                                                          |                                                                                  |
|--------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <b>Winfield Police Department</b>                                        |                                                                                  |
| <b><i>Response (During Event) Actions for ESF 1 - Transportation</i></b> |                                                                                  |
| 1                                                                        | Coordinate the transportation of evacuated animals to designated shelters.       |
| 2                                                                        | Assist in establishing alternate routes of access required due to road closures. |
| <b><i>Recovery (Post Event) Actions for ESF 1 - Transportation</i></b>   |                                                                                  |
| 1                                                                        | Identify transportation reentry criteria and reentry routes.                     |

## IV. Financial Management

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

## V. References and Authorities

### A. References

- Kansas Planning Standards - The Kansas Planning Standards (KPS) is intended to be an all-encompassing guide to review or redevelop Local Emergency Operations Plans (LEOPs).
- Kansas Recovery Plan - The State of Kansas Disaster Recovery Plan (KDRP) builds upon the Kansas Response Plan to align local response and recovery coordination with support from state partners. The KDRP outlines the authorities, organization, and key processes for implementing Kansas' disaster recovery strategy.
- Kansas Response Plan - The Kansas Response Plan (KRP) is designed to address natural and man-made hazards that could adversely affect the State of Kansas. The KRP applies to all State government departments and agencies that are tasked to provide assistance in disaster or emergency situations. 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.

## **B. Authorities**

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
3. Kansas Administrative Regulation 56-2-1 and 56-2 - These regulations define the requirements of local emergency management agencies. It establishes the minimum functions of such agencies; the minimum support counties must provide to such agencies and the minimum qualifications of county emergency management directors/coordinators.
4. Kansas Statutes Annotated (KSA) 48-9a01 - This Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership that allows states to assist one another during emergencies. Emergency Management Assistance Compact establishes a firm legal foundation for States to send assistance to and receive assistance from other States.
5. 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.
6. KSA 48-904 through 48-936 - These state statutes establish the duties, roles, and responsibilities for emergency management within the state, and establish 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.
7. KSA 48-950 - This statute states that all political subdivisions within the state are automatically a part of the Kansas mutual aid system unless they elect to opt out. This statute does not supersede any existing agreements, nor does it preclude the establishment of any supplemental agreements between specific jurisdictions.
8. KSA 65-5701 through 65-5711 - These state statutes are the state level implementation of Superfund Amendments and Reauthorization Act (SARA), Title III. It defines the Hazardous Materials (HAZMAT) roles and responsibilities of state agencies, makes counties Hazardous Materials emergency planning districts, and establishes a Local Emergency Planning Committee (LEPC) in each county.
9. State of Kansas Executive Order 05-03 - This Executive Order designates the National Incident Management System (NIMS) as the standard for incident management in the State of Kansas.

## **ESF 2 – Communications**

### **Coordinating Agency:**

Cowley County Emergency Communications

### **Primary Agency:**

Cowley County Emergency Management

### **Support Agencies:**

Amateur Radio Operators (ARES)

Cowley County Emergency Auxiliary (CCEA)

Cowley County MIS/GIS Department

Kansas Department of Transportation

## **I. Purpose and Scope**

### **A. Purpose**

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

### **B. Scope**

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

## **II. Concept of Operations**

### **A. General**

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

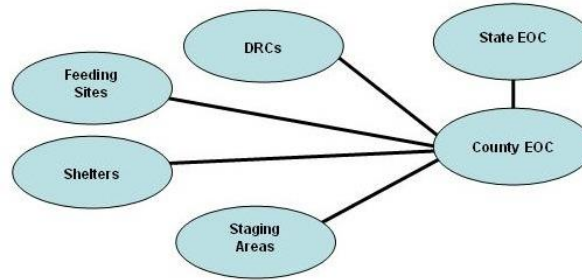
| Communications                                                                                                                                                                |                    |                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------|
| Communication: UHF Radios                                                                                                                                                     |                    |                      |
| <b>Priority:</b> High                                                                                                                                                         | <b>Type:</b> Voice | <b>Quantity:</b> 800 |
| <b>Description:</b> Internal Use, External Use, Mobile - Cowley County utilizes a network of 450MHz Conventional Analog Repeater systems strategically located throughout the |                    |                      |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------|
| <p>county. Personnel from many counties and municipal departments have access to a good portion if not all the systems for internal department voice communications, as well as for interoperable communications between departments and jurisdictions within Cowley County. The network has a significant level of redundancy, with many individual repeaters providing overlapping coverage, and most having backup power sources. In addition, this network may be enhanced by using portable repeaters that can be placed at incident sites, or other key locations to augment existing communications or to replace or repair damaged existing network components.</p> |                    |                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |                     |
| <b>Communication:</b> Cell Phones                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                    |                     |
| <b>Priority:</b> <b>High</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Type:</b> Voice | <b>Quantity:</b>    |
| <b>Description:</b> Internal Use, External Use, Mobile - Cell phones allow for person-to-person mobile voice, text, and limited data communications.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                    |                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |                     |
| <b>Communication:</b> Internet and Email Connectivity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                    |                     |
| <b>Priority:</b> <b>High</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Type:</b> Data  | <b>Quantity:</b>    |
| <b>Description:</b> Internal Use, External Use, Mobile - The internet is used to access email systems, post information on websites, and access situational information. Limited mobile capability exists using smartphones and other wireless devices.                                                                                                                                                                                                                                                                                                                                                                                                                     |                    |                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |                     |
| <b>Communication:</b> 800MHz radios                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                    |                     |
| <b>Priority:</b> <b>High</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Type:</b> Voice | <b>Quantity:</b> 30 |
| <p><b>Description:</b> Internal Use, External Use, Mobile - The State of Kansas 800MHz P25 Radio System allows responders to communicate both locally and across the entire state. Through this system, voice communications links to multiple agencies and locations are available, including County EOCs, PSAPs, National Weather Service Field Offices, as well as the State EOC, KHP, and other key local and state personnel.</p> <p>The Sheriff's Office has its own talk groups and can communicate with each other and the Emergency Communications Center.</p>                                                                                                     |                    |                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |                     |
| <b>Communication:</b> Mobile Communications Center                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                    |                     |
| <b>Priority:</b> <b>High</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Type:</b> Other | <b>Quantity:</b> 1  |
| <b>Description:</b> Internal Use, External Use, Mobile, Secure - A mobile communications center provides mobile emergency response capability, interconnectivity, and interoperability between federal, state, and local emergency response entities. Its primary purpose is to provide the capability to establish an alternate Emergency Operations Center (EOC) anywhere in the County. In addition to serving as a network hub for the County's alternate EOC, this asset is available to assist local agencies who have lost connectivity. It may be operated independently with an onboard generator, or hardwired to local power, telephone, and internet systems.   |                    |                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                    |                     |

| Communication: Hard Line Phones                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------|
| Priority: <b>Moderate</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Type: Other | Quantity: |
| Description: External Use - Hard line phones allow voice-to-voice communications.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |             |           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |           |
| Communication: Government Emergency Telecommunications Service (GETS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |             |           |
| Priority: <b>Moderate</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Type: Voice | Quantity: |
| Description: External Use, Mobile - The Government Emergency Telecommunications Service (GETS) provides National Security/Emergency Preparedness (NS/EP) personnel with a high probability of completion for their phone calls when normal calling methods are unsuccessful. It is designed for periods of severe network congestion or disruption and works through a series of enhancements to the Public Switched Telephone Network (PSTN). GETS is in a constant state of readiness. Users receive a GETS “calling card” to access the service. This card provides access phone numbers, Personal Identification Number (PIN), and simple dialing instructions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |             |           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |           |
| Communication: MOTOBRIDGE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |             |           |
| Priority: <b>Moderate</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Type: Voice | Quantity: |
| Description: External Use - A statewide fixed-site communications interoperability gateway available to emergency responders is called MOTOBRIDGE. This system consists of 76 tower sites owned by the Kansas Department of Transportation and operated by the Kansas Highway Patrol dispatch center in Salina. The MOTOBRIDGE can handle VHF Low Band State channels (30-50 MHz), VHF High Band National channels (150-160 MHz), UHF National channels (450-470 MHz), 800 MHz National Channels (760-870 MHz), and the KHP Event talk groups (Kansas Digital Trunked P-25 Radio System users). Each tower is microwave linked and consists of one control channel and five repeaters, with generally a 20- mile footprint of local coverage. One patch station to station can handle up to five channels (party line). Methods of requesting patching through the MOTOBRIDGE are Call channel on the radio, *47 on a cell phone, Telephone KHP Dispatch Center, and teletype via the KCJIS network. Information needed from the caller consists of: Home County/City or position, Identify basic location, waiting for acknowledgement from KHP Dispatch of patch completion. This is currently being phased out. |             |           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |           |
| Communication: Fax Machine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |             |           |
| Priority: <b>Low</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Type: Data  | Quantity: |
| Description: External Use - Fax machines allow for the transmission of documents over phone lines to other receiving fax machines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |             |           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |           |

- a) Cowley County's primary method of communications with responders and other key personnel is via a countywide 450MHz radio system. Cowley County Emergency Communications serves as the county warning point for this system. This robust system is made accessible to all first responder agencies and many support agencies within the county.

The system can provide a communications link between response agencies and personnel both on and off-scene and is also positioned to provide communications between additional key facilities such as shelters, hospitals, and the County Emergency Operations Center. Components of the system are owned and operated by individual departments, and in an emergency or disaster, management of the system will be coordinated between infrastructure owners and Cowley County Emergency Communications in accordance with their SOG, and with assistance from Cowley County Emergency Management.



### ***Communication Links with Key Facilities***

- b) As needed, Cowley County's 450MHz Radio System may be enhanced using portable repeaters that can be placed at incident sites or other key locations to augment existing communications, or to replace or repair damaged existing network components. Interoperability with outside agencies that have communication equipment that is incompatible with Cowley County's may be achieved using the State of Kansas MOTOBRIDGE system, channel patching between existing UHF channels or other national interoperability channels using radio console equipment operated by Cowley County Emergency Communications and the Cowley County EOC, or through county owned portable communications gateways. Additional capacity for emergency communications may be obtained through the services of local and regional Amateur Radio volunteers, under the auspices of the Amateur Radio Emergency Service (ARES), and/or through the Cowley County Emergency Auxiliary communications team, which will be activated and utilized as needed.
- c) Cowley County Emergency Communications does maintain a backup capability to provide dispatch and communication support capability in instances the main facility is affected. The primary dispatch center has a battery backup and emergency generator that will auto start when there is a loss of power. The primary repeater tower site for the dispatch and emergency management repeaters has an emergency generator that will auto start when there is a loss of power.

If additional resources or capabilities are required. ESF-2 in partnership with Cowley County Emergency Management and the local EOC can request additional resources from regional or state partners to augment or temporarily replace communication capability in support of incident operations.

- d) Cowley County Emergency Communications will take actions to support communications for on-scene personnel and agencies in accordance with departmental SOGs, and with support from Cowley County Emergency Management and ESF 2 supporting agencies. In addition,

deployable assets would include public safety and HAM radio go boxes, deployable antenna systems, and FirstNet wireless technology.

- e) Long distance communications in a disaster may be accomplished through a variety of systems and means. If operational and convenient, most long-distance communications will be made via public landline and cellular telephone service. The State of Kansas P25 Trunked Radio System, as well as Amateur Radio may be used to augment or substitute for telephone communications as necessary. If Cowley County's PSAP goes down, the above-mentioned radio systems would be how calls are dispatched through the backup PSAP, a temporary PSAP, or outside jurisdiction PSAP within an agreement to provide backup PSAP services.
- f) Emergency communications systems and resources will be protected via methods and practices as determined by ESF 2 and its supporting agencies and will be restored according to the priorities outlined in this annex, and as further defined by the nature, scope, and constraints of the emergency or disaster.

## 9. Public Warning and Notification

- a) Cowley County Emergency Management and Cowley County Emergency Communication are the primary agencies responsible for coordinating and disseminating public warnings within the county. Both Cowley County Emergency Management and Cowley County Emergency Communications have the ability to initiate public warnings within the county, either directly or through partner agencies such as the National Weather Service Office in Wichita or the Kansas Division of Emergency Management. Warnings will be coordinated, initiated, and disseminated in accordance with standard operating procedures and any approved written agreements.

There are multiple warning systems available within Cowley County. Warnings may be either audible or visual, depending on the medium, and different systems have the ability to accommodate those with visual and hearing impairments, as well as the County's non-English speaking population. The following warning systems and methods are available within Cowley County:

- i. Outdoor Warning Sirens (see the attached coverage map.)
- ii. "Cowley Alerts" Everbridge Mass Notification System (which has the capability to interface with EAS and WEA via the Integrated Public Alert and Warning System)
- iii. EAS Alerts via local TV/Radio (see list of local media outlets in ESF 15)
- iv. WEA Text Alerts to compatible cellular devices
- v. NOAA All Hazards Radio
- vi. Public Address equipment installed in emergency vehicles.

## 10. Communications Infrastructure

- a) Cowley County Emergency Communications will monitor the status of all regular communications systems, including but not limited to radio system infrastructure, in cooperation with the system owners, and as per CCEC SOG. Should damage or a malfunction occur, any available information will be shared with affected agencies and the relevant Backup Radio Channel plan for the affected system(s) will be activated. Situational updates will be shared as they become available until full functionality is restored.

- b) Cowley County is currently not aware of any major community infrastructure that is not significantly affected by lack of coverage. There are some locations in the county that may be affected by terrain or the weather. If a situation or location is identified during an incident it should be identified to ESF-2 so they can address the issue.

## **B. Direction and Control**

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

## **C. Organization**

1. County
  - a) During an activation of the Cowley County EOC, primary and support agency staff is integrated with the Cowley County Emergency Communications staff to provide support or to assist in augmenting communication capabilities as needed.
  - b) During an emergency or disaster event, the Cowley County EOC, Operations Section Chief will coordinate resource support with the Infrastructure Services Branch Chief.
  - c) During the response phase, ESF 2 will evaluate and analyze information regarding communications services requests. ESF 2 will develop and update assessments of the communications service's status in the impacted area and undertake contingency planning to meet anticipated demands and needs.
  - d) Cowley County Emergency Communications develops and maintains ESF 2 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and

maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the EOP.

- e) Cowley County Emergency Communications shall be represented in ESF 5 (Information and Planning) and keep management of ESF 5 fully apprised of developing conditions as related to carrying out the ESF 2 mission.

## 2. State of Kansas

- a) During an activation of the State of Kansas EOC, the Kansas Office of Emergency Communications is the designated lead agency for State communications services and will provide a liaison to facilitate requests for communications service resources to local Emergency Operations Centers.
- b) During an emergency or disaster event, the primary and support agencies of ESF 2 at the State of Kansas EOC will report to the Infrastructure Services Branch Chief who reports to the Response Section Chief under the overall direction of the SEOC Manager.
- c) The Kansas Office of Emergency Communications develops and maintains ESF 2 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the EOP.

## **D. Alerts and Notifications**

1. Depending on the situation, information indicating that an emergency or disaster situation is developing may reach either Cowley County Emergency Management or Cowley County Emergency Communications first. The two agencies will coordinate to ensure that each is aware of the situation.
2. The County Warning Point (Cowley County EOC) will notify the appropriate staff and/or ESF Coordinator for ESF 2 when Cowley County has been threatened or impacted by an emergency or disaster event as provided in the Cowley County EOC SOG.
3. ESF 2 will be activated as identified in the Basic Plan. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 2. If additional support is required, the ESF 2 coordinating and primary agencies may jointly manage ESF 2 activities.
4. Upon instructions to activate or placement of ESF 2 on standby, Cowley County Emergency Communications will implement procedures to notify all ESF 2 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

## **III. References and Authorities**

## A. Actions

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

| <b>Overall Actions Assigned to All Members</b><br><i>Preparedness (Pre-Event) Actions for ESF 2 - Communications</i> |                                                                            |
|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| 1                                                                                                                    | Collect, process, and disseminate information to and from the EOC.         |
| 2                                                                                                                    | Participate in training, drills, and exercises.                            |
| 3                                                                                                                    | Develop and test emergency communication procedures.                       |
| 4                                                                                                                    | Develop and/or review procedures for the crisis augmentation of resources. |

| <b>Overall Actions Assigned to All Members</b><br><i>Recovery (Post Event) Actions for ESF 2 - Communications</i> |                                                                                             |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| 1                                                                                                                 | Provide documentation for possible financial reimbursement process for recovery activities. |
| 2                                                                                                                 | Participate in after-action meetings and prepare after-action reports as requested.         |

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

## B. Responsibilities

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

| <b>Coordinating: Cowley County Emergency Communications</b>        |                                                                                                                        |
|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <i>Preparedness (Pre-Event) Actions for ESF 2 - Communications</i> |                                                                                                                        |
| 1                                                                  | Maintain a central personnel roster, contact, and resource lists to support ESF-2 tasks.                               |
| 2                                                                  | Identify responsibilities for liaison roles with state and adjacent county communications officials.                   |
| 3                                                                  | Develop standard operating guides and checklists to support ESF-2 activities.                                          |
| 4                                                                  | Develop and maintain ESF-2 Annex.                                                                                      |
| 5                                                                  | Develop and/or identify mutual aid and other support agreements with surrounding jurisdictions and the private sector. |
| 6                                                                  | Identify alternate or backup communications systems and facilities.                                                    |
| <i>Response (During Event) Actions for ESF 2 - Communications</i>  |                                                                                                                        |
| 1                                                                  | Designate personnel to coordinate ESF-2 activities in EOC.                                                             |
| 2                                                                  | Manage the collection, processing, and dissemination of information between ESF-2 and EOC or incident command.         |
| 3                                                                  | Provide field support for emergency responders at the scene.                                                           |

|                                                                        |                                                                                                                                          |
|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| 4                                                                      | Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF2.                                     |
| 5                                                                      | Maintain existing equipment and follow established procedures for communicating with organization personnel performing field operations. |
| 6                                                                      | Identify damage to communications infrastructure and assist/support damage assessment teams.                                             |
| 7                                                                      | Activate alternate 911 dispatch center if necessary.                                                                                     |
| 8                                                                      | Identify communications equipment priority restoration list.                                                                             |
| 9                                                                      | Implement procedure to maintain, inspect, and protect communications equipment.                                                          |
| 10                                                                     | Make arrangements to repair emergency communications equipment on a 24-hour basis. Notify EOC of equipment failures and repair actions.  |
| 11                                                                     | Keep the EOC informed of communications operations and maintain a communications link with the EOC.                                      |
| 12                                                                     | Activate emergency mass notification systems as necessary.                                                                               |
| <b><i>Recovery (Post Event) Actions for ESF 2 - Communications</i></b> |                                                                                                                                          |
| 1                                                                      | Continue to perform tasks necessary to expedite restoration and recovery operations.                                                     |
| 2                                                                      | Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.            |
| 3                                                                      | Evaluate response and recommend changes to ESF-2 Annex to correct shortfalls and improve future response activities.                     |
| 4                                                                      | Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.                                |
| <b><i>Mitigation Actions for ESF 2 - Communications</i></b>            |                                                                                                                                          |
| 1                                                                      | Ensure methods are in place to protect communications equipment, including cyber and telecommunications resources.                       |
| 2                                                                      | Provide ESF-2 representative for update of mitigation plan.                                                                              |

|                                                                           |                                                                                                                          |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>Primary: Cowley County Emergency Management</b>                        |                                                                                                                          |
| <b><i>Preparedness (Pre-Event) Actions for ESF 2 - Communications</i></b> |                                                                                                                          |
| 1                                                                         | Maintain a central personnel roster, contact, and resource lists to support ESF-2 tasks.                                 |
| 2                                                                         | Identify who is responsible for initial notification of ESF-2 personnel.                                                 |
| 3                                                                         | Identify responsibilities for liaison roles with state and adjacent county communications officials.                     |
| 4                                                                         | Develop standard operating guides and checklists to support ESF-2 activities.                                            |
| 5                                                                         | Train personnel on EOC operation, the Incident Command System (ICS), and the National Incident Management System (NIMS). |
| 6                                                                         | Develop and maintain ESF-2 Annex.                                                                                        |
| 7                                                                         | Develop and/or identify mutual aid and other support agreements with surrounding jurisdictions and the private sector.   |
| 8                                                                         | Identify alternate or backup communications systems and facilities.                                                      |
| 9                                                                         | Provide staff and equipment to perform county warning point duties.                                                      |
| 10                                                                        | Identify local emergency notification equipment status and notification procedures.                                      |
| 11                                                                        | Identify warning systems that will be used for emergency conditions (sirens, radio, emergency alert system, etc...).     |
| <b><i>Response (During Event) Actions for ESF 2 - Communications</i></b>  |                                                                                                                          |
| 1                                                                         | Provide field support for emergency responders at the scene.                                                             |
| 2                                                                         | Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF2.                     |

|                                                                        |                                                                                                                                          |
|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| 3                                                                      | Maintain existing equipment and follow established procedures for communicating with organization personnel performing field operations. |
| 4                                                                      | Identify damage to communications infrastructure and assist/support damage assessment teams.                                             |
| 5                                                                      | Identify communications equipment priority restoration list.                                                                             |
| 6                                                                      | Implement procedure to maintain, inspect, and protect communications equipment.                                                          |
| 7                                                                      | Make arrangements to repair emergency communications equipment on a 24-hour basis. Notify EOC of equipment failures and repair actions.  |
| 8                                                                      | Establish and maintain communications at shelters, feeding sites, staging areas, distribution centers, and hospitals as needed.          |
| 9                                                                      | Activate emergency mass notification systems as necessary.                                                                               |
| <b><i>Recovery (Post Event) Actions for ESF 2 - Communications</i></b> |                                                                                                                                          |
| 1                                                                      | Continue to perform tasks necessary to expedite restoration and recovery operations.                                                     |
| 2                                                                      | Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.            |
| 3                                                                      | Evaluate response and recommend changes to ESF-2 Annex to correct shortfalls and improve future response activities.                     |
| 4                                                                      | Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.                                |
| <b><i>Mitigation Actions for ESF 2 - Communications</i></b>            |                                                                                                                                          |
| 1                                                                      | Ensure methods are in place to protect communications equipment, including cyber and telecommunications resources.                       |

|                                                                           |                                                                                                                                 |
|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>Supporting: Cowley County Emergency Auxiliary (CCEA)</b>               |                                                                                                                                 |
| <b><i>Preparedness (Pre-Event) Actions for ESF 2 - Communications</i></b> |                                                                                                                                 |
| 1                                                                         | Provide staff and equipment to perform county warning point duties.                                                             |
| <b><i>Response (During Event) Actions for ESF 2 - Communications</i></b>  |                                                                                                                                 |
| 1                                                                         | Provide field support for emergency responders at the scene.                                                                    |
| 2                                                                         | Keep the EOC informed of communications operations and maintain a communications link with the EOC.                             |
| 3                                                                         | Establish and maintain communications at shelters, feeding sites, staging areas, distribution centers, and hospitals as needed. |

|                                                                          |                                                                                                                    |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Supporting: Cowley County MIS/GIS Department</b>                      |                                                                                                                    |
| <b><i>Response (During Event) Actions for ESF 2 - Communications</i></b> |                                                                                                                    |
| 1                                                                        | Identify damage to communications infrastructure and assist/support damage assessment teams.                       |
| 2                                                                        | Identify communications equipment priority restoration list.                                                       |
| 3                                                                        | Implement procedure to maintain, inspect, and protect communications equipment.                                    |
| <b><i>Mitigation Actions for ESF 2 - Communications</i></b>              |                                                                                                                    |
| 1                                                                        | Ensure methods are in place to protect communications equipment, including cyber and telecommunications resources. |

|                                                                          |                                                                                                     |
|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Amateur Radio Operators (ARES)</b>                                    |                                                                                                     |
| <b><i>Response (During Event) Actions for ESF 2 - Communications</i></b> |                                                                                                     |
| 1                                                                        | Provide field support for emergency responders at the scene.                                        |
| 2                                                                        | Keep the EOC informed of communications operations and maintain a communications link with the EOC. |

## **IV. Financial Management**

1. ESF 2 is responsible for coordinating with Cowley County Clerk's Office to manage ESF 2 expenses relevant to an event.
2. During a response, each agency/department funds disaster operations from their current operating budget and is responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance with the formula established by the Federal Emergency Management Agency via the FEMA/State Agreement.
3. Expenditures by support entities will be documented by those entities and submitted directly to the Cowley County Clerk's Office or a designated Finance Service officer as soon as possible.

## **V. References and Authorities**

### **A. References**

1. Kansas Planning Standards - The Kansas Planning Standards (KPS) is intended to be an all-encompassing guide to review or redevelop Local Emergency Operations Plans (LEOPs).
2. Kansas Recovery Plan - The State of Kansas Disaster Recovery Plan (KDRP) builds upon the Kansas Response Plan to align local response and recovery coordination with support from state partners. The KDRP outlines the authorities, organization, and key processes for implementing Kansas' disaster recovery strategy.
3. Kansas Response Plan - The Kansas Response Plan (KRP) is designed to address natural and man-made hazards that could adversely affect the State of Kansas. The KRP applies to all State government departments and agencies that are tasked to provide assistance in disaster or emergency situations. 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.
4. National Response Framework – The National Incident Management System
5. Cowley County RACES Plan
6. Cowley County Outdoor Warning Siren Guide
7. Cowley County EAS Plan (pending)
8. Cowley County Emergency Communications SOP

### **B. Authorities**

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.

2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
3. Kansas Administrative Regulation 56-2-1 and 56-2 - These regulations define the requirements of local emergency management agencies. It establishes the minimum functions of such agencies; the minimum support counties must provide to such agencies and the minimum qualifications of county emergency management directors/coordinators.
4. Kansas Statutes Annotated (KSA) 48-9a01 - This Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership that allows states to assist one another during emergencies. Emergency Management Assistance Compact establishes a firm legal foundation for States to send assistance to and receive assistance from other States.
5. 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.
6. KSA 48-904 through 48-936 - These state statutes establish the duties, roles, and responsibilities for emergency management within the state, and establishes basic requirements for counties to establish and maintain emergency management programs. It outlines the organization, policies and procedures governing the Kansas Division of Emergency Management (KDEM), establishes the powers and authorities of the Governor, state, and local officials to deal with emergencies/disasters before, during and after their occurrence.
7. KSA 48-950 - This statute states that all political subdivisions within the state are automatically a part of the Kansas mutual aid system unless they elect to opt out. This statute does not supersede any existing agreements, nor does it preclude the establishment of any supplemental agreements between specific jurisdictions.
8. KSA 65-5701 through 65-5711 - These state statutes are the state level implementation of Superfund Amendments and Reauthorization Act (SARA), Title III. It defines the Hazardous Materials (HAZMAT) roles and responsibilities of state agencies, makes counties Hazardous Materials emergency planning districts, and establishes a Local Emergency Planning Committee (LEPC) in each county.
9. State of Kansas Executive Order 05-03 - This Executive Order designates the National Incident Management System (NIMS) as the standard for incident management in the State of Kansas.
10. 7 CFR Part 97.407 – Rules Specifically Governing the Radio Amateur Civil Emergency Service

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

### **Coordinating Agency:**

Cowley County Public Works / Engineering Department

### **Primary Agency:**

Arkansas City (City of)

Cowley County Emergency Management

Winfield (City of)

### **Support Agencies:**

Atlanta (City of)

Beaver Township

Bolton Township

Burden (City of)

Cambridge (City of)

Cedar Township

Creswell Township

Dexter (City of)

Dexter Township

Fairview Township

Grant Township

Harvey Township

Liberty Township

Maple Township

Ninnesah Township

Omnia Township

Otter Township

Pleasant Valley Township

Richland Township

Rock Creek Township

Rural Water Districts 1 - 8

Salem Township

Sheridan Township

Silver Creek Township

Silverdale Township

Spring Creek Township

Tisdale Township

Udall (City of)

Vernon Township

Walnut Township

Windsor Township

## **I. Purpose and Scope**

### **A. Purpose**

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

### **B. Scope**

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

## **II. Concept of Operations**

### **A. General**

1. ESF 3 is organized consistently with the Cowley County EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, deployment, coordination and support operations to KPS 2023 Test Template through the KPS 2023 Test Template Emergency Response Team, Area Operations, and Incident Support Teams (ISTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures, protocols, and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 3 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, ESF 3 will work with its support agency counterparts to seek and procure, plan, coordinate and/or direct the use of required assets.
4. Throughout the response and recovery periods, ESF 3 will evaluate and analyze information regarding public works and engineering service requests for response, develop and update assessments of the impacted area, and undertake contingency planning to meet anticipated demands or needs. ESF-3 representatives should work with the rest of the EOC to manage the collection, processing, and dissemination of information to and from the EOC.

5. Cowley County could lack equipment, fund, and materials to conduct emergency repairs and/or restoration of all essential streets, roads, highway and related bridges, overpasses and underpasses depending upon the extent and duration of a disaster or emergency. Other essential services may be severely restricted as well. For example, the county government has limited capabilities to provide emergency power for all but critical service locations such as the Emergency Communications Center, radio transmission tower sites, the EOC and limited public shelters.

Cowley County maintains maps and other information on county-owned areas inside the 100-year flood plain. While the County does own property within that flood plain, none of it is considered critical infrastructure. Jurisdictions that own critical facilities within a flood zone have plans to protect them from flood with sandbags and pumping mechanisms. The majority of the 100-year flood zone is located near Winfield and Arkansas City (Walnut and Arkansas Rivers). Both cities are protected by levees, and each city has plans for shutting down the highways and deploying stop logs when the water creates a viable risk.

6. Debris Management

- a) The Cowley County Transfer Station is located at 23857 81st Road Winfield, KS 67156. It is geographically located east of Strother Field, which is south of Winfield and north of Arkansas City. A map of the Transfer Station and surrounding area is uploaded in the file archive section of this plan. The Cowley County Transfer Station also has a Construction and Demolition Landfill (C&D). The life expectancy of the C&D landfill is through 2040 and a remaining capacity of 641,334 cubic yards with room for expansion. No hazardous materials are permitted at the Cowley County Transfer Station except for household hazardous wastes that are accepted during all operating hours.
- b) Temporary debris storage and reduction sites will be handled by the jurisdiction which is affected. Cowley County will use areas already identified that does not hinder traffic flow or emergency response. Inspections of private structures will be the responsibility of the owner and their insurance. However, Cowley County Public Works has access to an Engineer to assist in that area during a disaster. The Kansas Disaster Assessment Team, which is activated by the Kansas Division of Emergency Management, can also be requested to provide surveys within 24 hours.
- c) Inspection of the safety of the environment and sanitation needs will begin at the local level with the Public Health Officer or Environmental Specialist. If assistance is required, the Kansas Department of Health and Environment will be contacted.
- d) Debris removal and disposal is associated with nearly every disaster. A major disaster can generate an enormous volume of debris in a short period of time. Debris and timber removal and disposal is normally the responsibility of and is accomplished by the legal owner of the property. However, in an emergency or in the aftermath of a disaster, local government may need to assume this responsibility or assist the legal owner in discharge of this responsibility when in the public interest.
- e) Technical assistance for debris removal will be requested from the Kansas Department of Health & Environment, Kansas Division of Emergency Management, and the Kansas Department of Agriculture. Hazardous materials or hazardous wastes may also be generated because of a disaster. These types of waste require specialized removal, neutralization,

disposal, and remediation procedures in accordance with Federal, State, and local laws, regulations, and ordinances. The removal of hazardous material debris and hazardous material waste will be coordinated with ESF 10 - Oil and Hazardous Materials with assistance from KDHE. Landfill 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.

- f) 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.
- g) 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.
- h) Incidents of illegal dumping or the locations of illegal dump sites should be reported to the law enforcement agency in that jurisdiction.
- i) Debris removal activities will be coordinated and prioritized by the local governmental public works entities in the following order:
  - i. 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.
  - ii. Prevention of Damage - Debris posing the threat of significant additional damage to public structures (buildings, roads, etc.), or private property
  - iii. Speedy Recovery - Debris hindering the economic recovery of the impacted community.
  - iv. 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.
  - v. 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 with intent to rebuild, to ensure that the foundation and utilities are not damaged further during debris removal operation.
- j) 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. 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. A map of pre-identified stockpile locations and temporary storage sites are maintained by Cowley County public works, and some are noted in other element requirements of this plan.

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

a) Removable of Debris - sites must be cleared of all foreign materials introduced because of the incident.

## 7. Structure and Environmental Assessments

a) Cowley County currently has Resolution #2005-01 (copy uploaded in the file archives section) that defines the parameters to demolish and dispose of structures that present a safety hazard to the public. While this is a lengthy process, Cowley County is working to create a policy that expedites the process during an emergency or disaster. As of now, Cowley County would contract with a Structural Engineer to determine the safety factor of a damaged structure. If the recommendation was to condemn, demolish or remove, the recommendation would be taken to the County Commission for final authority. If the affected structure is within the city limits of an incorporated city, that city is responsible for dispatching an engineer and any decision making would be made by their respective council or commission.

b) Environmental Assessment - an environmental assessment or audit may be conducted by the Kansas Department of Health & Environment and/or the Environmental Protection Agency to establish the need for testing or monitoring program. This assessment should be done on ash, soil, ground & surface water.

c) 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 should consolidate this information and report it to the ESF #3 Coordinator in the County EOC.

## 8. Infrastructure Restoration

a) The County's Engineering Department consists of three Road Districts (Arkansas City, Burden, and Winfield), Bridge Department (Arkansas City), the Noxious Weeds Department and the Transfer Station/Landfill (Strother Field). Equipment and personnel are located at each site in addition to personnel and equipment for the Townships and Municipalities. Working in conjunction with requested resources in the way of personnel and equipment from townships and/or cities within Cowley County, public works agencies will maintain essential roads and streets in a condition to facilitate traffic movement.

i. The repair and restoration of roads, bridges, and culverts as well as local water and wastewater systems falls to the responsibility of the jurisdiction affected. The county has limited capabilities to provide potable water and will have to rely on out-of-county resources. Utility restoration and repairs also falls under the responsibility of the owner and is addressed more in ESF 12 - Energy and Utilities.

ii. As needed, each respective municipal jurisdiction will make emergency repairs to their lift stations and critical wastewater facilities, equipment, and systems. Cowley County does not own or operate any lift stations or wastewater facilities. Additionally, all Public Works departments and Townships will assist ESF #3 in the Cowley 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.
- iii. Sanitation needs, such as trash removal, are the responsibility of individuals and businesses in Cowley County. If portable toilets are required, the transportation, placement and removal of portable toilets will be handled through criteria outlined in ESF 7 – Logistics.
- iv. Cowley County/city public works departments maintain a listing of Public Works Department owned equipment and trained operators including equipment, personnel, and supplies. The Cowley County Engineering Department maintains lists of local contractors and equipment rental businesses, including those qualified to remove hazardous materials, substances or wastes, asbestos and lead-based paint. The County-owned and operated equipment is included as part of the master resource directory maintained under separate cover in the Emergency Management office and has not been uploaded into this plan.
- v. The Cowley County Engineer's Department has a Livestock and Small Animal Composting Facility Operations Plan and a Cowley County Transfer Station Construction and Demolition Landfill Plan. Both are uploaded into the file archives section of this plan.

## 9. Debris Management

- a) In accordance with FEMA debris management guidance, Cowley County will coordinate with all incorporated communities to complete debris forecasting by type (vegetative, construction & demolition, hazardous, white goods, etc.).
  - i. Incorporated Communities: Each incorporated jurisdiction within Cowley County is responsible for identifying its own debris disposal sites for vegetative debris (trees, limbs, brush, etc.) and for submitting debris forecasts for other waste streams (e.g., construction and demolition [C&D] debris). These forecasts will be submitted to Cowley County Emergency Management for consolidation and planning.
  - ii. Debris Collection and Storage: Construction and demolition debris will be delivered to the designated county landfill. Debris requiring FEMA inspection prior to final disposal will be staged adjacent to the C&D working face for evaluation. Once approved, the debris will be pushed onto the working face and processed accordingly.
  - iii. Documentation and Tracking: If FEMA requires only documentation, C&D debris will be disposed of directly at the working face. All debris loads will be weighed and tracked through landfill tickets to ensure accurate recordkeeping for reimbursement and reporting.

## 10. Debris Forecasting – Unincorporated Areas

- a) For debris located in unincorporated areas of Cowley County that cannot be cleared prior to the FEMA submittal deadline, the following process will be utilized:
  - i. Resource Identification: The designated foreman will submit a forecast identifying required equipment, estimated labor hours, and the number of operators needed to complete debris removal.
  - ii. Operational Expertise: Forecasts will be based on the professional judgment and experience of county staff who have previously performed similar debris operations, ensuring accuracy in resource estimation.

- iii. Cost Estimation: FEMA equipment and labor rates will be applied to all identified resources. Fuel consumption estimates will be developed using historical data from prior debris operations and submittals to establish average consumption rates.

#### 11. Debris Documenting, Tracking, and Monitoring

a) During debris management operations, Cowley County will maintain accurate documentation and records to ensure compliance with FEMA reimbursement requirements. The following processes will be implemented:

- i. Equipment and Personnel Tracking: All equipment, operators, fuel usage, and operating hours will be documented for each debris management activity.
- ii. Debris Volume and Weight Monitoring: Debris quantities will be verified through landfill load tickets, which record debris type and exact weight at the point of disposal.
- iii. Cost Estimation and Validation: Collected data will be compiled and cross-referenced with current FEMA equipment and labor rates. Fuel usage will be incorporated into cost estimates based on actual consumption.
- iv. Recordkeeping: All documentation will be compiled and maintained by Cowley County Emergency Management for submittal, audit, and long-term record retention in accordance with FEMA guidance.

#### **B. Direction and Control**

1. The ESF 3 Coordinating Agency is the Cowley County Public Works/Engineering Department who works in coordination with local planning partners. The staff serving as ESF 3 Coordinator is appointed by and located in the Cowley County Public Works/Engineering Department. When ESF 3 support is necessary, the ESF 3 Coordinator coordinates all aspects of ESF 3. Notification of staff, facilities and departments is covered under the Cowley County EOC Standard Operating Guidelines already uploaded into this plan
2. ESF 3 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Cowley County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Cowley County.
3. The ESF 3 system operates on two levels: 1) Cowley County EOC; and 2) Field operations.
4. During emergency activations, all management decisions regarding public works and engineering for Cowley County are made at the Cowley County EOC by the ESF 3 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Cowley County EOC assist the incident commander in carrying out the overall mission.
5. In accordance with a mission assignment from ESF 3, and further mission tasking by a local primary agency, each support organization assisting ESF 3 assignment will retain administrative control over its own resources and personnel but will be under the operational

control of ESF 3. Mission operational control may be delegated to the field by the Cowley County EOC.

### **C. Organization**

#### **1. County**

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

#### **2. State of Kansas**

- a) During an activation of the State of Kansas EOC, the Adjutant General's Office, Kansas Division of Emergency Management in coordination with Kansas Department of Transportation is the designated lead agency for State public works and engineering services and will provide a liaison to facilitate requests for public works and engineering service resources to local Emergency Operations Centers.
- b) During an emergency or disaster event, the primary and support agencies of ESF 3 at the State of Kansas EOC will report to the Infrastructure Services Branch Chief who reports to the Response Actions Section Chief under the overall direction of the SEOC Manager.
- c) During the response phase, ESF 3 will evaluate and analyze information regarding public works and engineering service needs requests. ESF 3 will develop and update assessments of the public works services situation and status and undertake contingency planning to meet anticipated demands and needs.
- d) The Adjutant General's Office, Kansas Division of Emergency Management in coordination with the Kansas Department of Transportation develops and maintains ESF 3 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with

the National Response Framework, the National Incident Management System, the Incident Command System and the EOP.

#### D. Alerts and Notifications

1. Cowley County Emergency Management works closely with the Cowley County Engineering Department and other public works agencies in the county. When information comes to the attention of Cowley County Emergency Management, the Cowley County Engineering Department or any Public Works agency in Cowley County indicating an emergency or disaster situation is developing, the information will be shared with the others.
2. The County Warning Point (Cowley County EOC) will notify the ESF 3 Coordinator when Cowley County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. ESF 3 will be activated or placed on standby upon notification by the Cowley County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 3. If additional support is required, the ESF 3 coordinating and primary agencies may jointly manage ESF 3 activities.
4. Upon instructions to activate or placement of ESF 3 on standby, Cowley County Public Works / Engineering Department will implement procedures to notify all ESF 3 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

### III. Actions and Responsibilities

#### A. Actions

1. Actions carried out by ESF 3 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 3 agencies and the intended recipients of service.
2. In addition to the individual agencies and their assigned responsibilities found in the next section, there are several actions that need to be taken by all agencies involved:

| <b>Overall Actions Assigned to All Members</b>                                   |                                                                                                                   |
|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <i>Preparedness (Pre-Event) Actions for ESF 3 - Public Works and Engineering</i> |                                                                                                                   |
| 1                                                                                | Participate in training, drills, and exercises.                                                                   |
| 2                                                                                | Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.            |
| 3                                                                                | Identify established pre-disaster contracts.                                                                      |
| 4                                                                                | Identify critical infrastructure within the 100-year flood plain.                                                 |
| 5                                                                                | Identify sandbagging operation procedures and water transfer pump placement, size, and fuel procurement strategy. |

| <b>Overall Actions Assigned to All Members</b>                                  |                                                              |
|---------------------------------------------------------------------------------|--------------------------------------------------------------|
| <i>Response (During Event) Actions for ESF 3 - Public Works and Engineering</i> |                                                              |
| 1                                                                               | Provide field support for emergency responders at the scene. |

|   |                                                                                               |
|---|-----------------------------------------------------------------------------------------------|
| 2 | Inspect damage to streets, bridges, and private and public buildings.                         |
| 3 | Assist in clearance of debris from roads to facilitate emergency operations.                  |
| 4 | Coordinate with ESF-1 to facilitate closing roads and constructing barricades.                |
| 5 | Perform priority repairs to local water and wastewater systems.                               |
| 6 | Assist in the restoration of gas, electric, and communications services.                      |
| 7 | Request outside assistance from surrounding jurisdictions and the private sector as required. |

| <b>Overall Actions Assigned to All Members</b><br><i>Recovery (Post Event) Actions for ESF 3 - Public Works and Engineering</i> |                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                               | Continue to perform tasks necessary to expedite restoration and recovery operations.                                                |
| 2                                                                                                                               | Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.       |
| 3                                                                                                                               | Provide documentation for possible financial reimbursement process for recovery activities.                                         |
| 4                                                                                                                               | Participate in after-action meetings and prepare after-action reports as requested.                                                 |
| 5                                                                                                                               | Continue to repair infrastructure and buildings on a priority basis.                                                                |
| 6                                                                                                                               | Coordinate with damage assessment teams to condemn, demolish, and dispose of structures that present a safety hazard to the public. |
| 7                                                                                                                               | Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.                           |

| <b>Overall Actions Assigned to All Members</b><br><i>Mitigation Actions for ESF 3 - Public Works and Engineering</i> |                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                    | Recommend changes in planning, zoning, and building codes to prevent or lessen the effect of future disasters.               |
| 2                                                                                                                    | Identify critical facilities and recommend mitigation activities to those facilities.                                        |
| 3                                                                                                                    | Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness. |

## B. Responsibilities

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

| <b>Coordinating: Cowley County Public Works/Engineering Department</b>                  |                                                                                                                |
|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 3 - Public Works and Engineering</i></b> |                                                                                                                |
| 1                                                                                       | Maintain a central personnel roster, contact, and resource lists to support ESF-3 tasks.                       |
| 2                                                                                       | Identify responsibilities for liaison roles with State and adjacent county transportation officials.           |
| 3                                                                                       | Develop standard operating guides and checklists to support ESF-3 activities.                                  |
| 4                                                                                       | Collect, process, and disseminate information to and from the EOC.                                             |
| <b><i>Response (During Event) Actions for ESF 3 - Public Works and Engineering</i></b>  |                                                                                                                |
| 1                                                                                       | Designate personnel to coordinate ESF-3 activities in EOC.                                                     |
| 2                                                                                       | Manage the collection, processing, and dissemination of information between ESF-3 and EOC or incident command. |
| 3                                                                                       | Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF 3.          |
| 4                                                                                       | Perform priority repairs of local roads, bridges, and culverts.                                                |
| 5                                                                                       | Designate personnel to provide technical assistance on the debris removal process.                             |

|                                                                                      |                                                                                                                      |
|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| 6                                                                                    | Coordinate with ESF 10 on hazardous material debris removal.                                                         |
| <b><i>Recovery (Post Event) Actions for ESF 3 - Public Works and Engineering</i></b> |                                                                                                                      |
| 1                                                                                    | Evaluate response and recommend changes to ESF-3 Annex to correct shortfalls and improve future response activities. |
| 2                                                                                    | Provide personnel to support damage assessment teams.                                                                |
| <b><i>Mitigation Actions for ESF 3 - Public Works and Engineering</i></b>            |                                                                                                                      |
| 1                                                                                    | Participate in the hazard identification process and identify and correct vulnerabilities.                           |
| 2                                                                                    | Provide ESF-3 representative for update of mitigation plan.                                                          |

|                                                                                      |                                                       |
|--------------------------------------------------------------------------------------|-------------------------------------------------------|
| <b>Cowley County Appraiser's Office</b>                                              |                                                       |
| <b><i>Recovery (Post Event) Actions for ESF 3 - Public Works and Engineering</i></b> |                                                       |
| 1                                                                                    | Provide personnel to support damage assessment teams. |

## IV. Financial Management

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

## V. References and Authorities

### A. References

- Kansas Planning Standards - The Kansas Planning Standards (KPS) is intended to be an all-encompassing guide to review or redevelop Local Emergency Operations Plans (LEOPs).
- Kansas Recovery Plan - The State of Kansas Disaster Recovery Plan (KDRP) builds upon the Kansas Response Plan to align local response and recovery coordination with support from state partners. The KDRP outlines the authorities, organization, and key processes for implementing Kansas' disaster recovery strategy.
- Kansas Response Plan - The Kansas Response Plan (KRP) is designed to address natural and man-made hazards that could adversely affect the State of Kansas. The KRP applies to all State government departments and agencies that are tasked to provide assistance in disaster or emergency situations. 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.

### B. Authorities

- 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.

2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
3. Kansas Administrative Regulation 56-2-1 and 56-2 - These regulations define the requirements of local emergency management agencies. It establishes the minimum functions of such agencies; the minimum support counties must provide to such agencies and the minimum qualifications of county emergency management directors/coordinators.
4. Kansas Statutes Annotated (KSA) 48-9a01 - This Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership that allows states to assist one another during emergencies. Emergency Management Assistance Compact establishes a firm legal foundation for States to send assistance to and receive assistance from other States.
5. 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.
6. KSA 48-904 through 48-936 - These state statutes establish the duties, roles, and responsibilities for emergency management within the state, and establish 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.
7. KSA 48-950 - This statute states that all political subdivisions within the state are automatically a part of the Kansas mutual aid system unless they elect to opt out. This statute does not supersede any existing agreements, nor does it preclude the establishment of any supplemental agreements between specific jurisdictions.
8. KSA 65-5701 through 65-5711 - These state statutes are the state level implementation of Superfund Amendments and Reauthorization Act (SARA), Title III. It defines the Hazardous Materials (HAZMAT) roles and responsibilities of state agencies, makes counties Hazardous Materials emergency planning districts, and establishes a Local Emergency Planning Committee (LEPC) in each county.
9. State of Kansas Executive Order 05-03 - This Executive Order designates the National Incident Management System (NIMS) as the standard for incident management in the State of Kansas.

## **ESF 4 - Firefighting**

### **Coordinating Agency:**

Cowley County Fire Chiefs Association

### **Primary Agency:**

Arkansas City Fire/EMS Department (Fire District #5)

Atlanta Fire Department (Fire District #2)

Burden Fire Dept. (Fire District #3)

Cambridge Fire Department (Fire District #8)

Dexter Fire Department (Fire District #1)

Udall Fire Department (Fire District #4)

Winfield Fire/EMS Department (Fire District #7)

### **Support Agencies:**

Cowley County Emergency Communications

Cowley County Emergency Management

Adjutant General's Office, Kansas Division of Emergency Management

Kansas State Fire Marshal's Office

## **I. Purpose and Scope**

### **A. Purpose**

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

### **B. Scope**

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

## **II. Concept of Operations**

### **A. General**

1. ESF 4 is organized consistently with Cowley County EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command

System. This structure and system support incident assessment, planning, procurement, deployment, coordination, and support operations to KPS 2023 Test Template through the KPS 2023 Test Template Emergency Response Team, Area Operations, and Incident Support Teams (ISTs) to provide a timely and appropriate response to an emergency or situation.

2. Procedures, protocols, and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plans (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 4 capabilities (based on the National Planning Scenarios, the Universal Task List, and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local and State mutual aid assistance, ESF 4 will coordinate with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, ESF 4 will evaluate and analyze information regarding fire detection, suppression, and prevention requests for response, develop and update assessments of the fire service situation and status in the impact area, and perform contingency planning to meet anticipated demands or needs.
5. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
6. Certain facilities contain access and functional needs of populations that have the potential to pose unique problems during disaster situations. These include care facilities, assisted living center, independent living facilities, schools, hospital, and day care facilities. Each facility should have its own emergency plan. Fire departments will assist each of these agencies/facilities to implement their plan based on the situation. If an evacuation is in order, fire department personnel will assist in the implementation of the agencies' specific plan.

a) Firefighting Capabilities and Operations

- i. Cowley County has seven (7) fire districts. This includes the two full-time departments, the City of Arkansas City Fire Department, and the City of Winfield. The other departments are volunteers, and they include City of Atlanta Fire Department, City of Burden Fire Department, Cambridge Fire Department, City of Dexter Fire Department, and City of Udall Fire Department.
- ii. The Fire Chief of each jurisdiction is responsible for coordination, planning, training, and the development of firefighting operational policy for that jurisdiction. Included is the coordination of fire services during an emergency/disaster occurring within the boundaries of that department's responsibility. Control over personnel and equipment will be retained within the given jurisdiction at all times. Providers of specialized equipment are responsible for ensuring the proper training and certification of equipment operators.
- iii. Cowley County Emergency Communications handles dispatching for all emergency services within the county. Per best practices, the emergency communications department will dispatch the nearest next available unit to

respond to a pending call if all units within a particular district are committed or out of service. Cowley County Emergency Communications handles callback responsibilities for all fire departments within the county using digital paging or text messaging. Per best practices, the emergency communication department will perform an all call for departments in surrounding districts to respond to the station to ensure that resources are available for additional responses.

#### 7. Wildland Firefighting Operations

- a) Cowley County has a local Wildland Firefighting Task Force comprised of the fire departments located within Cowley County. During a large wildland fire within Cowley County the individual departments will use the mutual aid agreements currently in place. In the event the fire appears to be growing beyond the capabilities of the Cowley County agencies, a request for assistance from a regional task force and state resources will be made through Emergency Management. Each Fire Department within Cowley County has multiple apparatus specifically capable of being utilized for Wildland Firefighting Operations.
- b) Local fire departments will utilize their tender apparatus to transport water to an established location to refill additional firefighting apparatus as needed. The Cowley County State Fishing Lake is designated as an additional pull site.

#### 8. Firefighting Mutual Aid

- a) Coverage of the county fire districts is maintained using a county-wide mutual aid agreement with all fire departments in the county participating in the agreement. Additionally, per best practices apparatus will be staged at appropriate locations in the county to ensure that response times are minimized to any area of the county if multiple units are committed at one time to an incident response. Depending on the area of the county that has depleted resources, Emergency Communications will contact departments in either Butler, Sumner, Elk, or Chautauqua Counties for mutual aid assistance from the nearest available fire department.
- b) Another mutual aid option can be activation of regional taskforces and other specialty resources through Cowley County Emergency Management and the EOC once a local disaster is declared. Cowley County Emergency Management can contact Kansas Division of Emergency Management, and request additional and specialized resources to help in fire suppression efforts.

### **B. Direction and Control**

- 1. The ESF 4 Coordinating Agency is Cowley County Fire Chiefs Association, which is appointed by the Cowley County Emergency Management, in coordination with local planning partners. The staff serving as ESF 4 Coordinator is appointed by and located in the Cowley County Fire Chiefs Association. When ESF 4 support is necessary, the ESF 4 Coordinator coordinates all aspects of ESF 4.
- 2. ESF 4 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Cowley

County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Cowley County.

3. ESF 4 may operate at two levels: 1) Cowley County EOC; and 2) Field Operations
4. During emergency activations, all management decisions regarding fire service for KPS 2023 Test Template are made at the Cowley County EOC by the ESF 4 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Cowley County EOC assist the incident commander in carrying out the overall mission.
5. In accordance with a mission assignment from ESF 4, and further mission tasking by a local primary agency, each support organization assisting ESF 4 assignment will retain administrative control over its own resources and personnel but will be under the operation control of ESF 4. Mission operational control may be delegated to the field by the Cowley County EOC.

## **C. Organization**

1. County
  - a) During an activation of the Cowley County EOC, support staff is integrated with the Cowley County Firefighting staff to provide support that will allow for an appropriate, coordinated, and timely response.
  - b) During an emergency or disaster event, the Cowley County EOC Operations Section Chief will coordinate resources support agencies with the Emergency Services Branch Director.
  - c) During the response phase, ESF 4 will evaluate and analyze information regarding fire service requests. Also, ESF 4 will develop and update assessments of the fire service status in the impact area and undertake contingency planning to meet anticipated demands and needs.
  - d) The Cowley County Fire Chiefs Association will develop and maintain ESF 4 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System, and the Cowley County EOP.
  - e) 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.
  - f) If firefighting resources within the county are exhausted, the Incident Commander or EOC will coordinate contacting fire departments in surrounding counties through existing mutual aid agreements. If the incident is of a scale that additional resources are needed beyond the abilities within the county and neighboring counties, the Incident Commander or EOC will

coordinate placing a request for additional firefighting resources from within our region through a request for FORCE (Fire Operations Resource Coordination) activation. The Incident Commander will place a request with the FORCE Duty Officer for the necessary resources. FORCE activation can be accomplished by calling LifeTeam dispatch (1-800-HELPS3), who will page the FORCE Duty Officer who will contact the agency making the request for assistance.

- g) Cowley County Emergency Management facilitates a master resource list that is updated and maintained by each department.

## 2. State of Kansas

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

## **D. Alerts and Notifications**

1. Members of the Cowley County Fire Chiefs Association and Cowley County Emergency Management work closely together. When information comes to the attention of any Fire Chief/Department within the Fire Chief's Association or Cowley County Emergency Management indicating that an emergency or disaster situation is developing, the information will be shared with the other.
2. The County Warning Point (Cowley County EOC) will notify the ESF Coordinator for ESF 4 as well as all Fire Chiefs when Cowley County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. ESF 4 will be activated or placed on standby upon notification by the Cowley County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 4. If additional support is required, the ESF 4 coordinating and primary agencies may jointly manage ESF 4 activities.

- Upon instructions to activate or placement of ESF 4 on standby, Cowley County Fire Chiefs Association will implement procedures to notify all ESF 4 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

### III. Actions and Responsibilities

- Actions carried out by ESF 4 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 4 agencies and the intended recipients of service.
- In addition to the individual agencies and their assigned responsibilities found in the next section, there are several actions that need to be taken by all agencies involved:

| <b>Overall Actions Assigned to All Members</b>                   |                                                                                                                         |
|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <i>Preparedness (Pre-Event) Actions for ESF 4 - Firefighting</i> |                                                                                                                         |
| 1                                                                | Maintain a central personnel roster, contact, and resource lists to support ESF-4 tasks.                                |
| 2                                                                | Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS). |
| 3                                                                | Participate in training, drills, and exercises.                                                                         |

| <b>Overall Actions Assigned to All Members</b>                  |                                                                                                      |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <i>Response (During Event) Actions for ESF 4 - Firefighting</i> |                                                                                                      |
| 1                                                               | Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF4. |
| 2                                                               | Assist with emergency evacuations.                                                                   |
| 3                                                               | Conduct other specific response actions as dictated by the situation.                                |

| <b>Overall Actions Assigned to All Members</b>                |                                                                                      |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <i>Recovery (Post Event) Actions for ESF 4 - Firefighting</i> |                                                                                      |
| 1                                                             | Continue to perform tasks necessary to expedite restoration and recovery operations. |
| 2                                                             | Participate in after-action meetings and prepare after-action reports as requested.  |
| 3                                                             | Support clean up and restoration activities.                                         |

#### B. Responsibilities

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

| <b>Coordinating: Cowley County Fire Chiefs Association</b>       |                                                                                                     |
|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <i>Preparedness (Pre-Event) Actions for ESF 4 - Firefighting</i> |                                                                                                     |
| 1                                                                | Identify who is responsible for initial notification of ESF-4 personnel.                            |
| 2                                                                | Identify responsibilities for liaison roles with State and adjacent county fire fighting officials. |
| 3                                                                | Develop standard operating guides and checklists to support ESF-4 activities.                       |

|                                                                        |                                                                                                                                           |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| 4                                                                      | Collect, process, and disseminate information to and from the EOC.                                                                        |
| 5                                                                      | Develop and maintain ESF-4 Annex.                                                                                                         |
| 6                                                                      | Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.                                    |
| 7                                                                      | Ensure the availability of necessary equipment to support firefighting activities.                                                        |
| <b><i>Response (During Event) Actions for ESF 4 - Firefighting</i></b> |                                                                                                                                           |
| 1                                                                      | Designate personnel to coordinate ESF-4 activities in EOC.                                                                                |
| 2                                                                      | Manage the collection, processing, and dissemination of information between ESF-4 and EOC or incident command.                            |
| 3                                                                      | Provide field support for emergency responders at the scene.                                                                              |
| 4                                                                      | Preposition firefighting resources as required.                                                                                           |
| 5                                                                      | Coordinate activating mutual aid agreements as needed.                                                                                    |
| 6                                                                      | Coordinate and direct the activation and deployment of fire service personnel, supplies and equipment to provide firefighting assistance. |
| 7                                                                      | Alert and activate off-duty and auxiliary personnel as required by the emergency.                                                         |
| <b><i>Recovery (Post Event) Actions for ESF 4 - Firefighting</i></b>   |                                                                                                                                           |
| 1                                                                      | Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.             |
| 2                                                                      | Evaluate response and recommend changes to ESF-4 Annex to correct shortfalls and improve future response activities.                      |
| 3                                                                      | Provide documentation for possible financial reimbursement process for recovery activities.                                               |
| 4                                                                      | Coordinate demobilization of ESF-4 resources.                                                                                             |
| 5                                                                      | Review plans and procedures with key personnel and make revisions and changes.                                                            |
| 6                                                                      | Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.                                 |
| <b><i>Mitigation Actions for ESF 4 - Firefighting</i></b>              |                                                                                                                                           |
| 1                                                                      | Participate in hazard identification process and identify and correct vulnerabilities in the firefighting function.                       |
| 2                                                                      | Develop fire safety programs that include disaster situations and present them to the public.                                             |
| 3                                                                      | Provide ESF-4 representative for update of mitigation plan.                                                                               |

|                                                                         |                                                                                                                      |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>Supporting: Cowley County Emergency Management</b>                   |                                                                                                                      |
| <b><i>Preparedness (Pre-Event) Actions for ESF 4 - Firefighting</i></b> |                                                                                                                      |
| 1                                                                       | Develop and maintain ESF-4 Annex.                                                                                    |
| <b><i>Response (During Event) Actions for ESF 4 - Firefighting</i></b>  |                                                                                                                      |
| 1                                                                       | Manage the collection, processing, and dissemination of information between ESF-4 and EOC or incident command.       |
| 2                                                                       | Coordinate activating mutual aid agreements as needed.                                                               |
| <b><i>Recovery (Post Event) Actions for ESF 4 - Firefighting</i></b>    |                                                                                                                      |
| 1                                                                       | Evaluate response and recommend changes to ESF-4 Annex to correct shortfalls and improve future response activities. |

## IV. Financial Management

- ESF 4 is responsible for coordinating with Cowley County Clerk's Office to manage ESF 4 expenses relevant to an event.

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

## **V. References and Authorities**

### **A. References**

1. Kansas Planning Standards - The Kansas Planning Standards (KPS) is intended to be an all-encompassing guide to review or redevelop Local Emergency Operations Plans (LEOPs).
2. Kansas Recovery Plan - The State of Kansas Disaster Recovery Plan (KDRP) builds upon the Kansas Response Plan to align local response and recovery coordination with support from state partners. The KDRP outlines the authorities, organization, and key processes for implementing Kansas' disaster recovery strategy.
3. Kansas Response Plan - The Kansas Response Plan (KRP) is designed to address natural and man-made hazards that could adversely affect the State of Kansas. The KRP applies to all State government departments and agencies that are tasked to provide assistance in disaster or emergency situations. 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.

### **B. Authorities**

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
3. Kansas Administrative Regulation 56-2-1 and 56-2 - These regulations define the requirements of local emergency management agencies. It establishes the minimum functions of such agencies; the minimum support counties must provide to such agencies and the minimum qualifications of county emergency management directors/coordinators.
4. Kansas Statutes Annotated (KSA) 48-9a01 - This Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership that allows states to assist one another during emergencies. Emergency Management Assistance Compact establishes a firm legal foundation for States to send assistance to and receive assistance from other States.
5. 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.
6. KSA 48-904 through 48-936 - These state statutes establish the duties, roles, and responsibilities for emergency management within the state, and establishes basic requirements for counties to establish and maintain emergency management programs. It outlines the organization, policies and procedures governing the Kansas Division of Emergency Management (KDEM), establishes

the powers and authorities of the Governor, state, and local officials to deal with emergencies/disasters before, during and after their occurrence.

7. KSA 48-950 - This statute states that all political subdivisions within the state are automatically a part of the Kansas mutual aid system unless they elect to opt out. This statute does not supersede any existing agreements, nor does it preclude the establishment of any supplemental agreements between specific jurisdictions.
8. KSA 65-5701 through 65-5711 - These state statutes are the state level implementation of Superfund Amendments and Reauthorization Act (SARA), Title III. It defines the Hazardous Materials (HAZMAT) roles and responsibilities of state agencies, makes counties Hazardous Materials emergency planning districts, and establishes a Local Emergency Planning Committee (LEPC) in each county.
9. State of Kansas Executive Order 05-03 - This Executive Order designates the National Incident Management System (NIMS) as the standard for incident management in the State of Kansas.

## **ESF 5 – Information and Planning**

### **Coordinating Agency:**

Cowley County Emergency Management

### **Primary Agency:**

Cowley County Emergency Management

### **Support Agencies:**

Adjutant General's Office, Kansas Division of Emergency Management

City-Cowley County Health Department

Cowley County Emergency Auxiliary (CCEA)

Cowley County Emergency Communications

Cowley County MIS/GIS Department

Cowley County Sheriff's Office

United Way of the Plains

## **I. Purpose and Scope**

### **A. Purpose**

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

### **B. Scope**

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

## II. Concept of Operations

### A. General

1. ESF 5 is organized consistently with the Cowley County EOC and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System to provide incident assessment, planning, procurement, deployment, coordination and support operations to Cowley County through the County Emergency Response Team, Area Operations and Incident Support Teams (ISTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures, protocols, and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plans (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support annexes and Standard Operating Guidelines, which describe ESF 5 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or state mutual aid assistance, ESF 5 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets. Cowley County Emergency Management serves as the primary coordinating agency and should coordinate or participate in the coordination of information gathering, processing, and dissemination. Cowley County Emergency Management should also serve as the point of notification to ESF-5 and all other ESFs that the County Emergency Operations Center will be activated. Cowley County Emergency management should also serve as a liaison agency with State and Federal emergency management officials or delegate it to a pertinent partnering agency or representative.

Cowley County Emergency Management in partnership with the other ESF partnering agencies coordinate the management of the collection, processing, and dissemination of pertinent information to and from the EOC related to ESF-5.

4. The development of a fully functional, effective, and sustainable ESF 5 capability for Cowley County will be guided by the following principles:
  - a) All ESFs will be fully integrated into all phases of ESF 5.
  - b) ESF 5 will address the potential impacts of natural, technological, and man-made hazards, and be in full compliance with NIMS.
  - c) Planning for recovery will begin on Day 1 of the event.
  - d) Emphasis will be given to pre-disaster planning for post-disaster utilization of disaster intelligence to support Incident Action Planning.

5. Information and Planning will give priority to five fundamental functions:
  - a) Use of technology and human intelligence to collect, analyze, and disseminate information on disaster impacts, including direct impacts (people, buildings, infrastructure) and indirect impacts (debris generated, hazmat releases).
  - b) Assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the disaster.
  - c) Assess and prioritize the immediate needs of impacted communities and neighborhoods.
  - d) Incorporate the analyses into Incident Action Plans that establish operational objectives and identify resource requirements to accomplish these objectives.
  - e) Utilize an Incident Action Matrix to establish priorities, assign tasks to agencies, and track progress in meeting objectives.
6. Situational Awareness
  - a) Initially, the Incident Commander will conduct a scene size-up. Any proactive measures or response priorities will be determined at the scene. If the event becomes too large or additional resources are needed, the IC will contact Emergency Management. Upon consultation, Emergency Management may determine the need to declare a State of Local Disaster Emergency as outlined in K.S.A. 48-932 et seq.
    - i. An Emergency Declaration may be issued by the Chair of the Board of County Commissioners and has also authorized the County Administrator to sign the Declaration upon approval from the Chair.
    - ii. Any disaster declaration will be filed promptly with the County Clerk and then notification is made to the Kansas Division of Emergency Management and local media outlets.
    - iii. The effects of a Declaration of Local Emergency will be to activate response and recovery aspects of all applicable local and inter-jurisdictional emergency plans and to authorize the furnishing of aid and assistance.
  - b) The status of any incident will be monitored by the gathering and sharing of information from affected jurisdictions, the on-scene Incident Commander and the EOC. Emergency Management may choose to deploy an EOC Liaison into the field to assist the Incident Commander or Command Team in communications and coordination with the EOC and other partnering agencies as needed.
7. Incident Command
  - a) Incident command operations will be conducted and identified on scene per the protocols or guidelines of the responding agencies. This structure can be flexible within NIMS guidance to utilize concepts like Unified Command or Area Command which will be determined by the Incident Commander or agreed upon policies, plans, and procedures.

- b) The Incident Commander (IC) or designee can request EOC activation by notifying Emergency Management and making the request. Dependent on the incident situation the Emergency Management Director or designee may also decide that the activation of EOC is necessary due to magnitude or complexity of the incident, and/or that EOC support is or will be necessary prior to an Incident Commander request.

All tactical and operational decisions will be made in the field within an ICS structure by the incident commander and the command team, while policy and coordination functions will be accomplished by the EOC.

## 8. Emergency Operations Center (EOC)

- a) The EOC will be established to support field operations and promote the integration of all response and recovery operations, including the following:
  - i. Collect, record, analyze, display, and distribute information.
  - ii. Support activities at the scene and in the field.
  - iii. Coordinate public information and warning.
  - iv. Prioritize and coordinate disaster related activities.
  - v. Conduct liaison and coordination activities with external entities
  - vi. Notify and provide ongoing information to elected officials.
  - vii. Coordinate long term recovery operations.
  - viii. Prepare action and policy plans.
  - ix. Situation assessment
  - x. Direction and control (broad guidance, not tactical)
  - xi. Interagency coordination
  - xii. Priority establishment
  - xiii. Resource management and augmentation
- b) Cowley County Emergency Management is primarily responsible for the activation and operation of the Emergency Operations Center. Specifics on EOC operations are maintained by Cowley County Emergency Management in its EOC operating guide.
  - i. Status reports will be available to County Administration and the Board of County Commissioners as conditions change or are needed.
  - ii. Coordination for public information will be addressed in ESF-15 External Affairs
- c) Once activated, the EOC may be deactivated at any time by the EOC Director. As EOC staffing is situation dependent, sections or components of the EOC may be deactivated in stages. Possible criteria for deactivating the EOC include:
  - i. The threat or potential threat to the County has diminished or been resolved
  - ii. Countywide coordination of activities is no longer required
  - iii. Resource support is no longer required
  - iv. At the discretion of the EOC Director
- d) There are adequate resources locally or regionally, to staff the EOC for multiple 24-hour periods. In large, complex, or escalating events, the need for 24-hour staffing will be addressed at the time of activation and scheduled accordingly. In catastrophic incidents, an Incident Support Team will be requested through the Kansas Division of Emergency Management.

## 9. Response to Recovery Operations

- a) The response phase of an emergency or disaster involves actions taken to save lives and prevent further property damage. Some short-term recovery activities can occur simultaneously with response activities, such as restoration of utilities and other infrastructure. When there is no longer immediate life safety and preservation of property actions, operations will gradually shift to recovery. ESF 5 will closely monitor and evaluate operations to determine the appropriate time to deactivate the EOC.
- b) The EOC will play a role in transitioning a community towards recovery. Some of the activities EOC may do in the transition to recovery include:
  - i. Coordination of documentation
  - ii. Archiving data and contact information
  - iii. Conduct after-action reviews
  - iv. Advocating for State and Federal assistance
  - v. Working with FEMA, the State and other Federal entities
  - vi. Helping the community to manage expectations and participating in long-term recovery committees
- c) Emergency Management and ESF 5 primary and support agencies will liaison with State and Federal officials, if applicable, as the community assesses damages jointly and seeks Federal assistance under the Robert T. Stafford Act.
- d) ESF 14 may remain active for an extensive period after closure of the EOC to coordinate recovery / rebuilding activities. The recovery process can be significantly longer in duration, often many years, and will require a very broadly based input from all facets of community.

## B. Direction and Control

- 1. The ESF 5 Coordinating Agency is Cowley County Emergency Management. The staff serving as ESF 5 Coordinator is appointed by and located in the Cowley County Emergency Management. When ESF 5 support is necessary, the ESF 5 Coordinator directs all aspects of ESF 5.
- 2. ESF 5 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Cowley County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Cowley County.
- 3. The ESF 5 may operate at two levels: 1) Cowley County EOC; and 2) Field operations.
- 4. During emergency activations, all management decisions regarding Emergency Management for Cowley County are made at the Cowley County EOC by the ESF 5 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Cowley County EOC assist the incident commander in carrying out the overall mission.

5. In accordance with a mission assignment from ESF 5, each primary and/or support organization assisting ESF 5 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF 5. Mission operational control may be delegated to the field by the Cowley County EOC.

## **C. Organization**

### **1. County**

- a) During an activation of the Cowley County EOC, primary and support agency staff is integrated with the staff to provide support that will allow for an appropriate, coordinated, and timely response.
- b) During an emergency or disaster event, ESF 5 will establish staffing in accordance with the EOC organizational chart found in the Basic Plan.
- c) Cowley County Emergency Management develops and maintains ESF 5 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System, and the Cowley County EOP.

### **2. State of Kansas**

- a) During an activation of the State of Kansas EOC, the Adjutant General's Office, Kansas Division of Emergency Management, is the designated lead agency for ESF 5 and will provide a liaison to facilitate requests for information and planning resources to local Emergency Operations Centers.
- b) During an emergency or disaster event, the primary and support agencies of ESF 5 at the State of Kansas EOC will report to the Planning Section Chief who reports to the SEOC Manager.
- c) The Adjutant General's Office, Kansas Division of Emergency Management develops and maintains ESF 5. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the EOP.

## **D. Alerts and Notifications**

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

## **III. Actions and Responsibilities**

### **A. Actions**

1. The following are general actions performed by ESF 5. The specific actions carried out by ESF 5 in Cowley County are grouped into phases of emergency management in the table below. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 5 agencies and the intended recipients of service.
  - a) Intelligence Planning Functions
    - i. Gathering information, analyzing intelligence, preparing incident action plans, and providing training and exercises on the above is the prime focus of ESF-5. These actions are spread across all phases of emergency management.
  - b) Intelligence Collection and Analysis
    - i. The ability to acquire, analyze and disseminate information and intelligence on disasters and their impacts is fundamental to effective use of intelligence to establish operational and logistical objectives and priorities. Intelligence can be collected, analyzed, and used in support of three overlapping phases of disaster operations: pre-event (as applicable for foreseeable events such as Severe Storms, Wildfires, etc.); impact assessment and immediate response; and sustained response and initial recovery.
    - ii. Pre-disaster analyses (predicted impacts), which use predictive tools to estimate disaster impacts.
    - iii. Immediate, post-disaster impact assessments, which focus on 1) disaster impacts on people, buildings, and infrastructure – with emphasis on assessments of functionality of essential services; and 2) local response capabilities and immediate needs.
    - iv. Post disaster damage assessments, which assess damages to eligible infrastructure and individuals.

- c) Intelligence on predicted and observed disaster impacts should be used by ESF 5 to assess jurisdictional ESF capabilities (response and recovery). This is designed:
  - i. To evaluate ESF resource and capabilities and shortfalls (e.g., availability of trained personnel, equipment, supplies) to determine the level of State and Federal assistance that is needed, organized by ESF; and
  - ii. To rapidly communicate estimated ESF shortfalls to the Cowley County Command Group and State Emergency Management.
- d) Incident Action Planning
  - i. Disaster intelligence will provide critical input to the Incident Action Plan (IAP), which provides:
    - Current information that accurately describes the incident situation and resource status
    - Predictions of the probable course of events
    - Alternative strategies to attain critical incident objectives
    - An accurate, realistic IAP for the next operational period.
- e) Training
  - i. Training is a critical preparedness component of ESF 5. The objective is to develop and sustain a capability in Cowley County to routinely implement each phase and function of ESF 5. Accordingly, training will address the following:
    - ESF 5 – Planning and Information – overview of key components of ESF 5; role, requirements, and integration of ESF 5 under NIMS.
    - Intelligence and Analysis - procedures for identifying, collecting, prioritizing, and utilizing intelligence.
    - Use of Predictive Models – coordination within use of predictive tools for rapid needs assessment; templates; SOPs; identification of needed local expertise (Geographic Information Systems)
    - Preparation and Utilization of Incident Action Plans
    - Incident Action Matrix: A Tool for Establishing Priorities, Assigning Tasks to Agencies, and Tracking Progress
- f) Exercises
  - i. Consistent with NIMS, Cowley County will incorporate ESF 5 plans and procedures into exercises that will be conducted at the local and State level. On an annual basis, at least two exercises will be used to evaluate ESF 5 readiness.
  - ii. Actions carried out by ESF 5 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF 5 encompasses a full range of activities from training to the provision of field services.
- g) Actions
  - i. The actions for all agencies are in the Responsibilities Section of this document.

## B. Responsibilities

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

| <b>Coordinating and Primary: Cowley County Emergency Management</b>                 |                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 5 - Information and Planning</i></b> |                                                                                                                                                                                                  |
| 1                                                                                   | Maintain a central personnel roster, contact and resource list to support ESF-5 tasks.                                                                                                           |
| 2                                                                                   | Identify who is responsible for initial notification of ESF-5 personnel.                                                                                                                         |
| 3                                                                                   | Identify responsibilities for liaison roles with state and adjacent county emergency management officials.                                                                                       |
| 4                                                                                   | Develop standard operating guides and checklists to support ESF-5 activities.                                                                                                                    |
| 5                                                                                   | Train personnel on EOC operations, the Incident Command System (ICS), and the National Incident Management System (NIMS).                                                                        |
| 6                                                                                   | Collect, process, and disseminate information to and from the EOC and distribute to pre-determined list.                                                                                         |
| 7                                                                                   | Develop and maintain Basic Plan and ESF-5 Annex.                                                                                                                                                 |
| 8                                                                                   | Coordinate the construction of the EOP with other ESFs.                                                                                                                                          |
| 9                                                                                   | Coordinate and participate in training, drills, and exercises; including position specific training for EOC operations.                                                                          |
| 10                                                                                  | Incorporate ESF 5 plans and procedures into training and exercises and conduct at local level.                                                                                                   |
| 11                                                                                  | Establish staff, and train damage assessment teams within the jurisdiction.                                                                                                                      |
| 12                                                                                  | Identify how initial damage assessment will be collected, processed, and disseminated among local, county and State entities.                                                                    |
| 13                                                                                  | Identify EOC ability to respond to disasters longer than 24 hours.                                                                                                                               |
| 14                                                                                  | Identify alternate EOC location and requirements to open and staff.                                                                                                                              |
| 15                                                                                  | Identify protective action decisions and establish response priorities.                                                                                                                          |
| <b><i>Response (During Event) Actions for ESF 5 - Information and Planning</i></b>  |                                                                                                                                                                                                  |
| 1                                                                                   | Coordinate activities between incident command and EOC.                                                                                                                                          |
| 2                                                                                   | Coordinate response to unplanned arrivals and volunteer groups who self-deploy.                                                                                                                  |
| 3                                                                                   | Collect and process information received from rapid damage assessment teams, analyze this information, and share with appropriate partners.                                                      |
| 4                                                                                   | Support the preparation of and/or prepare an Incident Action Plans and distribute to appropriate partners.                                                                                       |
| 5                                                                                   | Ensure that requests for Assessment Teams are forwarded to the local and State EOC.                                                                                                              |
| 6                                                                                   | Coordinate with ESF 7 to ensure that all available resources are logged and requests for resources are filled.                                                                                   |
| 7                                                                                   | Ensure that copies of all news releases and situation reports are transmitted to the State EOC.                                                                                                  |
| 8                                                                                   | Collect and analyze intelligence in support of the overlapping phases of disaster operations: pre-event, impact assessment, and immediate response; and sustained response and initial recovery. |
| 9                                                                                   | Evaluate ESF resources, capabilities, and shortfalls (e.g., availability of trained personnel, equipment, supplies) to determine the level of State and Federal assistance that is needed.       |

|                                                                                  |                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10                                                                               | In the case of a foreseeable event impact, set up the status boards, obtain data/studies and electronic files, and staff ESF 5. Initiate contact with the media through ESF 15 and establish contact with KDEM.                               |
| 11                                                                               | In the case of a foreseeable event impact, review pre-determined requests for pre-positioning of critical resources (personnel, equipment, and supplies).                                                                                     |
| 12                                                                               | In the case of a foreseeable event impact, collect, analyze, and apply disaster intelligence information and deployment of local damage assessment teams.                                                                                     |
| 13                                                                               | Develop standard operating guides and checklists to support ESF-5 activities.                                                                                                                                                                 |
| 14                                                                               | Collect, process, and disseminate information to and from the EOC and distribute to pre-determined list.                                                                                                                                      |
| <b><i>Recovery (Post Event) Actions for ESF 5 - Information and Planning</i></b> |                                                                                                                                                                                                                                               |
| 1                                                                                | Establish and draft recovery plans to address building inspection requirements and priorities; emergency and temporary housing issues; business impacts (direct and indirect); debris management; route clearance; and utilities restoration. |
| 2                                                                                | Perform pre- and post-disaster analyses of disaster impacts on buildings, infrastructure and the general population can be used to support mitigation decision-making.                                                                        |
| 3                                                                                | Provide continued situation reports to support recovery and damage assessment process.                                                                                                                                                        |
| 4                                                                                | Provide information on damage assessment flyovers and transmitting video/pictures to the Local EOC/State EOC.                                                                                                                                 |
| 5                                                                                | Schedule and conduct after-action meetings and after-action reviews. Draft corrective action plan.                                                                                                                                            |
| 6                                                                                | Collect documentation for possible financial reimbursement process for recovery activities. Provide updates to eligible applicants on any disaster recovery programs.                                                                         |
| 7                                                                                | Develop standard operating guides and checklists to support ESF-5 activities.                                                                                                                                                                 |
| <b><i>Mitigation Actions for ESF 5 - Information and Planning</i></b>            |                                                                                                                                                                                                                                               |
| 1                                                                                | Analyze community economic impacts - including the total percentage of building stock damaged in disaster and replacement values. Refine and implement protective actions for the jurisdiction.                                               |
| 2                                                                                | Coordinate mitigation plan revision to identify county risk and projects that could lessen risk.                                                                                                                                              |
| 3                                                                                | Provide ESF partners and other eligible applicants of mitigation funding opportunities.                                                                                                                                                       |
| 4                                                                                | Coordinate the update of the mitigation plan.                                                                                                                                                                                                 |

### **Supporting: Cowley County Emergency Auxiliary (CCEA)**

|                                                                                    |                                                                                                                                             |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Response (During Event) Actions for ESF 5 - Information and Planning</i></b> |                                                                                                                                             |
| 1                                                                                  | Coordinate response to unplanned arrivals and volunteer groups who self-deploy.                                                             |
| 2                                                                                  | Collect and process information received from rapid damage assessment teams, analyze this information, and share with appropriate partners. |

### **Supporting: Cowley County Emergency Communications**

|                                                                                    |                                                         |
|------------------------------------------------------------------------------------|---------------------------------------------------------|
| <b><i>Response (During Event) Actions for ESF 5 - Information and Planning</i></b> |                                                         |
| 1                                                                                  | Coordinate activities between incident command and EOC. |

### **Supporting: United Way of the Plains**

|                                                                                    |                                                                                 |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <b><i>Response (During Event) Actions for ESF 5 - Information and Planning</i></b> |                                                                                 |
| 1                                                                                  | Coordinate response to unplanned arrivals and volunteer groups who self-deploy. |

## **IV. Financial Management**

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

## **V. References and Authorities**

### **A. References**

1. Kansas Planning Standards - The Kansas Planning Standards (KPS) is intended to be an all-encompassing guide to review or redevelop Local Emergency Operations Plans (LEOPs).
2. Kansas Recovery Plan - The State of Kansas Disaster Recovery Plan (KDRP) builds upon the Kansas Response Plan to align local response and recovery coordination with support from state partners. The KDRP outlines the authorities, organization, and key processes for implementing Kansas' disaster recovery strategy.
3. Kansas Response Plan - The Kansas Response Plan (KRP) is designed to address natural and man-made hazards that could adversely affect the State of Kansas. The KRP applies to all State government departments and agencies that are tasked to provide assistance in disaster or emergency situations. 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.

### **B. Authority**

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
3. Kansas Administrative Regulation 56-2-1 and 56-2 - These regulations define the requirements of local emergency management agencies. It establishes the minimum functions of such agencies; the minimum support counties must provide to such agencies and the minimum qualifications of county emergency management directors/coordinators.
4. Kansas Statutes Annotated (KSA) 48-9a01 - This Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership that allows states to assist one another during emergencies. Emergency Management Assistance Compact establishes a firm legal foundation for States to send assistance to and receive assistance from other States.
5. 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.

6. KSA 48-904 through 48-936 - These state statutes establish the duties, roles, and responsibilities for emergency management within the state, and establishes basic requirements for counties to establish and maintain emergency management programs. It outlines the organization, policies and procedures governing the Kansas Division of Emergency Management (KDEM), establishes the powers and authorities of the Governor, state, and local officials to deal with emergencies/disasters before, during and after their occurrence.
7. KSA 48-950 - This statute states that all political subdivisions within the state are automatically a part of the Kansas mutual aid system unless they elect to opt out. This statute does not supersede any existing agreements, nor does it preclude the establishment of any supplemental agreements between specific jurisdictions.
8. KSA 65-5701 through 65-5711 - These state statutes are the state level implementation of Superfund Amendments and Reauthorization Act (SARA), Title III. It defines the Hazardous Materials (HAZMAT) roles and responsibilities of state agencies, makes counties Hazardous Materials emergency planning districts and establishes a Local Emergency Planning Committee (LEPC) in each county.
9. State of Kansas Executive Order 05-03 - This Executive Order designates the National Incident Management System (NIMS) as the standard for incident management in the State of Kansas.

## **ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services**

### **Coordinating Agency:**

Cowley County Emergency Management

### **Primary Agency:**

American Red Cross

### **Support Agencies:**

Central Christian Church - Arkansas City  
City-Cowley County Health Department  
Cowley County Community Developmental Disability Organization (CDDO)  
Cowley County Emergency Auxiliary (CCEA)  
South Central Kansas Area Agency on Aging  
Cowley County MIS/GIS Department  
Dexter (City of)  
Dexter Outreach Center  
First United Methodist Church  
Kansas Mid-Cap  
Parkerfield (City of)  
South Central Kansas Regional VOAD  
State Animal Response Team (SART)  
The Salvation Army  
United Way of the Plains  
USD 465 – Winfield Schools  
Winfield Recreation Center

## **I. Purpose and Scope**

### **A. Purpose**

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

### **B. Scope**

1. ESF 6 promotes the delivery of services and the implementation of programs to assist individuals, households and families impacted by disaster/emergencies.
2. ESF 6 includes four primary functions: mass care, emergency assistance, temporary housing, and human services.
  - a) Mass care involves the coordination of non-medical mass care services to include sheltering disaster survivors and household pets, organizing feeding operations, providing emergency

first aid at designated sites, collecting, and providing information on disaster survivors to family members, and coordinating bulk distribution of emergency relief items.

- b) Emergency assistance includes functions of evacuation support in conjunction with ESF 1 and ESF 9, reunification of families, access, and functional needs support, sheltering of disaster survivors and household pets, and overall shelter management.
- c) Temporary housing involves the provision of assistance for housing needs of disaster survivors
- d) Human Services includes providing disaster survivor-related recovery efforts such as emotional support and identifying support for persons with access and functional needs.

## **II. Concept of Operations**

### **A. General**

1. ESF 6 is organized consistently with the Cowley County EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, deployment, and coordination and support operations to Cowley County through the Cowley County Emergency Response Team, Area Operations, and Incident Support Teams (ISTs) to provide a timely and appropriate response to an emergency or situation. A diagram of the ICS structure has been uploaded into the file archives section of this plan.
2. Procedures, protocols, and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 6 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, ESF 6 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of required assets.
4. ESF 6 will coordinate with ESF 8 to address the requirements of persons with access and functional needs, including their sheltering requirements.
5. Sheltering Capabilities and Operations
  - a) Shelters within this jurisdiction are operated under the management of the American Red Cross. American Red Cross identifies potential shelters, performs an evaluation and, if all standards are met, signs an agreement with the sponsoring entity.

The American Red Cross will open shelters and operate them with their trained shelter managers and volunteers from American Red Cross and other organizations as needed. The American Red Cross will assess the special needs that may occur at each shelter area. Once it has been established that additional shelters and/or special assistance is needed, the American Red Cross will work closely with the EOC to request additional support agencies as needed. The American Red Cross, in conjunction with information received by the EOC, will

determine the length of time each shelter needs to remain open to serve displaced persons.

Shelters having a signed agreement with American Red Cross have met all state and federal standards regarding shelter accessibility. Volunteers staffing the shelters will have basic training regarding first aid and special needs. Services beyond the scope of the volunteers will be called into play through a request made by the American Red Cross to the EOC. The City-Cowley County Health Department will provide supervision of all care beyond basic needs and arrange for appropriate placement of the individuals in need.

When the American Red Cross certifies a shelter to be placed into service, they note the capabilities of each shelter to determine the number of people it will hold and its accessibility.

The American Red Cross, as shelter managers, is trained and prepared for the needs of any individual seeking shelter. In conjunction with the EOC, they have the ability to draw upon assistance from other agencies in the area. (ex. City-Cowley County Health Department, Council on Aging, County Developmental Disability Organization).

The American Red Cross has certified and has access to several shelters within Cowley County. Those pre-identified shelters are listed on the American Red Cross's National Shelter System website (<https://nss.communityos.org/>). The agreements with all local shelters in Cowley County are uploaded into the file archive section of this plan. Those pre-identified shelters are as follows:

- i. Arkansas City  
Central Christian Church
- ii. Dexter  
Dexter Community Building  
Dexter Outreach Center
- iii. Parkerfield  
Parkerfield Community Center
- iv. Winfield  
First United Methodist Church  
Joe Thornton Recreation Center  
USD 465 (High School / Middle School Complex)
- v. Tisdale  
Tisdale United Methodist Church

ESF-6 and other EOC partners will work together to push out information to the public through ESF-15, American Red Cross, United Way and other avenues to ensure that the public and those affected by the incident the location of shelters and other services, to include but not limited to use of social media, face-to-face meetings with citizens, local media sources.

- b) The Shelter Managers will follow the American Red Cross standard operating procedure and are responsible for managing their individual shelters.

ESF 6 and other EOC partners will work together to push out information to the public through ESF-15, American Red Cross, United Ways, and other avenues to ensure the public and those affected by the incident are notified of the locations of shelters and other services,

to include but not limited to the use of social media, face-to-face meetings with citizens, and local media sources.

Healthcare personnel and contact information is kept under separate cover with Cowley County Emergency Management and will not be uploaded into this document.

Cowley County works with VOAD (Volunteer Agencies Active in Disasters) partners located regionally in South Central Kansas falling under the South-Central Kansas VOAD. Cowley County can request additional assistance from the VOAD. The VOAD contact list is regularly updated to provide a list of agencies who can provide human services support during emergencies along with the services they provide.

- i. The Salvation Army and American Red Cross, along with other county or regional VOAD volunteer groups, will identify feeding needs and address the issue of feeding stations and food delivery. In addition, the County may contract with local private food providers to supplement feeding operations for those affected by the disaster. The City-Cowley County Health Department will assist in securing resources for general inspections of all feeding stations.

The residential group homes, assisted living and nursing homes, etc. have plans in place to ensure adequate delivery of supplies and staffing. The City-Cowley County Health Department and Cowley County Community Developmental Disability Organization (CDDO), and other volunteer groups will work with the Cowley County EOC to identify individuals and families with access and functional needs so they can provide delivery of supplies and services.

- ii. The American Red Cross will keep records on the number of shelters, shelter residents, etc. through the capabilities of the Crisis Information Management System (CIMS) to document all ESF6 sheltering activities.
- c) Security at the shelters will be provided by either the Sheriff's Department (unincorporated areas), city police (incorporated areas), or the shelter facility's own security personnel. Offenders reporting to the shelter are to notify any official at the shelter of their need to report and the official will notify the Cowley County Sheriff's Office. Depending on the disaster, they could be allowed to leave the shelter to report, or a representative of the Sheriff's Office can go to the shelter or contact them by phone. If an unaccompanied minor arrives at an American Red Cross shelter, the shelter staff will contact law enforcement entities regarding the minor and make all efforts to reunite the minor with their family or guardian.

## 6. Short and Long-Term Housing

- a) Cowley County's housing authorities include the City of Winfield Housing Authority and the South-Central KS Area agency on Aging.
- b) ESF-6 partners will work in conjunction with the local Housing Authorities and Kansas Mid-Cap programs to identify available Section 8 housing for qualifying individuals. This process will begin once the American Red Cross has conferred with the EOC to determine the status of the local recovery effort.

## 7. Emergency Relief Supplies (food, water, medicine, clothing, etc.)

- a) The American Red Cross, Cowley County volunteer groups, the Salvation Army and other volunteer organizations will set up distribution centers for the delivery of emergency relief items
- b) The American Red Cross and Salvation Army, along with other volunteer agencies, will continue to provide essential care to citizens in the affected area. Local Cowley County animal response resources with assistance from the Kansas State Animal Response Team, will provide shelter and care for dislocated animals. Service animals are allowed in shelters and necessary supplies/support will be arranged as needed.

## 8. Access and Functional Needs

- a) At the time of certification, the American Red Cross will determine if the shelter meets ADA standards.

American Red Cross shelters may not be able to accommodate access and functional needs populations, especially at the beginning of a disaster. Those responsible for access and functional needs populations should be prepared to activate their own emergency shelter plans. The American Red Cross is responsible for first aid level of care only. Identification of vulnerable needs population can be obtained through a list maintained by the cities (if applicable).

Each long-term care facility should have their own emergency shelter plan. Assistance and oversight can be given by the City-Cowley County Health Department as well as other volunteer organizations.

- b) The American Red Cross has policies in place to address many of the issues that arise from displaced persons seeking shelter. If an unaccompanied minor is identified and efforts to locate family members fail, law enforcement will be notified. Law Enforcement will then contact the Department of Children and Families whose responsibility it will be to find placement for the minor.

It is the responsibility of registered sex offenders, parolees and other individuals required to report to any level of law enforcement to provide self-identification regarding their status. Shelter managers will follow American Red Cross guidelines to contact the proper authorities regarding the location of those listed above. It will be the responsibility of law enforcement to determine if the placement is appropriate or if the individual will need to be relocated to a more secure setting. The Cowley County Sheriff's Department and the Kansas Department of Corrections will be responsible for the institutionalized population.

- c) Cowley County Emergency Management works to engage with local cultural organizations and community leaders in the planning process to ensure the EOP reflects the needs of diverse populations. This includes but is not limited to providing space for worship services, providing bilingual staff if available, and meeting with those with cultural needs on a case-by-case basis.
- d) To meet the needs and special considerations of institutionalized populations, ESF-6 will work with agencies, organizations, and facilities that either are affected by the event or can

leverage relevant subject matter expertise that can better inform incident planning and help guide response and recovery effects. This could include City-Cowley County Health Department and Cowley County CDDO.

- e) Cowley County Emergency Management will coordinate with organizations and facilities to help facilitate acquisition of transportation through community partners meeting the requirements of the impacted evacuees.
- f) Cowley County will establish an information board where updates will be posted to inform evacuees about the status of the disaster and actions they will need to take moving forward. A public information officer will also provide periodic updates to the residents of the shelters and to the public.

#### 9. Behavioral Health

- a) Every effort will be made to provide crisis-counseling services for people affected by the disaster. Trained mental health counselors are available for adults and children through Four County Mental Health Center or through volunteer organizations that can be requested, that also can provide both faith-based and non-faith-based disaster counseling services.
- b) Four County Mental Health Center, as well as Cowley Sumner Peer Support, will be made available to emergency responders. There are also local Employee Assistance Programs, (i.e., EMPAC Counseling), provided by individual employers.

#### 10. Accountability: Disaster Survivors

- a) Cowley County will work with its ESF-6s partners to follow the best industry practices regarding notifying or informing the public about the status of missing or injured relatives.

#### 11. Family Reunification

- a) The American Red Cross will operate a Disaster Welfare Information (DWI) system to report on victim 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.
- b) If children are brought to the shelter, and their caregivers are injured, missing, ill, or otherwise incapacitated, officials will coordinate with the Department of Children and Families to provide next level of care.

#### 12. Shelter Decontamination

- a) In the event of a disaster with the potential for contaminated victims who may be seeking shelter, a hazardous materials team, the City-County Health Department or Emergency Medical Personnel, or other appropriately trained county or city representatives 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. Area hospitals can establish a decontamination area for affected individuals. After decontamination, if sheltering is necessary, they will be directed/taken to an appropriate shelter set up for them.

### 13. Animal sheltering

- a) Cowley County in situations where animal sheltering may be needed can request the Kansas State Animal Response Team. (KSSART) and/or work with local partners like the Humane Society of Cowley County, local volunteer organizations and other local government entities. A significant animal population in the county is comprised of pets. Pet ownership corresponds, for the most part, with general population density. An approximate number of companion animals in Cowley County can be estimated by utilizing a system developed by the American Veterinary Medical Association: by multiplying the number of households per national estimates (13,763 per 2020 census figures) via a formula housed on their website.

Dogs = 8450  
Cats = 6290  
Birds = 800  
Horses = 545

The current publicly accessible formulas do not account for these animals listed below. These numbers represent the last estimates which would come from previous versions of this annex dated 2019.

Rabbits and Ferrets = 321  
Rodents = 321  
Reptiles = 209  
Fish = 878

- b) The proposed shelters for animals have already met standard guidelines. ESF-6 in coordination with partners should identify resource needs that can assist with the identification/registration, feeding, care and treatment of animals brought to a shelter location. The pre-identified animal shelters are currently either a boarding facility, veterinary facility, or the Humane Society, therefore utility provisions are already in place and covered by their emergency plan.

Household pets, other than service animals, are not allowed at any of the identified shelters. If supplies (crates, food, water, etc.) are needed for the specialty animals, ESF-6 will coordinate that assistance with those engaged partners.

At this time, the care of service animals will be the responsibility of the owner. Additional assistance and supplies can be provided if resources are available. No additional security will be provided other than normal security measures for the approved shelter.

Since household pets will not be sheltered in an approved American Red Cross shelter, they will be sheltered at pre-identified off-site areas noted above. Therefore, pet confinement, safety, cleanliness, noise level controls, pet waste and animal disposal will be handled by each facility per their plan.

- c) As stated above, household pets other than service animals will not be housed in shelters provided and run by the American Red Cross. Pets will be housed with the humane society, a local animal hospital or a certified boarding kennel. In situations where space would be needed. Cowley County EOC will work with its municipal partners to identify and use these larger facilities (i.e., Winfield Fairgrounds.) as those situations develop. Set up and operations of these shelters will follow the standards set forth in the KSSART Operations Manual.

- d) Animals in the shelter will be identified and tagged by owners when possible. They will be cared for at the facility until claimed. If left unclaimed, the facility will process the animals in the usual manner after a determined amount of time. Records, as accurate as possible, will be kept on each animal. Through public information programs, owners have been asked to have all vaccination records available on their pets. Those animals not having proper information will be kept in a separate area until their status can be determined.

Animals will be provided with a record, picture and chipped (if this has not already been done) at the time they are brought into the shelter. Owners bringing the animal to the shelter will also have identifying information regarding their pet. They will present their information (receipt) to claim their pet once they are able to care for them again.

## **B. Direction and Control**

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

control over its own resources and personnel but will be under the operational control of ESF 6. Mission operational control may be delegated to the field by the Cowley County EOC.

## **C. Organization**

### **1. County**

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

### **1. State of Kansas**

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

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

#### **D. Alerts and Notifications**

1. Cowley County Emergency Management will notify EFS 6 planning partners when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The County Warning Point (Cowley County EOC) will notify the ESF 6 partners for ESF 6 when Cowley County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. ESF 6 will be activated or placed on standby upon notification by the Cowley County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 6. If additional support is required, the ESF 6 coordinating and primary agencies may jointly manage ESF 6 activities.
4. Upon instructions to activate or placement of ESF 6 on standby, Cowley County Emergency Management will implement procedures to notify all ESF 6 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

### **III. Actions and Responsibilities**

#### **A. Actions**

1. The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.
2. In addition to the individual agencies and their assigned responsibilities found in the next section, there are several actions that need to be taken by all agencies involved:

| <b>Overall Actions Assigned to All Members</b><br><i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</i> |                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                                                                           | Develop standard operating guides and checklists to support ESF-6 activities.                                                 |
| 2                                                                                                                                                                           | Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).       |
| 3                                                                                                                                                                           | Collect, process, and disseminate information to and from the EOC.                                                            |
| 4                                                                                                                                                                           | Participate in training, drills, and exercises                                                                                |
| 5                                                                                                                                                                           | Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.                        |
| 6                                                                                                                                                                           | Implement a public education campaign regarding the importance of having a family disaster plan and 72-hour preparedness kit. |

| <b>Overall Actions Assigned to All Members</b><br><i>Response (During Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</i> |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

|   |                                                                                                      |
|---|------------------------------------------------------------------------------------------------------|
| 1 | Provide field support for emergency responders at the scene.                                         |
| 2 | Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF6. |

| <b>Overall Actions Assigned to All Members</b><br><i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</i> |                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                                                                        | Continue to perform tasks necessary to expedite restoration and recovery operations.                                          |
| 2                                                                                                                                                                        | Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required. |
| 3                                                                                                                                                                        | Evaluate response and recommend changes to ESF-6 Annex to correct shortfalls and improve future response activities.          |
| 4                                                                                                                                                                        | Provide documentation for possible financial reimbursement process for recovery activities.                                   |
| 5                                                                                                                                                                        | Participate in after-action meetings and prepare after-action reports as requested.                                           |

| <b>Overall Actions Assigned to All Members</b><br><i>Mitigation Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</i> |                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                                                             | Participate in the hazard identification process and identify and correct vulnerabilities                                    |
| 2                                                                                                                                                             | Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness. |

## B. Responsibilities

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

| <b>Coordinating: Cowley County Emergency Management</b>                                                                   |                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</i> |                                                                                                                                                                                                                                    |
| 1                                                                                                                         | Maintain a central personnel roster, contact, and resource lists to support ESF-6 tasks.                                                                                                                                           |
| 2                                                                                                                         | Identify who is responsible for initial notification of ESF-6 personnel.                                                                                                                                                           |
| 3                                                                                                                         | Identify responsibilities for liaison roles with state and adjacent county officials.                                                                                                                                              |
| 4                                                                                                                         | Develop and maintain ESF-6 Annex.                                                                                                                                                                                                  |
| 5                                                                                                                         | Identify, inspect and establish locations for the use of suitable shelter facilities.                                                                                                                                              |
| 6                                                                                                                         | Establish pre-designated shelters that are in compliance with FEMA and ADA requirements. In the absence of available ADA compliant shelters, establish procedures to offer reasonable accommodations to vulnerable needs citizens. |
| 7                                                                                                                         | Identify how county will sustain shelter operations for less than 72 hours and greater than 72 hours.                                                                                                                              |
| 8                                                                                                                         | Coordinate with ESF-13 to identify the process of handling parolees, registered sex offenders, and other individuals with legal reporting requirements.                                                                            |
| <i>Response (During Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</i>  |                                                                                                                                                                                                                                    |
| 1                                                                                                                         | Designate personnel to coordinate ESF-6 activities in EOC.                                                                                                                                                                         |
| 2                                                                                                                         | Manage the collection, processing, and dissemination of information between ESF-6 and EOC or incident command.                                                                                                                     |

|                                                                                                                               |                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| 3                                                                                                                             | Identify and establish protocol to provide reasonable accommodations for vulnerable needs populations in the absence of ADA compliant shelter. |
| 4                                                                                                                             | Coordinate with ESF-13 to provide security at shelters.                                                                                        |
| 5                                                                                                                             | Coordinate with ESF-15, EOC, and Incident Command to provide information regarding the disaster to evacuees and the public.                    |
| 6                                                                                                                             | Coordinate with ESF 14 to identify short-term and long-term housing resources.                                                                 |
| <b><i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</i></b> |                                                                                                                                                |
| 1                                                                                                                             | Provide public information regarding safe re-entry to damaged areas.                                                                           |
| <b><i>Mitigation Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</i></b>            |                                                                                                                                                |
| 1                                                                                                                             | Provide ESF-6 representative for update of mitigation plan.                                                                                    |

|                                                                                                                                  |                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Primary: American Red Cross</b>                                                                                               |                                                                                                                                                                                                                                    |
| <b><i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</i></b> |                                                                                                                                                                                                                                    |
| 1                                                                                                                                | Identify, inspect and establish locations for the use of suitable shelter facilities.                                                                                                                                              |
| 2                                                                                                                                | Establish pre-designated shelters that are in compliance with FEMA and ADA requirements. In the absence of available ADA compliant shelters, establish procedures to offer reasonable accommodations to vulnerable needs citizens. |
| 3                                                                                                                                | Establish the criteria for how shelters will be selected and operated (kitchen, restrooms, showers, size, parking, etc.).                                                                                                          |
| 4                                                                                                                                | Identify how county will sustain shelter operations for less than 72 hours and greater than 72 hours.                                                                                                                              |
| 5                                                                                                                                | Identify resources to be used for sanitation of shelters.                                                                                                                                                                          |
| 6                                                                                                                                | Coordinate with ESF-13 to identify the process of handling parolees, registered sex offenders, and other individuals with legal reporting requirements.                                                                            |
| <b><i>Response (During Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</i></b>  |                                                                                                                                                                                                                                    |
| 1                                                                                                                                | Manage the collection, processing, and dissemination of information between ESF-6 and EOC or incident command.                                                                                                                     |
| 2                                                                                                                                | Identify and provide staff to support shelter operations. This includes activation, staffing and management of shelter operations.                                                                                                 |
| 3                                                                                                                                | Identify and establish protocol to provide reasonable accommodations for vulnerable needs populations in the absence of ADA compliant shelter.                                                                                     |
| 4                                                                                                                                | Identify procedures for handling and providing for unaccompanied minors in shelters.                                                                                                                                               |
| 5                                                                                                                                | Coordinate with ESF-13 to provide security at shelters.                                                                                                                                                                            |
| 6                                                                                                                                | Coordinate with ESF-15, EOC, and Incident Command to provide information regarding the disaster to evacuees and the public.                                                                                                        |
| 7                                                                                                                                | Coordinate with ESF 14 to identify short-term and long-term housing resources.                                                                                                                                                     |
| 8                                                                                                                                | Coordinate with the EOC, ESF partners, and private sector to provide meals and necessary supplies to shelter residents and staff.                                                                                                  |

|                                                                                                                                  |                                                           |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <b>Supporting: City-Cowley County Health Department</b>                                                                          |                                                           |
| <b><i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</i></b> |                                                           |
| 1                                                                                                                                | Identify resources to be used for sanitation of shelters. |

| <b>Response (During Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</b> |                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                        | Identify and establish protocol to provide reasonable accommodations for vulnerable needs populations in the absence of ADA compliant shelter. |

| <b>Response (During Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</b> |                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                        | Establish and staff reception centers while waiting for shelters to open.                                                          |
| 2                                                                                                                        | Identify and provide staff to support shelter operations. This includes activation, staffing and management of shelter operations. |

| <b>Supporting: Cowley County Emergency Auxiliary (CCEA)</b>                                                              |                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Response (During Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</b> |                                                                                                                                    |
| 1                                                                                                                        | Establish and staff reception centers while waiting for shelters to open.                                                          |
| 2                                                                                                                        | Identify and provide staff to support shelter operations. This includes activation, staffing and management of shelter operations. |

| <b>Supporting: Cowley County Housing Authority</b>                                                                       |                                                                                |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <b>Response (During Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</b> |                                                                                |
| 1                                                                                                                        | Coordinate with ESF 14 to identify short-term and long-term housing resources. |
| <b>Recovery (Post Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</b>   |                                                                                |
| 1                                                                                                                        | Identify long-term housing resources.                                          |

| <b>Supporting: Cowley County VOAD</b>                                                                                    |                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Response (During Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</b> |                                                                                                                                                |
| 1                                                                                                                        | Establish and staff reception centers while waiting for shelters to open.                                                                      |
| 2                                                                                                                        | Identify and provide staff to support shelter operations. This includes activation, staffing and management of shelter operations.             |
| 3                                                                                                                        | Identify and establish protocol to provide reasonable accommodations for vulnerable needs populations in the absence of ADA compliant shelter. |
| 4                                                                                                                        | Identify procedures for handling and providing for unaccompanied minors in shelters.                                                           |
| 5                                                                                                                        | Coordinate with ESF 14 to identify short-term and long-term housing resources.                                                                 |
| 6                                                                                                                        | Coordinate with the EOC, ESF partners, and private sector to provide meals and necessary supplies to shelter residents and staff.              |
| <b>Recovery (Post Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</b>   |                                                                                                                                                |
| 1                                                                                                                        | Identify long-term housing resources.                                                                                                          |
| 2                                                                                                                        | Form a long-term recovery assistance team to help identify current assistance to individuals and families and identify any unmet needs.        |

| <b>Supporting: Kansas Mid-Cap</b>                                                                                        |  |
|--------------------------------------------------------------------------------------------------------------------------|--|
| <b>Response (During Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</b> |  |

|                                                                                                                               |                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| 1                                                                                                                             | Coordinate with ESF 14 to identify short-term and long-term housing resources. |
| <b><i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</i></b> |                                                                                |
| 1                                                                                                                             | Identify long-term housing resources.                                          |

|                                                                                                                               |                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Supporting: South Central Kansas Regional VOAD</b>                                                                         |                                                                                                                                         |
| <b><i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</i></b> |                                                                                                                                         |
| 1                                                                                                                             | Identify long-term housing resources.                                                                                                   |
| 2                                                                                                                             | Form a long-term recovery assistance team to help identify current assistance to individuals and families and identify any unmet needs. |

|                                                                                                                                  |                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Supporting: State Animal Response Team (SART)</b>                                                                             |                                                                                                                                    |
| <b><i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</i></b> |                                                                                                                                    |
| 1                                                                                                                                | Identify, inspect, and establish locations for the use of suitable shelter facilities.                                             |
| <b><i>Response (During Event) Actions for ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services</i></b>  |                                                                                                                                    |
| 1                                                                                                                                | Identify and provide staff to support shelter operations. This includes activation, staffing and management of shelter operations. |

## IV. Financial Management

1. ESF 6 is responsible for coordinating with Cowley County Clerk's Office to manage ESF 6 expenses relevant to an event.
2. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance with the formula established by the Federal Emergency Management Agency via the FEMA/State Agreement.
3. Expenditures by support entities will be documented by those entities and submitted directly to the Cowley County Clerk's Office or a designated Finance Service officer as soon as possible.

## IV. References and Authorities

### A. References

1. Kansas Planning Standards - The Kansas Planning Standards (KPS) is intended to be an all-encompassing guide to review or redevelop Local Emergency Operations Plans (LEOPs).
2. Kansas Recovery Plan - The State of Kansas Disaster Recovery Plan (KDRP) builds upon the Kansas Response Plan to align local response and recovery coordination with support from state partners. The KDRP outlines the authorities, organization, and key processes for implementing Kansas' disaster recovery strategy.
3. Kansas Response Plan - The Kansas Response Plan (KRP) is designed to address natural and man-made hazards that could adversely affect the State of Kansas. The KRP applies to all State government departments and agencies that are tasked to provide assistance in disaster or

emergency situations. 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.

## **B. Authorities**

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
3. Kansas Administrative Regulation 56-2-1 and 56-2 - These regulations define the requirements of local emergency management agencies. It establishes the minimum functions of such agencies; the minimum support counties must provide to such agencies and the minimum qualifications of county emergency management directors/coordinators.
4. Kansas Statutes Annotated (KSA) 48-9a01 - This Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership that allows states to assist one another during emergencies. Emergency Management Assistance Compact establishes a firm legal foundation for States to send assistance to and receive assistance from other States.
5. 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.
6. KSA 48-904 through 48-936 - These state statutes establish the duties, roles and responsibilities for emergency management within the state, and establishes basic requirements for counties to establish and maintain emergency management programs. It outlines the organization, policies and procedures governing the Kansas Division of Emergency Management (KDEM), establishes the powers and authorities of the Governor, state and local officials to deal with emergencies/disasters before, during and after their occurrence.
7. KSA 48-950 - This statute states that all political subdivisions within the state are automatically a part of the Kansas mutual aid system unless they elect to opt out. This statute does not supersede any existing agreements, nor does it preclude the establishment of any supplemental agreements between specific jurisdictions.
8. KSA 65-5701 through 65-5711 - These state statutes are the state level implementation of Superfund Amendments and Reauthorization Act (SARA), Title III. It defines the Hazardous Materials (HAZMAT) roles and responsibilities of state agencies, makes counties Hazardous Materials emergency planning districts and establishes a Local Emergency Planning Committee (LEPC) in each county.
9. State of Kansas Executive Order 05-03 - This Executive Order designates the National Incident Management System (NIMS) as the standard for incident management in the State of Kansas.

## **ESF 7 - Logistics**

### **Coordinating Agency:**

Cowley County Emergency Management

### **Primary Agency:**

Cowley County Emergency Management

### **Support Agencies:**

Adjutant General's Office, Kansas Division of Emergency Management

American Red Cross

Arkansas City Police Department

Cowley County Animal Response Team (CART)

Cowley County Clerk's Office

Cowley County Emergency Auxiliary (CCEA)

Cowley County MIS/GIS Department

Cowley County Sheriff's Office

Federal Emergency Management Agency (FEMA)

South Central Kansas Regional VOAD

The Salvation Army

United Way of the Plains

Winfield Police Department

## **I. Purpose and Scope**

### **A. Purpose**

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

### **B. Scope**

ESF 7 provides the operational framework for the resource management activities within the scope of this function, to include:

- a) EOC logistics section operations
- b) Resource identification
- c) Resource procurement
- d) Resource coordination
- e) Facilities and logistics

- f) Personnel augmentation
- g) Logistic management
- h) Volunteer and donations management

## **II. Concept of Operations**

### **A. General**

1. ESF 7 is organized consistently with Cowley County EOC and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, deployment, coordination, and support operations to KPS 2023 Test Template through the County Emergency Response Team, Area Operations, and Incident Support Teams (ISTs) to assure a timely and appropriate response to an emergency or situation.
2. Procedures, protocols, and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plans (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 7 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, ESF 7 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of required assets.
4. The focal point for all requests for resources will be the Cowley County EOC. Resource requests unable to be provided by applicable ESFs will be routed to ESF7. In coordination with the Logistics Section, the ESF 7 representative will determine the sources of the resources needed. The ESF 7 representative will follow procedures as outlined in the Logistics Standard Operating Procedures. These include:
  - a) Procurement Process
    - i. Equipment and materials will be procured from both intra-departmental and inter-departmental supplies. Inter-departmental resource requests will be submitted through ESF 7. Requests unable to be filled by County inventories are procured by ESF7 from commercial vendors. Sources include assets within County government and the municipalities. During disaster situations, all resources within County government agencies are considered available. Coordination for such resource reallocation will be accomplished within the Cowley County EOC. If necessary, reimbursement will be made in accordance with local directives.
    - ii. If needed supplies and equipment are not available within County government resources, ESF 7 will attempt to purchase or lease them from commercial sources.
    - iii. When resources cannot be acquired through local sources, commercial sources, or mutual aid, requests for these items will be made to the State of Kansas EOC. These requests may be filled with state resources, Intra state mutual aid, interstate mutual aid or federal resources.
    - iv. Cowley County Emergency Management maintains lists of vendors and suppliers of equipment, materials and services needed during disaster response and recovery

operations. In addition, the Cowley County EOC maintains a comprehensive database of resources that may be needed during disasters. In some cases, contingency contracts may be written for known critical services or items.

- v. The Kansas Mutual Aid System may be implemented as necessary to obtain required goods and services from other jurisdictions.
- vi. Contracts for resources or services will be initiated by ESF 7. Contracts will be managed by the agency responsible for the support provided.
- vii. ESF 7 will conduct operations in accordance with all local, state, and federal laws and regulations.
- viii. In some cases, needed resources may be available through donations and volunteers. Coordination will be maintained between ESF 7 and ESF 15 on a continual basis.
- ix. Information is disseminated to volunteer groups, vendors and other governmental agencies that may supplement local resources in a variety of ways.

b) Transportation requirements will be coordinated through ESF 1.

- i. All available transportation assets will be used to deliver resources to affected areas.
- ii. Sources include County and municipal assets, as well as those belonging to private nonprofit organizations.
- iii. Existing County resources will be transported to the disaster area by the County department normally responsible for the resources.
- iv. Commercial vendors are responsible for transportation of their own products/services.

c) Cowley County has identified staging areas for resources brought into the County. The Staging Areas for Cowley County are provided below and are also provided in the Base Plan.

- i. Agri Business Building  
712 W Washington Ave  
Arkansas City, KS 67005
- ii. Black Creek Park  
19th and Wheat Rd  
Winfield, KS 67156
- iii. Broadway Recreation Complex  
2200 Broadway St  
Winfield, KS 67156
- iv. Burden City Park  
503 W 4th St  
Burden, KS 67019
- v. Winfield Fairgrounds  
1105 W 9th  
Winfield, KS 67156

County Staging Area is mission tasked and reports to the Logistics Section.

The Cowley County Emergency Management or his/her designee manages the County Staging Area.

d) A list of available storage facilities within the area should be pre-identified in advance of an event. ESF 7 will identify these storage facility locations and lease storage space as

necessary. The replacement of any damaged or destroyed facilities would be accomplished by relocating the affected personnel to other County-owned buildings, or space obtained as outlined above, temporarily until the damaged facilities can be repaired or replaced by County personnel or through contractual arrangements secured on an emergency basis through ESF 7.

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

Personnel will be allowed to gain access to critical or limited access sites following an incident by their identification card. If for some reason, required personnel do not have identification on their person, a check will be made with the personnel's agency to determine if access should be granted.

For restricted areas, quarantine lines, or law enforcement checkpoints, access will be granted based on the type of incident and need for personnel. Unwanted or unneeded personnel (even with proper credentialing) may not be allowed if services are not necessary. Otherwise, law enforcement or other authorities maintain the right to require proper identification or to check with an individual's agency for credentialing.

- f) Critical facilities having priorities for restoration is maintained by each individual utility provider and addressed more in ESF 12 - Energy and Utilities. A utility provider list with customers served and the inventory and contact list for critical facilities with generators are also addressed in ESF 12 - Energy and Utilities.

Cowley County does not have a comprehensive resource list that includes restaurants, motels, grocery stores, hardware stores, etc.; however, each agency in Cowley County maintains a list of specific contacts for services they use on a regular basis. The local Chambers of Commerce and the County's Economic Development Department have listings of all restaurants, motels, grocery stores, ice producers, hardware stores, medical facilities and equipment rentals and contractors. Cowley County is part of the South-Central Kansas Regional (SCKR) VOAD made up of volunteer agencies (with some from the private sector) that can provide resources. That contact list is available by contacting the chair of the group. If there is a need for additional or other resources that may not be covered by the above-mentioned entities the county should work with local, regional, and state partners both public and private to see what other opportunities for resource fulfillment maybe possible.

Pre-disaster contracts for resources would be maintained by each individual agency and kept on file with those agencies.

Cowley 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.

5. 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:

a) Credentialling

- i. Cowley County currently uses the CRMCS (Comprehensive Resource Management Credentialing System) to credential all first responders. Emergency Management, Fire Departments and EMS Departments have credentialed equipment as well and is included in the system.

In cases where spontaneous volunteer activities may occur Emergency Management will work with its VOAD partners and its own Affiliated volunteers to coordinate the temporary credentialing process to utilize these volunteers to assist in the incident. This could include issuance of temporary identification (i.e. temporary badges, or other identification procedures.) This information and process should be coordinated with ESF-13 and other partners to ensure that security of the scene along with proper identification of active incident participants are communicated effectively.

b) Resource Directories

- i. Cowley County Emergency Management 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. Cities will also maintain lists of their critical resources and provide these lists to Cowley County Emergency Management upon request. Specific inventories maintained by the local agencies are kept within that agency and are not uploaded into this plan.
- ii. 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 Cowley County Emergency Operations Center will be activated (See ESF 5 –Information Planning).
- iii. Resource lists maintained by the cities or individual county departments/agencies could include, but not necessarily limited to vehicle inventory, personnel, facilities, staging areas, equipment, equipment operators, suppliers/contractors/vendors, and agreements. Facilities and staging areas will be selected based on criteria to include proximity to the affected area, transportation, communications capability, storage space, conditions, security, and overall availability.

c) Resource Request and Management

- i. Resources request and management. 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.

- ii. 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 ESF14 Long-Term Recovery).
- iii. Points of Distribution will be established based on the magnitude and location of the disaster and including the availability of vacant warehouses or parking lots. Logistic staging areas, receiving points and distribution points have not been finalized in Cowley County. Several potential sites have been pre-identified but won't be determined until the location and extent of the disaster can be assessed.
- iv. The priority for allocation of resources in the response phase will be based on life safety situations. Essential resources (personnel, critical supplies, heavy equipment, etc.) will be relocated if it is determined that an immediate or potential threat exists to the area.
- v. A resource request flow chart has not been created by Cowley County. However, all requests that go through the Cowley County EOC should be done on an ICS 213 form. Vehicle inventories should be tracked using an ICS 218 form. Samples of both are uploaded into the file archives section of this plan. Requests made to the State EOC will be done via WebEOC and then followed up with a phone call.

#### d) Volunteer and Donations Management

- i. Spontaneous Volunteers can be a common occurrence during an incident. ESF-6 in working with its partners should identify the needs and requirements to manage those needs with both its public and private partners. If there is a significant need to organize and manage Spontaneous volunteers ESF-6 should work with United Way of the Plains and other VOADs partners if they are activated to communicate, process, and utilize these volunteers in response or recovery efforts in safe manner to augment current operations. This could include the establishment of a separate Volunteer Reception Center or system to take in, process, and properly document these potential volunteers and their activities.
- ii. Donated goods, services, and equipment will be coordinated through engaged VOAD partners (United Way, Salvation Army) and the EOC when the need is identified. This process should encompass industry best practices and be equitable to the best extent possible. A fixed location should be identified, and a process established and communicated as needed to the public and/or engaged personnel.

- iii. If any unsolicited money donations are received, the person shall receive a receipt to document the donation, and the funds will be placed into a County bank account specified for donations.

e) Tracking Resources

- i. During a disaster, fuel for vehicles and regular maintenance and repairs will be necessary. Each agency that provides equipment will procure fuel either through their own mechanisms (storage or MOU) and will also maintain their own equipment. If local resources of fuel become depleted, ESF 7 will work in conjunction with ESF 12 - Utilities and Energy to obtain fuel. Resources will be tracked at the EOC, and a demobilization plan will be established to plan for the release of those resources as soon as the situation allows.

f) Emergency Contacting

- i. 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 the types and numbers of personnel needed, volunteers may be used to quickly fill needed positions. When making procurements, an effort should be made to ensure that suppliers also have the ability to transport the resources. Cowley County does not have a specific written policy regarding emergency contracting or spending authority. However, the County Administrator has been given permission to spend up to and including \$10,000.00 during an emergency which is then to be approved at the next County Commission meeting. Any emergency expenditure over \$10,000.00 must be approved by a Commission vote prior to spending.

## **B. Direction and Control**

1. The ESF 7 Coordinating Agency is Cowley County Emergency Management who works in coordination with local planning partners. The staff serving as ESF 7 Coordinator is appointed by and located in the Cowley County Emergency Management. When ESF 7 support is necessary, the ESF 7 Coordinator coordinates all aspects of ESF 7.
2. ESF 7 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Cowley County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Cowley County.
3. ESF 7 may operate at two levels: 1) Cowley County EOC; and 2) Field operations.
4. During emergency activations, all management decisions regarding resource support for KPS 2023 Test Template are made at the Cowley County EOC by the ESF 7 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Cowley County EOC assist the incident commander in carrying out the overall mission.
5. In accordance with a mission assignment from ESF 7, each primary and/or support organization assisting ESF 7 will retain administrative control over its own resources and personnel but will be

under the operational control of ESF 7. Delegation of mission operational control may be delegated to the field by the Cowley County EOC.

## **C. Organization**

### **1. County**

- a) During an activation of the Cowley County EOC, primary and support agency staff are integrated with the staff to provide support.
- b) During an emergency or disaster event, the Cowley County EOC Operations Section will coordinate resource support with the Logistics Section. In addition, ESF 7 will:
  - i. Operate under the direction of the Cowley County Emergency Management Coordinator.
  - ii. Operate throughout the emergency, either in the Cowley County EOC, or at a location designated by the Logistics Section Chief in coordination with the Cowley County Emergency Management coordinator.
  - iii. Alert designated primary personnel of possible resource needs and to report to the Cowley County EOC.
  - iv. Maintain liaison with other ESFs and interested parties. This will be accomplished through the coordination of the Cowley County Emergency Management Coordinator and the Logistics Section Chief.
  - v. At the tasking of the Logistics Chief, take action if another ESF requires assistance in obtaining the items needed. ESF 7 finds a source for needed items and provides to the requested ESF the name of the contact person, the price and schedule for when the material can be made available at the established location.
  - vi. Unless otherwise directed, and providing resource support when needed during disaster operations, the ESF 7 function will be staffed on a 24-hour basis at the Cowley County EOC. Cowley County Emergency Management will develop and maintain ESF 7 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System, and the Cowley County EOP.
- c) The Cowley County Emergency Management will develop and maintain ESF 7 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System, and the Cowley County EOP.

### **2. State of Kansas**

- a) During an activation of the State of Kansas EOC, the Adjutant General's Office, Kansas Division of Emergency Management is the designated lead agency for State resource services

and will provide a liaison to facilitate requests for transportation service resources to local Emergency Operations Centers.

- b) During an emergency or disaster event, the primary and support agencies of ESF 7 at the State of Kansas EOC will report to the Logistics Section Chief, who reports to the SEOC Manager.
- c) The Adjutant General's Office, Kansas Division of Emergency Management develops and maintains the overall ESF 7 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System, and the Cowley County Emergency Operations Plan.

#### **D. Alerts and Notifications**

- 1. Cowley County Emergency Management will notify ESF 7 partners when information comes to their attention indicating that an emergency or disaster situation is developing.
- 2. The County Warning Point (Cowley County EOC) will notify ESF 7 partners when Cowley County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
- 3. ESF 7 will be activated or placed on standby upon notification by the Cowley County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 7. If additional support is required, the ESF 7 coordinating and primary agencies may jointly manage ESF 7 activities.
- 4. Upon instructions to activate or placement of ESF 7 on standby, Cowley County Emergency Management will implement procedures to notify all ESF 7 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

### **III. Actions and Responsibilities**

#### **A. Actions**

- 1. Actions carried out by ESF 7 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 7 agencies and the intended recipients of service.
- 2. The following list identifies the responsibilities designated to each agency/organization for this ESF. The Coordinating and Primary Agency and their responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

|                                                |
|------------------------------------------------|
| <b>Overall Actions Assigned to All Members</b> |
|------------------------------------------------|

|                                                               |
|---------------------------------------------------------------|
| <i>Preparedness (Pre-Event) Actions for ESF 7 - Logistics</i> |
|---------------------------------------------------------------|

|   |                                                                                                                                                                                       |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Collect, process, and disseminate information to and from the EOC.                                                                                                                    |
| 2 | Participate in training, drills, and exercises.                                                                                                                                       |
| 3 | Establish contact with private resources that could provide support during an emergency.                                                                                              |
| 4 | Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions. |
| 5 | Identify and establish SOPs for points of distributions and staging areas.                                                                                                            |
| 6 | Establish emergency contracting procedures.                                                                                                                                           |

#### **Overall Actions Assigned to All Members**

##### *Response (During Event) Actions for ESF 7 - Logistics*

|    |                                                                                                                                    |
|----|------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Manage the collection, processing, and dissemination of information between ESF 7 and EOC or incident command.                     |
| 2  | Provide field support for emergency responders at the scene.                                                                       |
| 3  | Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF7.                               |
| 4  | Work with the EOC staff to establish priorities and grant resource requests according to priorities.                               |
| 5  | If necessary, establish staging areas, distribution sites and mobilization centers.                                                |
| 6  | Activate mutual aid agreements as required.                                                                                        |
| 7  | Maintain accurate records of resources utilized and submit reports.                                                                |
| 8  | Preposition resources when incident is likely or imminent.                                                                         |
| 9  | Relocate essential resources outside of threatened area when required.                                                             |
| 10 | Cooperate with EOC, incident command, adjacent counties, and/or region to provide logistics support for larger regional incidents. |
| 11 | Coordinate with ESF 12 to support missions with limited fuel availability.                                                         |
| 12 | Track resources during incident and ensure equipment maintenance is conducted and tracked.                                         |

#### **Overall Actions Assigned to All Members**

##### *Recovery (Post Event) Actions for ESF 7 - Logistics*

|   |                                                                                                                               |
|---|-------------------------------------------------------------------------------------------------------------------------------|
| 1 | Continue to perform tasks necessary to expedite restoration and recovery operations.                                          |
| 2 | Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required. |
| 3 | Provide documentation for possible financial reimbursement process for recovery activities.                                   |
| 4 | Participate in after-action meetings and prepare after-action reports as requested.                                           |
| 5 | Stand down any facilities no longer in use.                                                                                   |
| 6 | Dispose of excess supplies.                                                                                                   |
| 7 | Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.                     |

#### **Overall Actions Assigned to All Members**

##### *Mitigation Actions for ESF 7 - Logistics*

|   |                                                                                                                              |
|---|------------------------------------------------------------------------------------------------------------------------------|
| 1 | Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness. |
|---|------------------------------------------------------------------------------------------------------------------------------|

## **B. Responsibilities**

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

| <b>Coordinating and Primary: Cowley County Emergency Management</b>  |                                                                                                                         |
|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 7 - Logistics</i></b> |                                                                                                                         |
| 1                                                                    | Maintain a central personnel roster, contact, and resource lists to support ESF-7 tasks.                                |
| 2                                                                    | Identify who is responsible for initial notification of ESF-7 personnel.                                                |
| 3                                                                    | Identify liaison rolls with the state and adjacent county resource support officials.                                   |
| 4                                                                    | Develop standard operating guides and checklists to support ESF-7 activities.                                           |
| 5                                                                    | Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS). |
| 6                                                                    | Develop and maintain ESF-7 Annex.                                                                                       |
| 7                                                                    | Identify and establish a credentialing system to be used in a disaster.                                                 |
| 8                                                                    | Identify how access will be granted and tracked to critical or limited access sites following an incident.              |
| 9                                                                    | Identify how resources are inventoried and tracked.                                                                     |
| <b><i>Response (During Event) Actions for ESF 7 - Logistics</i></b>  |                                                                                                                         |
| 1                                                                    | Designate personnel to coordinate ESF-7 activities in EOC.                                                              |
| 2                                                                    | Maintain an inventory system to track supplies used in the disaster.                                                    |
| 3                                                                    | Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation. |
| <b><i>Recovery (Post Event) Actions for ESF 7 - Logistics</i></b>    |                                                                                                                         |
| 1                                                                    | Evaluate response and recommend changes to ESF-7 Annex to correct shortfalls and improve future response activities.    |
| <b><i>Mitigation Actions for ESF 7 - Logistics</i></b>               |                                                                                                                         |
| 1                                                                    | Participate in the hazard identification process identify and correct vulnerabilities.                                  |
| 2                                                                    | Provide ESF-7 representative for update of mitigation plan.                                                             |

| <b>Supporting: Adjutant General's Office, Kansas Division of Emergency Management</b> |                                                                      |
|---------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| <b><i>Response (During Event) Actions for ESF 7 - Logistics</i></b>                   |                                                                      |
| 1                                                                                     | Maintain an inventory system to track supplies used in the disaster. |

| <b>Supporting: Arkansas City Police Department</b>                   |                                                                                                            |
|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 7 - Logistics</i></b> |                                                                                                            |
| 1                                                                    | Identify how access will be granted and tracked to critical or limited access sites following an incident. |

| <b>Supporting: Cowley County Clerk's Office</b>                     |                                                                      |
|---------------------------------------------------------------------|----------------------------------------------------------------------|
| <b><i>Response (During Event) Actions for ESF 7 - Logistics</i></b> |                                                                      |
| 1                                                                   | Maintain an inventory system to track supplies used in the disaster. |

| <b>Supporting: Cowley County MIS/GIS Department</b> |  |
|-----------------------------------------------------|--|
|-----------------------------------------------------|--|

| <b><i>Preparedness (Pre-Event) Actions for ESF 7 - Logistics</i></b> |                                                                                               |
|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| 1                                                                    | Identify information technology disaster plan to assist in restoration of computer resources. |

| <b>Supporting: Cowley County Sheriff's Office</b>                    |                                                                                                            |
|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 7 - Logistics</i></b> |                                                                                                            |
| 1                                                                    | Identify how access will be granted and tracked to critical or limited access sites following an incident. |

| <b>Supporting: South Central Kansas Regional VOAD</b>               |                                                                                                                         |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b><i>Response (During Event) Actions for ESF 7 - Logistics</i></b> |                                                                                                                         |
| 1                                                                   | Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation. |
| 2                                                                   | Manage the collection, distribution, or rejection of unsolicited donations.                                             |

| <b>Supporting: The Salvation Army</b>                               |                                                                             |
|---------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <b><i>Response (During Event) Actions for ESF 7 - Logistics</i></b> |                                                                             |
| 1                                                                   | Manage the collection, distribution, or rejection of unsolicited donations. |

| <b>Supporting: United Way of the Plains</b>                         |                                                                                                                         |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b><i>Response (During Event) Actions for ESF 7 - Logistics</i></b> |                                                                                                                         |
| 1                                                                   | Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation. |

| <b>Supporting: Winfield Police Department</b>                        |                                                                                                            |
|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 7 - Logistics</i></b> |                                                                                                            |
| 1                                                                    | Identify how access will be granted and tracked to critical or limited access sites following an incident. |

| <b>Cowley County VOAD</b>                                           |                                                                                                                         |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b><i>Response (During Event) Actions for ESF 7 - Logistics</i></b> |                                                                                                                         |
| 1                                                                   | Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation. |
| 2                                                                   | Manage the collection, distribution, or rejection of unsolicited donations.                                             |

## **IV. Financial Management**

1. Once an Emergency Declaration is in effect, ESF 7, in conjunction with the support agencies, assumes full responsibility for resource support for all departments within the guidelines of the Emergency Declaration.
2. All inter-departmental and a portion of intra-departmental procurement from existing inventories is handled on the departmental level with no assistance from ESF 7. If this course is pursued, departments are instructed to document all transactions pursuant to FEMA audit requirements.

3. Resources obtained from outside sources (other governmental entities or commercial suppliers) are routed through ESF 7 as necessary.
4. Procurement procedures should be outlined in an "Emergency Purchasing Procedures Manual." This manual should be complete with a copy of telephone and fax numbers for "emergency vendors" sorted by product or service. These "emergency vendors" should have agreed in advance to provide necessary supplies to authorized Cowley County officials and employees at little or no notice at the normal government discount rate.
5. Expenditures for cost recovery are documented during the incident and after the incident period. All response agencies work with ESF 7 personnel in notifying the Cowley County Emergency Management of expenditures based on standard accounting procedures.
6. Each agency is responsible for tracking its own costs associated with ESF 7 operations using the standard procedures established by the support agency's standard accounting and tracking procedures.
7. Each agency is responsible for monitoring staff hours using its own tracking system and requesting financial reimbursement (as applicable) for staff hours incurred in association with ESF 7 operations.
8. The State of Kansas EOC through the Cowley County EOC will provide appropriate forms and guidance to complete forms for efficient tracking and reimbursement.

## **V. References and Authorities**

### **A. References**

1. Kansas Planning Standards - The Kansas Planning Standards (KPS) is intended to be an all-encompassing guide to review or redevelop Local Emergency Operations Plans (LEOPs).
2. Kansas Recovery Plan - The State of Kansas Disaster Recovery Plan (KDRP) builds upon the Kansas Response Plan to align local response and recovery coordination with support from state partners. The KDRP outlines the authorities, organization, and key processes for implementing Kansas' disaster recovery strategy.
3. Kansas Response Plan - The Kansas Response Plan (KRP) is designed to address natural and man-made hazards that could adversely affect the State of Kansas. The KRP applies to all State government departments and agencies that are tasked to provide assistance in disaster or emergency situations. 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.

### **B. Authorities**

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

3. Kansas Administrative Regulation 56-2-1 and 56-2 - These regulations define the requirements of local emergency management agencies. It establishes the minimum functions of such agencies; the minimum support counties must provide to such agencies and the minimum qualifications of county emergency management directors/coordinators.
4. Kansas Statutes Annotated (KSA) 48-9a01 - This Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership that allows states to assist one another during emergencies. Emergency Management Assistance Compact establishes a firm legal foundation for States to send assistance to and receive assistance from other States.
5. 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.
6. KSA 48-904 through 48-936 - These state statutes establish the duties, roles, and responsibilities for emergency management within the state, and establish 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.
7. KSA 48-950 - This statute states that all political subdivisions within the state are automatically a part of the Kansas mutual aid system unless they elect to opt out. This statute does not supersede any existing agreements, nor does it preclude the establishment of any supplemental agreements between specific jurisdictions.
8. KSA 65-5701 through 65-5711 - These state statutes are the state level implementation of Superfund Amendments and Reauthorization Act (SARA), Title III. It defines the Hazardous Materials (HAZMAT) roles and responsibilities of state agencies, makes counties Hazardous Materials emergency planning districts, and establishes a Local Emergency Planning Committee (LEPC) in each county.
9. State of Kansas Executive Order 05-03 - This Executive Order designates the National Incident Management System (NIMS) as the standard for incident management in the State of Kansas.

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

### **Coordinating Agency:**

City-Cowley County Health Department

### **Primary Agency:**

Arkansas City Fire/EMS Department (Fire District #5)

Cowley County Coroner

Cowley County Mental Health and Counseling Center

South Central Kansas Medical Center

William Newton Hospital

### **Support Agencies:**

Adjutant General's Office, Kansas Division of Emergency Management

Cowley County Emergency Management

Kansas Department of Health and Environment

## **I. Purpose and Scope**

### **A. Purpose**

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

### **B. Scope**

1. ESF 8 is a functional annex to the Cowley County EOP, and this Annex describes the actions required to coordinate public health and medical services during a disaster. It addresses:
  - a) Local Health Department notification, coordination, and response
  - b) Emergency Medical Services (EMS) activities
  - c) Coordination among community hospital partners
  - d) Mass fatality partnerships in planning
  - e) Community planning with other health care providers
  - f) Behavioral health (mental health) activities

2. Most of the agencies involved in public health and medical services activities have existing emergency plans and procedures. The ESF 8 Annex is not designed to take the place of these plans. It is designed instead to complement, support, and reference existing plans and procedures.
3. The ESF 8 Annex supports health and medical response during a biological incident within the community and complements the Biological Incident Annex (BIA) to the Cowley County EOP.
4. For this document, public health and medical services include medical needs associated with behavioral health needs of victims and responders, medical needs of "at risk" populations, and environmental health concerns associated with activities outlined in other portions of the Cowley County EOP.

## **II. Concept of Operations**

### **A. General**

1. Operational Overview
  - a) ESF 8 is organized to be consistent with the Cowley County EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System (ICS). This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Cowley County through the Cowley County Emergency Response Team, Area Operations, and Incident Support Teams (ISTs) to provide a timely and appropriate response to an emergency or situation.
  - b) Procedures, protocols, and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding appendices, annexes, and standard operating guidelines, which describe ESF 8 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
  - c) In a large event requiring local or State mutual aid assistance, ESF 8 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of required assets. ESF-8 will utilize all local available resources first. Secondary resources will come from established Mutual Aid Agreements and Regional, State or Federal resources.
  - d) When an event is focused in scope to a specific type or response mode (i.e., hospital evacuation, biological threat, hazardous materials release, pandemic disease, or radiological event) technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the ICS structure.
  - e) Throughout the response and recovery periods, ESF 8 will evaluate and analyze information regarding medical, health, and public health assistance requests for response, develop and update assessments of medical and public health status in the impact area and do contingency planning to meet anticipated demands.
  - f) As the coordinating agency, the City-Cowley County Health Department will convene the Health and Medical Task Force for planning purposes and/or when an event occurs requiring activation of ESF 8. The Task Force shall include representatives of the primary agencies and

may include support agencies listed in this document. This group will establish coordinated incident specific plans for the county using guidance from the appropriate state and federal agencies.

- g) The Public Health Officer/Medical Officer or designee for Cowley County through the office of the City – Cowley County Health Department coordinates ESF 8 preparedness, response, and recovery actions. The Cowley County Public Health Officer/Medical Officer or designee is the primary ESF 8 lead and shall assume operational control of all local public health and medical response to public health emergencies and incidents covered by ESF 8. Operational Control may be deferred to technical and subject matter experts when deemed appropriate. These actions do not alter or impede the existing authorities of any department or agency supporting ESF 8.
- h) If additional support is necessary, ESF 8 Coordinating Agency or designated Emergency Response Team will contact the supporting agencies and other ESFs to request applicable support activities.
- i) Dependent upon the scope of an emergency, a Joint Information Center (JIC) may be established in support of ESF 8 response. The JIC is authorized to release general medical and public health response information to the public. When possible, a recognized spokesperson from the public health and medical community (State, tribal, or local) shall deliver relevant community messages after consultation with the Coordinating Agency, Primary Agencies, Incident Commander, and the lead Public Information Officer. In the event of a zoonotic disease outbreak or in coordination with ESF 11– Agriculture and Natural Resources, public information may be released only after consultation with the ESF 11 Coordinator or designated Incident Commander. As the Coordinating Agency for ESF 8, CCHD may need to unilaterally determine the appropriateness of some requests for release of public health and medical information and is responsible for consulting with and organizing local public health and medical subject-matter experts, as needed.

## 2. Continuity of Operations

- a) Continuity of operations planning establishes policies and guidance to ensure the essential business functions of the healthcare system in the community are continued if a manmade, natural or technological emergency disrupts or threatens to disrupt normal business operations. Each county community hospital has established procedures and policies to address continuity of operations within their agency. Comprehensive hospital Continuity of Operations Plan Standard Operating Guides (COOP SOG's) are currently under development. The county health department has established a Continuity of Operations Plan (COOP) to support its role in ESF 8 coordination. The county health department COOP is managed through an electronic application to ensure access to plans during an emergency. The hospital and public health COOPs are intended to be highly coordinated to ensure complimentary use of community resources and response capabilities during an emergency. Further agency coordination of individual COOP's is expected.
- b) Reconstitution is the process by which surviving and/or replacement health and medical personnel resume normal operations at the original or replacement facility. There are three tasks associated with reconstitution: transitioning, coordinating, and planning, and outlining the procedures. The decision to reconstitute will be made by the Incident Commander and as outlined in internal plans. Operations may be resumed in phases with the essential functions being first priority followed by other functions as resources and personnel allow.

### 3. Epidemiology and Surveillance

- a) The City- Cowley County's Health Department is responsible for conducting disease surveillance and investigation within Cowley County and maintains access to an electronic disease tracking and surveillance system.
- b) The health department conducts disease surveillance and investigation activities in partnership with local hospitals, physician's offices, clinics, schools, and pharmacies to maintain an overall assessment of disease outbreaks or clusters within the county. These activities also provide a reporting avenue from these organizations to the City- Cowley County Health Department to identify and contain disease outbreaks. The City- Cowley County Health Department also utilizes neighboring counties and state assistance in disease surveillance and investigation as part of a coordinated statewide public health system.
- c) Cowley County Emergency Management has identified vulnerabilities within the community. In the event of a radiological emergency, Community Reception Center (CRC) guidance is available to assist Cowley County with this process and would be used as guidance for population monitoring of county residents should a radiological emergency be declared. At the CRC, citizens will be asked to provide information regarding their location and possible exposure to radiological emergencies. This will assist the City- Cowley County Health Department, Kansas Department of Health and Environment and the Centers for Disease Control and Prevention in providing appropriate surveillance and follow up after this type of emergency.

### 4. Fatality Management

- a) Cowley County recognizes the need to organize local agencies and resources to plan for and respond to an incident resulting in catastrophic loss of life. Natural disasters frequently overwhelm local systems that care for the deceased. Consequently, the responsibility for the immediate response falls on local organizations and communities. Management of the dead requires coordination of body recovery, short and long-term storage, identification, burial arrangements, and support of victims and relatives.
- b) Cowley County Emergency Management, the City-Cowley County Health Department and ESF 8 Primary Agencies will coordinate with county coroner, funeral directors, mortuary services, and coordinating group(s)/team(s) early during an emergency to ensure required resources, assessment activities, and the responsible agencies implement appropriate plans.
- c) Following an emergency, ESF 8 Primary Agencies, when requested in coordination with its partner organizations, will assist or help identify resources to support the local district coroner, medical professionals, and law enforcement agencies in:
  - i. Tracking and documenting of human remains and associated personal effects.
  - ii. Reducing the hazard presented by chemically, biologically, or radiologically contaminated human remains (when indicated and possible).
  - iii. Establishing temporary morgue facilities.
  - iv. Determining the cause and manner of death. When the determination of the cause of a death is held to be in the public interest or a child under the age of 18 dies, the coroner or deputy coroner shall be notified. The coroner shall decide if an investigation shall take place.

- v. Collecting ante mortem data in a compassionate and culturally competent fashion from authorized individuals.
  - vi. Performing post-mortem data collection and documentation.
  - vii. Identifying human remains using scientific means (e.g., dental, pathology, anthropology, fingerprints, and, as indicated, DNA samples).
  - viii. Preparing, processing, and returning human remains and personal effects to the authorized person(s) when possible.
  - ix. Providing technical assistance and consultation on fatality management and mortuary affairs; and
  - x. Coordinating with behavioral health, social workers, counselors, and community mental health centers in support of victims and relatives.
- d) During an event, first responders will follow appropriate policies, procedures, and guidelines to ensure safety precautions are appropriate and implemented. A copy of the Cowley County Mass Fatality SOG has been uploaded into the file archive section of this plan. This SOG contains forms and logs for procurement and resource allocation. Specialized record keeping may arise due to the specific mass prophylaxis which is passed through from the State Health Department and available from KDHE.
- e) Through preparedness planning the community has developed regional relationships within the health and medical sectors. This provides additional access resources to deal with mass fatality. The ESF 8 Coordinator and/or Incident Commander will follow standard procedures for requests in the event these assets are needed to support operations and improve the health delivery during an emergency.

## 5. Pre-Hospital Care

- a) Cowley County promotes local and regional coordination and cooperation in emergency pre-hospital care for mass casualty events, including those that involve children. During an emergency, pre-hospital care may involve more than one jurisdiction, therefore ICS will be used to help standardize organizational structure and common terminology and to ensure a useful and flexible management system is practical for incidents involving multi-jurisdictional and multi-agency response, especially those in the field.
- b) Pre-arrival assessments will be conducted by Emergency Medical Services and notification procedures to dispatch, hospitals, and other mutual aid partners will be activated.
- c) Triage procedures, ambulance diversion guidelines, EMS system protocol and policies, pediatric guidelines, and other community and internal agency plans have been developed and may be implemented in response to this type of emergency.
- d) Medical mutual aid may be necessary and implemented during a mass casualty or large-scale emergency.

## 6. Medical Countermeasure Dispensing

- a) The primary goal of the county's mass dispensing program is to provide lifesaving medical countermeasures to citizens and visitors of Cowley County in a timely manner in response to a health and medical emergency. This program is led by the City-Cowley County Health Department and includes many of the county's other departments, health and medical partner organizations and private companies. The City-Cowley County Health Department has

developed a Mass Dispensing Standard Operating Guide (SOG) which will be used during an emergency as a guide for providing vaccines and pharmaceuticals at Point of Dispensing (POD) sites for the public.

#### 7. Medical Material Distribution

- a) During a time of disaster state and federal medical material and pharmaceuticals may be available to Cowley County. To access these assets, coordinated resource management and requesting process must be in place for participating agencies. This process promotes the full utilization of local medical equipment and supplies and exhaustion of services available locally. With the exhaustion or immediate exhaustion of these local supplies and services, Cowley County health and medical agencies can request additional resources through ESF 8 Coordinating Agency or ESF 8 Incident Command Structure which will then submit the appropriate and coordinated request through Cowley County Emergency Management to the State of Kansas EOC for fulfillment. Procedures for requesting medical materials can be found in the Cowley County Mass Dispensing SOG and Hospital EOP.
- b) Health and medical entities have processes in place for requesting medical countermeasures, including but not limited to the Strategic National Stockpile (SNS), CHEMPACK (nerve agent and organophosphate antidotes), and Chemical Event Shipping Supply Location (CESSL) program.

#### 8. Non-Pharmaceutical Interventions

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

#### 9. Responder Health and Safety

- a) Health and medical officials may be requested to provide information related to agents or diseases and appropriate measures to take to protect the health, medical, and emergency services sector responders. Officials may be asked to serve as subject matter experts and information resources to make health and safety recommendations to incident management staff and safety officers.

- b) A community hazardous vulnerability assessment (HVA) has been made available to identify any anticipated hazards, including infectious disease, hazardous materials, and environmental factors.
- c) The ESF 8 Primary Agencies maintain limited inventories and have access to expanded inventories of personal protective equipment (PPE) to ensure the safety and health of first responders.
- d) There are counseling services available throughout the community for those victims and responders with behavioral health needs. This is outlined under the Behavioral Health section of this Annex.

#### 10. Medical Surge

- a) In the event of a disaster, it is necessary to use surge capacity to provide emergency care and appropriate definitive management of patients. Bed counts alone do not determine surge capacity or the ability to care for patients. The hospital has internal policies, plans, and procedures for patient surge within their facilities, including requesting medical material and pharmaceuticals and coordinating mass fatality. Medical Surge in a declared emergency will be coordinated through ESF 8, including individual hospital plans and each related Standard Operating Guide for ESF 8; and specifically, the Cowley Strategic National Stockpile (SNS) plan as developed by the Health and Medical Task Force and maintained by the City-Cowley County Health Department.
- b) ESF 8 will monitor the EMSsystem application in the Cowley County EOC to maintain awareness of the availability of beds at hospitals within their jurisdiction and surrounding counties. Hospitals in Cowley County will be requested to update their bed availability at the time of a disaster or large-scale emergency through a HAvBED alert initiated at the regional or state level. The hospital will update the HAvBED alert as requested to assist with planning patient transfers.
- c) The health and medical community have a decontamination plan and access to necessary equipment. The hospitals are currently working on plans to rebuild teams of trained individuals who can assist and perform decontamination activities for patients arriving from the scene of emergencies and disasters.
- d) Health and medical entities have processes and policies for medical surge capabilities; these internal plans provide details with internal patient tracking procedures. Patients seen because of an emergency will be tracked utilizing these procedures. The numbers of patients seen, disposition, and status of these patients will be coordinated throughout the day by ESF 8. Hospitals will follow CMS and HIPAA regulations when reporting patient information. All participating health and medical organizations will assist in determining the health and medical impact of the emergency on the community.
- e) Health and medical entities protect the privacy of individually identifiable health information. ESF 8 follows standards to protect information and will utilize internal policies for reunification of patients with family. ESF 8 will coordinate efforts, when possible, to gather missing persons information from participating health and medical partners and response organizations to cross reference with data received from ESF 6 – Mass Care, Housing, and Human Services. If ESF 8 recognizes a patient identified as missing on the American Red Cross's Safe and Well or another missing person data system provided by another mass care,

housing, and human service agency, ESF 8 will verify to the extent possible the validity of their reunification needs and, if acceptable, provide the current location of the patient to the requesting family member.

- f) In the event individuals are in need of additional transportation to health and medical facilities, ESF 8 will coordinate with ESF 1 - Transportation.
- g) During a large-scale emergency, emergency room departments, treatment centers, and other medical clinics across the community may see an influx in patients. An Alternate Care Site (ACS) is a community-based location that may provide additional treatment area(s) with a minimum specific level of care for patients. An ACS may be established at sites where no medical care is usually provided or at medical facilities where the usual scope of medical services does not normally include large-scale urgent care or traditional inpatient services. If an ACS is needed to respond for managing a disaster that creates a surge of patients beyond community capabilities, the health and medical entities within Cowley County will consider options for ACS sites to care for ill patients who would otherwise seek care at hospitals and community health centers.
- h) Through preparedness planning the community has developed regional relationships within the health and medical sectors. This provides additional access to medical surge supply trailers, field hospital trailers, health and medical supplies, and specialized equipment which may be necessary for response. The ESF 8 Coordinator and/or Incident Commander will follow standard procedures for requests (See: CCHD SOG's) in the event these assets are needed to support operations and improve the health delivery during an emergency.
- i) The Local Health Department is a full participant in the LEPC and maintains ongoing communication with Cowley County EM and all other ESF-8 partners that includes information and data sharing.
- j) ESF-8 Public Health acquisition/procurement is coordinated through LHD, State Health Department and CDC based upon the response level required. Local MC/MF events include local hospitals and their acquisition/procurement capacities.
- k) Currently there are no service contracts in place for ESF-8 in Cowley County although planning does exist for temporary morgue facilities and cold storage in the event of a mass fatality event.
- l) ESF-8 Mutual Aid agreements are managed through county-wide EM and regionally through the South-Central Metro Preparedness Region and the South-Central Kansas Hospital Care Coalition (SCKH HCC) as part of the KDHE-CDC required ESF-8 preparedness plans.

## 11. Volunteer Management

- a) ESF 8 has access to the Kansas System for the Early Registration of Volunteers (K-SERV) system, which can be utilized as a volunteer database at the local and state levels. In addition, various health and medical entities have an internal volunteer database. Each facility should utilize internal policies and procedures for verifying and credentialing. In the event that volunteers are needed to provide assistance during an incident response, K-SERV offers an opportunity for volunteer request and receipt through a standard operating procedure.

- b) Additional volunteer resources may be available through Kansas Medical Reserve Corps (MRC) units, Community Emergency Auxiliary (CCEA), American Red Cross (American Red Cross) and other community organizations active in disasters.

## 12. Environmental Health

- a) The City-Cowley County Health Department Environmental Specialist, under the direction of the Public Health Officer, will act as a liaison between primary and supporting agencies including the Kansas Department of Agriculture, Kansas Department of Health, and Environment (KDHE), Cowley County Sheriff Department, and other applicable agencies to coordinate efforts for responding to a disease carrying vectors and/or animal control issues within Cowley County.
- b) The City-Cowley County Health Department Environmental Specialist, under the direction of the Public Health Officer, will conduct assessments within Cowley County to determine whether property and/or structures: meet the definition of an uninhabitable structure, pose a potential health and/or safety hazard, or a health emergency. These activities may include but are not limited to assisting with determining whether structures meet the definition of "significant damage" following major flooding events and determination of proper sanitary conditions.
- c) To ensure the safety of public drinking water, the City-Cowley County Health Department Environmental Specialist, under the direction of the Public Health Officer, will act as a liaison between primary and supporting agencies including the permitted public water suppliers within Cowley County, KDHE, and other applicable agencies with an interest in public drinking water.

## 13. Behavioral Health

- a) ESF 8 will coordinate with behavioral health professionals and organizations within the county and with the State ESF 8 Coordinator to promote behavioral health response and recovery needs. The ESF 8 Coordinator will work with behavioral health, social workers, counselors, substance abuse professionals and specifically the Four County Mental Health Center, local school districts and local ministerial support groups.

## 14. Demobilization and Recovery

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

## **B. Direction and Control**

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

## **C. Organization**

1. County
  - a) During an actual or potential emergency or disaster, the primary agency of City-Cowley County Health Department will assign a liaison to Cowley County EOC to fill the role of ESF 8 Coordinator. During an activation of the Cowley County EOC, support agency staff will work with the coordinating agency to provide support that will allow for an appropriate, coordinated, and timely response. If additional support is required, the City-Cowley County Health Department and primary agencies may co-manage ESF 8 activities.
  - b) ESF 8 Coordinator will report to the Cowley County Emergency Manager or designee. During the response phase, the ESF 8 Coordinator will evaluate and analyze information regarding medical and public health assistance requests.
  - c) ESF 8 Coordinator will develop and update assessments of medical and public health status in the impact area and do contingency planning to meet anticipated demands.

- d) ESF 8 Coordinator will partner with the ESF 6 –Mass Care, Emergency Assistance, Temporary Housing, and Human Services to support all individuals and organizations regarding mass care services, including sheltering that may be required to support disaster response and recovery operations in Cowley County.

## 2. State of Kansas

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

### **D. Alerts and Notifications**

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

## **III. Actions and Responsibilities**

### **A. Actions**

1. Actions carried out by ESF 8 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 8 agencies and the intended recipients of service. In addition to all the actions listed in the Responsibilities section, all agencies in this ESF are responsible for the following:
  - a) During the Preparedness Phase:
    - i. Credential and badge department employees prior to an incident
    - ii. Capture incident related expenses to be used in emergency response
  - b) During the Mitigation Phase:
    - i. Provide hand washing and other disease prevention campaign activities

### **B. Responsibilities**

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

| <b>Coordinating: City-Cowley County Health Department</b>                                     |                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</i></b> |                                                                                                                                                                                                                                       |
| 1                                                                                             | Identify organizations or facilities responsible for providing initial notification for ESF 8                                                                                                                                         |
| 2                                                                                             | Identify liaison to communicate between health department and ESF for emergency related information                                                                                                                                   |
| 3                                                                                             | Coordinate with ESF 6, to identify at-risk individuals in advance of, during, and following an emergency                                                                                                                              |
| 4                                                                                             | Identify health services needed to support identified disaster risks and provision of those services                                                                                                                                  |
| 5                                                                                             | Identify county's fatality management capabilities                                                                                                                                                                                    |
| 6                                                                                             | Maintain MOUs or MOAs in place to share medical resources                                                                                                                                                                             |
| 7                                                                                             | Coordinate local efforts related to K-SERV and medical professional volunteer registration                                                                                                                                            |
| 8                                                                                             | Identify currently available health and medical sector related volunteer organizations                                                                                                                                                |
| 9                                                                                             | Develop procedures to appropriately vet and release casualty and fatality information                                                                                                                                                 |
| 10                                                                                            | Coordinate activities related to health department SOG development                                                                                                                                                                    |
| 11                                                                                            | Participate in the CDC Public Health Preparedness Program                                                                                                                                                                             |
| 12                                                                                            | Coordinate health department's exercise program                                                                                                                                                                                       |
| 13                                                                                            | Credential medical staff                                                                                                                                                                                                              |
| 14                                                                                            | Participate in county medical countermeasure planning                                                                                                                                                                                 |
| 15                                                                                            | Coordinate credentialing/privileging procedures to utilize volunteer behavioral health professional and other staff                                                                                                                   |
| 16                                                                                            | Coordinate community medication dispensing activities including vaccines and pharmaceuticals                                                                                                                                          |
| 17                                                                                            | Coordinate activities in preparing at-risk populations for disasters                                                                                                                                                                  |
| 18                                                                                            | Coordinate and maintain family reunification policies or procedures to be used by ESF 8                                                                                                                                               |
| <b><i>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</i></b>  |                                                                                                                                                                                                                                       |
| 1                                                                                             | Communicate ESF 8 information to and between support agencies                                                                                                                                                                         |
| 2                                                                                             | Coordinate and maintain ESF 8 situational awareness                                                                                                                                                                                   |
| 3                                                                                             | Coordinate medical operations activities and resource needs for the following: Health department, Hospital(s) , EMS, Environmental health, Pharmacy(ies), Behavioral health center(s)/team(s), Clinic(s), Funeral director(s)/coroner |
| 4                                                                                             | Coordinate support activities to ESF 6 for Vulnerable Needs at shelters                                                                                                                                                               |
| 5                                                                                             | Identify specific health and safety risks for disasters                                                                                                                                                                               |
| 6                                                                                             | Coordinate with ESF 7 for requesting resources                                                                                                                                                                                        |
| 7                                                                                             | Coordinate and activate mutual aid, K-SERV and other methods for requesting additional medical providers and support personnel                                                                                                        |
| 8                                                                                             | Communicate incident related health and medical information to citizens including at-risk populations                                                                                                                                 |
| 9                                                                                             | Coordinate surveillance and epidemiological activities of the local health department including activities with community partners: schools, EMS, hospitals, private medical providers, and others                                    |
| 10                                                                                            | Recommend or determine health-related protective actions                                                                                                                                                                              |
| 11                                                                                            | Coordinate fatality management process and requests additional support                                                                                                                                                                |

|                                                                                            |                                                                                                                                                           |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12                                                                                         | Activate the Kansas Funeral Directors Association Disaster Team to support fatality management according to the Kansas Mass Fatality Plan                 |
| 13                                                                                         | Determine the extent or threat of contamination from chemical, radiological or infectious agents                                                          |
| 14                                                                                         | Document and track resources that are committed to specific missions and costs                                                                            |
| 15                                                                                         | Activate and conduct activities that may be involved in community disease containment measures including isolation, quarantine, and gathering cancelation |
| 16                                                                                         | Activate and conduct county's mass dispensing campaign priorities and general activities                                                                  |
| 17                                                                                         | Activate continuity of operations plan                                                                                                                    |
| 18                                                                                         | Activate and conduct county's disease surveillance system                                                                                                 |
| 19                                                                                         | Recommend or determine health department's protective action                                                                                              |
| 20                                                                                         | Provide liaison to communicate between health department and ESF 8 for emergency related information                                                      |
| 21                                                                                         | Provide liaison for communication between hospitals and ESF 8 related to patient numbers and information                                                  |
| 22                                                                                         | Report incident related injuries to EOC                                                                                                                   |
| 23                                                                                         | Report incident related fatality to EOC                                                                                                                   |
| 24                                                                                         | Coordinate vector surveillance activities                                                                                                                 |
| 25                                                                                         | Perform vector surveillance activities                                                                                                                    |
| 26                                                                                         | Provide briefs or updates related to vector surveillance activities to ESF 8                                                                              |
| 27                                                                                         | Coordinate and activate mortuary services during an emergency                                                                                             |
| 28                                                                                         | Coordinate and activate behavioral health care activities                                                                                                 |
| 29                                                                                         | Coordinate emergency organization credentialing/privileging procedures                                                                                    |
| 30                                                                                         | Coordinate community outreach to at-risk populations                                                                                                      |
| 31                                                                                         | Coordinate with at-risk populations at a community shelter                                                                                                |
| 32                                                                                         | Coordinate and activate the Kansas Funeral Directors Association to support fatality management according to the Kansas Mass Fatality Plan                |
| <b><i>Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services</i></b> |                                                                                                                                                           |
| 1                                                                                          | Activate family reunification policies or procedures to be used by ESF 8                                                                                  |
| 2                                                                                          | Coordinate with health and medical sector agencies submitting response and recovery information to emergency management                                   |
| 3                                                                                          | Conduct and monitor health effects post-disaster                                                                                                          |
| 4                                                                                          | Provide public health input into community recovery affairs                                                                                               |
| 5                                                                                          | Provide incident reports for elected officials                                                                                                            |
| 6                                                                                          | Inspect food service establishments prior to resuming business                                                                                            |
| 7                                                                                          | Restore water and wastewater capabilities in coordination with ESF 3                                                                                      |
| 8                                                                                          | Assist at-risk populations in recovering from disasters including programs provided                                                                       |
| <b><i>Mitigation Actions for ESF 8 - Public Health and Medical Services</i></b>            |                                                                                                                                                           |
| 1                                                                                          | Identify the public health impact of identified risks                                                                                                     |
| 2                                                                                          | Provide vaccinations against preventable diseases including tetanus, influenza, pertussis, etc.                                                           |
| 3                                                                                          | Provide hand washing and other disease prevention campaign activities                                                                                     |

|                                                                                               |                                                                                                      |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <b>Primary: Arkansas City Fire/EMS Department (Fire District #5)</b>                          |                                                                                                      |
| <b><i>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</i></b> |                                                                                                      |
| 1                                                                                             | Identify health services needed to support identified disaster risks and provision of those services |
| <b><i>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</i></b>  |                                                                                                      |

|   |                                                                                                                   |
|---|-------------------------------------------------------------------------------------------------------------------|
| 1 | Activate and perform decontamination of patients, service animals and pets                                        |
| 2 | Conduct decontamination activities, in coordination with ESF 10, from chemical, radiological or biological agents |

| <b>Primary: Cowley County Mental Health and Counseling Center</b>                             |                                                                                                                     |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</i></b> |                                                                                                                     |
| 1                                                                                             | Identify county's behavioral health response capabilities                                                           |
| 2                                                                                             | Coordinate credentialing/privileging procedures to utilize volunteer behavioral health professional and other staff |
| 3                                                                                             | Coordinate behavioral health capabilities of the organization                                                       |
| 4                                                                                             | Coordinate organization's behavioral health disaster team                                                           |
| <b><i>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</i></b>  |                                                                                                                     |
| 1                                                                                             | Coordinate and activate behavioral health care activities                                                           |
| 2                                                                                             | Conduct behavioral health care activities                                                                           |

| <b>Primary: South Central Kansas Medical Center</b>                                           |                                                                                                                     |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</i></b> |                                                                                                                     |
| 1                                                                                             | Identify hospital's ability to perform decontamination of patients, service animals and pets                        |
| 2                                                                                             | Identify health services needed to support identified disaster risks and provision of those services                |
| 3                                                                                             | Monitor available medical beds and reports to ESF 8                                                                 |
| 4                                                                                             | Identify county's fatality management capabilities                                                                  |
| 5                                                                                             | Maintain MOUs or MOAs in place to share medical resources                                                           |
| 6                                                                                             | Identify alternate care site planning activities                                                                    |
| 7                                                                                             | Develop procedures to appropriately vet and release casualty and fatality information                               |
| 8                                                                                             | Credential medical staff                                                                                            |
| 9                                                                                             | Participate in the Hospital Preparedness Program                                                                    |
| 10                                                                                            | Participate in county medical countermeasure planning                                                               |
| <b><i>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</i></b>  |                                                                                                                     |
| 1                                                                                             | Communicate incident related health and medical information to citizens including at-risk populations               |
| 2                                                                                             | Recommend or determine health-related protective actions                                                            |
| 3                                                                                             | Activate community alternate care site                                                                              |
| 4                                                                                             | Operate community alternate care site                                                                               |
| 5                                                                                             | Determine the extent or threat of contamination from chemical, radiological or infectious agents                    |
| 6                                                                                             | Track the injured (Registration to discharge process)                                                               |
| 7                                                                                             | Activate continuity of operations plan                                                                              |
| 8                                                                                             | Activate and conduct medical care activities during a disaster                                                      |
| 9                                                                                             | Activate and conduct medical surge activities: cancellation of elective surgeries, transfer of patients, etc.       |
| 10                                                                                            | Activate and perform decontamination of patients, service animals and pets                                          |
| 11                                                                                            | Provide numbers of available beds, resources, medical capabilities and medical specialties to the ESF 8 Coordinator |
| 12                                                                                            | Coordinate and activate patient decontamination activities with EMS agencies                                        |
| 13                                                                                            | Dispose of medical supplies                                                                                         |

|                                                                                            |                                                                                                                   |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| 14                                                                                         | Conduct decontamination activities, in coordination with ESF 10, from chemical, radiological or biological agents |
| <b><i>Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services</i></b> |                                                                                                                   |
| 1                                                                                          | Report damages of hospitals to ESF 8                                                                              |
| 2                                                                                          | Restore water and wastewater capabilities in coordination with ESF 3                                              |
| <b><i>Mitigation Actions for ESF 8 - Public Health and Medical Services</i></b>            |                                                                                                                   |
| 1                                                                                          | Provide hand washing and other disease prevention campaign activities                                             |

|                                                                                               |                                                                                                                     |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Primary: William Newton Hospital</b>                                                       |                                                                                                                     |
| <b><i>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</i></b> |                                                                                                                     |
| 1                                                                                             | Identify hospital's ability to perform decontamination of patients, service animals and pets                        |
| 2                                                                                             | Identify health services needed to support identified disaster risks and provision of those services                |
| 3                                                                                             | Monitor available medical beds and reports to ESF 8                                                                 |
| 4                                                                                             | Identify county's fatality management capabilities                                                                  |
| 5                                                                                             | Maintain MOUs or MOAs in place to share medical resources                                                           |
| 6                                                                                             | Identify alternate care site planning activities                                                                    |
| 7                                                                                             | Develop procedures to appropriately vet and release casualty and fatality information                               |
| 8                                                                                             | Credential medical staff                                                                                            |
| 9                                                                                             | Participate in the Hospital Preparedness Program                                                                    |
| 10                                                                                            | Participate in county medical countermeasure planning                                                               |
| <b><i>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</i></b>  |                                                                                                                     |
| 1                                                                                             | Communicate incident related health and medical information to citizens including at-risk populations               |
| 2                                                                                             | Recommend or determine health-related protective actions                                                            |
| 3                                                                                             | Activate community alternate care site                                                                              |
| 4                                                                                             | Operate community alternate care site                                                                               |
| 5                                                                                             | Determine the extent or threat of contamination from chemical, radiological or infectious agents                    |
| 6                                                                                             | Track the injured (Registration to discharge process)                                                               |
| 7                                                                                             | Activate continuity of operations plan                                                                              |
| 8                                                                                             | Activate and conduct medical care activities during a disaster                                                      |
| 9                                                                                             | Activate and conduct medical surge activities: cancellation of elective surgeries, transfer of patients, etc.       |
| 10                                                                                            | Activate and perform decontamination of patients, service animals and pets                                          |
| 11                                                                                            | Provide numbers of available beds, resources, medical capabilities and medical specialties to the ESF 8 Coordinator |
| 12                                                                                            | Coordinate and activate patient decontamination activities with EMS agencies                                        |
| 13                                                                                            | Dispose of medical supplies                                                                                         |
| 14                                                                                            | Conduct decontamination activities, in coordination with ESF 10, from chemical, radiological or biological agents   |
| <b><i>Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services</i></b>    |                                                                                                                     |
| 1                                                                                             | Report damages of hospitals to ESF 8                                                                                |
| 2                                                                                             | Restore water and wastewater capabilities in coordination with ESF 3                                                |
| <b><i>Mitigation Actions for ESF 8 - Public Health and Medical Services</i></b>               |                                                                                                                     |
| 1                                                                                             | Provide hand washing and other disease prevention campaign activities                                               |

| <b>Supporting: Cowley County Emergency Management</b>                                         |                                                                                                                                            |
|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services</i></b> |                                                                                                                                            |
| 1                                                                                             | Identify organizations or facilities responsible for providing initial notification for ESF 8                                              |
| 2                                                                                             | Coordinate with ESF 6, to identify at-risk individuals in advance of, during, and following an emergency                                   |
| 3                                                                                             | Coordinate local efforts related to K-SERV and medical professional volunteer registration                                                 |
| 4                                                                                             | Develop procedures to appropriately vet and release casualty and fatality information                                                      |
| 5                                                                                             | Credential medical staff                                                                                                                   |
| 6                                                                                             | Coordinate credentialing/privileging procedures to utilize volunteer behavioral health professional and other staff                        |
| <b><i>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</i></b>  |                                                                                                                                            |
| 1                                                                                             | Coordinate and activate mutual aid, K-SERV and other methods for requesting additional medical providers and support personnel             |
| 2                                                                                             | Coordinate emergency organization credentialing/privileging procedures                                                                     |
| 3                                                                                             | Coordinate and activate the Kansas Funeral Directors Association to support fatality management according to the Kansas Mass Fatality Plan |
| <b><i>Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services</i></b>    |                                                                                                                                            |
| 1                                                                                             | Record damage assessment information                                                                                                       |
| 2                                                                                             | Provide incident reports for elected officials                                                                                             |
| 3                                                                                             | Restore water and wastewater capabilities in coordination with ESF 3                                                                       |

| <b>American Red Cross</b>                                                                    |                                                                              |
|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <b><i>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</i></b> |                                                                              |
| 1                                                                                            | Provide communication of at-risk populations' needs to the ESF 8 Coordinator |

| <b>Winfield Fire/EMS Department (Fire District #7)</b>                                       |                                                                                                                   |
|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b><i>Response (During Event) Actions for ESF 8 - Public Health and Medical Services</i></b> |                                                                                                                   |
| 1                                                                                            | Activate and perform decontamination of patients, service animals and pets                                        |
| 2                                                                                            | Conduct decontamination activities, in coordination with ESF 10, from chemical, radiological or biological agents |

## IV. Financial Management

1. ESF 8 is responsible for coordinating with Cowley County Clerk's Office to manage ESF 8 expenses relevant to an event.
2. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula established by the Federal Emergency Management Agency via the FEMA/State Agreement.

3. Expenditures by support entities will be documented by those entities and submitted directly to the Cowley County Clerk's Office or a designated Finance Section Chief as soon as possible.

## **V. References and Authorities**

### **A. References**

1. Kansas Planning Standards - The Kansas Planning Standards (KPS) is intended to be an all-encompassing guide to review or redevelop Local Emergency Operations Plans (LEOPs).
2. Kansas Recovery Plan - The State of Kansas Disaster Recovery Plan (KDRP) builds upon the Kansas Response Plan to align local response and recovery coordination with support from state partners. The KDRP outlines the authorities, organization, and key processes for implementing Kansas' disaster recovery strategy.
3. Kansas Response Plan - The Kansas Response Plan (KRP) is designed to address natural and man-made hazards that could adversely affect the State of Kansas. The KRP applies to all State government departments and agencies that are tasked to provide assistance in disaster or emergency situations. 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.

### **B. Authorities**

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
3. Kansas Administrative Regulation 56-2-1 and 56-2 - These regulations define the requirements of local emergency management agencies. It establishes the minimum functions of such agencies; the minimum support counties must provide to such agencies and the minimum qualifications of county emergency management directors/coordinators.
4. Kansas Statutes Annotated (KSA) 48-9a01 - This Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership that allows states to assist one another during emergencies. Emergency Management Assistance Compact establishes a firm legal foundation for States to send assistance to and receive assistance from other States.
5. 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.
6. KSA 48-904 through 48-936 - These state statutes establish the duties, roles, and responsibilities for emergency management within the state, and establishes basic requirements for counties to establish and maintain emergency management programs. It outlines the organization, policies and procedures governing the Kansas Division of Emergency Management (KDEM), establishes the powers and authorities of the Governor, state and local officials to deal with emergencies/disasters before, during and after their occurrence.
7. KSA 48-950 - This statute states that all political subdivisions within the state are automatically a part of the Kansas mutual aid system unless they elect to opt out. This statute does not supersede any existing agreements, nor does it preclude the establishment of any supplemental agreements between specific jurisdictions.

8. KSA 65-5701 through 65-5711 - These state statutes are the state level implementation of Superfund Amendments and Reauthorization Act (SARA), Title III. It defines the Hazardous Materials (HAZMAT) roles and responsibilities of state agencies, makes counties Hazardous Materials emergency planning districts, and establishes a Local Emergency Planning Committee (LEPC) in each county.
9. State of Kansas Executive Order 05-03 - This Executive Order designates the National Incident Management System (NIMS) as the standard for incident management in the State of Kansas.

## **ESF 9 - Search & Rescue**

### **Coordinating Agency:**

Arkansas City Fire/EMS Department (Fire District #5)  
Winfield Fire/EMS Department (Fire District #7)

### **Primary Agency:**

Atlanta Fire Department (Fire District #2)  
Burden Fire Dept. (Fire District #3)  
Cambridge Fire Department (Fire District #8)  
Dexter Fire Department (Fire District #1)  
Udall Fire Department (Fire District #4)

### **Support Agencies:**

Arkansas City Police Department  
Burden Police Department  
Cowley County Emergency Communications  
Cowley County Emergency Management  
Cowley County Sheriff's Office  
Dexter Police Department  
Kansas Highway Patrol  
Kansas National Guard  
Kansas State Fire Marshal's Office  
Udall (City of)  
Winfield Correctional Facility  
Winfield Police Department

## **I. Purpose and Scope**

### **A. Purpose**

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

### **B. Scope**

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

## II. Concept of Operations

### A. General

1. ESF 9 is organized consistently with the Cowley County EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Cowley County through the Cowley County Emergency Response Team, Area Operations, and Incident Support Teams (ISTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures, protocols, and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 9 capabilities. Periodic training and exercises are also conducted to enhance effectiveness. ESF-9 partners will work together and identify the best organization to liaise with adjacent county, state and federal partners as needed during an incident. ESF-9 partners will work with Cowley County Emergency Management as needed to manage the collection, processing, and dissemination of information to and from the EOC.
3. In a large event requiring local or State mutual aid assistance, ESF 9 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of required assets.
4. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure. Cowley County will use agencies within the County for sustainment purposes depending upon the severity of the incident. In the event the resources needed exceed the abilities of the departments within the County, assistance will be requested from KS Task Force 5. KS Task Force 5 has equipment and training comparable to a Federal USAR team. The Arkansas City and Winfield Fire Departments are members of TF 5 and have mutual aid agreements with the other members of the Task Force: Wichita FD, Sedgwick County FD, Newton Fire/EMS Hutchinson FD, and Great Bend Fire/EMS. If the incident is expected to last longer than 72 hours, mutual aid agencies will be contacted, or resources will be obtained through contacting KDEM and activation of additional Kansas Task Force Teams.
5. In the event the incident is beyond the scope of the capabilities of the USAR task force teams within the State of Kansas, 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 from outside the State of Kansas are Task Forces based in Oklahoma City and Tulsa. Coordination for their response may be made through the SUSAR system. The nearest FEMA USAR teams are located in Lincoln, Nebraska and Columbia, Missouri.
6. In the event of a downed aircraft, the Federal Aviation Administration is responsible for locating the downed aircraft. Cowley County will coordinate ground rescue and/or recovery operations of victims. Accurate records must be kept providing information to various agencies and individuals

at the completion of search & rescue activities. Arkansas City Fire/EMS and Winfield Fire/EMS will document where injured persons were found, treated, and transported (if applicable) for additional medical care.

## 7. Recovering Victims

- a) Law enforcement, under the direction of the Cowley County Coroner, will record where deceased victims were found. Law enforcement, under the direction of the Sheriff or local Police Chief, will account for and secure evidence and personal belongings.
- b) Victims with no injuries will be released from the scene either to themselves or a responsible party (i.e. parent/guardian). In the event of a potential crime scene, victims with no injuries will be referred to Law Enforcement representatives on scene. At a minimum, contact information will be obtained for all victims prior to them being released from the scene.
- c) Injured victims will be transferred to a triage area to be screened for treatment and transport. Transport will be coordinated by Winfield Fire/EMS and Arkansas City Fire/EMS. In the event the needs exceed local resources, mutual aid will be utilized and other local regional or state entities can be contacted for assistance in providing additional ambulances and personnel.
- d) A search team would enter private property during a search and rescue operations when there is a reasonable belief that occupants of the property may be in immediate threat of injury or death. They should always try to contact the owner if possible and respect any request to leave the property once the immediate danger has passed.

## 8. Fatality victims

- a) Crime Scenes: Fatality Victims will be left in place until the body is either released by law enforcement or arrangements are made by law enforcement to transfer the body for further crime scene processing.
- b) Non-crime Scenes: A temporary morgue will be set up at the scene at a location deemed appropriate by on-scene medical personnel. Once all injured victims are treated and transported by EMS, the transfer of bodies to the appropriate receiving facilities will be handled as set out in ESF 8 - Public Health and Medical Services.
- c) Partial remains will be left in place until released by law enforcement or arrangements are made by law enforcement to transfer the remains to an appropriate facility for crime scene processing. If the remains are released at the scene, coordination of movement of the remains to the appropriate receiving facility will be made as set out in ESF 8 - Public Health and Medical Services.

## 9. Vulnerable needs

- a) Certain facilities contain vulnerable populations that have the potential to pose unique problems during disaster situations. These include care facilities, assisted living centers, independent living facilities, schools, hospital, and day care facilities. Each facility should have its own emergency plan. Fire departments will assist each of these agencies/facilities to implement their plan based on the situation. If an evacuation is in order, fire department personnel will assist in the implementation of the agencies' specific plan. In the event the

structures are deemed unsafe for entry, Task Force 5 will be deployed for shoring operations to allow for search and rescue operations.

#### 10. Rescue Teams

- a) The Arkansas City Fire/EMS and Winfield Fire/EMS Departments have highly trained and technically skilled personnel in the rescue field. These agencies respond daily to events such as vehicle accidents and are called to assist the volunteer agencies from the following fire departments: Atlanta, Burden, Cambridge, Dexter, and Udall.

Specialized rescue capabilities within or available to Cowley County include:

- i. Swift Water  
Incidents involving water rescues in deep water or flash flood areas are directed to the Water Rescue Team members from either the Arkansas City Fire/EMS or Winfield Fire/EMS Departments. Members from these two teams are available for all of Cowley County, but due to the size of the county and the possibility of an event that would affect multiple jurisdictions, a large-scale event would quickly deplete this resource. Additional assistance can be requested through other member departments of Task Force 5 or through a request for resources through the FORCE group.
- ii. High Angle  
Incident involving high angle rescue are directed to the Arkansas City Fire/EMS and Winfield Fire/EMS Departments. Additional assistance can be obtained from other member departments of Task Force 5.
- iii. Aerial  
Cowley County can call upon the services of a private airplane vendor, the City of Wichita, and the Kansas Highway Patrol to provide assistance for aerial search and rescue activities.
- iv. Collapsed Structures  
All fire departments in Cowley County are the first line of response for most rescue situations including vehicular extrications, collapsed buildings and trench collapse. The Rescue Teams from Arkansas City Fire/EMS and/or Winfield Fire/EMS Departments are called upon to provide heavy rescue, additional manpower and equipment. The local fire departments provide the initial size up of the situation as well as the initial triage. The Fire Officer on scene will assume the role of Incident Commander, direct the response of additional manpower and equipment as needed and direct the shut off utilities such as gas or power at the scene. Additional resources can be obtained from additional member departments of Task Force 5. In the event, the incident exceeds the resources available through TF5, requests for assistance will be made to additional Task Forces within the state.
- v. Urban  
Cases involving missing persons or fugitives are the responsibility of law enforcement who may call upon fire departments within Cowley County for assistance of search efforts. The closest search and rescue dog teams available are through the Augusta Department of Public Safety and the Andover Police Department, both in Butler County. K-9 assistance is available through the Sedgwick County Emergency Management Agency.

#### 11. K-9

- a) Canine search assistance may be obtained by contacting the Kansas Search and Rescue Dog Association (913-735-9727). Their capabilities include 6 operational K9 teams with 10-12 operational foot searchers ready to report throughout the State of Kansas. KSARDA can provide K9s trained in wilderness search, water search, HRD remains search, and disaster (collapsed structure) search.
- b) K-9 Search and Rescue of Kansas (K-9 SARK) assistance can be obtained for the areas of ground searching, tracking, search management and search dog handling.

## **B. Direction and Control**

- 1. The ESF 9 Coordinating Agency is the Arkansas City and Winfield Fire Departments which are appointed by the Cowley County Emergency Management, in coordination with local planning partners. The staff serving as ESF 9 Coordinator is appointed by and located in the Arkansas City Fire / EMS Department (Fire District #5 / Winfield Fire / EMS Department (Fire District #7). When ESF 9 support is necessary, the ESF 9 Coordinator coordinates all aspects of ESF 9.
- 2. ESF 9 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Cowley County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Cowley County.
- 3. The ESF 9 may operate at two levels: 1) Cowley County EOC; and 2) Field operations
- 4. During emergency activations, all management decisions regarding search and rescue for Cowley County are made at the Cowley County EOC by the ESF 9 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Cowley County EOC assist the incident commander in carrying out the overall mission.
- 5. In accordance with a mission assignment from ESF 9, each primary and/or support organization assisting ESF 9 will retain administrative control over its own resources and personnel but will be under the operational control of ESF 9. Delegation of mission operational control may be delegated to the field by the Cowley County EOC.

## **C. Organization**

- 1. County
  - a) During an activation of the Cowley County EOC, primary and support agency staff is integrated with the Arkansas City Fire / EMS Department (Fire District #5) / Winfield Fire / EMS Department (Fire District #7) staff to provide support.
  - b) During an emergency or disaster event, the Cowley County EOC Operations Section Chief will coordinate resource support with the Emergency Services Branch Director.
  - c) During the response phase, ESF 9 will evaluate and analyze information regarding search and rescue requests. Also, ESF 9 will develop and update assessments of the search and rescue

status in the impact area and do contingency planning to meet anticipated demands and needs.

- d) The Arkansas City Fire / EMS Department (Fire District #5) / Winfield Fire / EMS Department (Fire District #7) will develop and maintain ESF 9 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System, and the Cowley County Emergency Operations Plan.

## 2. State of Kansas

- a) During an activation of the State of Kansas EOC, the Adjutant General's Office, Kansas Division of Emergency Management is the designated lead agency for search and rescue and will provide a liaison to facilitate requests for State search and rescue resources to local Emergency Operations Centers.
- b) During an emergency or disaster event, the primary and support agencies of ESF 9 at the State of Kansas EOC will report to the Emergency Services Branch Chief who reports to the Response Actions Section Chief under the overall direction of the SEOC manager.
- c) The Adjutant General's Office, Kansas Division of Emergency Management develops and maintains the overall ESF 9 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System, and the Cowley County Emergency Operations Plan.

## **D. Alerts and Notifications**

- 1. The Arkansas City Fire / EMS Department (Fire District #5) / Winfield Fire / EMS Department (Fire District #7) and Cowley County Emergency Management work very close together. When information comes to the attention of any of these agencies indicating that an emergency or disaster situation is developing, the information will be shared with each other.
- 2. The County Warning Point (Cowley County EOC) will notify the ESF Coordinators for ESF 9 when Cowley County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
- 3. ESF 9 will be activated or placed on standby upon notification by the Cowley County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 9. If additional support is required, the ESF 9 coordinating and primary agencies may jointly manage ESF 9 activities.
- 4. Upon instructions to activate or placement of ESF 9 on standby, Arkansas City Fire/EMS Department (Fire District #5) / Winfield Fire/EMS Department (Fire District #7) will implement

procedures to notify all ESF 9 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

### III. Actions and Responsibilities

#### A. Actions

1. Actions carried out by ESF 9 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 9 agencies and the intended recipients of service. In addition to the individual agencies and their assigned responsibilities found in the next section, there are several actions that need to be taken by all agencies involved:

| <b>Overall Actions Assigned to All Members</b><br><i>Preparedness (Pre-Event) Actions for ESF 9 - Search &amp; Rescue</i> |                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                         | Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS). |
| 2                                                                                                                         | Collect, process, and disseminate information to and from the EOC.                                                      |
| 3                                                                                                                         | Participate in training, drills, and exercises                                                                          |

| <b>Overall Actions Assigned to All Members</b><br><i>Response (During Event) Actions for ESF 9 - Search &amp; Rescue</i> |                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| 1                                                                                                                        | Provide field support for emergency responders at the scene.                                         |
| 2                                                                                                                        | Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF9. |

| <b>Overall Actions Assigned to All Members</b><br><i>Recovery (Post Event) Actions for ESF 9 - Search &amp; Rescue</i> |                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                      | Continue to perform tasks necessary to expedite restoration and recovery operations.                                          |
| 2                                                                                                                      | Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required. |
| 3                                                                                                                      | Evaluate response and recommend changes to ESF-9 Annex to correct shortfalls and improve future response activities.          |
| 4                                                                                                                      | Provide documentation for possible financial reimbursement process for recovery activities.                                   |
| 5                                                                                                                      | Participate in after-action meetings and prepare after-action reports as requested.                                           |
| 6                                                                                                                      | Clean, replenish, repair, and perform maintenance on all equipment before returning to normal operations or storage.          |

| <b>Overall Actions Assigned to All Members</b><br><i>Mitigation Actions for ESF 9 - Search &amp; Rescue</i> |                                                                                            |
|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| 1                                                                                                           | Participate in the hazard identification process and identify and correct vulnerabilities. |

#### B. Responsibilities

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

| <b>Coordinating: Arkansas City Fire/EMS Department (Fire District #5)</b>      |                                                                                                                |
|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 9 - Search &amp; Rescue</i></b> |                                                                                                                |
| 1                                                                              | Maintain a central personnel roster, contact, and resource lists to support ESF-9 tasks.                       |
| 2                                                                              | Identify responsibilities for liaison roles with state and adjacent county SAR officials.                      |
| 3                                                                              | Develop and maintain ESF-9 Annex.                                                                              |
| 4                                                                              | Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.         |
| 5                                                                              | Identify search and rescue sustainment needs for incidents less than 72 hours and greater than 72 hours.       |
| 6                                                                              | Identify guidance on handling vulnerable populations as is necessary to search and rescue operations.          |
| <b><i>Response (During Event) Actions for ESF 9 - Search &amp; Rescue</i></b>  |                                                                                                                |
| 1                                                                              | Designate personnel to coordinate ESF-9 activities in EOC.                                                     |
| 2                                                                              | Manage the collection, processing, and dissemination of information between ESF-9 and EOC or incident command. |
| 3                                                                              | Transport victims to emergency treatment centers, mass casualty centers, or fatality collection points.        |
| 4                                                                              | Coordinate fatality information with other agencies and provide documentation as available.                    |
| 5                                                                              | Coordinate the activation of mutual aid agreements.                                                            |
| 6                                                                              | Coordinate with search and rescue elements responding from outside the jurisdiction.                           |
| 7                                                                              | Alert or activate off-duty and auxiliary personnel as required by the emergency.                               |
| <b><i>Recovery (Post Event) Actions for ESF 9 - Search &amp; Rescue</i></b>    |                                                                                                                |
| 1                                                                              | Provide assistance in initial needs assessment and augment search and rescue operations.                       |

| <b>Coordinating: Winfield Fire/EMS Department (Fire District #7)</b>           |                                                                                                                |
|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 9 - Search &amp; Rescue</i></b> |                                                                                                                |
| 1                                                                              | Maintain a central personnel roster, contact, and resource lists to support ESF-9 tasks.                       |
| 2                                                                              | Identify responsibilities for liaison roles with state and adjacent county SAR officials.                      |
| 3                                                                              | Develop and maintain ESF-9 Annex.                                                                              |
| 4                                                                              | Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.         |
| 5                                                                              | Identify search and rescue sustainment needs for incidents less than 72 hours and greater than 72 hours.       |
| 6                                                                              | Identify guidance on handling vulnerable populations as is necessary to search and rescue operations.          |
| <b><i>Response (During Event) Actions for ESF 9 - Search &amp; Rescue</i></b>  |                                                                                                                |
| 1                                                                              | Designate personnel to coordinate ESF-9 activities in EOC.                                                     |
| 2                                                                              | Manage the collection, processing, and dissemination of information between ESF-9 and EOC or incident command. |
| 3                                                                              | Coordinate fatality information with other agencies and provide documentation as available.                    |
| 4                                                                              | Coordinate the activation of mutual aid agreements.                                                            |
| 5                                                                              | Coordinate with search and rescue elements responding from outside the jurisdiction.                           |
| 6                                                                              | Alert or activate off-duty and auxiliary personnel as required by the emergency.                               |

| <b><i>Recovery (Post Event) Actions for ESF 9 - Search &amp; Rescue</i></b> |                                                                                          |
|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| 1                                                                           | Provide assistance in initial needs assessment and augment search and rescue operations. |

| <b>Supporting: Cowley County Emergency Management</b>                          |                                                                          |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 9 - Search &amp; Rescue</i></b> |                                                                          |
| 1                                                                              | Identify who is responsible for initial notification of ESF-9 personnel. |
| 2                                                                              | Develop and maintain ESF-9 Annex.                                        |

| <b>Supporting: Cowley County Sheriff's Office</b>                              |                                                                               |
|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 9 - Search &amp; Rescue</i></b> |                                                                               |
| 1                                                                              | Develop standard operating guides and checklists to support ESF-9 activities. |

| <b>Cowley County Coroner</b>                                                  |                                                                                             |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b><i>Response (During Event) Actions for ESF 9 - Search &amp; Rescue</i></b> |                                                                                             |
| 1                                                                             | Coordinate fatality information with other agencies and provide documentation as available. |

| <b>Cowley County Fire Chiefs Association</b>                                   |                                                                                                                              |
|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 9 - Search &amp; Rescue</i></b> |                                                                                                                              |
| 1                                                                              | Develop standard operating guides and checklists to support ESF-9 activities.                                                |
| <b><i>Mitigation Actions for ESF 9 - Search &amp; Rescue</i></b>               |                                                                                                                              |
| 1                                                                              | Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness. |
| 2                                                                              | Provide ESF-9 representative for update of mitigation plan.                                                                  |

## **IV. Financial Management**

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

## **V. References and Authorities**

### **A. References**

1. Kansas Planning Standards - The Kansas Planning Standards (KPS) is intended to be an all-encompassing guide to review or redevelop Local Emergency Operations Plans (LEOPs).
2. Kansas Recovery Plan - The State of Kansas Disaster Recovery Plan (KDRP) builds upon the Kansas Response Plan to align local response and recovery coordination with support from state

partners. The KDRP outlines the authorities, organization, and key processes for implementing Kansas' disaster recovery strategy.

3. Kansas Response Plan - The Kansas Response Plan (KRP) is designed to address natural and man-made hazards that could adversely affect the State of Kansas. The KRP applies to all State government departments and agencies that are tasked to provide assistance in disaster or emergency situations. 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.

## **B. Authorities**

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
3. Kansas Administrative Regulation 56-2-1 and 56-2 - These regulations define the requirements of local emergency management agencies. It establishes the minimum functions of such agencies; the minimum support counties must provide to such agencies and the minimum qualifications of county emergency management directors/coordinators.
4. Kansas Statutes Annotated (KSA) 48-9a01 - This Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership that allows states to assist one another during emergencies. Emergency Management Assistance Compact establishes a firm legal foundation for States to send assistance to and receive assistance from other States.
5. 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.
6. KSA 48-904 through 48-936 - These state statutes establish the duties, roles, and responsibilities for emergency management within the state, and establishes basic requirements for counties to establish and maintain emergency management programs. It outlines the organization, policies and procedures governing the Kansas Division of Emergency Management (KDEM), establishes the powers and authorities of the Governor, state, and local officials to deal with emergencies/disasters before, during and after their occurrence.
7. KSA 48-950 - This statute states that all political subdivisions within the state are automatically a part of the Kansas mutual aid system unless they elect to opt out. This statute does not supersede any existing agreements, nor does it preclude the establishment of any supplemental agreements between specific jurisdictions.
8. KSA 65-5701 through 65-5711 - These state statutes are the state level implementation of Superfund Amendments and Reauthorization Act (SARA), Title III. It defines the Hazardous Materials (HAZMAT) roles and responsibilities of state agencies, makes counties Hazardous Materials emergency planning districts, and establishes a Local Emergency Planning Committee (LEPC) in each county.
9. State of Kansas Executive Order 05-03 - This Executive Order designates the National Incident Management System (NIMS) as the standard for incident management in the State of Kansas.

## **ESF 10 - Oil and Hazardous Materials**

### **Coordinating Agency:**

Arkansas City Fire/EMS Department (Fire District #5)  
Winfield Fire/EMS Department (Fire District #7)

### **Primary Agency:**

Cowley County Fire Chiefs Association  
Cowley County Local Emergency Planning Committee

### **Support Agencies:**

Atlanta Fire Department (Fire District #2)  
Burden Fire Dept. (Fire District #3)  
Cambridge Fire Department (Fire District #8)  
City-Cowley County Health Department  
Cowley County Emergency Communications  
Cowley County Emergency Management  
Dexter Fire Department (Fire District #1)  
Udall Fire Department (Fire District #4)

## **I. Purpose and Scope**

### **A. Purpose**

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

### **B. Scope**

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

## II. Concept of Operations

### A. General

1. ESF 10 is organized consistently with the Cowley County EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Cowley County through the Cowley County Emergency Response Team, Area Operations, Regional HazMat Teams, and Incident Support Teams (ISTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures, protocols, and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 10 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring State, Federal or mutual aid assistance, ESF 10 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, ESF 10 will evaluate and analyze information regarding identification, securing, removing, and disposing of the hazardous materials, process requests for response, develop and update assessments of the hazardous materials situation and status in the impact area, and do contingency planning to meet anticipated demands or needs.
5. When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure. The Incident Commander will make all tactical field decisions using the Hazardous Materials Operating Procedures (SOPs) of their own department. These SOPs have been included in the file archive section of this plan.
6. The release of hazardous materials into the environment can pose a significant threat to the community. The most likely occurrences of such releases are in the following areas.
  - a) Transportation Routes
    - i. Major highways, railroad lines and pipeline routes are primary corridors for the transportation of hazardous materials. Maps of these corridors are available as part of the 2011 Regional Hazard Analysis and the 2014 Regional Commodity Flow Survey; both which have been uploaded into the file archives section of this plan.
    - ii. Notification of hazardous materials spill or release from transportation incidents is normally made through Cowley County Emergency Communications, which will notify the appropriate agencies and Cowley County Emergency Management.

b) Business and Industry

- i. The Cowley County LEPC maintains a list of facilities reporting extremely hazardous substances (EHS) under the provision of Title III of the Superfund Amendments and Reauthorization Act (SARA).
- ii. 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 occurred. Notification will be accomplished by calling 911 and/or the appropriate Fire Department. The industry has a 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, Cowley County Emergency Management and /or 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, the 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).

The Hazardous Materials Classification scheme follows national guidelines for transportation as outlined by the US Department of Transportation and for fixed facilities as defined by the NFPA. The classification scheme is uploaded into the file archives section of this plan.

c) Pre-Incident

- i. The Cowley County LEPC's primary role is to fulfill the requirements of the Superfund Amendments and Reauthorization Act of 1986, commonly known as SARA Title III. In addition, the LEPC shall be an all-hazards planning committee to include information sharing, community planning, exercise design/implementation, the critique of emergency incidents—real or exercised, other activities aimed at efficient, compassionate, and rapid response to disaster survivors', caregivers', and workers' needs in times of disasters.
- ii. Public or private resources are available to be used during a hazardous materials response incident. Public resources available include hazmat technicians within both the Arkansas City and Winfield Fire Departments. Several state agencies are available to provide resources and technical assistance to Cowley County including those of the Kansas Department of Transportation (KDOT), Kansas Department of Health and Environment (KDHE), which can be contacted 24/7 at (785) 296-1679 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. The Kansas State Fire Marshals Office in Topeka can be contacted 24/7 for hazardous material emergencies at (866) 542-9628.

- iii. Limited agencies have Radiological Instruments within Cowley County. Those agencies and equipment include:

Winfield Fire Dept:

3 - International Medcom Radalert 50 Radiation Monitors

1 - CDV 718A

2 - CDV 777-1

William Newton Hospital

1 - CDV 777-1

The Emergency Planning and Community Right-to-Know act requires that Local Emergency Planning Committees (LEPC) develop an emergency response plan, review it annually and provide information about chemicals in the community to the citizens. KSA 65-5703 requires a state emergency response commission. For Kansas, that group is called the Commission Emergency Planning and Response (CEPR). Local districts were created, which are county borders. Cowley County Emergency Management is responsible for maintaining current by-laws, ensuring compliance of required membership, submitting yearly compliance reports, maintaining all Tier II information, providing administrative staff members for all meetings and serving as the Information Coordinator to process public requests.

A comprehensive list of chemicals subject to EPCRA, CERCLA and Section 112(r) of the Clean Air Act is known as the List of Lists. Any agency that meets the minimum requirements of this list may be subject to certain reporting requirements. Those facilities and critical facilities located in proximity of the facilities is shown in the Cowley County Hazard Analysis Plan uploaded into the file archive section of this plan. Primary routes for transportation to these facilities will be the main arterial routes such as State and Federal highways. If necessary for access, County and even township roads may have to be utilized.

A facility's emergency coordinator is identified as the contact person listed on the Tier II reports submitted to local fire departments and Cowley County Emergency Management. Plans of the facilities can be requested by response agencies.

Local rail and highway routes are uploaded in the file archive section of this plan.

Evacuation routes are also uploaded into the file archive section of this plan. The primary routes will once again be the main arterial routes (Federal and State Highways) followed by County and Township Roads as necessary.

Radiological training is at a minimum in Cowley County. Local and regional hazmat teams receive radiological training. However, it is recommended that all first responders take a radiological awareness course available on the FEMA website. Further training can be scheduled through the Kansas Division of Emergency Management utilizing the MERRTT (Modular Emergency Response Radiological Transportation Training).

- d) Warning, Alert, and Public Announcement

- i. 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/texting systems for responders, a mass notification system, local government television channels, local media outlets and social media. Specific media contact information can be found in ESF 15 - External Communications. If requested by the Incident Commander, the EOC will notify any special facilities located within an affected area. If in the event a special facility cannot be notified via telephone and it is safe to do so, a Law Enforcement Officer will be dispatched to make direct contact with the facility using the appropriate personal protective equipment.
- ii. 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 911. The Emergency Communication Center will then call the necessary fire units and, if needed, a HAZMAT team. Medical support for the HAZMAT team will be provided by the Arkansas City Fire/EMS, Winfield Fire/EMS, or both.
- iii. In addition to notifying 911, the spiller is also responsible for notifying the appropriate state and federal agencies depending on the type of incident. The Emergency Management Agency will check with the Incident Commander of the lead responding agency to ensure that proper notification has been made to the National Response Center (NRC) as needed. Other notifications will be made in accordance with State and Federal requirements per standard operating procedures.
- iv. For spills of hazardous materials covered under SARA Title III, the 911 call fulfills the spiller's obligation to notify both the fire district and the Cowley 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 911. Regardless of whether CERCLA, EPCRA, Toxic Substances Control Act (TSCA), or Oil Pollution Act (OPA) related, notifications must be made to KDEM, KDHE, and the NRC.
- v. The Incident Commander will be the ultimate authority to determine if a hazardous materials incident is safe for any evacuated residents to return to an affected area. Public notification will be made via procedures outlines in ESF 15 - External Communications.
- vi. Cowley County falls outside of the 50-mile ingestion pathway of the Wolf Creek Generating Station in Burlington, KS. Radiological incidents from a transportation accident are the primary threat to our county and require preparation. A radiological response checklist has been uploaded into the file archive section of this plan.

e) Contamination

- i. With the use of appropriate resources, personnel will establish adequate safe zones within the affected area of contamination or quarantine. Appropriately trained personnel will continue atmospheric and radiological monitoring of the affected area until it is determined that the conditions within the affected area are within acceptable limits. Hot, Warm, and Cold zones will be marked, and security maintained to ensure that only appropriately trained and equipped personnel enter potentially hazardous atmospheres. In the event of a radiological incident, personnel working in the affected area will be issued

personal dosimeters that will be checked at regular intervals to track each responder's radiological exposure. In the event that available monitoring equipment within the county is completely committed, additional resources can be obtained from additional hazardous materials teams within the Kansas State Fire Marshal's regional response system. Appropriate resources and incident modeling software will be used to determine and predict the size of the affected area and population of that area for the duration of the incident.

Arkansas City Fire/EMS and Winfield Fire/EMS Department personnel will coordinate the establishment of an appropriate decontamination system for the products involved in the incident. Accommodations for the appropriate storage and disposal of waste from the decontamination system will be made as well.

f) Environmental Clean-Up

- i. Most environmental clean-ups will be handled by private contractors. Cowley County Emergency Management and Hazardous Materials Technicians from Arkansas City Fire/EMS and Winfield Fire/EMS Departments will coordinate with the contractors to ensure that the cleanup methods are conducted in a safe and appropriate manner. Additional coordination may be made with the City-County Health Department and the appropriate state and federal agencies to ensure that all appropriate local, state, and federal guidelines are followed during clean-up and recovery operations.

Cowley County does not fall within the ingestion pathway emergency planning zone (50-mile radius) of the nuclear generating station in Burlington, KS.

g) Ingestion Pathway

- i. Cowley County does not fall within the ingestion pathway emergency planning zone (50 miles radius) of the nuclear generating station in Burlington, KS.

## **B. Direction and Control**

1. The ESF 10 Coordinating Agencies are Arkansas City Fire / EMS Department (Fire District #5) / Winfield Fire / EMS Department (Fire District #7), which is appointed by the Cowley County Emergency Management, in coordination with local planning partners. The staff serving as ESF 10 Coordinator is appointed by and located in the Arkansas City Fire / EMS Department (Fire District #5) / Winfield Fire/EMS Department (Fire District #7). When ESF 10 support is necessary, the ESF 10 Coordinator coordinates all aspects of ESF 10.
2. ESF 10 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Cowley County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Cowley County.
3. The ESF 10 may operate at two levels: 1) Cowley County EOC; and 2) Field operations.
4. During emergency activations, all management decisions regarding hazardous material response and/or protection for Cowley County are made at the Cowley County EOC by the ESF 10 coordinator. Under the Incident Command System structure, the Planning, Logistics,

Finance/Administration, and Operations Sections at the Cowley County EOC assist the incident commander in carrying out the overall mission.

5. In accordance with a mission assignment from ESF 10, and further mission tasking by a Local primary agency, each support organization assisting ESF 10 assignment will retain administrative control over its own resources and personnel but will be under the operation control of ESF 10. Delegation of mission operational control may be delegated to the field by the Cowley County EOC.

## **C. Organization**

### **1. County**

- a) During an activation of the Cowley County EOC, primary and support agency staff is integrated with the Arkansas City Fire / EMS Department (Fire District #5) / Winfield Fire / EMS Department (Fire District #7) staff to provide support.
- b) During an emergency or disaster event, the Cowley County EOC, Operations Section Chief will coordinate resource support with the Emergency Services Branch Director.
- c) During the response phase, ESF 10 will evaluate and analyze information regarding transportation services requests. ESF 10 will develop and update assessments of the transportation services status in the impacted area and undertake contingency planning to meet anticipated requirements.
- d) The Arkansas City Fire / EMS Department (Fire District #5) / Winfield Fire / EMS Department (Fire District #7) will develop and maintain ESF 10 and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the Emergency operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System, and the Cowley County Emergency Operations Plan.

### **2. State of Kansas**

- a) During an activation of the State of Kansas EOC, the Adjutant General's Office, Kansas Division of Emergency Management is the designated lead agency for State hazardous materials and will provide a liaison to facilitate requests for hazardous materials resources to local Emergency Operations Centers.
- b) During an emergency or disaster event, the primary and support agencies of ESF 10 at the State of Kansas EOC will report to the Emergency Services Branch Chief who reports to the Response Actions Section chief under the overall direction of the SEOC Manager.
- c) During the response phase, ESF 10 will evaluate and analyze information regarding hazardous materials requests. Also, ESF 10 will develop and update assessments of the hazardous materials situation and status in the impact area and do contingency planning to meet anticipated demands and needs.

- d) The Kansas Fire Marshal's Office develops and maintains ESF 10 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System, and the Cowley County Emergency Operations Plan.

## **D. Alerts and Notifications**

1. The Arkansas City Fire / EMS Department, the Winfield Fire Department and Cowley County Emergency Management work very close together. When information comes to the attention of any of these agencies indicating that an emergency or disaster situation is developing, the information will be shared with each other.
2. The County Warning Point (Cowley County EOC) will notify the ESF Coordinators for ESF 10 when Cowley County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. ESF 10 will be activated or placed on standby upon notification by the Cowley County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 10. If additional support is required, the ESF 10 coordinating and primary agencies may jointly manage ESF 10 activities.
4. Upon instructions to activate or placement of ESF 10 on standby, Arkansas City Fire/EMS Department (Fire District #5) / Winfield Fire/EMS Department (Fire District #7) will implement procedures to notify all ESF 10 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

## **III. Actions and Responsibilities**

### **A. Actions**

1. Actions carried out by ESF 10 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 10 agencies and the intended recipients of service.
2. In addition to the individual agencies and their assigned responsibilities found in the next section, there are several actions that need to be taken by all agencies involved:

| <b>Overall Actions Assigned to All Members</b>                                            |                                                                                                                         |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <i>Preparedness (Pre-Event) Actions for ESF 10 - Oil and Hazardous Materials Response</i> |                                                                                                                         |
| 1                                                                                         | Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS). |
| 2                                                                                         | Participate in training, drills, and exercises.                                                                         |
| 3                                                                                         | Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.                  |
| 4                                                                                         | Identify and track radiological response training requirements for personnel and agencies.                              |
| 5                                                                                         | Develop radiological awareness programs for responders, public and industry.                                            |

| <b>Overall Actions Assigned to All Members</b>                                         |                                                                                                                               |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <i>Recovery (Post Event) Actions for ESF 10 - Oil and Hazardous Materials Response</i> |                                                                                                                               |
| 1                                                                                      | Continue to perform tasks necessary to expedite restoration and recovery operations.                                          |
| 2                                                                                      | Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required. |
| 3                                                                                      | Evaluate response and recommend changes to ESF-10 Annex to correct shortfalls and improve future response activities.         |
| 4                                                                                      | Provide documentation for possible financial reimbursement process for recovery activities.                                   |
| 5                                                                                      | Participate in after-action meetings and prepare after-action reports as requested.                                           |
| 6                                                                                      | Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.                     |

| <b>Overall Actions Assigned to All Members</b>                              |                                                                                                                              |
|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <i>Mitigation Actions for ESF 10 - Oil and Hazardous Materials Response</i> |                                                                                                                              |
| 1                                                                           | Participate in the hazard identification process and identify and correct vulnerabilities.                                   |
| 2                                                                           | Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness. |

## B. Responsibilities

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

| <b>Coordinating: Arkansas City Fire/EMS Department (Fire District #5)</b>                 |                                                                             |
|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <i>Preparedness (Pre-Event) Actions for ESF 10 - Oil and Hazardous Materials Response</i> |                                                                             |
| 1                                                                                         | Maintain adequate supply of radiological monitors and monitoring equipment. |
| <i>Recovery (Post Event) Actions for ESF 10 - Oil and Hazardous Materials Response</i>    |                                                                             |
| 1                                                                                         | Continue to monitor personnel and area for radiological contamination.      |

| <b>Coordinating: Winfield Fire/EMS Department (Fire District #7)</b>                      |                                                                             |
|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <i>Preparedness (Pre-Event) Actions for ESF 10 - Oil and Hazardous Materials Response</i> |                                                                             |
| 1                                                                                         | Maintain adequate supply of radiological monitors and monitoring equipment. |
| <i>Recovery (Post Event) Actions for ESF 10 - Oil and Hazardous Materials Response</i>    |                                                                             |
| 1                                                                                         | Continue to monitor personnel and area for radiological contamination.      |

| <b>Primary: Cowley County Fire Chiefs Association</b>                                     |                                                                                                          |
|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <i>Preparedness (Pre-Event) Actions for ESF 10 - Oil and Hazardous Materials Response</i> |                                                                                                          |
| 1                                                                                         | Identify who is responsible for initial notification of ESF-10 personnel.                                |
| 2                                                                                         | Identify responsibilities for liaison roles with state and adjacent county officials.                    |
| 3                                                                                         | Develop standard operating guides and checklists to support ESF-10 activities.                           |
| 4                                                                                         | Collect, process, and disseminate information to and from the EOC.                                       |
| 5                                                                                         | Develop and maintain ESF-10 Annex.                                                                       |
| 6                                                                                         | Identify procedures for notification to the public about the status of hazmat facilities and transports. |
| 7                                                                                         | Participate in LEPC meetings as a representative of ESF 10.                                              |

|                                                                                                 |                                                                                                                                    |
|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| 8                                                                                               | Identify critical facilities that may contain hazardous materials and develop a response plan for those facilities.                |
| 9                                                                                               | Identify local transportation routes for hazardous materials on highway and rail.                                                  |
| 10                                                                                              | Identify evacuation routes away from regulated facilities.                                                                         |
| 11                                                                                              | Develop emergency preparedness programs for hazardous materials incidents.                                                         |
| <b><i>Response (During Event) Actions for ESF 10 - Oil and Hazardous Materials Response</i></b> |                                                                                                                                    |
| 1                                                                                               | Designate personnel to coordinate ESF-10 activities in EOC.                                                                        |
| 2                                                                                               | Manage the collection, processing, and dissemination of information between ESF 10 and EOC or incident command.                    |
| 3                                                                                               | Provide field support for emergency responders at the scene.                                                                       |
| 4                                                                                               | Coordinate with ESF 2 and 15 to initiate warning to the public of imminent hazmat incident or radiological release.                |
| 5                                                                                               | Coordinate with EOC to deploy trained personnel to the incident to provide hazardous material assessment and response activities.  |
| 6                                                                                               | Manage the direction and control of hazardous materials response efforts.                                                          |
| 7                                                                                               | Establish adequate safety zones required for decontamination and quarantine.                                                       |
| 8                                                                                               | Identify resources needed to ensure personnel are adequately protected and equipped to handle radiological incidents               |
| 9                                                                                               | Request mutual aid as needed.                                                                                                      |
| 10                                                                                              | Request assistance from the EPA, KDHE and others as dictated by the situation.                                                     |
| <b><i>Recovery (Post Event) Actions for ESF 10 - Oil and Hazardous Materials Response</i></b>   |                                                                                                                                    |
| 1                                                                                               | Coordinate with ESFs 2 and 15 to announce an area is “all clear” after the assessment team determines the area is safe for return. |
| 2                                                                                               | Develop and implement environmental cleanup plan.                                                                                  |
| 3                                                                                               | Assess the extent of contamination and determine the area and population likely to be affected by hazardous materials release.     |
| <b><i>Mitigation Actions for ESF 10 - Oil and Hazardous Materials Response</i></b>              |                                                                                                                                    |
| 1                                                                                               | Participate in identification and planning response to potential radiological incidents.                                           |
| 2                                                                                               | Provide ESF-10 representative for update of mitigation plan.                                                                       |

|                                                                                                  |                                                                                                                     |
|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Supporting: Cowley County Emergency Management</b>                                            |                                                                                                                     |
| <b><i>Preparedness (Pre-Event) Actions for ESF 10 - Oil and Hazardous Materials Response</i></b> |                                                                                                                     |
| 1                                                                                                | Maintain a central personnel roster, contact, and resource lists to support ESF-10 tasks.                           |
| 2                                                                                                | Develop and maintain ESF-10 Annex.                                                                                  |
| 3                                                                                                | Maintain adequate supply of radiological monitors and monitoring equipment.                                         |
| 4                                                                                                | Identify procedures for notification to the public about the status of hazmat facilities and transports.            |
| 5                                                                                                | Identify local transportation routes for hazardous materials on highway and rail.                                   |
| 6                                                                                                | Identify evacuation routes away from regulated facilities.                                                          |
| 7                                                                                                | Develop emergency preparedness programs for hazardous materials incidents.                                          |
| <b><i>Response (During Event) Actions for ESF 10 - Oil and Hazardous Materials Response</i></b>  |                                                                                                                     |
| 1                                                                                                | Coordinate with ESF 2 and 15 to initiate warning to the public of imminent hazmat incident or radiological release. |
| 2                                                                                                | Alert all local, state, and federal agencies of incidents as prescribed by law or policy.                           |
| 3                                                                                                | Request assistance from the EPA, KDHE and others as dictated by the situation.                                      |
| <b><i>Recovery (Post Event) Actions for ESF 10 - Oil and Hazardous Materials Response</i></b>    |                                                                                                                     |

|                                                                                    |                                                                                                                                    |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                  | Coordinate with ESFs 2 and 15 to announce an area is “all clear” after the assessment team determines the area is safe for return. |
| 2                                                                                  | Develop and implement environmental cleanup plan.                                                                                  |
| 3                                                                                  | Assess the extent of contamination and determine the area and population likely to be affected by hazardous materials release.     |
| <b><i>Mitigation Actions for ESF 10 - Oil and Hazardous Materials Response</i></b> |                                                                                                                                    |
| 1                                                                                  | Participate in identification and planning response to potential radiological incidents.                                           |

## IV. Financial Management

1. Each ESF 10 entity is responsible for managing their own expenses relevant to an event.
2. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance with the formula established by the Federal Emergency Management Agency via the FEMA/State Agreement.
3. Expenditures by support entities will be documented by those entities and submitted to Cowley County Emergency Management upon request.

## V. References and Authorities

### A. References

1. Kansas Planning Standards - The Kansas Planning Standards (KPS) is intended to be an all-encompassing guide to review or redevelop Local Emergency Operations Plans (LEOPs).
2. Kansas Recovery Plan - The State of Kansas Disaster Recovery Plan (KDRP) builds upon the Kansas Response Plan to align local response and recovery coordination with support from state partners. The KDRP outlines the authorities, organization, and key processes for implementing Kansas’ disaster recovery strategy.
3. Kansas Response Plan - The Kansas Response Plan (KRP) is designed to address natural and man-made hazards that could adversely affect the State of Kansas. The KRP applies to all State government departments and agencies that are tasked to provide assistance in disaster or emergency situations. 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.

### B. Authorities

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
3. Kansas Administrative Regulation 56-2-1 and 56-2 - These regulations define the requirements of local emergency management agencies. It establishes the minimum functions of such agencies; the minimum support counties must provide to such agencies and the minimum qualifications of county emergency management directors/coordinators.

4. Kansas Statutes Annotated (KSA) 48-9a01 - This Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership that allows states to assist one another during emergencies. Emergency Management Assistance Compact establishes a firm legal foundation for States to send assistance to and receive assistance from other States.
5. 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.
6. KSA 48-904 through 48-936 - These state statutes establish the duties, roles, and responsibilities for emergency management within the state, and establishes basic requirements for counties to establish and maintain emergency management programs. It outlines the organization, policies and procedures governing the Kansas Division of Emergency Management (KDEM), establishes the powers and authorities of the Governor, state, and local officials to deal with emergencies/disasters before, during and after their occurrence.
7. KSA 48-950 - This statute states that all political subdivisions within the state are automatically a part of the Kansas mutual aid system unless they elect to opt out. This statute does not supersede any existing agreements, nor does it preclude the establishment of any supplemental agreements between specific jurisdictions.
8. KSA 65-5701 through 65-5711 - These state statutes are the state level implementation of Superfund Amendments and Reauthorization Act (SARA), Title III. It defines the Hazardous Materials (HAZMAT) roles and responsibilities of state agencies, makes counties Hazardous Materials emergency planning districts, and establishes a Local Emergency Planning Committee (LEPC) in each county.
9. State of Kansas Executive Order 05-03 - This Executive Order designates the National Incident Management System (NIMS) as the standard for incident management in the State of Kansas.

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

### **Coordinating Agency:**

Cowley County Emergency Management

### **Primary Agency:**

City-Cowley County Health Department  
Cowley County Animal Response Teams (CART)  
Cowley County Extension Agency  
Cowley County Human Society  
State Animal Response Team

### **Support Agencies:**

American Red Cross  
Arkansas City Police Department  
Kansas Department of Agriculture  
Kansas Department of Health and Environment  
The Salvation Army  
Winfield Police Department

## **I. Purpose and Scope**

### **A. Purpose**

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

### **B. Scope**

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

Kansas Response Plan. This annex describes federal and state roles and authorities for food contamination, plant pests, and animal disease.

## **II. Concept of Operations**

### **A. General**

1. ESF 11 is organized consistently with the Cowley County EOC and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Cowley County through the County Emergency Response Team, Area Operations, and Incident Support Teams (ISTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plans (i.e. Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 11 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, ESF 11 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, ESF 11 will evaluate and analyze information regarding the availability of ESF 11 support services.
5. In some agriculture emergencies, State and Federal law grants lead to response authority to state and/or federal agencies. This authority will be exercised pursuant to the Food and Agriculture Incident Annex to the 2022 Kansas Response Plan. The county will support State and Federal operations pursuant to county policy and/or availability of resources.
6. Food and Water Supply
  - a) The Kansas Department of Agriculture is responsible for inspections and provision of a safe food supply. To provide safety and security of the food supply, the Kansas Department of Agriculture will follow established agency standard operating guidelines for food inspection.
  - b) All transportation accidents involving food must be reported to the Kansas Department of Agriculture Food Safety Division before the food can be transported (Daytime: 1-785-296-5600, Nights and Weekends: 1-800-915-6163)
  - c) The Kansas Department of Health and Environment is responsible for inspections of the water supply. To provide safety and security of the water supply, the Kansas Department of Health and Environment will follow established agency standard operating guidelines for water inspections.

ESF-11 will work with the other ESF's to gather information and identify nutritional assistance. Once those needs are identified, ESF-11 will work with VOAD and other partners within ESF-7 to deliver the items to the designated locations. To ensure safety and security,

ESF-11 will work with partners to ensure both are accounted for adequately. ESF-11 will utilize protocol guidance from the Kansas Department of Agriculture. ESF-11 will also work with City-Cowley County Health Department and the Kansas Department of Health Environment in instances where their expertise is required. ESF-11 will work with law enforcement agencies and / or other ESF-13 partners to ensure the food supplies are properly secured and protected.

- d) 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.

Cowley 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 Cowley 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, Cowley County will use the capabilities of the many volunteer agencies with emergency feeding capabilities (e.g., Salvation Army Canteens and others). If the situation warrants, the lead and support agencies in the Cowley 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.

## 7. Animal Healthcare

- a) Requests for Animal Control assistance will be channeled through the Cowley County dispatch. The county has a local capability for providing expedient health services to injured response animals, pets and livestock that includes local veterinary hospitals & clinics. Animal control services for both Arkansas City and Winfield 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, ESF 6 – Mass Care, Housing and Human Services, along with local veterinarians and 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.
- b) 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.

- c) Families are encouraged to prepare all their family members for disaster situations. Local veterinarians can assist in educating pet owners of the need to prepare by distributing brochures and fliers on disaster preparedness for pets. Pet owners can assist in locating lost or missing pets by providing a description or picture of the lost animal.
- d) Livestock owners are responsible for preparing for adverse weather conditions. When livestock feeding is beyond the owner's capabilities, the county must commit all local resources prior to requesting assistance from the State.
- e) To the extent possible, Cowley County Emergency Management, in coordination with local resources and the Kansas State Animal Response Team will coordinate efforts to meet any additional or unforeseen 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.
- f) In general, physical methods of euthanasia will be in accordance with established city Animal Control 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.

Local law enforcement will assist local veterinarians if the decision is made to employ euthanasia for critically injured animals. Law enforcement officials may have to make these decisions in the early part of the disaster before animal medical care specialists are available. The primary job of law enforcement is the protection of emergency responders and disaster victims. As such, decisions may have to be made that would require putting down animals that may create a danger to responders or victims.

- g) Unclaimed animals or situations where the owners are unavailable require special consideration. To the extent possible, local Animal Control officers will retain this responsibility within their own jurisdiction. 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.
- h) In 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 may need to be made to secure adequate disposal sites. Pre-identified burial sites have been approved by the Kansas Department of Health and Environment. Listing of these sites are kept on file in the office of Cowley County Emergency Management.

## 8. Incident Specific Operations

- a) Management of animal and plant disease will include implementing an integrated response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease. ESF 5-Emergency Management coordinates with ESF 8-Public Health and Medical Services and the Kansas Department of Agriculture/Division of Animal Health in the event of disasters of this nature. The Kansas Department of Agriculture, in coordination with the USDA, is also

for eradication of highly infective exotic plant disease, or economically devastating plant pest infestation.

- b) The criteria for determining staging areas, movement of resources, transportation, communications, capabilities, storage, and security are found in the appropriate ESF's to this Plan.

Prioritization and relocation of essential resources, and assistance to disaster victims is provided in ESF 7-Resource Support.

- c) There may be a need to dispose of contaminated animal carcasses and other materials using expedient burial operations. The land used for such burials must meet environmental requirements and should be as close as possible to the exposed area.
- d) For animal/veterinary/wildlife disease response emergencies reference the Foreign Animal Disease Plan Incident Annex summary. The Cowley County FAD Plan is maintained under separate cover and is designated "For Official Use Only".
  - i. Zoonotic: The Kansas Division of Animal Health, in coordination with local authorities, is responsible for control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease.
  - ii. Radiological incident where contamination/deposition is present: The Kansas Department of Agriculture may implement an agriculture control zone in response to a CBRNE incident.
  - iii. Plant Disease: Reference the Food and Agriculture Incident Annex to the 2011 Kansas Response Plan. The Cowley County Emergency Operations Plan provides established processes for resource support for all hazards. Resource support is subject to Cowley County policy, resource availability and capability status.
  - iv. Plant, Pest, or Disease: Reference the Food and Agriculture Incident Annex to the 2020 Kansas Response Plan. The Cowley County Emergency Operations Plan provides established processes for resource support for all hazards. Resource support is subject to Cowley County policy, resource availability and capability status.
  - v. Foreign Animal Disease: The Kansas Department of Agriculture will provide direction and control in a FAD event. Reference the Food and Agriculture Incident Annex to the 2020 Kansas Response Plan. The Cowley County Emergency Operations Plan provides established processes for resource support for all hazards. Resource support is subject to Cowley County policy, resource availability and capability status.

#### 9. National or State Historical (Natural and Cultural Resources and Historic properties)

- a) Depending on the event, the possibility of cultural or historic preservation and restoration issues need to be addressed, 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, Cowley County will work with the state and federal government to help ensure appropriate measures are taken to preserve and protect them.
- b) Structures registered in the national or state historical registries, or those structures eligible for inclusion in those registries, are subject to special considerations. The Kansas State Historical Society maintains a list of those structures in Cowley County on the national and

state registries. A list of those sites has been uploaded into the file archives section of this plan.

## **B. Direction and Control**

1. The ESF 11 Coordinating Agency is Cowley County Emergency Management in coordination with local planning partners. The staff serving as ESF 11 Coordinator is appointed by and located in the Cowley County Emergency Management. When ESF 11 support is necessary, the ESF 11 Coordinator coordinates all aspects of ESF 11.
2. ESF 11 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Cowley County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Cowley County.
3. ESF 11 may operate at two levels: 1) Cowley County EOC; and 2) Field operations
4. During emergency activations, all management decisions regarding agriculture and natural resources for Cowley County are made at the Cowley County EOC by the ESF 11 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Cowley County EOC assist the incident commander in carrying out the overall mission.
5. In accordance with a mission assignment from ESF 11, each primary and/or support organization assisting ESF 11 will retain administrative control over its own resources and personnel but will be under the operational control of ESF 11. Delegation of mission operational control may be delegated to the field by the Cowley County EOC.

## **C. Organization**

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

support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System, and the Cowley County Emergency Operations Plan.

- f) Staffing of ESF 11 positions will be accomplished through using resources of Cowley County Emergency Management along with personnel from ESF 11 support agencies and trained and screened unaffiliated volunteers.

## 2. State of Kansas

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

## **D. Alerts and Notifications**

1. Cowley County Emergency Management will notify ESF 11 partners when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The County Warning Point (Cowley County EOC) will ESF 11 partners when Cowley County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
3. ESF 11 will be activated or placed on standby upon notification by the Cowley County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 11. If additional support is required, the ESF 11 coordinating and primary agencies may jointly manage ESF 11 activities.
4. Upon instructions to activate or placement of ESF 11 on standby, Cowley County Emergency Management will implement procedures to notify all ESF 11 planning team members and, if

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

### III. Actions and Responsibilities

#### A. Actions

1. Actions carried out by ESF 11 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 11 agencies and the intended recipients of service.
2. In addition to the individual agencies and their assigned responsibilities found in the next section, there are several actions that need to be taken by all agencies involved.

| Overall Actions Assigned to All Members                                                |                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</i> |                                                                                                                                                                                     |
| 1                                                                                      | Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).                                                             |
| 2                                                                                      | Participate in training, drills, and exercises.                                                                                                                                     |
| 3                                                                                      | Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.                                                                              |
| 4                                                                                      | Identify national and state historical properties and how they will be preserved, conserved, rehabbed, recovered, and restored to protect natural and cultural historic properties. |

| Overall Actions Assigned to All Members                                               |                                                                                                       |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <i>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</i> |                                                                                                       |
| 1                                                                                     | Provide field support for emergency responders at the scene.                                          |
| 2                                                                                     | Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF11. |
| 3                                                                                     | Provide and/or receive appropriate mutual aid with surrounding jurisdictions.                         |

| Overall Actions Assigned to All Members                                             |                                                                                                                               |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <i>Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources</i> |                                                                                                                               |
| 1                                                                                   | Continue to perform tasks necessary to expedite restoration and recovery operations.                                          |
| 2                                                                                   | Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required. |
| 3                                                                                   | Evaluate response and recommend changes to ESF-11 annex to correct shortfalls and improve future response activities.         |
| 4                                                                                   | Provide documentation for possible financial reimbursement process for recovery activities.                                   |
| 5                                                                                   | Participate in after-action meetings and prepare after-action reports as requested.                                           |
| 6                                                                                   | Restore equipment and restock supplies to normal state of readiness.                                                          |

| Overall Actions Assigned to All Members                                  |                                                                                            |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <i>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</i> |                                                                                            |
| 1                                                                        | Participate in the hazard identification process and identify and correct vulnerabilities. |

#### B. Responsibilities

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

| <b>Coordinating: Cowley County Emergency Management</b>                                       |                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</i></b> |                                                                                                                                                                           |
| 1                                                                                             | Maintain a central personnel roster, contact, and resource lists to support ESF-11 tasks.                                                                                 |
| 2                                                                                             | Identify who is responsible for initial notification of ESF-11 personnel.                                                                                                 |
| 3                                                                                             | Collect, process, and disseminate information to and from the EOC.                                                                                                        |
| 4                                                                                             | Develop and maintain ESF-11 Annex.                                                                                                                                        |
| 5                                                                                             | Identify pet boarding facilities and private organizations that may provide emergency shelters for animals.                                                               |
| 6                                                                                             | Identify sources to augment emergency food and water supplies.                                                                                                            |
| 7                                                                                             | Identify local agribusiness operators with equipment and personnel to assist with animal stop movement and quarantine activities.                                         |
| 8                                                                                             | Develop and review procedures for augmentation of ESF 11 primary and support personnel.                                                                                   |
| <b><i>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</i></b>  |                                                                                                                                                                           |
| 1                                                                                             | Designate personnel to coordinate ESF-11 activities in EOC.                                                                                                               |
| 2                                                                                             | Manage the collection, processing, and dissemination of information between ESF -11 and EOC or incident command.                                                          |
| 3                                                                                             | Determine the nutrition assistance needs, obtain appropriate food supplies and arrange for delivery of those supplies to the individuals or animals requiring such needs. |
| <b><i>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</i></b>               |                                                                                                                                                                           |
| 1                                                                                             | Provide ESF-11 representative for update of mitigation plan.                                                                                                              |

| <b>Primary: City-Cowley County Health Department</b>                                         |                                                                                                                                                                |
|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</i></b> |                                                                                                                                                                |
| 1                                                                                            | Conduct inspections of food and water to determine safety for people and animals.                                                                              |
| <b><i>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</i></b>              |                                                                                                                                                                |
| 1                                                                                            | Provide surveillance for a foreign animal disease or an animal born poison or toxin that may pose a threat to animal industries, the economy or public health. |

| <b>Primary: State Animal Response Team (SART)</b>                                             |                                                                                                                                   |
|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</i></b> |                                                                                                                                   |
| 1                                                                                             | Identify responsibilities for liaison roles with state and adjacent county transportation officials.                              |
| 2                                                                                             | Develop standard operating guides and checklists to support ESF-11 activities.                                                    |
| 3                                                                                             | Collect, process, and disseminate information to and from the EOC.                                                                |
| 4                                                                                             | Develop preparedness programs that address household pet preparedness and response during disasters.                              |
| 5                                                                                             | Identify pet boarding facilities and private organizations that may provide emergency shelters for animals.                       |
| 6                                                                                             | Identify sources to augment emergency food and water supplies.                                                                    |
| 7                                                                                             | Identify local agribusiness operators with equipment and personnel to assist with animal stop movement and quarantine activities. |
| 8                                                                                             | Develop and review procedures for augmentation of ESF 11 primary and support personnel.                                           |
| <b><i>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</i></b>  |                                                                                                                                   |

|                                                                                 |                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                               | Determine the nutrition assistance needs, obtain appropriate food supplies and arrange for delivery of those supplies to the individuals or animals requiring such needs.                                            |
| 2                                                                               | Provide assistance to established pet shelters.                                                                                                                                                                      |
| 3                                                                               | Support ESF 6 in the capture and transfer of animals to shelters.                                                                                                                                                    |
| 4                                                                               | Coordinate the removal and disposal of dead animals.                                                                                                                                                                 |
| 5                                                                               | Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and the spread of disease.                                                                         |
| 6                                                                               | 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. |
| 7                                                                               | Investigate and respond to animal related inquiries, including animal cruelty and neglect complaints.                                                                                                                |
| 8                                                                               | Coordinate with ESF 15 and PIO to release public information regarding animal health issues.                                                                                                                         |
| <b><i>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</i></b> |                                                                                                                                                                                                                      |
| 1                                                                               | Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.                                                                                         |

| <b>Supporting: Arkansas City Police Department</b>                                           |                                                                                                       |
|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <b><i>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</i></b> |                                                                                                       |
| 1                                                                                            | Support ESF 6 in the capture and transfer of animals to shelters.                                     |
| 2                                                                                            | Coordinate the removal and disposal of dead animals.                                                  |
| 3                                                                                            | Investigate and respond to animal related inquiries, including animal cruelty and neglect complaints. |
| 4                                                                                            | Enforce local animal control ordinances.                                                              |

| <b>Supporting: Kansas Department of Agriculture</b>                                          |                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</i></b> |                                                                                                                                                                        |
| 1                                                                                            | Conduct inspections of food and water to determine safety for people and animals.                                                                                      |
| <b><i>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</i></b>              |                                                                                                                                                                        |
| 1                                                                                            | Provide surveillance for a foreign animal disease or an animal born poison or toxin that may pose a threat to animal industries, the economy or public health.         |
| 2                                                                                            | Provide for surveillance of plant pests of unknown or questionable origin that may pose a potential threat to agriculture, horticulture, the economy or public health. |
| 3                                                                                            | Promote awareness of animal protection through public education brochures and information.                                                                             |

| <b>Supporting: Kansas Department of Health and Environment</b>                  |                                                                                                                                                                |
|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</i></b> |                                                                                                                                                                |
| 1                                                                               | Provide surveillance for a foreign animal disease or an animal born poison or toxin that may pose a threat to animal industries, the economy or public health. |

| <b>Supporting: Winfield Police Department</b>                                                |                                                                                                       |
|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <b><i>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</i></b> |                                                                                                       |
| 1                                                                                            | Support ESF 6 in the capture and transfer of animals to shelters.                                     |
| 2                                                                                            | Coordinate the removal and disposal of dead animals.                                                  |
| 3                                                                                            | Investigate and respond to animal related inquiries, including animal cruelty and neglect complaints. |
| 4                                                                                            | Enforce local animal control ordinances.                                                              |

## **IV. Financial Management**

1. ESF 11 is responsible for coordinating with Cowley County Clerk's Office to manage ESF 11 expenses relevant to an event.
2. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance with the formula established by the Federal Emergency Management Agency via the FEMA/State Agreement.
3. Expenditures by support entities will be documented by those entities and submitted directly to the Cowley County Clerk's Office or a designated Finance Service officer as soon as possible.

## **V. References and Authorities**

### **A. References**

1. Kansas Planning Standards - The Kansas Planning Standards (KPS) is intended to be an all-encompassing guide to review or redevelop Local Emergency Operations Plans (LEOPs).
2. Kansas Recovery Plan - The State of Kansas Disaster Recovery Plan (KDRP) builds upon the Kansas Response Plan to align local response and recovery coordination with support from state partners. The KDRP outlines the authorities, organization, and key processes for implementing Kansas' disaster recovery strategy.
3. Kansas Response Plan - The Kansas Response Plan (KRP) is designed to address natural and man-made hazards that could adversely affect the State of Kansas. The KRP applies to all State government departments and agencies that are tasked to provide assistance in disaster or emergency situations. 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.

### **B. Authorities**

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
3. Kansas Administrative Regulation 56-2-1 and 56-2 - These regulations define the requirements of local emergency management agencies. It establishes the minimum functions of such agencies; the minimum support counties must provide to such agencies and the minimum qualifications of county emergency management directors/coordinators.
4. Kansas Statutes Annotated (KSA) 48-9a01 - This Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership that allows states to assist one another during emergencies. Emergency Management Assistance Compact establishes a firm legal foundation for States to send assistance to and receive assistance from other States.
5. 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.

6. KSA 48-904 through 48-936 - These state statutes establish the duties, roles, and responsibilities for emergency management within the state, and establishes basic requirements for counties to establish and maintain emergency management programs. It outlines the organization, policies and procedures governing the Kansas Division of Emergency Management (KDEM), establishes the powers and authorities of the Governor, state, and local officials to deal with emergencies/disasters before, during and after their occurrence.
7. KSA 48-950 - This statute states that all political subdivisions within the state are automatically a part of the Kansas mutual aid system unless they elect to opt out. This statute does not supersede any existing agreements, nor does it preclude the establishment of any supplemental agreements between specific jurisdictions.
8. KSA 65-5701 through 65-5711 - These state statutes are the state level implementation of Superfund Amendments and Reauthorization Act (SARA), Title III. It defines the Hazardous Materials (HAZMAT) roles and responsibilities of state agencies, makes counties Hazardous Materials emergency planning districts, and establishes a Local Emergency Planning Committee (LEPC) in each county.
9. State of Kansas Executive Order 05-03 - This Executive Order designates the National Incident Management System (NIMS) as the standard for incident management in the State of Kansas.

## **ESF 12 - Energy**

### **Coordinating Agency:**

Cowley County Emergency Management

### **Primary Agency:**

Arkansas City (City of)  
Black Hills Energy  
Butler Rural Electric  
Caney Valley Electric  
Centerpoint Energy  
Kansas Gas Service  
Rural Water Districts 1 - 8  
Sumner-Cowley Electric  
Evergy  
Winfield (City of)

### **Support Agencies:**

City-Cowley County Health Department

## **I. Purpose and Scope**

### **A. Purpose**

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

### **B. Scope**

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

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

## **II. Concept of Operations**

### **A. General**

1. ESF 12 is organized consistently with the Cowley County EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Cowley County through the Cowley County Emergency Response Team, Area Operations and Regional Incident Support Teams (ISTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures, protocols, and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 12 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, ESF 12 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of required assets.
4. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
5. There is always a potential for widespread loss of power in Cowley County due to severe weather events. Loss of power in large areas of the County may require that shelters be opened, and some basic services be provided. Power companies serving Cowley County have well established and proven storm plans and procedures and their representatives are knowledgeable in the contents of the Cowley County Emergency Operations Plan and ESF 12.
6. Limitations in supplies will be handled on a case-by-case basis. Most ESF 12 Primary Agencies have their own contingency plans in place to address supply shortages, however ESF 12 support may be requested to help procure and coordinate supplies as necessary. Certain supplies, such as fuel, may be found locally within the community.
7. The ESF 12 Coordinator will work with the Cowley County 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 known to the utility providers. Cowley 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 the restoration timeline. Utility providers determine the priority for restoration of electrical services, some according to internally created priority lists that have not been shared. Where possible, priority will be given to hospitals and critical government services. A priority restoration list to best suit the safety of the responders and citizens has been uploaded into the file archive section of this plan.
8. Utility Overview, Disruptions, and Restoration

- a) Cowley County has a multitude of service providers both private and government based. Please see the list below of the different service providers.

Electric

Butler County COOP

Evergy

Sumner-Cowley County Electric

Caney Valley Electric Cooperative

Udall, Kansas Electric Utility

Winfield Electric.

Gas

Kansas Gas

City of Winfield

Cowley County has other organizations that run pipelines through the county transporting their product. This includes specific elements of the H-3 extension of the Keystone pipeline along with others throughout the county.

Water

City of Winfield

City of Arkansas City

Rural Water Districts

- i. Cowley does have utility services that either extend into or out of the county that provide service to the citizens of the county. This includes electrical, gas, and some water services. The EOC, in partnership with its ESF-12 partners and other entities, should communicate and evaluate any reported impacts as needed to coordinate the restoration of disrupted services as needed during incident operations.
  - a. Electricity: Powerlines and substations located outside the county supply electricity to portions of homes and businesses inside the county. Damage to the facilities can lead to power outages impacting critical services.
  - b. Natural Gas: An interruption in a gas line outside the county can reduce supply for heating and cooking inside the county.
  - c. Telecommunications: Damage to telecommunication infrastructure can disrupt internet and telephone services, affecting both personal and critical communications.
  - d. Transportation and Logistics: Damage to roads and bridges outside the county can hinder transportation of goods and services, impacting businesses reliant on deliveries and creating delays for emergency services.
- ii. In situations where ESF-13 services are required by ESF-12, the ESF-12 coordinator should liaise with ESF-13's representatives and the others in the EOC as needed to ensure communication and coordination of needs, so that resources can be requested. This could include operations to support the closure of streets, redirection of traffic potential evacuations, and to restrict access to areas due to safety considerations.
- iii. Utility providers with the county maintain their own response SOGs and plans for the restoration of services to affected areas of the outage. They should coordinate with the Incident Command team and the EOC in situations where coordination of

resources and operations is needed during the response phase and may also coordinate recovery efforts with the EOC during that phase of the incident.

## **B. Direction and Control**

1. The ESF 12 Coordinating Agency is Cowley County Emergency Management. The staff serving as ESF 12 Coordinator is appointed by and located in the Cowley County EPC. When ESF 12 support is necessary, the ESF 12 Coordinator coordinates all aspects of ESF 12.
2. ESF 12 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Cowley County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Cowley County.
3. The ESF 12 may operate at two levels: 1) Cowley County EOC; and 2) Field operations
4. During emergency activations, all management decisions regarding transportation for Cowley County are made at the Cowley County EOC by the ESF 12 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections and staff at the Cowley County EOC assist the incident commander in carrying out the overall mission.
5. In accordance with a mission assignment from ESF 12, each primary and/or support organization assisting ESF 12 will retain administrative control over its own resources and personnel but will be under the operational control of ESF 12. Delegation of mission operational control may be delegated to the field by the Cowley County EOC.

## **C. Organization**

1. County
  - a) During an activation of the Cowley County EOC, support agency staff is integrated with the Cowey County Emergency Management staff to provide support that will allow for an appropriate, coordinated, and timely response.
  - b) During an emergency or disaster event, the Cowley County EOC Operations Section Chief will coordinate the support resources from the support agencies with the Infrastructure Services Branch Director.
  - c) During the response phase, ESF 12 will evaluate and analyze information regarding energy service requests. Also, ESF 12 will develop and update assessments of the energy situation and status in the impact area and perform contingency planning to meet anticipated demands and needs.
  - d) Cowley County Emergency Management will develop and maintain ESF 12 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the

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

- e) Cowley County Emergency Management serves as the lead agency for ESF 12 and will work with the support agencies listed above to coordinate the response and process resource requests for power companies during major power outages. Upon notification by the power companies of any major problem or potential problem, the office will coordinate with ESF 6 and ESF 8 to open shelters as necessary.
- f) Power companies within Cowley County, using established response plans and standard operating guidelines, will provide their own resources through contractual agreements with other power providers to perform damage assessment; and obtain necessary equipment, repair, or rebuild transmission and distribution systems, and restore power.
- g) Power companies serving Cowley County have public information officers who, in conjunction with the Cowley County Emergency Management, will issue statements and press releases that address existing or potential power problems or shortages.

## 2. State of Kansas

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

## **D. Alerts and Notifications**

- 1. Depending on the situation, information indicating that an emergency or disaster situation is developing may reach either Cowley County Emergency Management or Cowley County Emergency Communications first. The two agencies will coordinate to ensure that each are aware of the situation.
- 2. The County Warning Point (Cowley County EOC) will notify the appropriate staff and/or ESF Coordinator for ESF 12 when Cowley County has been threatened or impacted by an emergency or disaster event as provided in the Cowley County EOC SOG.
- 3. ESF 12 will be activated or placed on standby upon notification by the Cowley County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of

ESF 12. If additional support is required, the ESF 12 coordinating and primary agencies may jointly manage ESF 12 activities.

4. Upon instructions to activate or placement of ESF 12 on standby, Cowley County Emergency Management will implement procedures to notify all ESF 12 planning team members who will then, if necessary, coordinate with all involved entities to conduct specific response actions based on the emergency circumstance.

### III. Actions and Responsibilities

#### A. Actions

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

| <b>Overall Actions Assigned to All Members</b><br><i>Preparedness (Pre-Event) Actions for ESF 12 - Energy</i> |                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                             | Maintain a central personnel roster, contact, and resource lists to support ESF-12 tasks.                                                   |
| 2                                                                                                             | Identify responsibilities for liaison roles with state and adjacent county officials.                                                       |
| 3                                                                                                             | Develop standard operating guides and checklists to support ESF-12 activities.                                                              |
| 4                                                                                                             | Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).                     |
| 5                                                                                                             | Collect, process, and disseminate information to and from the EOC.                                                                          |
| 6                                                                                                             | Develop and maintain ESF-12 Annex.                                                                                                          |
| 7                                                                                                             | Participate in training, drills, and exercises.                                                                                             |
| 8                                                                                                             | Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.                                      |
| 9                                                                                                             | Ensure the availability of necessary equipment to support energy and utilities activities.                                                  |
| 10                                                                                                            | Identify and establish contact with county electric providers.                                                                              |
| 11                                                                                                            | Identify how agencies will provide support while having limited fuel supplies and identify alternate fuel providers for emergency response. |
| 12                                                                                                            | Identify bulk storage fuel facilities.                                                                                                      |

| <b>Overall Actions Assigned to All Members</b><br><i>Response (During Event) Actions for ESF 12 - Energy</i> |                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                            | Designate personnel to coordinate ESF-12 activities in EOC.                                                              |
| 2                                                                                                            | Provide field support for emergency responders at the scene.                                                             |
| 3                                                                                                            | Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF12.                    |
| 4                                                                                                            | Monitor power restoration response activities and provide estimates for restoration.                                     |
| 5                                                                                                            | Identify facilities that require priority repair of utilities and establish a plan for restoration of critical services. |
| 6                                                                                                            | Coordinate with ESF 7 to obtain resources to assist in utility and energy repair and restoration.                        |
| 7                                                                                                            | Coordinate with ESF 15 to disseminate information to the public regarding the status or utilities and power restoration. |
| 8                                                                                                            | Coordinate with ESF 6 and ESF 7 to provide emergency power and utilities to shelters when available.                     |

|    |                                                                                                                   |
|----|-------------------------------------------------------------------------------------------------------------------|
| 9  | Respond to significant physical, operational, or economic disruptions to energy supplies.                         |
| 10 | Identify damage to energy and utility outside of county borders that may impact local jurisdictions.              |
| 11 | Deploy trained individuals to the EOC to assist with coordination of utility repairs.                             |
| 12 | Coordinate with ESF 13 to provide security to critical energy facilities and protection to maintenance personnel. |
| 13 | Alert or activate off-duty and auxiliary personnel as required by the emergency.                                  |

| <b>Overall Actions Assigned to All Members</b><br><i>Recovery (Post Event) Actions for ESF 12 - Energy</i> |                                                                                                                               |
|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                          | Continue to perform tasks necessary to expedite restoration and recovery operations.                                          |
| 2                                                                                                          | Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required. |
| 3                                                                                                          | Evaluate response and recommend changes to ESF-12 Annex to correct shortfalls and improve future response activities.         |
| 4                                                                                                          | Provide documentation for possible financial reimbursement process for recovery activities.                                   |
| 5                                                                                                          | Participate in after-action meetings and prepare after-action reports as requested.                                           |
| 6                                                                                                          | Clean, repair, replenish and perform maintenance on all equipment before returning to normal operations or storage.           |

| <b>Overall Actions Assigned to All Members</b><br><i>Mitigation Actions for ESF 12 - Energy</i> |                                                                                                                              |
|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                               | Participate in the hazard identification process and identify and correct vulnerabilities.                                   |
| 2                                                                                               | Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness. |
| 3                                                                                               | Provide ESF-12 representative for update of mitigation plan.                                                                 |

## B. Responsibilities

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

| <b>Coordinating: Cowley County Emergency Management</b>     |                                                                                                                                         |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <i>Preparedness (Pre-Event) Actions for ESF 12 - Energy</i> |                                                                                                                                         |
| 1                                                           | Identify who is responsible for initial notification of ESF-12 personnel.                                                               |
| <i>Response (During Event) Actions for ESF 12 - Energy</i>  |                                                                                                                                         |
| 1                                                           | Manage the collection, processing, and dissemination of information between ESF-12 and EOC or incident command.                         |
| 2                                                           | Work with private energy and utility organizations to maintain current information regarding damage to supply and distribution systems. |

| <b>Primary: Arkansas City (City of)</b>                     |                                                                                             |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <i>Preparedness (Pre-Event) Actions for ESF 12 - Energy</i> |                                                                                             |
| 1                                                           | Implement a public awareness campaign regarding energy and utilities safety in emergencies. |

| <b>Primary: Black Hills Energy</b> |  |
|------------------------------------|--|
|------------------------------------|--|

| <b><i>Preparedness (Pre-Event) Actions for ESF 12 - Energy</i></b> |                                                                                             |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| 1                                                                  | Implement a public awareness campaign regarding energy and utilities safety in emergencies. |

| <b>Primary: Butler Rural Electric</b>                              |                                                                                             |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 12 - Energy</i></b> |                                                                                             |
| 1                                                                  | Implement a public awareness campaign regarding energy and utilities safety in emergencies. |

| <b>Primary: Caney Valley Electric</b>                              |                                                                                             |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 12 - Energy</i></b> |                                                                                             |
| 1                                                                  | Implement a public awareness campaign regarding energy and utilities safety in emergencies. |

| <b>Primary: Centerpoint Energy</b>                                 |                                                                                             |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 12 - Energy</i></b> |                                                                                             |
| 1                                                                  | Implement a public awareness campaign regarding energy and utilities safety in emergencies. |

| <b>Primary: Kansas Gas Service</b>                                 |                                                                                             |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 12 - Energy</i></b> |                                                                                             |
| 1                                                                  | Implement a public awareness campaign regarding energy and utilities safety in emergencies. |

| <b>Primary: Sumner-Cowley Electric</b>                             |                                                                                             |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 12 - Energy</i></b> |                                                                                             |
| 1                                                                  | Implement a public awareness campaign regarding energy and utilities safety in emergencies. |

| <b>Primary: Westar Energy</b>                                      |                                                                                             |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 12 - Energy</i></b> |                                                                                             |
| 1                                                                  | Implement a public awareness campaign regarding energy and utilities safety in emergencies. |

| <b>Primary: Winfield (City of)</b>                                 |                                                                                             |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 12 - Energy</i></b> |                                                                                             |
| 1                                                                  | Implement a public awareness campaign regarding energy and utilities safety in emergencies. |

## IV. Financial Management

1. Each ESF 12 entity is responsible for managing their own expenses relevant to an event.
2. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula established by the Federal Emergency Management Agency via the FEMA/State Agreement.
3. Expenditures by support entities will be documented by those entities and submitted to Cowley County Emergency Management upon request.

## V. References and Authorities

## **A. References**

1. Kansas Planning Standards - The Kansas Planning Standards (KPS) is intended to be an all-encompassing guide to review or redevelop Local Emergency Operations Plans (LEOPs).
2. Kansas Recovery Plan - The State of Kansas Disaster Recovery Plan (KDRP) builds upon the Kansas Response Plan to align local response and recovery coordination with support from state partners. The KDRP outlines the authorities, organization, and key processes for implementing Kansas' disaster recovery strategy.
3. Kansas Response Plan - The Kansas Response Plan (KRP) is designed to address natural and man-made hazards that could adversely affect the State of Kansas. The KRP applies to all State government departments and agencies that are tasked to provide assistance in disaster or emergency situations. 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.

## **B. Authorities**

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
3. Kansas Administrative Regulation 56-2-1 and 56-2 - These regulations define the requirements of local emergency management agencies. It establishes the minimum functions of such agencies; the minimum support counties must provide to such agencies and the minimum qualifications of county emergency management directors/coordinators.
4. Kansas Statutes Annotated (KSA) 48-9a01 - This Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership that allows states to assist one another during emergencies. Emergency Management Assistance Compact establishes a firm legal foundation for States to send assistance to and receive assistance from other States.
5. 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.
6. KSA 48-904 through 48-936 - These state statutes establish the duties, roles, and responsibilities for emergency management within the state, and establishes basic requirements for counties to establish and maintain emergency management programs. It outlines the organization, policies and procedures governing the Kansas Division of Emergency Management (KDEM), establishes the powers and authorities of the Governor, state, and local officials to deal with emergencies/disasters before, during and after their occurrence.
7. KSA 48-950 - This statute states that all political subdivisions within the state are automatically a part of the Kansas mutual aid system unless they elect to opt out. This statute does not supersede any existing agreements, nor does it preclude the establishment of any supplemental agreements between specific jurisdictions.
8. KSA 65-5701 through 65-5711 - These state statutes are the state level implementation of Superfund Amendments and Reauthorization Act (SARA), Title III. It defines the Hazardous Materials (HAZMAT) roles and responsibilities of state agencies, makes counties Hazardous

Materials emergency planning districts, and establishes a Local Emergency Planning Committee (LEPC) in each county.

9. State of Kansas Executive Order 05-03 - This Executive Order designates the National Incident Management System (NIMS) as the standard for incident management in the State of Kansas.

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## **ESF 13 - Public Safety and Security**

### **Coordinating Agency:**

Cowley County Sheriff's Office

### **Primary Agency:**

Arkansas City Police Department  
Burden Police Department  
Dexter Police Department  
Udall Police Department  
Winfield Police Department

### **Support Agencies:**

Cowley County Emergency Management  
Cowley County Extension Agency  
Department of Homeland Security (DHS)  
Kansas Bureau of Investigation  
Kansas Department of Wildlife and Parks  
Kansas Highway Patrol  
Kansas National Guard  
Winfield Correctional Facility

## **I. Purpose and Scope**

### **A. Purpose**

1. The purpose of ESF 13 is to provide law enforcement coordination and support services in support of emergency events in Cowley County.

### **B. Scope**

1. ESF 13 provides a mechanism for coordinating and providing support to local authorities to include law enforcement, public safety, and security capabilities and resources during potential or actual disaster/emergencies.
2. ESF 13 generally is activated in situations requiring extensive assistance to provide public safety and security and where local government resources are overwhelmed or are inadequate, or in pre-incident or post-incident situations that require protective solutions.
3. ESF 13 capabilities support incident management requirements including:
  - a) Force and critical infrastructure protection
  - b) Security planning and technical assistance
  - c) Technology support and public safety in both pre-incident and post-incident situations
  - d) To create a county law enforcement emergency response that provides for the command, control, and coordination of law enforcement planning, operations, and mutual aid

- e) To coordinate dispatch and the use of county law enforcement and means of coordination with local government.

## **II. Concept of Operations**

### **A. General**

1. ESF 13 is organized consistently with the Cowley County EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Cowley County through the Cowley County Emergency Response Team, Area Operations, and Incident Support Teams (ISTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures, protocols, and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 13 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, ESF 13 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of required assets.
4. Throughout the response and recovery periods, ESF 13 will evaluate and analyze information requests to move people, materials, equipment, and other resources as necessary; develop and update assessments of the Law Enforcement situation and status in the impact area; and undertake contingency planning to meet anticipated demands or needs.
5. When an event is focused in scope on a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
6. Law Enforcement Capabilities
  - a) Cowley County has approximately 100 certified law enforcement officers with the majority being full-time employees. Some are trained to a basic Hazardous Materials Awareness level. Officers that are part of the Drug Task Force have more advanced training in the areas of Anhydrous Ammonia and Methamphetamine Labs. There are no officers in Cowley County trained in aviation or in radiological monitoring. The Kansas Highway Patrol has officers located in Cowley County, and others throughout the State, with explosive ordinance detection/disposal capabilities.
  - b) The following are local resources in the field of law enforcement:
    - i. Cowley County Drug Task Force (comprised of officers from agencies across the county)
    - ii. Southern Kansas SWAT (comprised of officers from agencies in Cowley and Sumner Counties)

- iii. Cowley County Trackers (comprised of officers from agencies across the county who specialize in human tracking)
  - iv. Winfield Correctional Facility's Special Operation Response Team
- c) Local agencies across the State of Kansas, with leadership from the Kansas Highway Patrol, have a program called LEAD (Law Enforcement Assistance Deployment). LEAD is an organization to coordinate deployment of law enforcement resources under mutual aid in emergency incidents and planned events. LEAD agencies can report the number and type of resources they can deploy along with the length of deployment and travel distances.
  - d) The Cowley County Sheriff's Department provides law enforcement in the unincorporated areas of the county as well as the incorporated cities that do not have city police departments (Atlanta, Cambridge, a small portion of Geuda Springs, and Parkerfield). Police departments in the cities of Arkansas City, Burden, Dexter, Udall, and Winfield provide law enforcement in their respective incorporated areas. The Cowley County Sheriff's Department can and will provide assistance in the incorporated areas of the county at the request of the Police Chief or Supervising Officer of the affected jurisdiction.
  - e) The Arkansas City Police Department and the Cowley County Sheriff's Department have patrol beats based upon how many personnel are on duty at any given time. The Winfield Police Department has set beats. Maps of the patrol beats are available and are uploaded into the file archives section of this plan.
  - f) Each agency will establish public safety and security requirements based on the event. Mutual aid among the agencies within the county will be used at the request of the Incident Commander. Agencies can activate off-duty personnel and for those that have part-time or reserve officers, those can also be activated if the conditions require it.

## 7. Public Safety/Security/Protection

- a) During large scale disasters, law enforcement has access to many local resources to assist in securing areas. Mutual aid agencies, fire departments, volunteers, State, County and City Public Works agencies can all provide manpower to assist if requested. These agencies can be called for aid during natural disasters, hazardous material, and mass casualty incidents. For criminal acts and terrorism, other law enforcement agencies will be requested from the State of Kansas and the FBI to assist.
- b) ESF-13 should coordinate with the other ESF representatives, Emergency Management, and Incident response agencies when needed to identify proper identification, access, and control procedures to incident areas in the circumstances where it is deemed necessary to implement stricter measures. This could be in the form of state credentialing badges, rapid tag, or other forms of ID identified and agreed upon in prior planning.
- c) Local law enforcement, in coordination through ESF 13 and other partners may be asked or required to provide safety and security at the following locations:
  - i. Emergency Operations Center or backup Emergency Operations Center: at the request of the Emergency Management Director or designee.
  - ii. Field Command Posts: at the request of the Incident Commander.
  - iii. Staging Areas: at the request of the Incident Commander

- iv. Lodging and Feeding Facilities: at the request of the Incident Commander from facility personnel.
  - v. Public Shelter security will be handled first by the agency in which the shelter is located.
  - vi. Registered sex offenders, parolees or other offenders required to report to local, state or federal law enforcement entities will not be treated any differently. Law Enforcement, in conjunction with ESF 6 - Mass Care, Housing and Human Services will maintain a list of those housed at these facilities for reference purposes.
  - vii. Temporary morgues: security will be provided in conjunction with ESF 8 partners who are operating those resources.
  - viii. Hospitals: the William Newton Hospital and South-Central Kansas Medical Center will provide routine security for their own facilities. 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 the necessary security.
- d) The Incident Commander, through use of law enforcement agencies, is responsible for the protection and safety of all emergency responders.
8. Continuity of operations
- a) Law enforcement agencies within Cowley County should have Continuity of Operations Plans in the event of facility damage or failure. If personnel become overwhelmed, resources will be requested as noted above in the capabilities section to include mutual aid and LEAD agencies.

## **B. Direction and Control**

1. The ESF 13 Coordinating Agency is the Cowley County Sheriff's Office which is appointed by the Cowley County Emergency Management, in coordination with local planning partners. The staff serving as ESF 13 Coordinator is appointed by and located in the Cowley County Sheriff's Office. When ESF 13 support is necessary, the ESF 13 Coordinator coordinates all aspects of ESF 13.
2. ESF 13 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Cowley County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Cowley County.
3. ESF 13 may operate at two levels: 1) Cowley County EOC; and 2) Field operations
4. During emergency activations, all management decisions regarding transportation for KPS 2023 Test Template are made at the Cowley County EOC by the ESF 13 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Cowley County EOC assist the incident commander in carrying out the overall mission.
5. In accordance with a mission assignment from ESF 13, each primary and/or support organization assisting ESF 13 will retain administrative control over its own resources and personnel but will

be under the operational control of ESF 13. Delegation of mission operational control may be delegated to the field by the Cowley County EOC.

## **C. Organization**

### **1. County**

- a) During an activation of the Cowley County EOC, primary and support agency staff is integrated with the Cowley County Sheriff's Office staff to provide support.
- b) During an emergency or disaster event, the Cowley County EOC/Operations Section Chief will coordinate the support resources from the support agencies with the Emergency Services Branch Director.
- c) During the response phase, ESF 13 will evaluate and fulfill all valid requests for law enforcement resources. ESF 13 will complete and update assessments and contingency plans for the law enforcement support services deployed or anticipated in the incident area.
- d) The Cowley County Sheriff's Office will develop and maintain ESF 13 and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain supporting documents for agency use, which must be compatible with the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System, and the Cowley County Emergency Operations Plan.

### **2. State of Kansas**

- a) During an activation of the State of Kansas EOC, the Kansas Highway Patrol is the designated lead agency for State law enforcement and will provide a liaison to facilitate requests for State law enforcement resources to local Emergency Operations Centers.
- b) During an emergency or disaster event, the primary and support agencies of ESF13 at the State of Kansas EOC will report to the Emergency Services Branch Chief who reports to the Response Actions Section Chief under the overall direction of the SEOC Manager.
- c) During the response phase, ESF 13 will evaluate and analyze information regarding statewide law enforcement coordination and support requests. ESF 13 will develop and update law enforcement assessments and contingency plans to meet anticipated demands and needs.
- d) The Kansas Highway Patrol develops and maintains ESF 13 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain similar documents for agency use, which must be compatible with and in support of the overall Kansas Response Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System, and the Kansas Response Plan.

## D. Alerts and Notifications

- a. The Cowley County Sheriff's Office (along with all the local Police Departments) works closely with Cowley County Emergency Management. When information comes to the attention of any law enforcement agency or Cowley County Emergency Management indicating that an emergency or disaster situation is developing, that information will be shared with the other agencies.
1. The County Warning Point (Cowley County EOC) will notify the ESF Coordinator for ESF 13 when Cowley County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
2. ESF13 will be activated or placed on standby upon notification by the Cowley County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 13. If additional support is required, the ESF 13 coordinating and primary agencies may jointly manage ESF 13 activities.
3. Upon instructions to activate or placement of ESF 13 on standby, Cowley County Sheriff's Office will implement procedures to notify all ESF 13 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

## III. Actions and Responsibilities

### A. Actions

1. Actions carried out by ESF 13 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 13 agencies and the intended recipients of service.
2. In addition to the individual agencies and their assigned responsibilities found in the next section, there are several actions that need to be taken by all agencies involved:

| <b>Overall Actions Assigned to All Members</b><br><i>Preparedness (Pre-Event) Actions for ESF 13 - Public Safety and Security</i> |                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| 1                                                                                                                                 | Participate in training, drills, and exercises.                                                        |
| 2                                                                                                                                 | Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector. |
| 3                                                                                                                                 | Develop safety programs, to include disaster situations, and present them to the public.               |

| <b>Overall Actions Assigned to All Members</b><br><i>Response (During Event) Actions for ESF 13 - Public Safety and Security</i> |                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                                | Manage the collection, processing, and dissemination of information between ESF-13 and EOC or incident command. |
| 2                                                                                                                                | Provide field support for emergency responders at the scene.                                                    |
| 3                                                                                                                                | Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF13.           |
| 4                                                                                                                                | Secure disaster area in accordance with the requirements of the specific hazard present.                        |

|   |                                                                                                                         |
|---|-------------------------------------------------------------------------------------------------------------------------|
| 5 | Provide protection to emergency responders.                                                                             |
| 6 | Alert or activate off-duty and auxiliary personnel as required by the emergency.                                        |
| 7 | Activate continuity of operations protocol when agencies are overwhelmed or unable to respond due to facilities damage. |

| <b>Overall Actions Assigned to All Members</b>                               |                                                                                                                               |
|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <i>Recovery (Post Event) Actions for ESF 13 - Public Safety and Security</i> |                                                                                                                               |
| 1                                                                            | Continue to perform tasks necessary to expedite restoration and recovery operations.                                          |
| 2                                                                            | Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required. |
| 3                                                                            | Provide documentation for possible financial reimbursement process for recovery activities.                                   |
| 4                                                                            | Participate in after-action meetings and prepare after-action reports as requested.                                           |
| 5                                                                            | Clean, repair, replenish and perform maintenance on all equipment before returning to normal operations or storage.           |

| <b>Overall Actions Assigned to All Members</b>                    |                                                                                                                              |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <i>Mitigation Actions for ESF 13 - Public Safety and Security</i> |                                                                                                                              |
| 1                                                                 | Participate in the hazard identification process and identify and correct vulnerabilities.                                   |
| 2                                                                 | Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness. |

## A. Responsibilities

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

| <b>Coordinating: Cowley County Sheriff's Office</b>                             |                                                                                                                       |
|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <i>Preparedness (Pre-Event) Actions for ESF 13 - Public Safety and Security</i> |                                                                                                                       |
| 1                                                                               | Identify responsibilities for liaison roles with state and adjacent county law enforcement officials.                 |
| 2                                                                               | Develop standard operating guides and checklists to support ESF-13 activities.                                        |
| 3                                                                               | Collect, process, and disseminate information to and from the EOC.                                                    |
| <i>Response (During Event) Actions for ESF 13 - Public Safety and Security</i>  |                                                                                                                       |
| 1                                                                               | Designate personnel to coordinate ESF-13 activities.                                                                  |
| 2                                                                               | Identify capabilities to provide safety and security for hazmat, EOD, aviation, and radiological incidents.           |
| 3                                                                               | Coordinate with other ESF sections to provide protection to key and critical facilities.                              |
| 4                                                                               | Coordinate with EOC or incident command to provide protection to shelters and feeding facilities.                     |
| 5                                                                               | Provide support to ESF 6 in handling individuals in shelters with legal restrictions.                                 |
| 6                                                                               | Coordinate the activation of mutual aid agreements.                                                                   |
| 7                                                                               | Coordinate with law enforcement agencies responding from outside the jurisdiction.                                    |
| <i>Recovery (Post Event) Actions for ESF 13 - Public Safety and Security</i>    |                                                                                                                       |
| 1                                                                               | Evaluate response and recommend changes to ESF-13 Annex to correct shortfalls and improve future response activities. |
| <i>Mitigation Actions for ESF 13 - Public Safety and Security</i>               |                                                                                                                       |
| 1                                                                               | Provide ESF-13 representative for update of mitigation plan.                                                          |

| <b>Supporting: Cowley County Emergency Management</b>                                  |                                                                                                                         |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 13 - Public Safety and Security</i></b> |                                                                                                                         |
| 1                                                                                      | Maintain a central personnel roster, contact, and resource lists to support ESF-13 tasks.                               |
| 2                                                                                      | Identify who is responsible for initial notification of ESF-13 personnel.                                               |
| 3                                                                                      | Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS). |
| 4                                                                                      | Develop and maintain ESF-13 Annex.                                                                                      |

## **IV. Financial Management**

1. ESF 13 is responsible for coordinating with Cowley County Clerk's Office to manage ESF 13 expenses relevant to an event.
2. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance with the formula established by the Federal Emergency Management Agency via the FEMA/State Agreement.
3. Expenditures by support entities will be documented by those entities and submitted directly to the Cowley County Clerk's Office or a designated Finance Service officer as soon as possible.

## **V. References and Authorities**

### **A. References**

1. Kansas Planning Standards - The Kansas Planning Standards (KPS) is intended to be an all-encompassing guide to review or redevelop Local Emergency Operations Plans (LEOPs).
2. Kansas Recovery Plan - The State of Kansas Disaster Recovery Plan (KDRP) builds upon the Kansas Response Plan to align local response and recovery coordination with support from state partners. The KDRP outlines the authorities, organization, and key processes for implementing Kansas' disaster recovery strategy.
3. Kansas Response Plan - The Kansas Response Plan (KRP) is designed to address natural and man-made hazards that could adversely affect the State of Kansas. The KRP applies to all State government departments and agencies that are tasked to provide assistance in disaster or emergency situations. 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.

### **B. Authorities**

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
3. Kansas Administrative Regulation 56-2-1 and 56-2 - These regulations define the requirements of local emergency management agencies. It establishes the minimum functions of such agencies;

the minimum support counties must provide to such agencies and the minimum qualifications of county emergency management directors/coordinators.

4. Kansas Statutes Annotated (KSA) 48-9a01 - This Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership that allows states to assist one another during emergencies. Emergency Management Assistance Compact establishes a firm legal foundation for States to send assistance to and receive assistance from other States.
5. 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.
6. KSA 48-904 through 48-936 - These state statutes establish the duties, roles, and responsibilities for emergency management within the state, and establishes basic requirements for counties to establish and maintain emergency management programs. It outlines the organization, policies and procedures governing the Kansas Division of Emergency Management (KDEM), establishes the powers and authorities of the Governor, state, and local officials to deal with emergencies/disasters before, during and after their occurrence.
7. KSA 48-950 - This statute states that all political subdivisions within the state are automatically a part of the Kansas mutual aid system unless they elect to opt out. This statute does not supersede any existing agreements, nor does it preclude the establishment of any supplemental agreements between specific jurisdictions.
8. KSA 65-5701 through 65-5711 - These state statutes are the state level implementation of Superfund Amendments and Reauthorization Act (SARA), Title III. It defines the Hazardous Materials (HAZMAT) roles and responsibilities of state agencies, makes counties Hazardous Materials emergency planning districts, and establishes a Local Emergency Planning Committee (LEPC) in each county.
9. State of Kansas Executive Order 05-03 - This Executive Order designates the National Incident Management System (NIMS) as the standard for incident management in the State of Kansas.

## **ESF 14 - Cross-Sector Business and Infrastructure**

### **Coordinating Agency:**

Cowley County Emergency Management

### **Primary Agency:**

Cowley County VOAD

South Central Kansas Regional VOAD

### **Support Agencies:**

American Red Cross

City-Cowley County Health Department

Cowley County Appraiser's Office

Cowley County Economic Development

Cowley County Extension Agency

Cowley County Mental Health and Counseling Center

Cowley County Public Works / Engineering Department

Federal Emergency Management Agency (FEMA)

Legacy Regional Community Foundation

State Animal Response Team

The Salvation Army

United Way of the Plains

## **I. Purpose and Scope**

### **A. Purpose**

1. The purpose of ESF 14 is to coordinate the long-term recovery of Cowley County in an efficient and effective manner.

### **B. Scope**

1. This ESF is structured to provide coordination during large-scale or catastrophic incidents that require assistance to address significant long-term impacts in the affected area.
2. Specifically, the scope of ESF 14 is to:
  - a) Provide coordinated measures and policies designed to facilitate recovery from the effects of natural and technological disasters, civil disturbances, or acts of domestic terrorism.
  - b) Provide for effective utilization of resources to support efforts to aid long-term community recovery, stabilize local and regional economies, and reduce or eliminate risks from future incidents.
  - c) Assist in coordinating the damage assessment process to determine the need for assistance.
  - d) Provide government conduit and administrative means for appropriate voluntary and private sector organizations to assist KPS 2023 Test Template governments during the recovery and mitigation phases.

- e) On-going and post-incident assessments of infrastructure and assessment of total damages including insured and uninsured losses.
- f) Providing technical assistance to include engineering expertise, construction management, contracting and real estate services.

## **II. Concepts and Operations**

### **A. General**

1. ESF 14 is organized consistently with the State of Kansas EOC and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System to provide incident assessment, planning, procurement, deployment, coordination and support operations to Cowley County through the County Emergency Response Team, Area Operations and Regional Incident Support Teams (ISTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures, protocols, and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 14 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, ESF 14 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, ESF 14 will evaluate and analyze information regarding the availability of volunteers and donated goods and services.
5. A volunteer representative will serve as a liaison role at the Cowley County EOC to assist in coordination of all activities under ESF 14.
6. Requests will be made of the State of Kansas EOC ESF 14 and ESF 2 to assist in managing incoming volunteer and donations related calls placed from outside of Cowley County. This assistance will come by referring interested parties to the Kansas AID MATRIX website or by directing them to contact United Way 2-1-1. The Cowley County Emergency Management Public Information Officer will publicize the importance of outside callers using these locations for receiving volunteer and donation instructions prior to citizens sending donations or arriving for volunteer assignment.
7. Pre-designated warehouse space will be utilized by ESF 14 to receive, sort, inventory and redistribute donated goods to agencies and assisting organizations.
8. Volunteer coordinators will establish reception centers adjacent to warehouse donations facilities. A volunteer reception center will be coordinated by the United Way of the Plains.
9. Cash donations for recovery will be handled by the Legacy Regional Community Foundation. Legacy will assist in establishing public information statements and a Rapid Impact Assessment.
10. Rapid Assessments

- a) In most cases, a rapid windshield assessment (file archive section) 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 Cowley County EOC and passed on to the Kansas Division of Emergency Management. 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 the most rapid assessment information will be forwarded to the EOC from the field 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. For example, Cowley County Emergency Auxiliary members have been trained by Cowley County Emergency Management to perform damage assessment duties.

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.

- b) If necessary, rapid assessments will also include safety inspections of critical facilities and infrastructure, such as hospitals, the EOC, potential shelters, evacuation routes, and others as needed. Rapid assessments will also include utility safety checks for electric hazards and combustible gas. The structural integrity of emergency shelters and other emergency facilities will be determined by a team developed by the Cowley County Engineering Department, the American Red Cross, fire departments and other essential personnel as identified by the EOC.
- c) Based on information gathered during the rapid assessment phase, the ESF #14 Coordinator 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).
- d) The rapid assessment will include information regarding the:
- i. Area or jurisdiction affected
  - ii. Known injuries
  - iii. Known fatalities
  - iv. Critical facilities damaged or destroyed
  - v. Evacuations
  - vi. County emergency declared
  - vii. Mutual aid activated

- viii. Any state or federal resources anticipated
- e) Cowley County will work closely with the Kansas Division of Emergency Management (KDEM) throughout the disaster assessment process. Cowley 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 uploaded in the file archive section of this plan.
- f) In most cases, the American Red Cross (American Red Cross) will also conduct assessments to determine the immediate needs of people affected by the disaster. Cowley County will work closely with the American Red Cross to share assessment information. Depending on the event, the American Red Cross and members of the private sector may partner with the County to conduct joint disaster assessments.
- g) 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.

## 11. Detailed Disaster Assessment

- a) 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:

- i. Evaluate the overall total scope, magnitude, and impact of the incident
  - ii. Prioritize recovery activities
  - iii. Plan for ongoing recovery and restoration activities
  - iv. Project the total costs of long-term recovery
  - v. Document the need for supplemental assistance
- b) 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 EOC Team will decide when the situation allows for detailed disaster assessments. The Cowley County Engineering Department will contact, organize, brief and deploy detailed damage assessment field teams in the unincorporated areas of the county. In the Cities, the Mayor or designated personnel will make this determination. 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 Emergency Management Agency 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:

- i. Number of persons affected in disaster area
- ii. Number of persons evacuated
- iii. Number of shelters open
- iv. Number of persons in shelter
- v. Number of confirmed injuries
- vi. Number of confirmed fatalities
- vii. Number of confirmed missing persons
- viii. Number of homes and businesses with damage
  - Destroyed
  - Major
  - Minor
  - Affected
  - Uninsured loss
- ix. Number of homes in flood plain
- x. Number of acres burned
- xi. Number of critical care facilities damaged
  - Hospitals
  - Assisted living facilities
- xii. Number of municipal or county owned facilities
  - Fire, police, city hall, schools
  - Road, bridge, infrastructure damage
  - Road closures
- xiii. Utility damage
  - Power
  - Water
  - County declaration issued

c) There are two types of detailed assessments:

- i. Private Property
  - Detailed assessments on homes, apartment dwellings and businesses are needed to document the extent of damage to individuals, families, and businesses.
  - 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 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 creates a temporary unemployment situation.
- ii. 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 in 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.

## 12. Joint Preliminary Damage Assessments (PDAs)

- a) 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 Cowley 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 Cowley 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. Cowley 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 Cowley County government,

residents and businesses. Even without a Presidential disaster declaration, there are programs that may assist those affected by the disaster. 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.

- b) Timely and thorough disaster assessments will allow Cowley County to:
  - i. Prioritize response operations
  - ii. Request mutual aid
  - iii. Alleviate human suffering
  - iv. Manage resources
  - v. Minimize recovery time
  - vi. Document the need for State and/or Federal assistance
  - vii. Mitigate against future disasters
  - viii. Plan for long term recovery activities
- c) Any of the hazards identified in the Cowley County Hazard Analysis Study could cause extensive public and private property damage creating a need for disaster assessments.
- d) The Cowley 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.

### 13. Roads and Bridges

- a) Damage assessment of county roads, bridges and culverts will be accomplished by the County Engineer/Townships. Assessment of damage to city streets will be accomplished by the appropriate city street departments.

### 14. Utilities

- a) Public utilities are assessed for damage by the appropriate utility providers. This information is to be reported to the Cowley County EOC for inclusion in reports to the State.

### 15. Private Business and Individuals

- a) Damages sustained by private businesses and individuals are determined by the owners of the property and their insurance representatives. Damage assessments conducted by county, city or American Red Cross representatives are for the purposes of determining extent of damage only and numbers of people affected and are not an indication or promise of federal aid.
- b) Private appraisers, insurance adjusters and others may obtain damage assessments reports for specific properties from the Damage Assessment Coordinator. Such information will be limited to that necessary to assist them in expediting the adjustment of claims.
- c) The Cowley County Economic Development Agency will assist displaced or affected businesses from a disaster.

## 16. Agriculture

- a) The Cowley County Extension Office in coordination with the Agricultural Stabilization and Conservation Service (ASCS) is responsible for conducting an assessment of agricultural damages. This information will be passed to the State's Department of Agriculture.

## 17. Environmental Assessment

- a) Assessing damage to the environment from a chemical and/or radiological will be differentiated in the following categories:
  - i. **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).
  - ii. **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.
  - iii. **Biological** - In cooperation with Kansas Department of Health and Environment (KDHE), local hospitals, and other regional health departments, the City-County Health Department will provide disease monitoring. In addition, the City-County Health Department will coordinate the collection and testing of biological samples with KDHE and the Center for Disease Control (CDC). The City-County Health Department will be responsible for inspecting food preparation and food and water supplies. The City-County Health Department will assess the overall sanitation and living conditions in emergency facilities.

## 18. Other Access and Functional Needs Considerations

- a) Cowley County partners, in conjunction with the South-Central Kansas VOAD, will coordinate with local housing authorities to identify housing resources for individuals and families permanently displaced by the event. If suitable, the Cowley County Housing Authority will provide assistance in identifying available Section 8 housing resources. Kansas Mid-Cap (Community Action Program) can also offer assistance in this area.
- b) The Cowley County CDDO (Community Developmental Disability Organization) can assist special needs individuals who are displaced from their own residences due to a disaster. Special needs individuals who are already receiving services from an organized entity will be cared for by that specific agency.
- c) To meet the needs of animal welfare Cowley County will work with the Cowley County Humane society, private local subject matter industry professionals and with The Kansas State Animal response team. (KSSART) as needed to ensure that these needs are addressed. This coordination should start and end at the local level if possible.
- d) Every effort will be made to provide crisis-counseling services to people affected by the disaster. Trained mental health counselors are available through the Four County Mental Health Center and numerous volunteer organizations potentially available through VOAD partners that have the ability to provide both faith-based and non-faith-based disaster counseling services. Coordination of behavioral and mental health services will take place

between ESF 6 - Mass Care, Housing and Human Services and ESF 8 - Public Health and Medical Services.

## **B. Direction and Control**

1. The ESF 14 Coordinating Agency is Cowley County Emergency Management along with local planning partners. The staff serving as ESF 14 Coordinator is appointed by and located in the Cowley County Emergency Management. When ESF 14 support is necessary, the ESF 14 Coordinator coordinates all aspects of ESF 14.
2. ESF 14 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Cowley County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Cowley County.
3. The ESF 14 system operates in two arenas; 1) Cowley County EOC; 2) field locations.
4. During emergency activations, all management decisions regarding transportation for Cowley County are made at the Cowley County EOC by the ESF 14 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Cowley County EOC assist the incident commander in carrying out the overall mission.

## **C. Organization**

1. County
  - a) During an activation of the Cowley County EOC, support agency staff is integrated with the Cowley County Emergency Management staff to provide support.
  - b) During an emergency or disaster event, the Cowley County EOC Operations Section Chief will coordinate resource support with the Human Services Branch Director.
  - c) During the response phase, ESF 14 will evaluate and analyze information regarding volunteers and donations requests. Also, ESF 14 will develop and update assessments of the requirements for volunteers and donations in the impacted area and undertake contingency planning to meet anticipated demands and requirements.
  - d) The Cowley County Emergency Management will develop and maintain ESF14 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the

Incident Command System, and the Cowley County Emergency Operations Plan.

- e) Cowley County Emergency Management shall be represented in ESF 5 (Information and Planning), and support disaster intelligence collection and analysis as related to the ESF 14 scope.
- f) Individual organizations supporting ESF 14 will maintain contact with Cowley County EOC ESF 14 liaison to advise them of status and response capabilities.

## 2. State of Kansas

- a) During an activation of the State of Kansas EOC, the Adjutant General's Office, Kansas Division of Emergency Management is the designated lead agency for State volunteer and donations services and will provide a liaison to facilitate requests for ESF 14 resources to local Emergency Operations Centers.
- b) During an emergency or disaster event, the primary and support agencies of ESF 14 at the State of Kansas EOC will report to the Human Services Branch Chief who reports to the Response Actions Section Chief under the overall direction of the SEOC Manager.
- c) The Adjutant General's Office, Kansas Division of Emergency Management develops and maintains ESF 14 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System, and the Cowley County Emergency Operations Plan.

## **D. Alerts and Notifications**

- a) Cowley County Emergency Management will notify the County Warning Point (Cowley County EOC) when information comes to their attention indicating that an emergency or disaster situation is developing. Contact information for VOAD partners (local and regional) are kept on file in a separate document and are not uploaded into this plan.
- b) The County Warning Point (Cowley County EOC) will notify the ESF Coordinator for ESF 14 when Cowley County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.
- c) ESF 14 will be activated or placed on standby upon notification by the Cowley County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 14. If additional support is required, the coordinating ESF 14 and primary agencies may jointly manage ESF 14 activities.
- d) Upon instructions to activate or placement of ESF 14 on standby, Cowley County Emergency Management will implement procedures to notify all ESF 14 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

- e) When notified that the EOC has been activated, the ESF 14 coordinator will:
- i. Conduct an immediate telephone survey of all Health and Human Service agencies to assess damage, determine ability to continue to provide services and determine support capabilities.
  - ii. Establish contact with the Cowley County Public Information Officer to coordinate dissemination of media information relative to volunteers and donations.
  - iii. Establish contact with the State of Kansas EOC ESF 14 coordinator to advise them of current situation, status, and emerging needs.

### III. Actions and Responsibilities

#### A. Actions

1. Actions carried out by ESF 14 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 14 agencies and the intended recipients of service.
2. In addition to the individual agencies and their assigned responsibilities found in the next section, there are several actions that need to be taken by all agencies involved:

| Overall Actions Assigned to All Members                                           |                                                                                                        |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <i>Preparedness (Pre-Event) Actions for ESF 14 - Long-Term Community Recovery</i> |                                                                                                        |
| 1                                                                                 | Collect, process, and disseminate information to and from the EOC.                                     |
| 2                                                                                 | Participate in training, drills, and exercises.                                                        |
| 3                                                                                 | Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector. |

| Overall Actions Assigned to All Members                                          |                                                              |
|----------------------------------------------------------------------------------|--------------------------------------------------------------|
| <i>Response (During Event) Actions for ESF 14 - Long-Term Community Recovery</i> |                                                              |
| 1                                                                                | Provide field support for emergency responders at the scene. |

| Overall Actions Assigned to All Members                                        |                                                                                                                               |
|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <i>Recovery (Post Event) Actions for ESF 14 - Long-Term Community Recovery</i> |                                                                                                                               |
| 1                                                                              | Continue to perform tasks necessary to expedite restoration and recovery operations.                                          |
| 2                                                                              | Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required. |
| 3                                                                              | Evaluate response and recommend changes to ESF-14 Annex to correct shortfalls and improve future response activities.         |
| 4                                                                              | Provide documentation for possible financial reimbursement process for recovery activities.                                   |
| 5                                                                              | Participate in after-action meetings and prepare after-action reports as requested.                                           |
| 6                                                                              | Support community recovery activities.                                                                                        |

| Overall Actions Assigned to All Members                             |                                                                                                                              |
|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <i>Mitigation Actions for ESF 14 - Long-Term Community Recovery</i> |                                                                                                                              |
| 1                                                                   | Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness. |
| 2                                                                   | Develop and implement mitigation strategies.                                                                                 |

## B. Responsibilities

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

| <b>Coordinating: Cowley County Emergency Management</b>                                  |                                                                                                                         |
|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 14 - Long-Term Community Recovery</i></b> |                                                                                                                         |
| 1                                                                                        | Maintain a central personnel roster, contact, and resource lists to support ESF-14 tasks.                               |
| 2                                                                                        | Identify who is responsible for initial notification of ESF-14 personnel.                                               |
| 3                                                                                        | Identify responsibilities for liaison roles with state and adjacent county transportation officials.                    |
| 4                                                                                        | Develop standard operating guides and checklists to support ESF-14 activities.                                          |
| 5                                                                                        | Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS). |
| 6                                                                                        | Develop and maintain ESF-14 Annex.                                                                                      |
| 7                                                                                        | Inform all personnel of their emergency responsibilities.                                                               |
| 8                                                                                        | Identify how long-term community recovery efforts in support of emergency operations will be directed and controlled.   |
| <b><i>Response (During Event) Actions for ESF 14 - Long-Term Community Recovery</i></b>  |                                                                                                                         |
| 1                                                                                        | Designate personnel to coordinate ESF-14 activities in EOC.                                                             |
| 2                                                                                        | Manage the collection, processing, and dissemination of information between ESF-14 and EOC or incident command.         |
| 3                                                                                        | Coordinate with EOC and incident command to provide lists of long-term recovery personnel staff.                        |
| 4                                                                                        | Identify long-term recovery efforts for individuals with vulnerable needs.                                              |
| 5                                                                                        | Communicate with ESF-15 the status of long-term recovery efforts for public information purpose.                        |
| <b><i>Recovery (Post Event) Actions for ESF 14 - Long-Term Community Recovery</i></b>    |                                                                                                                         |
| 1                                                                                        | Coordinate with ESF 6 and housing authorities for sheltering and short/long term recovery efforts.                      |
| 2                                                                                        | Work with the State and Federal government to administer disaster recovery programs.                                    |
| <b><i>Mitigation Actions for ESF 14 - Long-Term Community Recovery</i></b>               |                                                                                                                         |
| 1                                                                                        | Participate in the hazard identification process and identify and correct vulnerabilities.                              |
| 2                                                                                        | Support programs that provide individual assistance, public assistance, and hazard mitigation.                          |
| 3                                                                                        | Provide ESF-14 representative for update of mitigation plan.                                                            |

| <b>Primary: Cowley County VOAD</b>                                                       |                                                                                                                       |
|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 14 - Long-Term Community Recovery</i></b> |                                                                                                                       |
| 1                                                                                        | Identify responsibilities for liaison roles with state and adjacent county transportation officials.                  |
| 2                                                                                        | Identify how long-term community recovery efforts in support of emergency operations will be directed and controlled. |
| <b><i>Response (During Event) Actions for ESF 14 - Long-Term Community Recovery</i></b>  |                                                                                                                       |

|                                                                                       |                                                                                                       |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| 1                                                                                     | Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF14. |
| 2                                                                                     | Identify long-term recovery efforts for individuals with vulnerable needs.                            |
| 3                                                                                     | Communicate with ESF-15 the status of long-term recovery efforts for public information purpose.      |
| 4                                                                                     | Identify and provide strategy to assist citizens with unmet needs.                                    |
| <b><i>Recovery (Post Event) Actions for ESF 14 - Long-Term Community Recovery</i></b> |                                                                                                       |
| 1                                                                                     | Coordinate with ESF 6 and housing authorities for sheltering and short/long term recovery efforts.    |
| 2                                                                                     | Work with the State and Federal government to administer disaster recovery programs.                  |

|                                                                                          |                                                                                                                                                                              |
|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Primary: South Central Kansas Regional VOAD</b>                                       |                                                                                                                                                                              |
| <b><i>Preparedness (Pre-Event) Actions for ESF 14 - Long-Term Community Recovery</i></b> |                                                                                                                                                                              |
| 1                                                                                        | Identify responsibilities for liaison roles with state and adjacent county transportation officials.                                                                         |
| 2                                                                                        | Identify how long-term community recovery efforts in support of emergency operations will be directed and controlled.                                                        |
| <b><i>Response (During Event) Actions for ESF 14 - Long-Term Community Recovery</i></b>  |                                                                                                                                                                              |
| 1                                                                                        | Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF14.                                                                        |
| 2                                                                                        | Use impact assessment to identify number of persons affected, homes damaged/destroyed, and infrastructure losses to predict the ongoing need for long term recovery efforts. |
| 3                                                                                        | Identify long-term recovery efforts for individuals with vulnerable needs.                                                                                                   |
| 4                                                                                        | Communicate with ESF-15 the status of long-term recovery efforts for public information purpose.                                                                             |
| 5                                                                                        | Identify and provide strategy to assist citizens with unmet needs.                                                                                                           |
| <b><i>Recovery (Post Event) Actions for ESF 14 - Long-Term Community Recovery</i></b>    |                                                                                                                                                                              |
| 1                                                                                        | Coordinate with ESF 6 and housing authorities for sheltering and short/long term recovery efforts.                                                                           |
| 2                                                                                        | Work with the State and Federal government to administer disaster recovery programs.                                                                                         |

|                                                                                       |                                                                                                    |
|---------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Supporting: American Red Cross</b>                                                 |                                                                                                    |
| <b><i>Recovery (Post Event) Actions for ESF 14 - Long-Term Community Recovery</i></b> |                                                                                                    |
| 1                                                                                     | Coordinate with ESF 6 and housing authorities for sheltering and short/long term recovery efforts. |
| 2                                                                                     | Work with the State and Federal government to administer disaster recovery programs.               |

|                                                                                          |                                                                                                  |
|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <b>Supporting: City-Cowley County Health Department</b>                                  |                                                                                                  |
| <b><i>Preparedness (Pre-Event) Actions for ESF 14 - Long-Term Community Recovery</i></b> |                                                                                                  |
| 1                                                                                        | Identify the trained personnel or agency responsible for conducting an environmental assessment. |
| <b><i>Response (During Event) Actions for ESF 14 - Long-Term Community Recovery</i></b>  |                                                                                                  |
| 1                                                                                        | Identify long term impacts of environmental issues caused by the disaster.                       |

|                                                                                         |  |
|-----------------------------------------------------------------------------------------|--|
| <b>Supporting: Cowley County Economic Development</b>                                   |  |
| <b><i>Response (During Event) Actions for ESF 14 - Long-Term Community Recovery</i></b> |  |

|   |                                                                                                      |
|---|------------------------------------------------------------------------------------------------------|
| 1 | Work with the private sector to ensure the disaster related needs of the business community are met. |
|---|------------------------------------------------------------------------------------------------------|

| <b>Supporting: Cowley County Mental Health and Counseling Center</b>             |                                                                             |
|----------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <i>Response (During Event) Actions for ESF 14 - Long-Term Community Recovery</i> |                                                                             |
| 1                                                                                | Coordinate with ESF6 and ESF 8 to acquire long term mental health services. |

| <b>Supporting: State Animal Response Team (SART)</b>                             |                                                                                      |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <i>Response (During Event) Actions for ESF 14 - Long-Term Community Recovery</i> |                                                                                      |
| 1                                                                                | Identify long-term recovery efforts for animal welfare and agriculture stakeholders. |

| <b>Supporting: United Way of the Plains</b>                                    |                                                                                                    |
|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <i>Recovery (Post Event) Actions for ESF 14 - Long-Term Community Recovery</i> |                                                                                                    |
| 1                                                                              | Coordinate with ESF 6 and housing authorities for sheltering and short/long term recovery efforts. |
| 2                                                                              | Work with the State and Federal government to administer disaster recovery programs.               |

## IV. Financial Management

- ESF 14 is responsible for coordinating with Cowley County Clerk's Office to manage ESF 14 expenses relevant to an event.
- During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance with the formula established by the Federal Emergency Management Agency via the FEMA/State Agreement.
- Expenditures by support entities will be documented by those entities and submitted directly to the Cowley County Clerk's Office or a designated Finance Service officer as soon as possible.

## V. References and Authorities

### A. References

- Kansas Planning Standards - The Kansas Planning Standards (KPS) is intended to be an all-encompassing guide to review or redevelop Local Emergency Operations Plans (LEOPs).
- Kansas Recovery Plan - The State of Kansas Disaster Recovery Plan (KDRP) builds upon the Kansas Response Plan to align local response and recovery coordination with support from state partners. The KDRP outlines the authorities, organization, and key processes for implementing Kansas' disaster recovery strategy.
- Kansas Response Plan - The Kansas Response Plan (KRP) is designed to address natural and man-made hazards that could adversely affect the State of Kansas. The KRP applies to all State government departments and agencies that are tasked to provide assistance in disaster or emergency situations. 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.

### B. Authorities

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
3. Kansas Administrative Regulation 56-2-1 and 56-2 - These regulations define the requirements of local emergency management agencies. It establishes the minimum functions of such agencies; the minimum support counties must provide to such agencies and the minimum qualifications of county emergency management directors/coordinators.
4. Kansas Statutes Annotated (KSA) 48-9a01 - This Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership that allows states to assist one another during emergencies. Emergency Management Assistance Compact establishes a firm legal foundation for States to send assistance to and receive assistance from other States.
5. 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.
6. KSA 48-904 through 48-936 - These state statutes establish the duties, roles, and responsibilities for emergency management within the state, and establishes basic requirements for counties to establish and maintain emergency management programs. It outlines the organization, policies and procedures governing the Kansas Division of Emergency Management (KDEM), establishes the powers and authorities of the Governor, state, and local officials to deal with emergencies/disasters before, during and after their occurrence.
7. KSA 48-950 - This statute states that all political subdivisions within the state are automatically a part of the Kansas mutual aid system unless they elect to opt out. This statute does not supersede any existing agreements, nor does it preclude the establishment of any supplemental agreements between specific jurisdictions.
8. KSA 65-5701 through 65-5711 - These state statutes are the state level implementation of Superfund Amendments and Reauthorization Act (SARA), Title III. It defines the Hazardous Materials (HAZMAT) roles and responsibilities of state agencies, makes counties Hazardous Materials emergency planning districts, and establishes a Local Emergency Planning Committee (LEPC) in each county.
9. State of Kansas Executive Order 05-03 - This Executive Order designates the National Incident Management System (NIMS) as the standard for incident management in the State of Kansas.

-

## **ESF 15 - External Affairs**

### **Coordinating Agency:**

Cowley County Administrator's Office

### **Primary Agency:**

Cowley County Emergency Communications

Cowley County Emergency Management

### **Support Agencies:**

American Red Cross

Arkansas City (City of)

Arkansas City Fire/EMS Department (Fire District #5)

Arkansas City Police Department

Atlanta (City of)

Burden (City of)

Burden Police Department

Cambridge (City of)

City-Cowley County Health Department

Cowley County Sheriff's Office

Dexter (City of)

Dexter Police Department

Federal Emergency Management Agency (FEMA)

Parkerfield (City of)

PIO Working Group

South Central Kansas Medical Center

Udall (City of)

Udall Police Department

USD 462 - Burden Schools

USD 463 - Udall Schools

USD 465 - Winfield Schools

USD 470 - Arkansas City Schools

William Newton Hospital

Winfield (City of)

Winfield Fire/EMS Department (Fire District #7)

Winfield Police Department

## **I. Purpose and Scope**

### **A. Purpose**

1. The purpose of ESF 15 is to disseminate information on emergencies to the public through the news media in Cowley County.

### **B. Scope**

1. This ESF coordinates actions to provide the required external affairs support to county and incident management elements. This Annex details the establishment of support positions to coordinate communications to various audiences. This ESF applies to county departments and

agencies that may require public affairs support or whose public affairs assets may be employed during an emergency. This scope describes:

- a) Quickly relay critical and potentially lifesaving information to those at risk
- b) Provide timely, consistent information on the status of emergency operations
- c) Coordinate the release of public information from all responding agencies
- d) Assure the public that government is responding effectively to the emergency
- e) Make credible and consistent information available to answer citizen inquiries
- f) Provide ongoing and useful information regarding recovery activities
- g) Ensure a system is in place to provide information and guidance to County, City and if appropriate, State and Federal, elected and appointed officials

## **II. Concept of Operations**

### **A. General**

1. ESF 15 is organized consistently with the State of Kansas EOC and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System to provide incident assessment, planning, procurement, deployment, coordination and support operations to the County Emergency Response Team, Area Operations, and Incident Support Teams (ISTs) to assure a timely and appropriate response to an emergency or situation.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plans (i.e. Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 15 capabilities
3. In a large event requiring local or state mutual aid assistance, ESF 15 will coordinate with support agency counterparts to seek, procure, plan, coordinate and direct the use of required assets.
4. The Cowley County Administrator's Office will act as the lead agency for ESF 15. Depending on the severity of the situation, other local public information officers and County staff will assist with media contacts, advisories, and releases. Lead or support agency public information staff will operate from the Cowley County EOC on a 24-hour schedule to help maintain the flow of public information.
5. Depending on the severity of the disaster, Cowley County Emergency Management may activate a 24-hour citizen information center to handle citizens' inquiries.
6. In a catastrophic disaster, ESF 7 (Logistics), ESF 14 (Long Term Recovery) and ESF 15 will work together to release information regarding volunteer goods and services that need to be sent to the disaster area, and where volunteers and donors may go to deliver such goods or services. All ESFs will routinely provide information to ESF 15 to keep Cowley County officials and citizens aware of current events. Information regarding shelter capacity and availability will be

updated and shared via normal communication methods such as local media, websites, and social media in conjunction the American Red Cross.

Radio, television, print media, fliers, posters, brochures, websites, and social media outlets 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. Local cable providers have assigned specific channels to local governments for informational purposes. Local radio stations are available for use and newspaper coverage is provided on a daily basis and available to most citizens.

7. 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. Cowley County relies upon the local media to provide emergency instructions and potentially lifesaving 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 and email.

#### 8. Organization

- a) If the situation dictates, emergency public information activities will be coordinated by 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.
- b) 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. Cowley County will make every effort to provide ongoing public education to its citizens regarding emergency preparedness activities.
- c) 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.
- d) 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.

#### 9. Joint Information System

- a) 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).
- b) 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.

- c) 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.

#### 10. Joint Information Center (JIC)

- a) The Joint Information Center (JIC) is a physical location where PIOs from organizations with primary disaster involvement come together to coordinate and disseminate information.
  - i. Gather and coordinate information and serve as the "hub" for the release of timely, accurate, consistent, and useful disaster related information
  - ii. Allow all organizations involved to speak from "one sheet of paper" providing consistent messages to the public
  - iii. Enable the EOC Team to concentrate on emergency decision-making and refer all media and public inquiries to the JIC
  - iv. Ensure the ability exists to answer direct inquiries from the public
  - v. Monitor media coverage to verify the accuracy of information being disseminated
  - vi. Be proactive in responding to the disaster related information needs of all audiences
  - vii. Develop and implement a comprehensive public information strategy to gain and maintain public trust and confidence
- b) In most cases, the JIC will be located in close proximity to the Cowley 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.
- c) 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.
- d) 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 the necessary tasks.
- e) Regardless of the incident, the function of the JIC remains essentially the same, while the number of departments and agencies involved as well as the location and the quantity of information to be disseminated will vary greatly. At a minimum, the following functions must be performed regardless of these variables:
  - i. Establish and maintain contact with local radio, television and print media
  - ii. Develop and disseminate written information such as news releases, fact sheets and other reports as needed
  - iii. Schedule news conferences or interviews with department heads and other officials; brief them if appropriate
  - iv. Provide interview opportunities that meet the unique needs of each medium (television, radio, print)
  - v. Establish and maintain a communications link or a Joint Information System (JIS) with field PIOs and all remote sites performing public information activities

- vi. Monitor the information being released by the media to ensure appropriate information is being released and take steps to correct any inaccurate information
  - vii. Exchange information with elected officials, voluntary organizations, industry representatives, State and Federal PIOs and all other involved agencies as the situation dictates
  - viii. Provide ongoing information to and coordinate with County, City, State and Federal elected officials
- f) 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.
  - g) The PIOs working in the 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.
  - h) 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.

#### 11. Other Resources

- a) Cowley County has developed a PIO Working Group comprised of PIOs and Public Relations personnel from many agencies across the County. The group can serve as an asset when needing to pull in PIO expertise for a JIC. A list of the PIO Working Group members is kept on file in the Emergency Management office.
- b) KAPIO - Several of the members of the PIO Working Group are also members of the KAPIO (Kansas Association of Public Information Officers). This group maintains a contact list if Cowley County were to request assistance from other PIOs during an event.
- c) Kansas Association of Counties (KAC) - The KAC serves as a conduit to monitor and share information related directly to Counties. This agency can be called upon to directly assist if needed.

#### 12. Unmet Functional Needs

- a) 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:
  - i. **Hearing impaired** - The Emergency Alerting System (EAS) produces trailers on TV screens to provide weather watch and warning messages and other emergency information.
  - ii. **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.
  - iii. **Non-English speaking** - Many televisions have the capability to provide closed captioning in Spanish.
  - iv. **Schools** - All schools in Cowley County have NOAA all-hazards radios and monitor broadcast media.

- v. **Hospitals & Nursing Homes** - All hospitals and nursing homes in Cowley County have the ability to monitor broadcast media. Both hospitals have public safety radios (local UHF and 800MHz) with receive and transmit capabilities. The William Newton Hospital has NOAA All-Hazard radios in three separate buildings, with one being monitored 24 hours a day. The South-Central Kansas Medical Center has a NOAA All-Hazards radio in the ER. The ER monitors that radio, the local scanner, and computer-based radar as well.
- vi. **Correctional Facilities** - The Winfield Correctional Facility and the Cowley County Jail can receive and communicate information through public safety radios to the EOC and other local agencies. The WCF monitors a NOAA All-Hazards radio in their control room.

## **B. Direction and Control**

1. The ESF 15 Coordinating Agency is the Cowley County Administrator's Office which is appointed by the Cowley County Emergency Management, in coordination with local planning partners. The staff serving as ESF 15 Coordinator is appointed by and located in the Cowley County Administrator's Office. When ESF 15 support is necessary, the ESF 15 Coordinator coordinates all aspects of ESF 15.
2. ESF 15 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Cowley County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Cowley County.
3. The ESF 15 system operates at two levels: 1) Cowley County EOC; 2) field locations.
4. The Cowley County Emergency Management serves as the focal point for ESF 15 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other ESF and other private voluntary agencies have knowledge about the system and ESF 15 expectations, as well as coordinate and cooperate efficiently during an event.

## **C. Organization**

1. County
  - a) During an activation of the Cowley County EOC, primary and support agency staff is integrated with the Cowley County Administrator's Office staff to provide support.
  - b) The Public Information function will be a part of the Command Staff. The Public Information Officer is responsible for interfacing with the public and media and/or agencies with incident-related information requirements.
  - c) During a disaster, the Cowley County EOC will act as the central coordinating facility for receiving and disseminating public information. Information flow to the Cowley County EOC will occur directly from news media reports and citizen public information phone calls. Information will flow from the Cowley County EOC in the form of media briefings, news releases and situation reports. Information will also flow from ESF 15 to the State of Kansas EOC.

Public Information Officer's General Social Media Guidelines and Hazard Specific checklists are provided and included in the file archives section of this plan

- d) The Cowley County Administrator's Office will develop and maintain ESF 15 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System, and the Cowley County EOP.

## 2. State of Kansas

- a) During an activation of the State of Kansas EOC, the Adjutant General's Department, Office of Public Affairs is designated as the state lead for Public Information and will provide a liaison to facilitate requests for State PIO resources to local Emergency Operations Centers.
- b) During an emergency or disaster event, the primary and support agencies of ESF 15 at the State of Kansas EOC will report to the SEOC Manager.
- c) The Adjutant General's Department, Office of Public Affairs develops and maintains ESF 15 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Kansas Response Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System, and the Kansas Response Plan.
- d) The primary and supporting agencies working for the State ESF 15 will report directly to the State of Kansas EOC.

## **D. Alerts and Notifications**

- 1. Cowley County Emergency Management will notify the Cowley County Administrator's Office when information comes to their attention indicating that an emergency or disaster situation is developing.
- 2. The County Warning Point (Cowley County EOC) will notify the Cowley County Administrator's Office when Cowley County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point SOG, which is included in ESF 5 file archive section of this plan.
- 3. ESF 15 will be activated or placed on standby upon notification by the Cowley County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 15. If additional support is required, the ESF 15 coordinating and primary agencies may jointly manage ESF 15 activities.
- 4. Upon instructions to activate or placement of ESF 15 on standby, the Cowley County Administrator's Office will implement procedures to notify all ESF 15 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

### III. Actions and Responsibilities

#### A. Actions

1. Actions carried out by ESF 15 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service.
2. In addition to the individual agencies and their assigned responsibilities found in the next section, there are several actions that need to be taken by all agencies involved:

| <b>Overall Actions Assigned to All Members</b><br><i>Preparedness (Pre-Event) Actions for ESF 15 - External Affairs</i> |                                                            |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| 1                                                                                                                       | Participate in training, drills, and exercises.            |
| 2                                                                                                                       | Develop pre-scripted media releases and public advisories. |

| <b>Overall Actions Assigned to All Members</b><br><i>Response (During Event) Actions for ESF 15 - External Affairs</i> |                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                      | Activate and staff management functions of the JIC.                                                                                        |
| 2                                                                                                                      | Provide field support for emergency responders at the scene.                                                                               |
| 3                                                                                                                      | Participate in EOC briefings, incident actions plans, situation reports and meeting to support ESF 15.                                     |
| 4                                                                                                                      | Inform the public of health and/or safety concerns, status of emergency situation, and ways to reduce or eliminate the associated dangers. |
| 5                                                                                                                      | Resolve any conflicting information and dispel rumors.                                                                                     |

| <b>Overall Actions Assigned to All Members</b><br><i>Recovery (Post Event) Actions for ESF 15 - External Affairs</i> |                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                                    | Provide documentation for possible financial reimbursement process for recovery activities.                                             |
| 2                                                                                                                    | Participate in after-action meetings and prepare after-action reports as requested.                                                     |
| 3                                                                                                                    | Continue all emergency public information activities based on the circumstances and the organizations involved in the recovery efforts. |
| 4                                                                                                                    | Participate in briefings, incident action plans, situation reports and briefings.                                                       |
| 5                                                                                                                    | Release information concerning the need for volunteer goods and services.                                                               |
| 6                                                                                                                    | Maintain records of all news releases to support documentation after the disaster.                                                      |
| 7                                                                                                                    | Evaluate response and recommend changes to ESF-15 Annex to correct shortfalls and improve future response activities.                   |
| 8                                                                                                                    | Provide documentation for possible financial reimbursement process for recovery activities.                                             |
| 9                                                                                                                    | Participate in after-action meetings and prepare after-action reports as requested.                                                     |
| 10                                                                                                                   | Assess effectiveness of information and education programs.                                                                             |

| <b>Overall Actions Assigned to All Members</b><br><i>Mitigation Actions for ESF 15 - External Affairs</i> |                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                                                                                                         | Conduct all-hazard safety visits to increase home hazard prevention actions.                                                                    |
| 2                                                                                                         | Promote preparedness information that will lessen the impact of disasters, such as having a disaster preparedness kit and family disaster plan. |
| 3                                                                                                         | Establish contacts and develop working relationships with the media.                                                                            |

|   |                                                                              |
|---|------------------------------------------------------------------------------|
| 4 | Provide ESF-15 representative for update of mitigation plan.                 |
| 5 | Conduct all-hazard safety visits to increase home hazard prevention actions. |
| 6 | Establish contacts and develop working relationships with the media.         |

## B. Responsibilities

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

| <b>Coordinating: Cowley County Administrator's Office</b>                    |                                                                                                                                                                                 |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 15 - External Affairs</i></b> |                                                                                                                                                                                 |
| 1                                                                            | 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. |
| 2                                                                            | Establish process to verify information is accurate and valid before public release.                                                                                            |
| <b><i>Response (During Event) Actions for ESF 15 - External Affairs</i></b>  |                                                                                                                                                                                 |
| 1                                                                            | Designate personnel to coordinate ESF-15 activities in EOC and JIC.                                                                                                             |
| 2                                                                            | Manage the collection, processing, and dissemination of information between ESF-15 and EOC or incident command.                                                                 |
| 3                                                                            | In coordination with the EOC team, release emergency information.                                                                                                               |
| 4                                                                            | Implement a proactive public information strategy to meet media needs.                                                                                                          |
| <b><i>Recovery (Post Event) Actions for ESF 15 - External Affairs</i></b>    |                                                                                                                                                                                 |
| 1                                                                            | Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.                                                   |
| 2                                                                            | Distribute information on what to do when returning to your damaged home.                                                                                                       |
| 3                                                                            | Compile a written record of events, including any printed materials, news releases, tapes, and clippings.                                                                       |

| <b>Primary: Cowley County Emergency Management</b>                           |                                                                                                                                                                                |
|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><i>Preparedness (Pre-Event) Actions for ESF 15 - External Affairs</i></b> |                                                                                                                                                                                |
| 1                                                                            | Maintain a central personnel roster, contact, and resource lists to support ESF-15 tasks.                                                                                      |
| 2                                                                            | Identify who is responsible for initial notification of ESF-15 personnel.                                                                                                      |
| 3                                                                            | Identify responsibilities for liaison roles with state and adjacent county PIOs.                                                                                               |
| 4                                                                            | Develop standard operating guides and checklists to support ESF-15 activities.                                                                                                 |
| 5                                                                            | Train personnel on EOC operation, JIC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).                                         |
| 6                                                                            | Collect, process, and disseminate information to and from the EOC.                                                                                                             |
| 7                                                                            | Develop and maintain ESF-15 Annex.                                                                                                                                             |
| 8                                                                            | Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.                                                                         |
| 9                                                                            | 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. |
| 10                                                                           | Ensure adequate space and equipment is available for the operation of a JIC.                                                                                                   |
| 11                                                                           | Pre-identify media outlets, establish contact lists, and provide training on emergency public information procedures.                                                          |

|                                                                             |                                                                                                                                                 |
|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| 12                                                                          | Train emergency responders on public information procedures on referring media to the appropriate field or JIC personnel for information.       |
| 13                                                                          | Provide continuous and accessible public information about disasters and recovery activity.                                                     |
| 14                                                                          | Establish process to verify information is accurate and valid before public release.                                                            |
| 15                                                                          | Identify public information needs required for facilities that serve vulnerable needs populations.                                              |
| 16                                                                          | Identify public information needs required for individuals with vulnerable needs.                                                               |
| 17                                                                          | Identify personnel or process used to provide public information to individuals with limited English language ability.                          |
| <b><i>Response (During Event) Actions for ESF 15 - External Affairs</i></b> |                                                                                                                                                 |
| 1                                                                           | Designate personnel to coordinate ESF-15 activities in EOC and JIC.                                                                             |
| 2                                                                           | Manage the collection, processing, and dissemination of information between ESF-15 and EOC or incident command.                                 |
| 3                                                                           | In coordination with the EOC team, release emergency information.                                                                               |
| 4                                                                           | Implement a proactive public information strategy to meet media needs.                                                                          |
| <b><i>Recovery (Post Event) Actions for ESF 15 - External Affairs</i></b>   |                                                                                                                                                 |
| 1                                                                           | Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.                   |
| 2                                                                           | Distribute information on what to do when returning to your damaged home.                                                                       |
| 3                                                                           | Distribute information on how and where to apply for different types of disaster assistance.                                                    |
| 4                                                                           | Provide information regarding available disaster recovery programs and resources to the media and the public.                                   |
| 5                                                                           | Compile a written record of events, including any printed materials, news releases, tapes, and clippings.                                       |
| <b><i>Mitigation Actions for ESF 15 - External Affairs</i></b>              |                                                                                                                                                 |
| 1                                                                           | Promote preparedness information that will lessen the impact of disasters, such as having a disaster preparedness kit and family disaster plan. |
| 2                                                                           | Provide information and increase awareness about safe rooms and other shelter methods.                                                          |
| 3                                                                           | Provide ESF-15 representative for update of mitigation plan.                                                                                    |

|                                                                              |                                                                                                    |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <b>Supporting: City-Cowley County Health Department</b>                      |                                                                                                    |
| <b><i>Preparedness (Pre-Event) Actions for ESF 15 - External Affairs</i></b> |                                                                                                    |
| 1                                                                            | Identify public information needs required for facilities that serve vulnerable needs populations. |
| 2                                                                            | Identify public information needs required for individuals with vulnerable needs.                  |
| <b><i>Recovery (Post Event) Actions for ESF 15 - External Affairs</i></b>    |                                                                                                    |
| 1                                                                            | Distribute information on what to do when returning to your damaged home.                          |

## IV. Financial Management

- ESF 15 is responsible for coordinating with Cowley County Clerk's Office to manage ESF 15 expenses relevant to an event.
- During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance with the formula established by the Federal Emergency Management Agency via the FEMA/State Agreement.

3. Expenditures by support entities will be documented by those entities and submitted directly to the Cowley County Clerk's Office or a designated Finance Service officer as soon as possible.

## **V. References and Authorities**

### **A. References**

1. Kansas Planning Standards - The Kansas Planning Standards (KPS) is intended to be an all-encompassing guide to review or redevelop Local Emergency Operations Plans (LEOPs).
2. Kansas Recovery Plan - The State of Kansas Disaster Recovery Plan (KDRP) builds upon the Kansas Response Plan to align local response and recovery coordination with support from state partners. The KDRP outlines the authorities, organization, and key processes for implementing Kansas' disaster recovery strategy.
3. Kansas Response Plan - The Kansas Response Plan (KRP) is designed to address natural and man-made hazards that could adversely affect the State of Kansas. The KRP applies to all State government departments and agencies that are tasked to provide assistance in disaster or emergency situations. 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.

### **B. Authorities**

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
3. Kansas Administrative Regulation 56-2-1 and 56-2 - These regulations define the requirements of local emergency management agencies. It establishes the minimum functions of such agencies; the minimum support counties must provide to such agencies and the minimum qualifications of county emergency management directors/coordinators.
4. Kansas Statutes Annotated (KSA) 48-9a01 - This Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership that allows states to assist one another during emergencies. Emergency Management Assistance Compact establishes a firm legal foundation for States to send assistance to and receive assistance from other States.
5. 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.
6. KSA 48-904 through 48-936 - These state statutes establish the duties, roles, and responsibilities for emergency management within the state, and establishes basic requirements for counties to establish and maintain emergency management programs. It outlines the organization, policies and procedures governing the Kansas Division of Emergency Management (KDEM), establishes the powers and authorities of the Governor, state, and local officials to deal with emergencies/disasters before, during and after their occurrence.
7. KSA 48-950 - This statute states that all political subdivisions within the state are automatically a part of the Kansas mutual aid system unless they elect to opt out. This statute does not supersede

any existing agreements, nor does it preclude the establishment of any supplemental agreements between specific jurisdictions.

8. KSA 65-5701 through 65-5711 - These state statutes are the state level implementation of Superfund Amendments and Reauthorization Act (SARA), Title III. It defines the Hazardous Materials (HAZMAT) roles and responsibilities of state agencies, makes counties Hazardous Materials emergency planning districts, and establishes a Local Emergency Planning Committee (LEPC) in each county.
9. State of Kansas Executive Order 05-03 - This Executive Order designates the National Incident Management System (NIMS) as the standard for incident management in the State of Kansas.



# Cowley County Local Disaster Recovery Plan

January 2025



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# Planning Team

The table below identifies the individuals that participated in the planning process to develop the *Cowley County* Local Disaster Recovery Plan and can serve as a reference point for recovery planning.

| Name | Organization | Email |
|------|--------------|-------|
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## Record of Changes

[illegible]

# 1 Introduction

## 1.1 Purpose

The purpose of the Local Disaster Recovery Plan (“the Plan”) is to establish the mission, organization, and concept of operations for effective disaster recovery planning and operations for Cowley County.

The primary objectives of the Plan are to:

- Outline a flexible local recovery coordination structure to facilitate coordination among federal, state, local, private sector, and non-governmental disaster recovery stakeholders; and
- Define the roles and responsibilities of personnel during recovery and enable coordination between municipal, county, state, and federal government agencies; and
- Establish recovery operations that align with those outlined in other existing plans and in the State Disaster Recovery Plan.

## 1.2 Authority

Examples of federal, state, and local regulations that outline the legal authority to act pertaining to recovery operations are listed below.

### 1.2.1 Federal Regulations

- Homeland Security Presidential Directive 5, Management of Domestic Incidents;
- Post-Katrina Emergency Management Reform Act of 2006;
- Sandy Recovery Improvement Act of 2013;
- Stafford Act, Rule 44 Code of Federal Regulations (CFR); and
- Super Circular, 2 CFR, Part 200.

### 1.2.2 State Regulations

- Kansas Statutes Annotated (K.S.A.) 48-904 and K.S.A. 48-905a: Establishment of the Division of Emergency Management;
- K.S.A. 48-907: Powers and Duties of the Adjutant General Relating to the Division of Emergency Management;
- K.S.A. 48-924: Powers of the Governor During a State of Disaster Emergency;
- K.S.A. 48-926: State Disaster Emergency Plan;
- K.S.A. 48-927: State Resource Management Plan;
- K.S.A. 48-928: Duties of the Division of Emergency Management;

- K.S.A. 48-929 – K.S.A. 48-932: County and City Disaster Agencies and County and City Disaster Plans;
- K.S.A. 48-932: Emergency Preparedness for Disasters;
- K.S.A. 48-934 – K.S.A. 48-935: Duties and Immunities of Law Enforcement, Military, and Other Personnel; Force and Effect of Municipal Law in Disasters;
- K.S.A. 75-3708: Creation of State Finance Council;
- K.S.A. 75-3712 – K.S.A. 75-3713: State Emergency Fund;
- K.S.A. 75-3713a: State Emergency Fund, Loans and Grants to Political Subdivisions;
- K.S.A. 75-3713b: State Emergency Fund, National Guard Entitlements and Mutual Assistance Compact Expenses;
- K.S.A. 75-3713c: State Emergency Fund, Expenditures Relating to Defects in Design or Construction of State Buildings;
- K.S.A. 48-928: Duties of the Division of Emergency Management; and
- K.S.A. 72-8234: Participation of Schools in Disaster Relief Program.

Refer to **Kansas Response Plan (KRP) Section 14. State Statutes** for additional state regulations that apply to emergency management activities and the Local Disaster Recovery Plan.

### 1.2.3 Local Regulations, Resolutions, and Ordinances

Local regulations outline authority to act and regulations pertaining to recovery operations for the jurisdiction. They serve to supplement but not supersede state and federal regulations. Local regulations applicable to recovery in Cowley County are as follows:

- Cowley County Local Emergency Operations Plan
- Kansas Region G Hazard Mitigation Plan
- Cowley County Debris Management Plan

## 1.3 Scope

The Local Disaster Recovery Plan addresses recovery activities following a hazard event in Cowley County. The Plan describes the strategies and operational framework to facilitate recovery operations through all phases of recovery. The scope of the Local Disaster Recovery Plan:

- Applies to any incident whose impact requires a local recovery operation;
- Provides a scalable and flexible coordinating framework and decision-making tools;
- Applies to all local government departments as well as contracted external partners that provide assistance during recovery;
- Complements, but does not replace, other state, local, and external recovery documents, plans, and guides; and
- Applies to activation in part or in full depending on the severity of the incident and recovery needs.

The Local Disaster Recovery Plan aligns with and complements the current and subsequent revisions of the following documents:

- Kansas State Hazard Mitigation Plan (SHMP);
- Kansas Planning Standards;
- Kansas Response Plan;
- Kansas State Disaster Recovery Plan;
- Local Emergency Operations Plan (LEOP);
- Debris Management Plan

## 1.4 Recovery Priorities

Following a disaster, Cowley County aims to restore and rebuild critical infrastructure and community systems, while striving to maintain its identity and community values. The Local Disaster Recovery Plan outlines goals, values, and community priorities to consider during post-disaster recovery.

The following recovery priorities are applicable to the Local Disaster Recovery Plan:

- Identify critical functions, services/ programs, resources, facilities, and infrastructure that will guide short- and long-term recovery priorities, which may include:
  - Life, safety, and health;
  - Property and environmental protection;
  - Restoration of essential utilities;
  - Restoration of essential program functions; and
  - Coordination among government and community stakeholders.
- Maintain focus and momentum on challenges that existed pre-disaster and may be exacerbated post-disaster (e.g., local housing availability).
- Preserve the community identity and livelihood.
- Leverage resources and support local economies (e.g., through the selection of local vendors).

## 1.5 Situation

When implementing the Local Disaster Recovery Plan, Cowley County leverages knowledge of county demographics, rural capacity, economic drivers, and vulnerable populations to inform recovery decision making and planning.

Because of the complexity of social vulnerability factors and the possibility of unforeseen circumstances related to disasters or cascading impacts, there may be additional information necessary to serve vulnerable communities and those most impacted by the disaster event. Cowley County may reference

the local hazard mitigation plan (HMP), the Rural Capacity Index<sup>1</sup>, Centers for Disease Control and Prevention Social Vulnerability Index<sup>2</sup>, and other indicators of vulnerabilities and resilience capabilities to inform their recovery operations. Local government departments may be leveraged as a source of statistical data to inform recovery operations, as well as local non-profits who often have direct knowledge of the needs and capacity of the communities they serve.

## 1.6 Planning Assumptions

The Local Disaster Recovery Plan is developed and implemented based on the following assumptions:

- Recovery operations are led at a local level, supported at the state level, and assisted at the federal level. Cowley County utilizes available resources fully before requesting state and/or federal assistance.
- Cowley County experiences disasters and emergencies of varying severity and magnitude in both rural and urban areas.
- Disasters may impact multiple jurisdictions simultaneously in the region.
- Disasters may cause widespread damage to residential, public, and commercial structures and to infrastructure systems (e.g., telecommunications, transportation).
- Communities and individuals may not be equally impacted by disaster events; communities and individuals with existing vulnerabilities likely require additional assistance in recovery.
- Activation of the Local Disaster Recovery Plan is not dependent on disaster declarations or support available at the state or federal level.
- Recovery activities are initiated concurrently with response activities. Recovery activities may extend months to years after the event.
- Personnel with responsibilities identified in the Local Disaster Recovery Plan are sufficiently trained and prepared to perform their respective responsibilities.
- Cowley County Emergency Management is responsible for maintaining and providing training on the Local Disaster Recovery Plan with stakeholders, external partners, the private sector, and non-governmental organizations (NGOs).

---

<sup>1</sup> Hernandez, Patricia. "A Rural Capacity Map." Headwaters Economics, 19 October 2022, <https://headwaterseconomics.org/equity/rural-capacity-map/>.

<sup>2</sup> Centers for Disease Control and Prevention. "Social Vulnerability CDC/ATSDR Social Vulnerability Index." 16 November 2022, <https://www.atsdr.cdc.gov/placeandhealth/svi/index.html>.

## 2 Overview of Recovery Operations

After an incident, disaster response operations prioritize saving lives, protecting property and the environment, and meeting immediate basic human needs. Once the incident is stabilized, response efforts transition into recovery operations to repair, restore, and rebuild critical community assets long-term (i.e., months to years after the incident).

### 2.1 Introduction to Recovery

Recovery describes post-incident activities to restore community infrastructure, address individuals' unmet needs, manage and contain cascading impacts by stabilizing community systems, and position the community to become more resilient to disasters in the future.

The recovery process depends on the size, scope, and situation of the disaster. A minor event likely does not exceed the capacity of a jurisdiction to recover, with minimal need for state or federal assistance, whereas a more significant disaster may require significant need for state or federal assistance, particularly federal funding assistance.

Recovery is locally driven, supported by neighboring jurisdictions and at the local, state, and federal level and external partners to increase capacity to recover. The recovery process occurs in two phases, short-term and long-term recovery.

#### 2.1.1 Short-Term Recovery

Short-term recovery is primarily facilitated by municipal and county government departments with support from external partners and state agencies. Activities in this phase generally occur within the first 30 days from the onset of the incident and overlap with response operations, although the length of this phase may extend given the scope of the incident.

The key objectives of short-term recovery include but are not limited to the following:

- Complete transition from response to recovery;
- Address community health and safety needs beyond rescue;
- Continue assessments of unmet needs and damage;
- Restoration of essential services (e.g., public health services);
- Temporary repairs to facilities;
- Debris removal and disposal;
- Address citizen emergency permitting and zoning needs; and
- Begin to implement projects that may address more permanent recovery gaps (e.g., rebuild infrastructure and facilities).

## 2.1.2 Long-Term Recovery

Long-term recovery is primarily facilitated by external partners, with support and guidance from municipal county government departments and state agencies. Activities in this phase may continue for months or years and addresses complex recovery operations.

The key objectives of long-term recovery include but are not limited to the following:

- Conduct permanent facility repairs and reconstruction;
- Invest in local economies;
- Identify permanent housing solutions for impacted residents;
- Restore, rebuild, or relocate damaged or destroyed social, economic, and natural infrastructure to promote community resilience; and
- Mitigate impacts of future hazard events.

## 2.2 Key Recovery Activities

There are several processes and activities that guide recovery operations across short-term and long-term recovery. The table below summarizes these activities. Refer to **KRP Section 12. Glossary** and **Appendix A** for additional information and definitions.

*Table 11: Key Recovery Activities*

| Key Activity         | Description                                                                                                                                                                                                                                                                                               |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cost Recovery        | Cost recovery activities maintain potential eligibility for federal recovery grant programs. Activities include identification of funding, aligning financial processes with federal grant program requirements, and developing tools to support grant management.                                        |
| Damage Assessment    | Damage assessments include actions that are undertaken to determine the nature and scope of damage to structures, facilities, and infrastructure. Formal damage assessments are used for the purpose of identifying and scaling the need for state and federal disaster assistance in the recovery phase. |
| Debris Management    | Debris management includes the removal, transportation, storage, and disposal of debris associated with a disaster incident. This process is initiated during response but may extend through the short-term recovery phase.                                                                              |
| Disaster Declaration | A disaster declaration is made to recognize the significance of a disaster incident on a community. Disaster declarations may be made at a local, state, or federal level, depending on the scope of the incident.                                                                                        |

| Key Activity           | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                        | <ul style="list-style-type: none"> <li>• State of local disaster emergency declarations are recommended by county emergency management to request state support.</li> <li>• State of Disaster Emergency Proclamations are made by the Governor of Kansas and coordinated by the Kansas Division of Emergency Management (KDEM) to activate emergency response and recovery plans.</li> <li>• Federal Emergency or Major Disaster Declarations are made by the President of the United States when federal assistance is required for response and recovery operations and funding.</li> </ul>                                                                                                                                                                                                                                                  |
| Mutual Aid Agreements  | <p>Mutual Aid Agreements are written agreements between agencies, organizations, and/or jurisdictions that they will assist one another on request during disaster recovery. Activating Mutual Aid Agreements may furnish personnel, equipment, and/or expertise in a specified manner. Refer to the <b>K.S.A 49-950 through K.S.A 48-955</b> for additional information regarding the Kansas Mutual Aid System Compact.</p>                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Recovery Facilities    | <p>Depending on the size and scope of the disaster, local, state, and federal governments may utilize different facilities and locations to support recovery operations.</p> <ul style="list-style-type: none"> <li>• Disaster Recovery Centers (DRCs) are facilities where the Federal Emergency Management Agency (FEMA) provides information to clients and potential clients in a federally declared disaster.</li> <li>• Multi-Agency Resource Centers (MARC)s are facilities where public and private organizations collectively provide assistance to communities.</li> <li>• Volunteer Reception Centers (VRCs) are facilities used to receive, organize, and manage volunteers that support recovery.</li> <li>• Points of Distribution (PODs) are facilities designated for the distribution of disaster relief supplies.</li> </ul> |
| Unmet Needs Assessment | <p>Unmet Needs Assessments build upon information gathered through the damage assessment process to understand community needs that are ongoing across the recovery process. Unmet Needs Assessments are used to support an integrated recovery process and formalized Unmet Needs Assessments may be used to support provision of additional federal grants.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

## 2.3 Recovery Functional Areas

To facilitate coordination, recovery activities may be organized by recovery functional area. Each recovery functional area represents a series of activities that address similar recovery challenges.

*Table 22: Recovery Functional Areas*

| Focus Area                                       | Recovery Activities                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Community Planning and Capacity Building Support | Coordinate post-incident recovery planning, including public engagement and priority setting in alignment with potential funding sources.                                                                                                                                                                                                                          |
| Economic Recovery                                | Coordinate public, private, and NGO efforts to restore economic and business activities after a disaster. This may include implementing programs to sustain, rebuild, and promote the economic wellbeing of the community.                                                                                                                                         |
| Health and Social Services                       | Coordinate public, private, and NGO efforts to support long-term community health and social service unmet needs after a disaster. This may include implementing programs that provide health and social services.                                                                                                                                                 |
| Housing                                          | Coordinate public, private, and NGO efforts to ensure housing services are provided to those impacted by the disaster. This may include implementing programs to address temporary, temporary-to-permanent, and permanent housing solutions that promote neighborhood growth and bring residents back to impacted communities.                                     |
| Infrastructure Systems                           | Coordinate public, private, and NGO efforts to ensure the infrastructure systems and services are repaired and restored. This may include implementing activities to rebuild transportation, water, wastewater, electricity, gas, broadband, and communication infrastructure in a way that makes the systems less susceptible to the impacts of future disasters. |
| Natural and Cultural Resources                   | Coordinate public, private, and NGO efforts to maintain, restore, and support future preservation of natural, cultural, and historic resources following a disaster. This may include implementing programs to protect and restore community resources (e.g., parks, waterways, cemeteries, museums).                                                              |
| Agriculture                                      | Coordinate public, private, and NGO efforts to support and restore agricultural activities after a disaster. This may include implementing programs to evaluate impacts on the agriculture industry and provide recovery services to the agricultural community.                                                                                                   |

## 3 Roles and Responsibilities

This section defines Cowley County recovery responsibilities carried out by authorized personnel. Local government representatives lead and delegate responsibilities to external partners (e.g., private sector and NGOs) to supplement available resources and support operations.

The roles and responsibilities outlined in this section do not require creating new positions. Depending on capacity, recovery responsibilities may be performed by individual personnel or distributed and expanded among multiple personnel. This section is designed to be flexible and scalable and can be used in any incident, regardless of size, complexity, and declaration type (e.g., local, state, federal).

### 3.1 Recovery Coordination Framework

The Recovery Coordination Framework identifies the roles and responsibilities that initiate and sustain recovery operations. The following Recovery Coordination Framework outlines recovery roles and responsibilities to complete with the support of external partners, if needed. Table 3 below describes these roles and responsibilities, with Strategic Leadership **overseeing** recovery activities, Operational Management **managing** recovery activities, and Partnership and Operations **implementing** recovery activities.

*Table 3: Recovery Coordination Framework*

| Role                        | Responsibilities                                                                                        |
|-----------------------------|---------------------------------------------------------------------------------------------------------|
| Strategic Leadership        | Provide coordination authority for recovery activities that require administrative review and approval. |
| Operational Management      | Organize, coordinate, and advance day-to-day recovery activities at the local level.                    |
| Partnerships and Operations | Implement well-defined recovery activities and track progress on recovery milestones.                   |

**Appendix B. Recovery Management** Tools to identify the personnel fulfilling the responsibilities within the Recovery Coordination Framework and more information on roles and responsibilities. These personnel were pre-designated by Cowley County in the development of the Local Disaster Recovery Plan. Refer to the **Local Disaster Recovery Plan Template: Planning Guide** for guidance on identifying different personnel to fulfill these responsibilities depending on the availability and capacity of local government departments.

## 3.2 Recovery Roles and Responsibilities

### 3.2.1 Strategic Leadership

Strategic Leadership personnel provide coordination authority for recovery activities that require administrative review and approval. They also provide general direction to Operational Management personnel, coordinating directly with the **Disaster Recovery Manager**.

#### **County Board**

In accordance with K.S.A. 48-932, the Cowley County Board of Commissioners has the authority to activate recovery activities outlined in the LEOP and Local Disaster Recovery Plan for Cowley County.

During response operations, the Emergency Management Director or designee is responsible for monitoring resources and requesting state assistance. During recovery operations, the Cowley County Board of Commissioners coordinates with the Disaster Recovery Manager to maintain situational awareness on available resources within Cowley County, including voluntary and mutual aid, before requesting assistance from neighboring jurisdictions. Once it is documented that the recovery exceeds local capacity, the Disaster Recovery Manager may make a formal request for state assistance on behalf of the Cowley County Board of Commissioners. Refer to **LEOP Section IV. Method of Operation – B. Coordination, Direction and Control** for additional information regarding resource requests.

The following are the primary responsibilities of the Cowley County Board of Commissioners:

- Declare a state of local disaster emergency and extend as needed.
- Review and approve waivers (e.g., building inspection permit fees for the reoccupation of buildings and structure) to expedite recovery operations.
- Review and approve requests to allocate recovery funds.
- Support the Disaster Recovery Manager in overall coordination of recovery activities (e.g., providing initial and subsequent notifications).
- Advise the development of strategic recovery priorities.

### 3.2.2 Operational Management

Operational Management personnel organize, coordinate, and advance day-to-day recovery activities at the local level.

## Disaster Recovery Manager

The Disaster Recovery Manager implements the Local Disaster Recovery Plan and is the primary liaison between Strategic Leadership and Partnerships and Operations. They are responsible for overseeing the transition to recovery and the implementation of the Local Disaster Recovery Plan within Cowley County. It is encouraged to identify the Disaster Recovery Manager prior to a disaster. Refer to the **Local Disaster Recovery Plan Template: Planning Guide** for more information on how to select a Disaster Recovery Manager in the absence of pre-identified personnel.

The following are the primary responsibilities of the Disaster Recovery Manager:

- Activate the Local Disaster Recovery Plan and assign staff to assist full- or part-time.
- Manage staff and their daily implementation of short- and long-term recovery operations.
- Communicate recovery priorities to state and other recovery stakeholders and supporters.
- Oversee recovery milestones and communicate progress across the Recovery Coordinating Framework.

## Financial Recovery Manager

The Financial Recovery Manager oversees and coordinates financial planning, operations, and reporting responsibilities. The Financial Recovery Manager is activated regardless of the scope and size of the disaster.

The following are the primary responsibilities of the Financial Recovery Manager:

- Provide strategic guidance to the Disaster Recovery manager and Strategic Leadership regarding disaster cost recovery policies.
- Collect and maintain disaster recovery documentation, including documentation to help meet state and federal disaster declaration thresholds or programmatic requirements.
- Ensure recovery personnel are aware of compliance requirements of recovery funding, if available, with applicable program requirements.

## Subject Matter Experts

Subject matter experts (SMEs) can support Operational Management and Partnerships and Operations implement post-disaster recovery operations as required.

SMEs may have recovery expertise in the following areas:

- Incident type (e.g., providing guidance on how to recover and protect sensitive data from cybersecurity attacks);
- Sector (e.g., providing guidance on how to assist farmers, including but not limited to animal mortality management and equipment operations);
- Recovery activity (e.g., providing guidance on how to conduct community health assessments with consideration for social vulnerability); and

- Impacted population (e.g., providing guidance on how to assist individuals with functional and access needs).

### 3.2.3 Partnerships and Operations

Partnerships and Operations personnel are comprised of local government departments responsible for implementing recovery activities under the direction of the Disaster Recovery Manager. In coordination with the Disaster Recovery Manager, local government departments may ask external partners for assistance. To facilitate coordination, recovery activities may be organized by recovery functional areas, as defined in 2

#### Overview of Recovery Operations.

#### Local Government Departments

Local government departments maintain recovery responsibilities within their department scope and mission. In addition, the Disaster Recovery Manager may delegate responsibilities to specific personnel to coordinate cross-cutting recovery processes, depending on the scope and need of the incident. Table 4 below summarizes the Critical Recovery Process Coordinator responsibilities that may be delegated to local government departments. These positions coordinate closely with the Disaster Recovery Manager and Long-Term Recovery Group (LTRG), as applicable. Refer to 2

**Overview of Recovery Operations** for additional information regarding these processes.

*Table 4: Critical Recovery Process Coordinator Responsibilities*

| Role                          | Role                                                                                                                                                                                                                                                                                                                       |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Damage Assessment Coordinator | <ul style="list-style-type: none"> <li>• Continue the work of damage assessments initiated in response, if needed.</li> <li>• Coordinate with the Financial Recovery Manager, departments, and external partners.</li> <li>• Communicate priorities and progress to the Disaster Recovery Manager.</li> </ul>              |
| Recovery Facility Coordinator | <ul style="list-style-type: none"> <li>• Identify a site to open and operate a facility.</li> <li>• Facilitate the integration of state, federal, and/or external partners who may be on site to provide support to residents.</li> <li>• Communicate priorities and progress to the Disaster Recovery Manager.</li> </ul> |
| Debris Management Coordinator | <ul style="list-style-type: none"> <li>• Continue the work of debris management, if needed.</li> <li>• Coordinate with departments that are collecting, tracking, and disposing of debris.</li> <li>• Communicate priorities and progress to the Disaster Recovery Manager.</li> </ul>                                     |
| Unmet Needs Coordinator       | <ul style="list-style-type: none"> <li>• Coordinate with departments, external partners, and LTRG, as appropriate, on the collection of information for addressing unmet needs and/or providing services.</li> <li>• Communicate priorities and progress to the Disaster Recovery Manager.</li> </ul>                      |

| Role                         | Role                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Recovery Housing Coordinator | <ul style="list-style-type: none"> <li>• Compile information related to recovery housing needs and facilitates services to meet these needs.</li> <li>• Coordinate with shelter managers, housing departments, the Unmet Needs Coordinator, and departments and external partners involved in post-disaster housing.</li> <li>• Communicate priorities and progress to the Disaster Recovery Manager.</li> </ul> |

## External Partners

Local government departments may leverage external partners, including private entities, NGOs, and faith-based organizations in recovery should an incident exceed local capacity. External partners are crucial for recovery by providing resources (e.g., staff, funding, equipment, facilities) and supporting specific activities (e.g., restoring utilities, community engagement).

External partners are those that establish a formal agreement with local government in the form of a memorandum of understanding (MOU), contract, or another document. Under certain circumstances, local government departments may establish a formal agreement with external partners at the time of disaster or with those that participate in just-in-time trainings. However, it is strongly encouraged to have pre-established partnerships.

## Long-Term Recovery Group

When recovery needs require more complex problem solving and assistance from external partners, the Disaster Recovery Manager may determine the need for a LTRG. The LTRG is a cooperative body that is made up of public, private, non-governmental stakeholders and other organizations working within a community to assist individuals and families as they recover from a disaster. The LTRG is led by a LTRG Coordinator, who is responsible for overseeing the membership and activities of the LTRG through long-term recovery.

Members of the LTRG reflect the diversity of the disaster-impacted community and possess leadership skills along with the ability to work collaboratively. LTRG members have sufficient authority from the organizations they represent to be able to make commitments and/or speak on behalf of their respective organization.

The following are the primary responsibilities of the LTRG:

- Participate in and/or implement post-disaster recovery projects.
- Address problems that may involve stakeholder engagement with governments (local, state, and federal), external partners, and/or neighboring jurisdictions.
- Request technical assistance and support at the state level.
- Follow cost recovery policies and procedures for disaster-related activities.
- Track and evaluate the progress of recovery activities.

## 4 Coordination Mechanisms

Successful recovery requires coordination among many different entities, including local, state, and federal governments as well as external partners. Recovery operations are locally led, state supported, and federally assisted. Useful tools and references can be found in **Appendix C. LTRG Tools** and **Appendix D. ESF Transition Tool**.

The recovery activities that require coordination outside of Cowley County are local-to-local coordination, local-to-external partners coordination, and local-to-state coordination. The following sections outline activities but are not a comprehensive list of all processes that may be coordinated during recovery operations.

### 4.1 Local-to-Local Coordination

Local-to-local coordination describes the engagement between the county and other regional governmental partners (e.g., regional planning agency, neighboring county, or municipality). This type of coordination is led by the Disaster Recovery Manager, with support from departments, external partners, and LTRGs as appropriate.

Key activities that may require local-to-local coordination during a recovery operation include but are not limited to the following:

- Establish and coordinate services for regional MARCs, VRCs, DRCs, and reception points, as applicable.
- Coordinate resources through Mutual Aid Agreements.
- Coordinate housing support and/or interim relocation support.
- Coordinate with neighboring schools to provide education continuity.
- Support local businesses and industries.

Refer to **LEOP Section III. Roles and Responsibilities – D. Municipal Government and E. Special Districts**, **LEOP Section IV. Method of Operations – B. Command, Direction and Control**, and **KRP Section 6.7 Resources and Coordination** for additional information regarding local-to-local coordination activities.

### 4.2 Local-to-External Partners Coordination

Local-to-external partners coordination describes the engagement between the county and external partners (e.g., NGOs and faith-based organizations). This type of coordination is led by the Disaster Recovery Manager or LTRG, as appropriate, but is likely delegated to government departments with existing relationships with these partners.

Key activities that may require local-to-external partners coordination during a recovery operation include but are not limited to the following:

- Conduct impact assessments and unmet needs assessments.
- Provide support and information to local recovery facilities.
- Initiate the restoration of utilities with utility providers.
- Identify needs to effectively restore business activities to major employers.
- Engage NGOs and faith-based organizations to coordinate resources and volunteers.
- Support insurance agencies in the assessment and distribution of information and resources to the community.
- Coordinate services for regional MARCs, VRCs, DRCs, and reception points, as applicable.
- Activate standby contracts to support recovery operations such as debris management, case management, and infrastructure restoration.

Refer to **LEOP Section III. Roles and Responsibilities – F. Private Sector and G. Non-Government and Volunteer Organizations**, **LEOP Section IV. Method of Operations – B. Command, Direction and Control**, and **KRP Section 6.7 Resources and Coordination** for additional information regarding local-to-external partner coordination activities.

## 4.3 Local-to-State Coordination

Local-to-state coordination describes the engagement between the county and state. This type of coordination is led by the Disaster Recovery Manager, with support from other departments and LTRGs as appropriate.

Key activities that may require local-to-state coordination during a recovery operation include but are not limited to the following:

- Coordinate with KDEM to conduct Initial Damage Estimate (IDE), considering damage metrics for the Small Business Administration (SBA) or United States Department of Agriculture (USDA) programs.
- Report agriculture-related damages to the County Extension Offices, who then provide them to the State Emergency Board as Loss Assessment Reports for potential disaster declaration consideration.
- Liaise with state officials to support the Preliminary Damage Assessment (PDA) process and eligibility for federal assistance, depending on the magnitude of the disaster.
- Coordinate with the Human Services Officer to assess unmet needs.
- Coordinate with KDEM and partners through state MOUs to establish and coordinate services for regional MARCs, VRCs, DRCs, and reception points, as applicable.
- Request state assistance for recovery support. State assistance programs may be available with agencies including KDEM, Department of Commerce, Department for Children and Families, and the Department of Agriculture.
- Request federal assistance on specific recovery activities, coordination with KDEM as appropriate, which may include but is not limited to:

- Work with the United States Army Corps of Engineers for major infrastructure assessments and repair assistance (e.g., debris clearance, levee repair).
- Provide information and documentation to support a federal emergency or major disaster declaration through FEMA.
- Liaise with the SBA to determine if the extent of the disaster qualifies residents, businesses, and/or NGOs for disaster loans.
- Support coordination for Business Recovery Centers.
- Coordinate with FEMA for Transitional Sheltering Assistance, Individual Assistance, Public Assistance, and other disaster funding sources.
- Request or allocate funding through long-term recovery and mitigation funding sources (e.g., Hazard Mitigation Grant Program, Building Resilient Infrastructure and Communities, Community Development Block Grant Disaster Recovery).

Refer to **LEOP Section III. Roles and Responsibilities – A. Federal Government and B. State Government and IV. Method of Operations – B. Command, Direction and Control in the LEOP** and **KRP Section 6.7 Resources and Coordination and 9. Federal Declaration** for additional information regarding local-to-state coordination activities.

# 5 Concept of Operations

This section outlines the general sequence and scope of recovery operations separated into five phases: preparedness, transition to recovery, short-term recovery, long-term recovery, and transition to steady state. There is rarely a distinct start and stop point between the phases; however, the phases provide a conceptual framework to describe the nature of completed, ongoing and remaining recovery activities.

## 5.1 Preparedness

Recovery plans, policies, and agreements developed before an incident occurs can help facilitate and expedite recovery operations. The goal of this phase is to prepare for disaster recovery during steady-state operations. Preparedness activities may include:

- Update the Local Disaster Recovery Plan when new policies or considerations for disaster recovery arise. Refer to **Plan Maintenance** for additional information regarding the plan update process.
- Register key personnel who support recovery operations to participate in any local or statewide trainings and exercises related to recovery.
- Incorporate disaster recovery operations into the county training and exercise program. Materials that may be utilized in trainings and exercises are included in **Appendix E**.
- Support development of internal cost recovery policies and procedures, including systems to track disaster-related costs (e.g., project codes). Refer to **Pre-Disaster Cost Recovery Activity** for additional information.
- Complete publicly available trainings to build recovery capacity, which may include but are not limited to:
  - FEMA IS-288.a: The Role of Voluntary Organizations in Emergency Management;
  - FEMA IS-558: Public Works and Disaster Recovery;
  - FEMA IS-559: Local Damage Assessment;
  - FEMA IS-660: Introduction to Public-Private Partnerships;
  - FEMA IS-2900.a: National Disaster Recovery Framework (NDRF) Overview; and
  - FEMA IS-2905: Coordinating Health and Social Services Recovery.
- Engage in efforts to prepare the community for disaster recovery (e.g., Citizen Corps activities). Refer to **KRP Section 5.9 Citizen Involvement** for additional details regarding citizen involvement in emergency management.
- Determine a notification process to communicate the activation of the Local Disaster Recovery Plan to county departments, state entities, and external partners.
- Establish MOUs, Mutual Aid Agreements, or other support agreements that may provide resources to supplement county recovery efforts, which may address debris management, damage assessments, infrastructure repairs, recovery facility operations, and other recovery processes.

- Establish ordinances, resolutions, and policies that may expedite or support local recovery efforts, which may address permitting and inspection fees, eviction moratoriums, accessory dwelling unit and zoning regulations, and other recovery challenges.

Refer to **Funding Recovery**, **LEOP Section IV. Method of Operations - D. Preparedness**, and **KRP Section 8.1 Preparedness** for additional information regarding preparedness activities.

## 5.2 Transition to Recovery

While response and recovery activities may occur simultaneously, as the incident progresses response activities will decrease, and recovery activities will increase. The Emergency Operations Center (EOC) Director, under approval of the Cowley County Board of Commissioners, designates the responsibilities to the Disaster Recovery Manager and advises on the need to begin recovery operations.

The key objectives of the transition to recovery are to determine the scope and initial priorities of recovery operations, identify resources to conduct operations, and facilitate a smooth transition of operations and resources from response to recovery. The transition requires close coordination between the EOC and the Disaster Recovery Manager.

### 5.2.1 Transition Indicators

Conditions and activities that may indicate the transition to recovery may include but are not limited to the following:

- Lifesaving operations (e.g., search and rescue, firefighting operations, emergency medical needs) are complete.
- IDEs and PDAs are complete, and information is shared with KDEM.
- Community members who evacuated during the incident are returning to inspect personal property damages.
- Shelters for disaster survivors are closing.
- Critical infrastructure services (e.g., electricity, water services) are restored.
- Debris management activities are initiated.

### 5.2.2 Recovery Operations

*Activities are primarily conducted by the Disaster Recovery Manager, under approval from Recovery Strategic Leadership as needed.*

- Review information regarding the impacts and severity of the event to determine the scope of recovery activities and recovery priorities.
  - Review information from IDEs completed during the first 24-48 hours following the incident and other information collected during response to understand impacts of the event and areas that may require additional assistance.

- Review situational information regarding the jurisdiction and its populations to understand how certain communities may be more adversely impacted by the event and require additional assistance. Refer to **Situation** and **LEOP Section II. Situation**, especially subsections C. Capability Assessment, D. Economic Profile, E, Spatial Profile, and F. Vulnerabilities, for information regarding the county situation.
- Consider response operations that will continue into recovery and identify process to facilitate transition of responsibilities, as needed.
- Identify new operations that may occur in recovery now that lifesaving operations have subsided.
- Review the Local Disaster Recovery Plan to identify initial recovery priorities and adapt to the incident as needed.
- Determine resources (e.g., personnel, funding, equipment) needed to support recovery operations.
  - Consider stakeholders involved in response that may continue to support recovery operations and additional stakeholders who may not previously be engaged in response but support efforts in short- and long-term recovery.
    - Refer to **Roles and Responsibilities** for additional information regarding the scope of the Recovery Coordination Framework.
    - Departments and external partners supporting ESFs may be asked to support similar operations in recovery. Refer to **Appendix D** for a framework for how ESF members engaged in response may be transitioned into recovery roles.
  - Review if recovery needs extend beyond the capacity of the county. Anticipate the need to extend MOUs, Mutual Aid Agreements, or other support agreements or to request state assistance to supplement recovery efforts.
  - Determine needed facilitation touchpoints for the response to recovery transition.
- Activate the Local Disaster Recovery Plan.

## 5.3 Short-term Recovery

### 5.3.1 Strategies and External Support

*Activities are primarily conducted by the Disaster Recovery Manager, under approval from Recovery Strategic Leadership as needed.*

- Activate or extend existing emergency ordinances, resolutions, and policies (e.g., state of local disaster emergency) that may support recovery. Consider additional policies that may be established at time of event.
  - Refer to **LEOP Section IV. Method of Operations – B. Command, Direction and Control** for additional information regarding emergency policies.

- Activate or extend existing MOUs, Mutual Aid Agreements, or other support agreements that may provide resources to supplement county recovery efforts. Consider additional agreements that may be established at time of event.
  - Refer to section **KRP Section 6.7 Resources and Coordination** and **LEOP Section IV. Method of Operations – B. Command, Direction and Control** for additional information regarding MOUs and agreements.
- If needed, request state support to supplement recovery efforts.
  - Refer to section **KRP Section 6.7 Resources and Coordination** and **LEOP Section IV. Method of Operations – B. Command, Direction and Control** for additional information regarding requesting state resources.
- If a federal declaration is made, coordinate with KDEM to request resources from federal agencies who may be available to supplement recovery efforts, depending on the type of declaration made.
  - Refer to **KRP Section 9. Federal Declaration** and **LEOP Section IV. Method of Operations – B. Command, Direction and Control** for additional information regarding requesting federal resources.

### 5.3.2 Recovery Operations

#### Recovery Coordination Framework

*Activities are primarily conducted by the Disaster Recovery Manager, under approval from Recovery Strategic Leadership as needed.*

- Determine scope of Recovery Coordination Framework necessary to support recovery operations.
  - Refer to **Roles and Responsibilities** for additional information regarding the scope of the Recovery Coordination Framework.
  - Departments and external partners supporting ESFs may be asked to support similar operations in recovery. Refer to **Appendix D** for a framework for how ESF members engaged in response may be transitioned into recovery roles.
- Designate personnel to maintain the responsibilities of the Financial Recovery Manager. Confirm they have the resources, authority, and direction to perform the responsibilities.
- Identify recovery responsibilities that will be maintained by county departments. Coordinate the balance of recovery responsibilities with ongoing response responsibilities with personnel as applicable.
- Designate Critical Recovery Process Coordinators to oversee specific recovery activities, as appropriate. Confirm they have the resources, authority, and direction to perform the responsibilities.
- Identify SMEs to support the recovery operation, if specific advisory expertise is required for the incident (e.g., cybersecurity incident) or recovery activities.

- Begin contacting key external partners to integrate into the recovery operation if the needs of the recovery are beyond the capacity of the county government. Confirm external partners have a designated government point of contact.
- Notify personnel identified to support the recovery operations and their role in the Recovery Coordination Framework through pre-established notification processes.
  - Integrate personnel into the recovery operations.
  - Confirm any external partners have a designated government point of contact.
  - Establish incident-specific communication and coordination procedures for recovery (e.g., communication frequency and protocol, in-person meetings, public meetings).
- Monitor and manage volunteers and donations.
- Consider the need for an LTRG to facilitate complex decision-making and maintain continuity of recovery operations through long-term recovery.
  - Coordinate with departments and external partners and existing community efforts that may transition to the LTRG.
  - Coordinate with the LTRG Coordinator to contacting LTRG members, identify new potential members, and establish LTRG meetings and responsibilities.

### Damage Assessments

*Activities are primarily coordinated by the Damage Assessment Coordinator, with support from government departments, external partners, and state resources, if available.*

- Based on IDEs conducted in response, monitor any ongoing assessments of damage to property, systems, and infrastructure.
  - Manage teams tasked with assessments of property, critical infrastructure, and cultural and/or historic sites.
  - Continually update damage estimates and share with KDEM as appropriate.
  - If requested, conduct PDAs.
  - Conduct habitability assessments to determine the structural safety of residential buildings.
- Refer to **KRP Section 8.3 Recovery** and **LEOP Section IV. Method of Operations – F. Recovery – 3. Damage Assessments** for additional information regarding damage assessment processes.

### Debris Management

*Activities are primarily coordinated by the Debris Management Coordinator, with support from government departments, external partners, and state resources, if available.*

- Continue activities under the Debris Management Plan activated in response.
  - Conduct clean-up operations.
  - Determine if abatement and demolition of hazardous structures is necessary.

- Implement any remaining emergency actions such as clearance of primary transportation routes.
- Determine long-term debris removal needs.
- Refer to **KRP Debris Management Support Annex, LEOP Section ESF 3: Public Works and Engineering**, and the **local Debris Management Plan** for additional information regarding debris operations.

## Unmet Needs

*Activities are primarily coordinated by the Unmet Needs Coordinator, with support from government departments, external partners, and state resources, if available.*

- Continue to evaluate unmet needs of the community (e.g., available housing, employment impacts, transportation access).
- Identify process to address unmet needs with community, county, or state resources, if available. Coordinate with the Human Services Officer.
- Ensure recovery information and resources reach vulnerable populations, including people with disabilities and individuals with access and functional needs.
- Compile key information collected regarding unmet needs to influence recovery operations and priorities.
- Coordinate closely with the LTRG, if activated.

## Recovery Facilities

*Activities are primarily coordinated by the Recovery Facilities Coordinator, with support from government departments, external partners, and state resources, if available.*

- Determine if MARCs, DRCs, VRCs, and/or receiving points are needed, in coordination with the EOC Director and Disaster Recovery Manager, as applicable.
- Identify locations for recovery facilities.
  - Refer to **LEOP Section IV. Method of Operations - F. Recovery – 6. Disaster Recovery Centers and Staging Areas** for the fixed locations for potential recovery facilities.
- Establish and begin to operate the recovery facilities, in coordination with local government departments and external partners.
  - Conduct building inspections and fire safety inspections.
  - Monitor site for security concerns and maintain security personnel on the premises if necessary.
  - Communicate recovery facility locations, operational hours, and available resources.
  - Provide transportation to recovery facility locations, as appropriate.
  - Provide technology support (e.g., internet access).
  - Ensure sites are accessible (e.g., wheelchair ramp access).

- Coordinate with federal and state agencies and external partners who may be providing services through or operating the recovery facilities.
  - Coordinate with federal agencies (e.g., FEMA, United States Department of Housing and Urban Development [HUD], SBA, USDA), state agencies (e.g., KDEM, Department of Commerce, Department of Children and Family Services, Department of Agriculture), and external partners (e.g., Kansas Voluntary Organizations Active in Disaster (KSVOAD), United Way, Salvation Army, Blue Roof Program) providing resources to the community at the DRC, as applicable.
  - Coordinate with state agencies (e.g., KDEM, Department of Commerce, Department of Children and Family Services, Department of Agriculture) and external partners (e.g., KSVOAD, United Way, Salvation Army, Blue Roof Program) providing resources to the community at the MARC, as applicable. MARCs may be managed by the American Red Cross or operated virtually by the United Way of the Plains.
  - Coordinate with external partners (e.g., KSVOAD, United Way, Salvation Army, Blue Roof Program) coordinating volunteer activities in the community at the VRC, as applicable. VRCs may be managed by qualified local group, external partner identified in an MOU, or by United Way of the Plains by requesting state support or through local MOU with the agency.
  - Assign personnel to manage POD(s), which may be the EOC Director, Disaster Recovery Manager, or Recovery Facilities Coordinator, as applicable.
- Compile key information collected at the assistance centers regarding unmet needs.
  - Summarize trends and outstanding needs.
  - Share information with Recovery Strategic Leadership and Recovery Operational Management to determine needed changes to recovery priorities.
  - Share information with Partnerships and Operations involved in recovery to determine needed operations to fill the unmet needs.
- Identify long-term vision for connecting populations with unmet needs to available services, without recovery facilities.
- Determine when recovery facilities are no longer needed and demobilize accordingly.
- Refer to **KRP Section 8.3 Recovery and ESF 14** and **LEOP Section IV. Method of Operations - F. Recovery – 6. Disaster Recovery Centers and Staging Areas** for additional information regarding recovery facilities.

### Cost Recovery

*Activities are primarily coordinated by the Financial Recovery Manager, with support from government departments, external partners, and state resources, if available.*

- Track costs and impacts for documentation purposes and/or support potential federal declaration.

- Maintain detailed documentation regarding costs and impacts, consolidating information related to completed damage assessments, unmet needs assessments, and other industry-specific impacts.
- Share documentation with KDEM regularly to indicate need for a state and/or federal declaration.
- If impact thresholds are met, the Governor may request a Presidential disaster declaration through FEMA. The President may deny the request, declare a state of emergency, or declare a major disaster.
- If a federal declaration is made, continue to track costs and impacts to support reimbursement through available funding sources, in accordance with program requirements.
  - Share financial information with the Disaster Recovery Manager. The Disaster Recovery Manager coordinates with KDEM to request resources from FEMA, HUD, SBA, USDA, and other federal agencies who may be available to provide support to recovery efforts.
- Identify financial sources to fund recovery activities.
  - Align recovery priorities, unmet needs, and damage restoration against funding sources, if available.
  - Communicate potential funding source requirements and critical timelines with the EOC, recovery coordinating structure, and key partners, including any documentation or compliance requirements.
  - Coordinate with the EOC to collect spending detail, documentation, operational reports, and any other details or documentation that may help transition financial management from response to recovery operations.
- Collect financial data and supporting documentation in coordination with the damage assessment process in accordance with state and federal requirements.
  - Collect, or coordinate the collection of, insurance detail and documentation for covered assets.
- Refer to **Funding Recovery** for additional information regarding cost recovery activities.

### 5.3.3 Recovery Functional Areas

#### Community Planning and Capacity Building

*Activities are primarily coordinated by the Disaster Recovery Manager or designee, with support from government departments, external partners, and state resources, if available.*

- Consider designating community planning and capacity building responsibilities to an emergency management department, planning department, zoning commission, or similar group with

experience engaging the community and can provide strategic guidance to other stakeholders involved in recovery. If designated, this individual is responsible for the activities below.

- Provide clear and accurate public communications regarding recovery operations and resources.
- Ensure recovery information is accessibly developed and disseminated, which may include distribution in multiple mediums (e.g., digital and paper), languages, and locations, and may be easily understood and accessible to vulnerable populations.
- Determine the need to provide technical assistance (e.g., language translation) to service providers to quickly engage and support the intended beneficiaries.
- Establish community engagement processes to allow for meaningful input from community members and external partners regarding recovery needs and operations (e.g., town hall meetings, public forums to collect feedback on recovery needs).
- Coordinate with relevant state agencies (e.g., KDEM, Department of Revenue) to support activities, if necessary.

### **Economic Recovery**

*Activities are primarily coordinated by the Disaster Recovery Manager or designee, with support from government departments, external partners, and state resources, if available.*

- Consider designating economic recovery responsibilities to an economic development department or similar group that engages regularly with businesses and has situational awareness of economic development needs in the community. If designated, this individual is responsible for the activities below.
- Understand and prioritize unmet needs related to economic recovery.
- Assist with return of health and social service network employees to support restoration of economic activity.
- Collaborate with stakeholders to cultivate financial support and long-term capital investment for economic recovery.
- Coordinate with relevant stakeholders, including the public and private sector, to promote resilient economic recovery.
- Coordinate with KDEM to engage or coordinate directly with relevant state agencies (e.g., Department of Agriculture, Department of Commerce, Department of Labor) to support activities, if necessary.

### **Health and Social Services**

*Activities are primarily coordinated by the Disaster Recovery Manager or designee, with support from government departments, external partners, and state resources, if available.*

- Consider designating health and social services responsibilities to a health department or similar group with experience managing programs to promote physical and behavioral health and has

situational awareness of health and social service needs in the community. If designated, this individual is responsible for the activities below.

- Promote continuity of essential health and social services, which may require the use of temporary facilities.
- Promote provision of mental, emotional, and psychological health services throughout all aspects of the community.
- Assist with the return of health and social service network employees to their jobs.
- Support restoration and recovery of health and social services networks, facilities, childcare, and/or providers that impact employment and support a customer base for local businesses.
- Coordinate resources to assess, monitor, and perform cleanup projects to minimize negative public and environmental health impacts.
- Coordinate with KDEM to engage or coordinate directly with state agencies (e.g., Department of Aging and Disability, Department of Children and Family Services, Department of Education, Department of Health and Environment) to support activities, if necessary.

## Housing

*Activities are primarily coordinated by the Disaster Recovery Manager or designee, with support from government departments, external partners, and state resources, if available.*

- Consider designating housing responsibilities to a housing department, community development department, building inspector, public housing authority, or similar group with expertise in coordinating community housing services and has situational awareness of existing housing needs in the community. If designated, this individual is responsible for the activities below.
- Assess gaps and shortages in post-disaster housing stock. Coordinate with Kansas Housing Resources Corporation for support, if necessary.
- Provide support for households transitioning from emergency sheltering to interim and long-term housing, including access to insurance resources and information.
- Conduct inspections of residential properties and disseminate information to homeowners and renters regarding the condition and safety of inspected homes.
- Review potential sites for temporary, permanent, and temporary-to-permanent housing to make sure they are compliant regulations and mobilize units meet those needs.
- Coordinate the activation or establishment of post-disaster building codes and permitting processes that expedite recovery and redevelopment without compromising safety.
- Support rehabilitation and reconstruction of housing.
- Coordinate with KDEM to engage or coordinate directly with relevant state agencies (e.g., Department of Commerce, Department of Children and Family Services) to support activities, if necessary.

## Infrastructure Systems

*Activities are primarily coordinated by the Disaster Recovery Manager or designee, with support from government departments, external partners, and state resources, if available.*

- Consider designating infrastructure systems responsibilities to a transportation department, wastewater department, facilities department, or similar group with expertise in systems restoration and public-private utility coordination. If designated, this individual is responsible for the activities below.
- Support debris clearance and repair of transportation routes.
- Prioritize the repair and restoration of infrastructure systems and services that address critical community needs (e.g., water, wastewater, natural gas, electricity, broadband, communications, fire stations, police departments, hospitals, libraries).
- Contribute to damage and needs assessments to determine the extent of damage to infrastructure.
- Communicate guidelines for the public and contractors regarding disaster debris removal, storage, and disposal based on debris type, contamination factors, and environmental impacts.
- Disseminate information regarding the condition and safety of inspected infrastructure, including passible transportation routes and operational status of utilities.
- Coordinate with KDEM to engage or coordinate directly with relevant state agencies (e.g., Department of Transportation, Department of Agriculture) to support activities, if necessary.

## Natural and Cultural Resources

*Activities are primarily coordinated by the Disaster Recovery Manager or designee, with support from government departments, external partners, and state resources, if available.*

- Consider designating natural and cultural resource responsibilities to a parks and recreation department or similar group with expertise in restoring community resources (e.g., parks, waterways, museums, faith-based institutions) and can provide strategic guidance to other stakeholders involved in recovery. If designated, this individual is responsible for the activities below.
- Assess damage to natural and cultural resources.
- Propose solutions to environmental and historic preservation policy/planning obstacles.
- Track management and protection of natural and cultural resources and historic properties resources.
- Ensure redevelopment, recovery plans, general plans, and resilience plans protect and preserve natural and cultural resources.
- Coordinate with KDEM to engage or coordinate directly with relevant state agencies (e.g., Department of Agriculture, Kansas Forest Service, State Historical Society, Department of Wildlife and Parks) to support activities, if necessary.

## Agriculture

*Activities are primarily coordinated by the Disaster Recovery Manager or designee, with support from government departments, external partners, and state resources, if available.*

- Consider designating agriculture responsibilities to an agriculture department or similar group with expertise in various aspects of agriculture (e.g., produce, farms, animals, business, supply chain) and engaging relevant external partners. If designated, this individual is responsible for the activities below.
- Coordinate with County Extension Offices on recovery services for farmers and ranchers (e.g., guidance on crop insurance coverage, noninsured crop disaster assistance programs).
- Provide technical assistance to poultry and ranchers for the purposes of cleaning facilities and disposing of carcasses in coordination with the Department of Agriculture.
- Coordinate with chemical facility operators on the proper disposal of damaged containers or absorbent materials.
- Connect the agricultural sectors with any available funding sources.
- Engage sector-specific organizations to disseminate information to the Department of Agriculture regarding the post-disaster recovery process.
- Identify and address disruptions to the local food supply chain.
- Coordinate with KDEM to engage or coordinate directly with relevant state agencies (e.g., Department of Agriculture, Kansas Forest Service, Department of Wildlife and Parks) to support activities, if necessary.

## 5.4 Long-term Recovery

### 5.4.1 Strategies and External Support

*Activities are primarily conducted by the Disaster Recovery Manager, under approval from Recovery Strategic Leadership as needed.*

- Extend existing emergency ordinances, resolutions, and policies (e.g., state of local disaster emergency) that may support local recovery. Consider additional policies that may be established at time of event.
  - Refer to **LEOP Section IV. Method of Operations – B. Command, Direction and Control** for additional information regarding emergency policies.
- Extend existing MOUs, Mutual Aid Agreements, or other support agreements that may provide resources to supplement county recovery efforts. Consider additional agreements that may be established to support recovery operations.

- Refer to **KRP Section 6.7 Resources and Coordination** and **LEOP Section IV. Method of Operations – B. Command, Direction and Control** for additional information regarding MOUs and agreements.
- If needed, request state support to supplement recovery efforts.
  - Refer to **KRP Section 6.7 Resources and Coordination** and **LEOP Section IV. Method of Operations – B. Command, Direction and Control** for additional information regarding requesting state resources.
- If a federal declaration is made, coordinate with KDEM to request resources from federal agencies who may be available to supplement recovery efforts, depending on the type of declaration made.
  - Refer to **KRP Section 9. Federal Declaration** and **LEOP Section IV. Method of Operations – B. Command, Direction and Control** for additional information regarding requesting federal resources.

### 5.4.2 Recovery Operations

*Activities are primarily conducted by the LTRG Coordinator, under approval from Recovery Strategic Leadership as needed.*

#### Recovery Coordination Framework

- Continue to oversee government personnel and external partners supporting recovery operations. Confirm they have the resources, authority, and direction to perform the responsibilities.
  - Given the scope and cadence of the recovery operation, consider how to scale down activated departments and external partners to match county recovery needs. Their recovery responsibilities may become part of their day-to-day responsibilities.
  - Do not deactivate the Financial Recovery Manager until all recovery operations are complete.
  - Refer to **Roles and Responsibilities** for additional information regarding the scope of the Recovery Coordination Framework.
- Continue the transition to the LTRG, if deemed necessary to facilitate complex decision-making and maintain continuity of recovery operations through long-term recovery.
  - Coordinate with departments and external partners and existing community efforts that may transition to the LTRG.
  - Coordinate with the LTRG Coordinator to contacting LTRG members, identify new potential members, and establish LTRG meetings and responsibilities.
  - Continue to serve as the county liaison for the LTRG and provide oversight and assistance as needed.
- Continue to monitor and manage volunteers and donations.

## Unmet Needs

- Continue to evaluate unmet needs of the community (e.g., available housing, employment impacts, transportation access).
- Identify process to address unmet needs with community, county, or state resources, if available. Coordinate with the Human Services Officer,.
- Ensure recovery information and resources reach vulnerable populations, including people with disabilities and individuals with access and functional needs.
- Compile key information collected regarding unmet needs to influence recovery operations and priorities.
- Coordinate closely with the LTRG, if activated.

## Recovery Facilities

- Continue to operate the recovery facilities, in coordination with local government departments and external partners, if necessary.
- Continue to coordinate with federal and state agencies and external partners who may be providing services through or operating the recovery facilities.
- Compile key information collected at the assistance centers regarding unmet needs.
  - Summarize trends and outstanding needs.
  - Share information with Recovery Strategic Leadership and Recovery Operational Management to determine needed changes to recovery priorities.
  - Share information with Partnerships and Operations involved in recovery to determine needed operations to fill the unmet needs.
- Identify long-term vision for connecting populations with unmet needs to available services, without recovery facilities, if applicable.
- Determine when recovery facilities are no longer needed and demobilize accordingly.
- Refer to **KRP Sections 8.3 Recovery and ESF 14** and **LEOP Section IV. Method of Operations – F. Recovery – 6. Disaster Recovery Centers and Staging Areas** for additional information regarding recovery facilities.

## Cost Recovery

- Identify funding sources, milestones, and timelines for implementation against long-term recovery priorities.
- Continue to track disaster-related purchasing and spending.
  - Continue utilizing a disaster-specific tracking mechanism to help centralize disaster-related spending.
  - Monitor use of contracts and agreements in recovery operations, ensuring compliance with the terms of the contract/agreement.

- Continue to ensure proper, timely, and accurate financial and administrative management.
  - Continue utilizing timekeeping and reporting procedures or tools to track equipment use, inventory use, and staff-time performing response or recovery operations.
  - Continue to consolidate documentation in a centralized record keeping system related to disaster-related operations, purchasing, spending, and recovery operations.
- Refer to **Funding Recovery** for additional information regarding cost recovery activities.

### 5.4.3 Recovery Functional Areas

*Consider delegating recovery functional area responsibilities as steady-state responsibilities of the department conducting relevant activities in short-term recovery or to the LTRG for long-term recovery.*

#### Community Planning and Capacity Building

- Continue to provide clear and accurate public communications regarding recovery operations and resources.
- Continue to ensure recovery information is developed and disseminated accessibly.
- Maintain community engagement processes to allow for meaningful input from community members and external partners regarding recovery needs and operations.
- Monitor and evaluate implementation progress of the recovery plan or strategy.
- Utilize post-disaster assessments to revise land use and building codes to mitigate future disaster impacts on structures and infrastructure.
- Coordinate with KDEM to engage or coordinate directly with relevant state agencies (e.g., KDEM, Department of Revenue) to support activities, if necessary.

#### Economic Recovery

- Facilitate economic restoration through relevant workforce development, technical assistance, and economic development projects.
- Coordinate with private sector businesses to help meet employee housing needs of major local and regional employers.
- Understand labor market and industry trends to understand employment gaps.
- Promote workforce training and development in alignment with labor market and industry trends.
- Understand population, repopulation, and community growth trends to understand employment needs.
- Coordinate with KDEM to engage or coordinate directly with relevant state agencies (e.g., Department of Agriculture, Department of Commerce, Department of Labor) to support activities, if necessary.

## Health and Social Services

- Promote provision of mental health services throughout all aspects of the community, including populations who may be most significantly impacted (e.g., individuals with functional and access needs, the elderly, low-income households).
- Support restoration and recovery of health and social services networks, facilities, childcare, and/or providers that impact employment and support a customer base for local businesses.
- Coordinate resources to assess, monitor, and perform cleanup projects to minimize negative public and environmental health impacts.
- Coordinate with KDEM to engage or coordinate directly with relevant state agencies (e.g., Department of Aging and Disability, Department of Children and Family Services, Department of Education, Department of Health and Environment) to support activities, if necessary.

## Housing

- Review potential sites for temporary, permanent, and temporary-to-permanent housing to make sure they are compliant regulations and mobilize units meet those needs.
- Coordinate the activation or establishment of post-disaster building codes and permitting processes that expedite recovery and redevelopment without compromising safety.
- Support rehabilitation and reconstruction of housing.
  - If federal or state funding is available to support post-disaster housing construction activities (i.e., rehabilitation, reconstruction, relocation), serve as the liaison between these programs and households. Provide information regarding program eligibility.
  - Provide information about avoiding contractor fraud. Encourage use of contractors registered on the Kansas Attorney General website and other certified contractors.
- Implement a strategy for identifying and securing long-term community housing, including affordable and accessible housing.
  - Coordinate with the housing department, community development department, building inspector, public housing authority, zoning commission, and other groups with expertise in housing to identify priorities for long-term housing.
  - Consider priorities related to housing located in high-risk hazard areas (e.g., wildland urban interfaces, floodplains), housing built to substandard construction, neighborhoods and areas primarily occupied by households with access and functional needs, and existing housing priorities for the community.
  - Identify solutions that promote housing resilient to future disaster events and encourages residents to return to the community.
- Coordinate with KDEM to engage or coordinate directly with relevant state agencies (e.g., Department of Commerce, Department of Children and Family Services) to support activities, if necessary.

## Infrastructure Systems

- Secure funding to support reconstruction of disaster-affected infrastructure and mitigation measures that reduce future risk.
- Re-evaluate existing plans and processes after an event occurs to reflect on ways to improve and adjust to specific events, as needed.
- Implement hazard mitigation techniques considerations for infrastructure, government buildings, and community facilities (e.g., infrastructure hardening, relocation). Identify hazard mitigation opportunities for critical infrastructure, public buildings, and community facilities (e.g., infrastructure hardening, elevation, floodproofing).
- Coordinate with KDEM to engage or coordinate directly with relevant state agencies (e.g., Department of Transportation, Department of Agriculture) to support activities, if necessary.

## Natural and Cultural Resources

- Support natural resource and ecosystem restoration and conservation.
  - If federal or state funding is available to support post-disaster natural and cultural resource restoration, serve as the liaison between these programs and infrastructure utilities. Provide information regarding program eligibility.
  - Provide information about avoiding contractor fraud. Encourage use of contractors registered on the Kansas Attorney General website and other certified contractors.
- Identify community natural, historical, and cultural resources important to community character and holistic well-being.
- Monitor recovery efforts to historic home and properties, museums, private collections, libraries, and cultural centers.
- Coordinate with KDEM to engage or coordinate directly with relevant state agencies (e.g., Department of Agriculture, Kansas Forest Service, State Historical Society, Department of Wildlife and Parks) to support activities, if necessary.

## Agriculture

- Continue to inspect or investigate regulated facilities in coordination with the Department of Agriculture.
- Oversee the destruction or reconditioning of food products.
- Continue to identify and address disruptions to the local food supply chain.
- Continue to connect the agricultural sectors with any available funding sources or disaster declarations.
- Continue to engage sector-specific organizations to disseminate information to the Department of Agriculture regarding the post-disaster recovery process.

- Coordinate with KDEM to engage or coordinate directly with relevant state agencies (e.g., Department of Agriculture, Kansas Forest Service, Department of Wildlife and Parks) to support activities, if necessary.

## 5.5 Transition to Steady-State

The Disaster Recovery Manager deactivates the Local Disaster Recovery Plan and associated recovery operations upon consultation with county leadership and the LTRG Coordinator, as applicable. Recovery operations may be a phased deactivation, with certain government departments and external partners maintaining recovery roles past demobilization and working toward recovery objectives as part of their regular responsibilities.

### 5.5.1 Transition Indicators

Conditions and activities that may indicate the transition to steady-state may include but are not limited to the following:

- Extensive coordination among multiple government and external partners through the Recovery Coordination Framework is no longer necessary.
- Responsibilities regarding recovery functional areas may be maintained by individual local government departments or external partners as part of their typical daily activities.
- Local businesses are recovering, and the workforce is stabilizing.
- Services provided by health and social service organizations are returning to regular programming.
- Residents whose housing was affected by the disaster are transitioning to permanent housing solutions.
- Infrastructure systems are repaired and rebuilt if necessary.
- Mitigation projects are underway.

### 5.5.2 Recovery Operations

*Activities are primarily conducted by the Disaster Recovery Manager, under approval from Recovery Strategic Leadership as needed.*

- Review the active recovery efforts conducted by the Recovery Coordination Framework.
  - Consider how resources (e.g., personnel, funding, equipment) are being utilized and if extensive coordination among multiple government and external partners is no longer necessary.
  - With support from the LTRG Coordinator, if activated, determine that the Recovery Coordination Framework is no longer necessary for effective recovery.
- Deactivate the Local Disaster Recovery Plan, under approval from Strategic Leadership.

- Communicate closure to “incident-activation” steps for critical processes, such as cost tracking, timekeeping, and documentation management.
- Develop a transition plan for how ongoing recovery activities will be maintained under the steady-state responsibilities of government departments and external partners.

## 6 Funding Recovery

The Funding Recovery section defines Cowley County’s approach to integrating cost recovery into response and recovery operations, aiming to minimize the short- and long-term financial impacts of a disaster. This process is scalable, based on the level of damage and the magnitude of the disaster, and primarily helps coordinate and consolidate information and provide oversight to the financial components of response and recovery.

Effective cost recovery planning aims to:

- Identify critical financial processes throughout the disaster management cycle, including before a disaster, immediately after a disaster, and transition to long-term recovery;
- Clarify roles and responsibilities for managing disaster cost recovery, and integrating financial recovery into response and recovery operations;
- Establish baseline policies and procedures to prepare for and manage recovery funding;
- Identify potential funding sources, their baseline requirements, and where to find additional information or resources; and
- Consolidate tools, resources, and references for activation during or immediately after a disaster strikes.

The Financial Recovery Manager is primarily responsible for coordinating the activities below and directing the implementation of policies to be followed by the Partnerships and Operations personnel.

### 6.1 Pre-Disaster Cost Recovery Activity

This section outlines activities that can be completed in advance of a disaster, focusing on reducing the burden on Cowley County work in the short- and intermediate-term recovery operations. While the full function of cost recovery activities likely occurs after response personnel activate emergency response activities, completing these actions improves coordination and the likelihood of reimbursement if recovery funding becomes available.

#### 6.1.1 Build on Existing Policies and Procedures

Effective cost recovery builds on existing policies and procedures instead of creating a completely new process that may confuse roles and responsibilities or introduce unnecessary complications during the response and recovery process. For most funding sources, the expectation is to conform to pre-disaster policies, procedures, and processes, where feasible.

The critical processes outlined below intersect with disaster cost recovery, and should be accessible, up-to-date, and incorporate key activation points if a disaster strikes. This section is written to complement existing policies and procedures, adding a “incident-activation” step to help consolidate and prepare information for cost recovery.

## Procurement, Contracting, and Purchasing

- Review and update, as needed, written processes and procedures for procurement and purchasing.
  - Review thresholds and requirements for purchasing through micro purchase, small purchase, competitive bidding, and sole-source procurement. This includes policies for purchases made with petty cash, Cowley County -owned procurement or credit cards, or reimbursement for employees.
  - Review and update, as needed, the Cowley County's conflict of interest policy.
- Identify "incident-activation" step for new purchases or procurement to review for compliance and collect documentation, such as requests for proposals/qualifications, quotes or solicitation responses, cost-reasonableness evaluation, and determination to award or proceed with purchases.
- Identify "incident-activation" step for new contracts or purchase agreements for incident-specific scope of work or services to incorporate required federal contracting language (2 CFR 200, Appendix II) prior to contract execution, review scope of work and change orders, and collect relevant contract documentation. For existing or pre-positioned contracts, identify process to amend contracts to add required federal contracting language, if needed.
- Develop standard communication to activate and enforce incident-specific procurement and purchasing steps and incorporate into county's procurement and purchasing training.

## Financial Management

- Review and update, as needed, written processes and procedures for financial management, including expenditure request and approval processes, payment processes, and oversight and internal controls.
- Identify an "incident-activation" step to track disaster-related expenditures and payments.
  - Establish a cost tracking mechanism within the jurisdiction's financial management system, such as a disaster-specific accounting code for all project related expenses.
  - Track expenses under a specific project code for construction or capital projects related to infrastructure recovery spending.
  - Establish a review process for costs tracked under this code to allow review and approval of costs and collection of relevant financial documentation, such as invoices and proofs of payment.
  - Establish a process to review cost reasonableness, such as quotes or bid documentation, historical costs, or independent cost analysis.
- Develop standard communication to activate and enforce incident-specific financial management steps for county's financial management team and incorporate into county's financial management training.

## Document Management and Retention

- Establish a standard document collection and storage structure that can be activated if an incident occurs.
  - Document storage should be in a consolidated, accessible place, such as a shared folder, SharePoint, or other unique filing system.
  - Documents should follow a standard naming convention and logical organization (e.g., Operational Documentation, Damage Assessment Documentation, Financial Documentation, Labor/Payroll Documentation, Equipment/Inventory Documentation, Donated Resources Documentation, Mutual Aid Documentation).
  - Documentation for most funding sources requires document retention for a period of at least three (3) years from final expenditure reporting, or as directed by KDEM or other funding partner. Any document retention period involving federal grant funds must follow 2 CFR 200.334, 2 CFR 200.344, and other applicable grant requirements.
- Develop standard communication to activate and enforce incident-specific document management steps for county's financial management team and incorporate into county's financial management and operations management training.

## Timekeeping and Payroll

- Review Payroll Policy to ensure that it is current, and clearly identifies criteria for regular-time pay, overtime pay, extraordinary compensation (i.e., call back pay, standby pay, or other additional compensation pay), and benefits.
  - Ensure any existing payroll policy items regarding "hazard pay" or "emergency response pay," if already included, have clear activation criteria, are not contingent on the availability of federal funding, and are applied uniformly for eligible employees.
  - Ensure that additional agreements employee compensation is subject to, such as a union or collective bargaining agreement, are current.
- Identify "incident-activation" step to track time associated with incident response and recovery activities. Tracking may be possible within the existing timekeeping system for the Jurisdiction or may be captured via work logs that can supplement time sheets for employees performing response or recovery work. This tracking should, at minimum, include the following detail:
  - Employee name and job description;
  - Employee type (i.e., exempt, non-exempt, temporary reassigned, or temporary hire);
  - Location worked;
  - Activity or work performed; and
  - Hours worked, by day.
- Develop standard communication to activate and enforce timekeeping tracking for key personnel and department managers implementing response or recovery operations and incorporate into

county training and exercise program. Refer to **Roles and Responsibilities** and **Appendix B** for additional information regarding personnel supporting recovery operations.

## **Inventory and Equipment Management**

- Identify “incident-activation” step in equipment usage policy and procedure to track usage specific to incident response, developing equipment logs that track, at a minimum:
  - Equipment type;
  - Hours used and/or mileage, by day;
  - Operator name; and
  - Activity performed (e.g., debris clearance, damage assessments, search/rescue).
- Identify “incident-activation step” in inventory process to track items used from inventory specific to the incident response or recovery work.
- Develop standard communication to activate and enforce equipment and inventory tracking and incorporate into county training and exercise program.

### **6.1.2 Inventory Assets and Assess Risks to Public Infrastructure**

To reduce the burden of damage assessments during the short-term recovery period, particularly to meet the requirements of potential state or federal funding, building an inventory of Cowley County-owned properties and public infrastructure and their current condition is critical.

Collect and consolidate information and documentation related to Cowley County-owned properties and infrastructure so they can easily be referenced.

Information to be collected may include but is not limited to the following:

- Asset type (i.e., roads or bridges, water control facilities, buildings or equipment, utilities, park/recreational facility, other);
- Asset location (i.e., address, global positioning system location);
- Insurance coverage, if applicable;
- Design/construction documents (i.e., original or updated design documents, as-builts, or other construction documents);
- Maintenance records and/or maintenance schedule, including any potential repetitive damage, such as damage from flooding, wind, power outages, or other incidents;
- Floodplain management information, if applicable;
- Recent photographs; and
- Potential mitigation options that may protect against common threats, consistent with the SHMP and Local HMP.

This information can be used to coordinate for the IDE and/or PDA(s) in coordination with KDEM and help isolate incident-related damage for which funding support may be requested, if available. This information

can also be used to update local HMPs, as needed. Refer to **Coordination Mechanisms**, the **KDEM Damage Assessment Questionnaire**, and **KRP Section 8.3.1 Recovery Field Operations and 9 Federal Declaration** for additional information regarding coordination for damage assessments.

### 6.1.3 Survey Existing Contracts and Agreements

Review existing contracts and agreements, including MOUs and Mutual Aid Agreements, which may be activated for emergency response or recovery activities. Prepositioning contracts and agreements reduces the administrative burden of establishing just-in-time agreements or retroactive agreements for essential services during response or recovery. Consider priority contracts and agreements needed for post-disaster operations, as identified in the LEOP, debris management plans, code enforcement and/or damage assessments, emergency repairs or power restoration, or other critical needs.

- Identify gaps in covered services that may be critical for response or recovery activities, based on LEOP and Local Disaster Recovery Plan, and plan to pre-position contracts and/or agreements where feasible and reasonable.
- Update contracts and agreements as needed, with clear terms for covered activity, service, or scope of work. Ensure that there is capacity to assign potential work (e.g., sufficient funding, term of service) in contracts.
- Review activation procedures under the contracts or agreements to ensure processes are followed and documented appropriately.
- Ensure roles/responsibilities and expectations are clear and documented. Clarify expectations of what documentation may be necessary for each agreement.
- Consolidate documentation pertaining to contracts and agreements that may be activated for LEOP to minimize burden of collecting documentation retroactively.
- Update references in LEOP, as needed, to include active contracts and agreements and their available scope of work and/or service offering and incorporate into county training and exercise program(s).

## 6.2 Post-Disaster Cost Recovery Activity

This section identifies critical actions that ensure cost recovery is implemented in coordination with response and recovery operations. Depending on the size and scope of a disaster, a variety of recovery programs may become available to support long-term disaster recovery. These programs may overlap both in terms of allowable costs and activities, periods of performance, and the other timelines in which the notice of funding and awards are granted.

Often, funding sources are not available immediately following an incident, but may become available weeks or months since the onset of a disaster. Performing basic cost recovery processes reduces the administrative burden should state, federal, or other funding become available at a later date.

## 6.2.1 Response and Short-Term Cost Recovery

- Communicate that “incident-activation” steps are in place to appropriate parties (i.e., purchasing/procurement, financial management, document retention, time keeping/payroll, inventory and equipment management) in coordination with the activation of LEOP.
- Create shared folder in *Pool Drive*. Communicate that incident-related documentation should be copied to this location, including:
  - Critical operation documentation, such as EOC notes, activation of agreements and/or contracts, emergency declarations, or other documentation that help establish the narrative of the response and recovery activity;
  - Financial documentation, including but not limited to contracts, work or task orders, invoices, proofs of payment, or reimbursement forms;
  - Documentation related to use of equipment, inventory, or employee time in response and recovery operations;
  - Documentation recording operational and financial information for Mutual Aid, MOUs, or other Assistance agreements, consistent with the expectations set by those agreements; and
  - Documentation related to donated resources, including in-kind donations, volunteer hours, or other supplies.
- Support IDE and PDA activity, as directed by KDEM.
  - Complete KDEM Public Assistance Damage Assessment Questionnaire, as directed by KDEM.
  - Consolidate pre-disaster asset survey information to demonstrate incident-caused damages, applicable insurance information, potential financial estimates for repair/recovery, and potential mitigation and/or resilience needs for damaged assets.
  - Develop preliminary cost estimates for response and recovery activities for both completed work and work to be completed.
    - Develop cost estimates for debris removal work based on actual, tracked costs or on cubic yard estimate with standard FEMA rates.<sup>3</sup>
    - Develop cost estimates for completed work based on actual costs, including but not limited to tracked costs, tracked staff time and appropriate pay, equipment utilization, and inventory utilization.
    - Develop cost estimates for work to be completed based on historical costs for similar work, contract bid amounts or cost reasonableness analysis for contract evaluation if bids have not been completed, or certified cost estimates.

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<sup>3</sup> For example, standard FEMA rates are \$15/cubic yard for scattered trees and limbs and \$19/cubic yard for waterway debris as of 2023.

- Support Strategic Leadership in tracking financial metrics or response and/or recovery priorities, such as budgets, cost estimates, or reporting on spending or funding needs.
- **If state or federal disaster is declared:**
  - Review policy, requirements, funding agreements, and critical timelines established by state and federal funding partners. Communicate funding requirements and needs with Strategic Leadership and Operational Departments directly managing recovery operations.
  - Review available funding sources against immediate and long-term recovery needs and priorities and determine the most appropriate funding for the response/recovery activity and associated cost.
  - Participate in Recovery Kick-Off or Recovery Scoping Meetings, as directed by KDEM.
  - Prepare and submit documentation according to funding source requirements or as directed by KDEM or other funding partners.

## 6.2.2 Long-Term Cost Recovery

- Continue “incident-activation” steps to critical processes, such as cost tracking, timekeeping, and documentation management, and review to ensure compliance.
  - Review incident-related costs against eligibility requirements of funding sources (if applicable), ensuring costs are necessary and reasonable to meet recovery goals, are fully documented, and identified to a specific funding source.
  - Collect ongoing documentation for labor, equipment uses, or inventory use specific to recovery activities.
  - Monitor cost and scope for permanent repairs or construction to ensure compliance with the contract(s), task or work order(s), critical timeline(s), and any special considerations that may impact construction activities (i.e., federal, state, or local regulations, environmental or historic preservation concerns, insurance requirements or needs, mitigation measures).
    - Ensure any changes to approved scope are communicated to appropriate funding coordinator and approved prior to implementation if construction work is funded through a federal or state funding source.
    - Ensure compliance with requirements are documented and submitted to KDEM or other funding source coordinator, as determined by the funding agreement, if construction work is funded through a federal or state funding source.
- Review and consolidate costs for reporting to Strategic Leadership, state or federal partners, formal funding agreements, or Public Information Officers, as required.
- **If state or federal disaster is declared:**
  - Review documentation for compliance with policy, requirements, funding agreements, and critical timelines established by state and federal funding partners.

- Prepare and submit financial and operational information as outlined by funding source requirements, grant applications, final expenditure reporting and grant closeout, and audits.
  - Prepare a Schedule of Federal Expenditures and comply with Single Audit Requirements, as directed by KDEM, if Cowley County expends more than \$750,000 in federal funds in a single fiscal year (inclusive of all federal funds, not just disaster recovery funding).
- Maintain documentation for at least three (3) years from the submission of a final expenditure report for funding source, or as directed by KDEM or other funding partner, and consistent with the Document Management and Retention policy. Any document retention period involving federal grant funds must follow 2 CFR 200.334, 2 CFR 200.344, and other applicable grant requirements.

### 6.2.3 Transition to Steady-State Cost Recovery

- Communicate closure to “incident-activation” steps for critical processes, such as cost tracking, timekeeping, and documentation management.
- Close cost tracking mechanism and/or incident-specific project codes.
- Prepare final reporting for response and recovery costs for historical record, reporting to Strategic Leadership, state or federal partners, formal funding agreements, or Public Information Officers, as required.
- Conduct activities identified in **Pre-Disaster Cost Recovery Activity** and update policies, procedures, contracts, agreements, and processes, as needed.
- Assess and update cost recovery-related components of Local Disaster Recovery Plan and related training, based on lessons learned, challenges, and issues.
- **If state or federal disaster is declared:**
  - Document final expenditure reporting, work completion, and formal grant closure.
  - Maintain documentation for at least three years from the submission of a final expenditure report for funding source, consistent with the Document Management and Retention policy.
  - Comply with state or federal requests for information and/or audits, as directed by funding partners.

## 7 Plan Maintenance

The Cowley County Emergency Management is primarily responsible for the maintenance and updating of the Local Disaster Recovery Plan. They update the plan according to the county's plan procedures on an annual basis or after a significant disaster recovery operation and after-action reporting process, whichever is more frequent. county departments, external partners, and other critical recovery stakeholders may contribute to plan maintenance and updates upon request.

Refer to **LEOP Section IV. Method of Operations – D. Preparedness** and the most recent **Kansas Planning Standards** for additional information regarding plan maintenance processes.

## Appendix A. Acronyms & Glossary

The following table is a list of acronyms and definition utilized in the Local Disaster Recovery Plan.

| Acronyms | Definitions                                        |
|----------|----------------------------------------------------|
| CFR      | Code of Federal Regulations                        |
| DRC      | Disaster Recovery Center                           |
| EOC      | Emergency Operations Center                        |
| ESF      | Emergency Support Function                         |
| FEMA     | Federal Emergency Management Agency                |
| HMP      | Hazard Mitigation Plan                             |
| HUD      | U.S. Department of Housing and Urban Development   |
| IDE      | Initial Damage Estimate                            |
| KDEM     | Kansas Division of Emergency Management            |
| KRP      | Kansas Response Plan                               |
| K.S.A.   | Kansas Statutes Annotated                          |
| KSVOD    | Kansas Voluntary Organizations Active in Disasters |
| LEOP     | Local Emergency Operations Plan                    |
| LTRG     | Long Term Recovery Group                           |
| MARC     | Multi-Agency Resource Center                       |
| MOU      | Memorandum of Understanding                        |
| NDRF     | National Disaster Recovery Framework               |
| NGO      | Non-Governmental Organization                      |
| PDA      | Preliminary Damage Assessment                      |
| POD      | Point of Distribution                              |
| SBA      | U.S. Small Business Administration                 |
| SME      | Subject Matter Expert                              |
| USDA     | U.S. Department of Agriculture                     |
| VRC      | Volunteer Reception Center                         |

The following table lists terms and their descriptions utilized in the Local Disaster Recovery Plan.

| Term                                                                  | Description                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Access and Functional Needs                                           | Individuals with disabilities, seniors, and populations having limited English proficiency, limited access to transportation, and/or limited access to financial resources to prepare for, respond to, and recover from an emergency. |
| Catastrophic Disaster                                                 | Incident whose scope of impacts require extensive state or federal support to effectively respond and recovery.                                                                                                                       |
| Centers for Disease Control and Prevention                            | Federal agency that promotes health; the prevention of disease, injury, and disability; and prepares for new and emerging health threats.                                                                                             |
| Centers for Disease Control and Prevention Social Vulnerability Index | Database that helps emergency response planners and public health officials identify, map, and plan support for communities that may need additional support before, during, and after a disaster.                                    |
| Cost Recovery                                                         | Activities that are conducted to effectively fund recovery operations, including maintaining eligibility for state and federal recovery grant programs.                                                                               |
| County Board                                                          | The statutory body of a county that has the authority to activate recovery activities outlined in the Local Emergency Operations Plan and Local Disaster Recovery Plan.                                                               |
| Cultural Resources                                                    | Locations, systems, organizations, and locations with cultural significance, including historic and prehistoric structures, archeological sites, cultural landscapes, and museum collections.                                         |
| Damage Assessment                                                     | The process of gathering information regarding the nature, location, severity, and cost of damage caused by an emergency or disaster.                                                                                                 |
| Damage Assessment Coordinator                                         | An individual that continues the work of damage assessments initiated in response, coordinates with the Financial Recovery Manager, and communicates priorities and progress to the Disaster Recovery Manager.                        |
| Debris Management                                                     | The removal, transportation, storage, and disposal of debris associated with a disaster incident.                                                                                                                                     |
| Debris Management Coordinator                                         | An individual that continues the work of debris management, coordinates with departments that are collecting, tracking, and disposing of debris, and communicates priorities and progress to the Disaster Recovery Manager.           |

| Term                              | Description                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Disability                        | A person with a disability is one who has a physical or mental impairment that substantially limits one or more major life activity.                                                                                                                                                                                                                                                                                     |
| Disaster                          | Incident whose scope of impacts will likely exceed local capacity and require significant need for state or federal assistance, particularly federal funding assistance, to effectively respond and recover.                                                                                                                                                                                                             |
| Disaster Declaration              | A designation made to recognize the significance of a disaster incident in a community.                                                                                                                                                                                                                                                                                                                                  |
| Disaster Recovery Center (DRC)    | Facility where the Federal Emergency Management Agency provides information to clients and potential clients in a federally declared disaster.                                                                                                                                                                                                                                                                           |
| Disaster Recovery Manager         | An individual who implements the Local Disaster Recovery Plan and is the primary liaison between Strategic Leadership and Partners and Operations. They are responsible for overseeing the transition to recovery.                                                                                                                                                                                                       |
| Emergency                         | Incident whose scope of impacts are typically managed at the local level with minimal need for state or federal assistance to effectively respond and recover.                                                                                                                                                                                                                                                           |
| Emergency Management              | Measures taken to minimize the probability or severity of disasters; the preparation for and the carrying out of all emergency functions, other than functions for which military forces or other federal agencies are primarily responsible; and the prevention or minimization of injuries and damages resulting from disaster.                                                                                        |
| Emergency Management Director     | The person responsible for preparing, coordinating, training, organizing, and planning of emergency management functions for the county, city, or inter-jurisdictional entity.                                                                                                                                                                                                                                           |
| Emergency Operations Center (EOC) | The physical location at which the coordination of information and resources to support response activities normally takes place.                                                                                                                                                                                                                                                                                        |
| Emergency Support Function (ESF)  | A grouping of government and certain private sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. |

| Term                                       | Description                                                                                                                                                                                                                                                  |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| External Partners                          | Private entities, NGOs, and faith-based organizations in recovery that can assist a local government in recovery efforts when the capabilities of the local government exceed local capacity.                                                                |
| Federal                                    | Of or pertaining to the federal governmental of the US.                                                                                                                                                                                                      |
| Federal Assistance                         | Aid to disaster victims or state or local governments by federal agencies under provisions of P.L. 93-288.                                                                                                                                                   |
| Federal Agency                             | Any department or agency of the federal government.                                                                                                                                                                                                          |
| Federal Emergency Management Agency (FEMA) | Federal agency responsible for overall disaster-related federal programs involved with mitigation, preparedness, response, and recovery to natural and human-caused disasters or nuclear attack.                                                             |
| Financial Recovery Manager                 | An individual who oversees and coordinates financial planning, operations, and reporting responsibilities.                                                                                                                                                   |
| Hazard Mitigation                          | Any cost-effective measure which will reduce the potential for damage to a facility from a disaster event.                                                                                                                                                   |
| Incident                                   | An occurrence or event, natural or human-caused that requires a response to protect life or property.                                                                                                                                                        |
| Infrastructure                             | The manmade physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public (e.g., utilities, bridges, electrical systems).                                                           |
| Jurisdiction                               | The government or legal body that has the authority to make legal decisions and whose authority may be geographical (e.g., city, county, tribal, state, or federal boundary lines) or functional (e.g., law enforcement, public health).                     |
| Kansas Response Plan (KRP)                 | Plan that describes the state level response to emergencies or major disasters including outlining responsibilities to be taken by state agencies and organizations.                                                                                         |
| Local Disaster Recovery Plan               | Plan that establishes the mission, organizations, and concept of operations for effective disaster recovery planning and operations and describes the strategies and operational framework to facilitate recovery operations through all phases of recovery. |
| Local Emergency Operations Plan (LEOP)     | A document outlining the operations of a jurisdiction's emergency management program through response, recovery, mitigation, prevention, and preparedness.                                                                                                   |

| Term                                | Description                                                                                                                                                                                                                                                                                                             |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Local Government                    | A government body with authority over a county, municipality, city, or town.                                                                                                                                                                                                                                            |
| Long-term Recovery                  | The phase of recovery that may continue for months or years after an incident that addresses complex recovery operations.                                                                                                                                                                                               |
| Long-term Recovery Group (LTRG)     | A cooperative body made up of public, private, non-governmental stakeholders and other organizations working within a community to assist individuals and families as they recovery from a disaster.                                                                                                                    |
| Multi-Agency Resource Center (MARC) | Facility where public and private organizations collectively provide assistance to communities.                                                                                                                                                                                                                         |
| Mutual Aid Agreements               | Written agreements between agencies, organizations, and/or jurisdictions that they will assist one another on request during disaster recovery.                                                                                                                                                                         |
| Natural Resources                   | Natural materials, systems, and locations including land, parks, wildlife, plants, and waterways.                                                                                                                                                                                                                       |
| Non-Governmental Organization (NGO) | A non-profit entity that advances a social mission or public purpose.                                                                                                                                                                                                                                                   |
| Operational Management              | Recovery personnel who organize, coordinate, and advance day-to-day recovery activities at the local level.                                                                                                                                                                                                             |
| Partnerships and Operations         | Recovery personnel who implement well-defined recovery activities and track progress on recovery milestones.                                                                                                                                                                                                            |
| Point of Distribution (POD)         | Facility designated for the distribution of disaster relief supplies.                                                                                                                                                                                                                                                   |
| Preparedness                        | The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents.                                                                                                                |
| Private Sector                      | Organizations and entities that are not part of any governmental structure.                                                                                                                                                                                                                                             |
| Public Assistance Program (PA)      | The program administered by FEMA that provides supplemental federal disaster grant assistance for debris removal and disposal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain private nonprofit organizations. |
| Public Health                       | Protection, safety, improvement, and interconnections of health and disease prevention among people, domestic animals and wildlife.                                                                                                                                                                                     |

| Term                            | Description                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Recovery                        | Post-incident activities to restore community infrastructure, address individuals' unmet needs, manage and contain cascading impacts by stabilizing community systems, and position the community to become more resilient to disasters in the future,                                                                                                         |
| Recovery Coordination Framework | A framework that identifies the roles and responsibilities that initiate and sustain recovery operations.                                                                                                                                                                                                                                                      |
| Recovery Facility Coordinator   | An individual that identifies a site to open and operate a facility, facilitates the integration of state, federal, and /or external partners who may be on site to provide support to residents, and communicates priorities and progress to the Disaster Recovery Manager.                                                                                   |
| Recovery Housing Coordinator    | An individual that compiles information related to recovery housing needs and facilitates services to meet those needs, coordinates with shelter managers, housing departments, the Unmet Needs Coordinator, and departments and external partners involved in post-disaster house, and communicates priorities and progress to the Disaster Recovery Manager. |
| Resources                       | Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident.                                                        |
| Response                        | Activities that address the short-term, direct effects of an incident and includes immediate actions to save lives, protect property, and meet basic human needs.                                                                                                                                                                                              |
| Rural Capacity Index            | An online tool to help identify communities where investments in staffing and expertise are needed to support infrastructure and climate resilience projects funded by federal programs.                                                                                                                                                                       |
| Short-term Recovery             | The phase of recovery that occurs immediately following an incident and addresses immediate recovery needs, often in tandem with ongoing response efforts.                                                                                                                                                                                                     |

| Term                              | Description                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| State of Disaster Emergency       | A condition proclaimed by the governor when, in their judgment, the actual occurrence or threat of a disaster in any part of the state is of such magnitude to warrant disaster assistance by the state to supplement the efforts and available resources of the several localities and relief organizations in preventing or alleviating the damage, loss, hardship, or suffering threatened or caused thereby. |
| State of Local Disaster Emergency | A condition declared via the issuance of a proclamation by the chairman of the board of county commissioners.                                                                                                                                                                                                                                                                                                    |
| Steady-State                      | Steady state refers to activities during normal operations when there is not an ongoing disaster, or an incident is anticipated.                                                                                                                                                                                                                                                                                 |
| Strategic Leadership              | Recovery personnel who provide coordination authority for recovery activities that require administrative review and approval.                                                                                                                                                                                                                                                                                   |
| Subject Matter Expert (SME)       | An individual that has specific recovery expertise and can support Operational Management and Partnerships and Operations.                                                                                                                                                                                                                                                                                       |
| Utility                           | Buildings, structures, or systems of a power, energy, telephone, water supply, sewage collection and treatment, or other similar public service.                                                                                                                                                                                                                                                                 |
| Unmet Needs Assessment            | An assessment to understand community needs that are ongoing across the recovery process.                                                                                                                                                                                                                                                                                                                        |
| Unmet Needs Coordinator           | An individual that coordinates with departments and external partners on the collection of information for address unmet needs and/or providing services and communicates priorities and progress to the Disaster Recovery manager.                                                                                                                                                                              |
| Volunteer Organizations           | Any recognized local, state, or national organizations or groups which have provided or may provide services to the local government, state, or individuals in or following an emergency or disaster.                                                                                                                                                                                                            |
| Volunteer Reception Center (VRC)  | Facility used to receive, organize, and manage volunteers that support recovery.                                                                                                                                                                                                                                                                                                                                 |

# Appendix B. Recovery Management Tools

## Recovery Coordination Framework Personnel

The table below identifies contact information for key individuals and organizations that play a role in recovery efforts.

| Position                                              | Name | Primary Phone | Alternate Phone | Email |
|-------------------------------------------------------|------|---------------|-----------------|-------|
| <i>Core Recovery Coordination Framework Personnel</i> |      |               |                 |       |
| County Board                                          |      |               |                 |       |
| Disaster Recovery Manager                             |      |               |                 |       |
| Financial Recovery Manager                            |      |               |                 |       |
| Subject Matter Expert                                 |      |               |                 |       |
| Subject Matter Expert                                 |      |               |                 |       |
| Subject Matter Expert                                 |      |               |                 |       |
| Damage Assessment Coordinator                         |      |               |                 |       |
| Recovery Facilities Coordinator                       |      |               |                 |       |
| Debris Management Coordinator                         |      |               |                 |       |
| Unmet Needs Coordinator                               |      |               |                 |       |
| Recovery Housing Coordinator                          |      |               |                 |       |
| Long-Term Recovery Group Coordinator                  |      |               |                 |       |



| Position                                   | Name | Primary Phone | Alternate Phone | Email |
|--------------------------------------------|------|---------------|-----------------|-------|
| <b><i>State Partners</i></b>               |      |               |                 |       |
| Department of Aging and Disability         |      |               |                 |       |
| Department of Agriculture                  |      |               |                 |       |
| Department of Children and Family Services |      |               |                 |       |
| Department of Commerce                     |      |               |                 |       |
| Department of Education                    |      |               |                 |       |
| Division of Emergency Management           |      |               |                 |       |
| Department of Health and Environment       |      |               |                 |       |
| Kansas Forest Service                      |      |               |                 |       |
| Department of Labor                        |      |               |                 |       |
| Department of Transportation               |      |               |                 |       |
| State Historical Society                   |      |               |                 |       |
| Department of Wildlife & Parks             |      |               |                 |       |

## Post-Disaster Responsibilities Checklists

The tool below identifies the responsibilities and tasks of personnel within the Recovery Coordination Framework. This tool is intended to guide the activities of personnel and may need to be adapted to meet the specific needs of the incident.

| <b>DISASTER RECOVERY MANAGER</b>                                                                                                                                                                                                                                                                                                                                                                                                       |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>RESPONSIBILITIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <ul style="list-style-type: none"> <li>• Activate the Local Disaster Recovery Plan and assign staff to assist full- or part-time.</li> <li>• Manage staff and their daily implementation of short- and long-term recovery operations.</li> <li>• Communicate recovery priorities to state and other recovery stakeholders and supporters.</li> <li>• Oversee recovery milestones and communicate progress across functions.</li> </ul> |  |
| <b>TRANSITION TO RECOVERY TASKS</b>                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| Review information regarding the impacts and severity of the event to determine the scope of recovery activities and recovery priorities.                                                                                                                                                                                                                                                                                              |  |
| Determine resources (e.g., personnel, funding, equipment) needed to support recovery operations.                                                                                                                                                                                                                                                                                                                                       |  |
| Activate the Local Disaster Recovery Plan.                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>SHORT-TERM RECOVERY TASKS</b>                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>Strategies and External Support</b>                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| Activate or extend existing emergency ordinances, resolutions, and policies (e.g., state of local disaster emergency) that may support recovery. Consider additional ordinances that may be established at time of event.                                                                                                                                                                                                              |  |
| Activate or extend existing memorandums of understanding, Mutual Aid Agreements, or other support agreements that may provide resources to supplement county recovery efforts. Consider additional agreements that may be established at time of event.                                                                                                                                                                                |  |
| If needed, request state support to supplement recovery efforts.                                                                                                                                                                                                                                                                                                                                                                       |  |
| If a federal declaration is made, coordinate with Kansas Division of Emergency Management to request resources from federal agencies who may be available to supplement recovery efforts, depending on the type of declaration made.                                                                                                                                                                                                   |  |
| <b>Recovery Operations – Recovery Coordination Framework</b>                                                                                                                                                                                                                                                                                                                                                                           |  |
| Determine the scope of recovery coordination framework necessary to support recovery operations.                                                                                                                                                                                                                                                                                                                                       |  |
| Designate personnel to maintain the responsibilities of the Financial Recovery Manager.                                                                                                                                                                                                                                                                                                                                                |  |
| Identify recovery responsibilities that will be maintained by county departments.                                                                                                                                                                                                                                                                                                                                                      |  |
| Designate Critical Recovery Process Coordinators to oversee specific recovery activities, as appropriate: <ul style="list-style-type: none"> <li>• Damage Assessment Coordinator</li> <li>• Recovery Facility Coordinator</li> <li>• Debris Management Coordinator</li> </ul>                                                                                                                                                          |  |

| <b>DISASTER RECOVERY MANAGER</b>                                                                                                                                                                                                                                                                            |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none"> <li>• Unmet Needs Coordinator</li> <li>• Recovery Housing Coordinator</li> </ul> <p>If coordinators are not designated, maintain applicable responsibilities.</p>                                                                                                        |  |
| Identify SMEs to support the recovery operation, if specific advisory expertise is required for the incident (e.g., cybersecurity incident) or recovery activities.                                                                                                                                         |  |
| Begin contacting key external partners to integrate into the recovery operation, if the needs of the recovery are beyond the capacity of the county government.                                                                                                                                             |  |
| Notify personnel identified to support the recovery operations and their role in the Recovery Coordination Framework through pre-established notification processes.                                                                                                                                        |  |
| Monitor and manage volunteers and donations.                                                                                                                                                                                                                                                                |  |
| Consider the need for a Long-Term Recovery Group to facilitate complex decision-making and maintain continuity of recovery operations through long-term recovery.                                                                                                                                           |  |
| <b><i>Recovery Functional Areas</i></b>                                                                                                                                                                                                                                                                     |  |
| Consider designating community planning and capacity building responsibilities to an emergency management department, planning department, zoning commission, or similar group with experience engaging the community and can provide strategic guidance to other stakeholders involved in recovery.        |  |
| If responsibilities for community planning and capacity building responsibilities is not delegated, coordinate related recovery activities.                                                                                                                                                                 |  |
| Consider designating economic recovery responsibilities to an economic development department or similar group that engages regularly with businesses and has situational awareness of economic development needs in the community.                                                                         |  |
| If responsibilities for economic recovery is not delegated, coordinate related recovery activities.                                                                                                                                                                                                         |  |
| Consider designating health and social services responsibilities to a health department or similar group with experience managing programs to promote physical and behavioral health and has situational awareness of health and social service needs in the community.                                     |  |
| If responsibilities for health and social services is not delegated, coordinate related recovery activities.                                                                                                                                                                                                |  |
| Consider designating housing responsibilities to a housing department, community development department, building inspector, public housing authority, or similar group with expertise in coordinating community housing services and has situational awareness of existing housing needs in the community. |  |
| If responsibilities for housing is not delegated, coordinate related recovery activities.                                                                                                                                                                                                                   |  |

| <b>DISASTER RECOVERY MANAGER</b>                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Consider designating infrastructure systems responsibilities to a transportation department, wastewater department, facilities department, or similar group with expertise in systems restoration and public-private utility coordination.                                                                           |
| If responsibilities for infrastructure systems is not delegated, coordinate related recovery activities.                                                                                                                                                                                                             |
| Consider designating natural and cultural resource responsibilities to a parks and recreation department or similar group with expertise in restoring community resources (e.g., parks, waterways, museums, faith-based institutions) and can provide strategic guidance to other stakeholders involved in recovery. |
| If responsibilities for natural and cultural resources is not delegated, coordinate related recovery activities.                                                                                                                                                                                                     |
| Consider designating agriculture responsibilities to an agriculture department or similar group with expertise in various aspects of agriculture (e.g., produce, farms, animals, business, supply chain) and engaging relevant external partners.                                                                    |
| If responsibilities for agriculture is not delegated, coordinate related recovery activities.                                                                                                                                                                                                                        |
| <b>LONG-TERM RECOVERY TASKS</b>                                                                                                                                                                                                                                                                                      |
| <b><i>Strategies and External Support</i></b>                                                                                                                                                                                                                                                                        |
| Extend existing emergency ordinances, resolutions, and policies (e.g., state of local disaster emergency) that may support recovery. Consider additional ordinances that may be established at time of event.                                                                                                        |
| Extend existing memorandums of understanding, Mutual Aid Agreements, or other support agreements that may provide resources to supplement county recovery efforts. Consider additional agreements that may be established at time of event.                                                                          |
| If needed, request state support to supplement recovery efforts.                                                                                                                                                                                                                                                     |
| Coordinate with Kansas Division of Emergency Management to request resources from federal agencies who may be available to supplement recovery efforts, depending on the type of declaration made.                                                                                                                   |
| <b><i>Recovery Operations – Recovery Coordination Framework</i></b>                                                                                                                                                                                                                                                  |
| Continue to oversee government personnel and external partners supporting recovery operations.                                                                                                                                                                                                                       |
| Continue the transition to the Long-Term Recovery Group, if deemed necessary to facilitate complex decision-making and maintain continuity of recovery operations through long-term recovery.                                                                                                                        |
| Continue to monitor and manage volunteers and donations.                                                                                                                                                                                                                                                             |
| <b><i>Recovery Functional Areas</i></b>                                                                                                                                                                                                                                                                              |

| <b>DISASTER RECOVERY MANAGER</b>                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Coordinate relevant community planning and capacity building responsibilities, if not delegated to another individual or the Long-Term Recovery Group.                    |
| Coordinate relevant economic recovery responsibilities, if not delegated to another individual or the Long-Term Recovery Group.                                           |
| Coordinate relevant health and social services responsibilities, if not delegated to another individual or the Long-Term Recovery Group.                                  |
| Coordinate relevant housing responsibilities, if not delegated to another individual or the Long-Term Recovery Group.                                                     |
| Coordinate relevant infrastructure systems responsibilities, if not delegated to another individual or the Long-Term Recovery Group.                                      |
| Coordinate relevant natural and cultural resources responsibilities, if not delegated to another individual or the Long-Term Recovery Group.                              |
| Coordinate relevant agriculture responsibilities, if not delegated to another individual or the Long-Term Recovery Group.                                                 |
| <b><i>TRANSITION TO STEADY-STATE TASKS</i></b>                                                                                                                            |
| Review the active recovery efforts conducted by the Recovery Coordination Framework.                                                                                      |
| Deactivate the Local Disaster Recovery Plan, under approval from Strategic Leadership.                                                                                    |
| Communicate closure to “incident-activation” steps for critical processes, such as cost tracking, timekeeping, and documentation management.                              |
| Develop a transition plan for how ongoing recovery activities will be maintained under the steady-state responsibilities of government departments and external partners. |

| FINANCIAL RECOVERY MANAGER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <ul style="list-style-type: none"> <li>• Provide strategic guidance to the Disaster Recovery Manager and Strategic Leadership regarding disaster cost recovery policies.</li> <li>• Collect and maintain disaster recovery documentation, including documentation to help meet state and federal disaster declaration thresholds or programmatic requirements.</li> <li>• Ensure recovery personnel are aware of compliance requirements of recovery funding, if available with applicable program requirements.</li> </ul> |  |
| SHORT-TERM RECOVERY TASKS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| Communicate to appropriate parties that “incident-activation” steps for disaster recovery policies and procedures are in place, in coordination with activation of Local Emergency Operations Plan.                                                                                                                                                                                                                                                                                                                         |  |
| Create shared folder in <i>Pool Drive</i> . Communicate that incident-related documentation should be copied to this location.                                                                                                                                                                                                                                                                                                                                                                                              |  |
| Support Initial Damage Estimate and Preliminary Damage Assessment activity, as directed by Kansas Division of Emergency Management.                                                                                                                                                                                                                                                                                                                                                                                         |  |
| Support Strategic Leadership in tracking financial metrics or response and/or recovery priorities, such as budgets, cost estimates, or reporting on spending or funding needs.                                                                                                                                                                                                                                                                                                                                              |  |
| LONG-TERM RECOVERY TASKS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| Continue “incident-activation” steps to critical processes, such as cost tracking, timekeeping, and documentation management, and review to ensure compliance.                                                                                                                                                                                                                                                                                                                                                              |  |
| Review and consolidate costs for reporting to Strategic Leadership, state or federal partners, formal funding agreements, or Public Information Officers, as required.                                                                                                                                                                                                                                                                                                                                                      |  |
| TRANSITION TO STEADY STATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Communicate closure to “incident-activation” steps for critical processes, such as cost tracking, timekeeping, and documentation management.                                                                                                                                                                                                                                                                                                                                                                                |  |
| Close cost tracking mechanism and/or incident-specific project codes.                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| Prepare final reporting for response and recovery costs, reporting to Strategic Leadership, state or federal partners, formal funding agreements, or Public Information Officers, as required.                                                                                                                                                                                                                                                                                                                              |  |
| Conduct activities identified in Pre-Disaster Cost Recovery Activity and update policies, procedures, contracts, agreements, and processes, as needed.                                                                                                                                                                                                                                                                                                                                                                      |  |
| Assess and update cost recovery-related components of Local Disaster Recovery Plan and related training, based on lessons learned, challenges, and issues.                                                                                                                                                                                                                                                                                                                                                                  |  |

| FINANCIAL RECOVERY MANAGER                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DAMAGE ASSESSMENT COORDINATOR                                                                                                                                                                                                                                                                                       |
| <i>RESPONSIBILITIES</i>                                                                                                                                                                                                                                                                                             |
| <ul style="list-style-type: none"> <li>• Continue the work of damage assessments initiated in response, if needed.</li> <li>• Coordinate with the Financial Recovery Manager, local departments, and external partners.</li> <li>• Communicate priorities and progress to the Disaster Recovery Manager.</li> </ul> |
| <i>SHORT-TERM RECOVERY TASKS</i>                                                                                                                                                                                                                                                                                    |
| <i>Strategies and External Support</i>                                                                                                                                                                                                                                                                              |
| Based on Initial Damage Estimates conducted in response, monitor any ongoing assessments of damage to property, systems, and infrastructure.                                                                                                                                                                        |
| Manage teams tasked with assessments of public and private property, critical infrastructure, and cultural and/or historic sites.                                                                                                                                                                                   |
| Continually update damage estimates and share with Kansas Division of Emergency Management as appropriate.                                                                                                                                                                                                          |
| If requested, conduct Preliminary Damage Assessments.                                                                                                                                                                                                                                                               |
| Conduct habitability assessments to determine the structural safety of residential buildings.                                                                                                                                                                                                                       |

| RECOVERY FACILITY COORDINATOR                                                                                                                                                                                                                                                                                                 |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| RESPONSIBILITIES                                                                                                                                                                                                                                                                                                              |  |
| <ul style="list-style-type: none"> <li>• Identify site(s) to open and operate the facility.</li> <li>• Facilitate the integration of state, federal, and/or external partners who may be on site to provide support to residents.</li> <li>• Communicate priorities and progress to the Disaster Recovery Manager.</li> </ul> |  |
| SHORT-TERM RECOVERY TASKS                                                                                                                                                                                                                                                                                                     |  |
| Determine if Multi-Agency Resource Centers, Disaster Recovery Centers, Volunteer Reception Centers, and/or Points of Distribution are needed, in coordination with the Emergency Operations Center Director and Disaster Recovery Manager, as appropriate.                                                                    |  |
| Identify locations for recovery facilities.                                                                                                                                                                                                                                                                                   |  |
| Establish and begin to operate the recovery facilities, in coordination with local government departments and external partners.                                                                                                                                                                                              |  |
| Coordinate with federal and state agencies and external partners who may be providing services through or operating the recovery facilities.                                                                                                                                                                                  |  |
| Compile key information collected at the assistance centers regarding unmet needs.                                                                                                                                                                                                                                            |  |
| Identify long-term vision for connecting populations with unmet needs to available services, without recovery facilities.                                                                                                                                                                                                     |  |
| Determine when recovery facilities are no longer needed and demobilize accordingly.                                                                                                                                                                                                                                           |  |
| LONG-TERM RECOVERY TASKS                                                                                                                                                                                                                                                                                                      |  |
| Continue to operate the recovery facilities, in coordination with local government departments and external partners, if necessary.                                                                                                                                                                                           |  |
| Continue to coordinate with federal and state agencies and external partners who may be providing services through or operating the recovery facilities.                                                                                                                                                                      |  |
| Compile key information collected at the assistance centers regarding unmet needs.                                                                                                                                                                                                                                            |  |
| Identify long-term vision for connecting populations with unmet needs to available services, without recovery facilities, if applicable.                                                                                                                                                                                      |  |
| Determine when recovery facilities are no longer needed and demobilize accordingly.                                                                                                                                                                                                                                           |  |

| DEBRIS MANAGEMENT COORDINATOR                                                                                                                                                                                                                                                          |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <i>RESPONSIBILITIES</i>                                                                                                                                                                                                                                                                |  |
| <ul style="list-style-type: none"> <li>• Continue the work of debris management, if needed.</li> <li>• Coordinate with departments that are collecting, tracking, and disposing of debris.</li> <li>• Communicate priorities and progress to the Disaster Recovery Manager.</li> </ul> |  |
| <i>SHORT-TERM RECOVERY TASKS</i>                                                                                                                                                                                                                                                       |  |
| Continue activities under the Debris Management Plan activated in response.                                                                                                                                                                                                            |  |
| Conduct clean-up operations.                                                                                                                                                                                                                                                           |  |
| Determine if abatement and demolition of hazardous structures is necessary.                                                                                                                                                                                                            |  |
| Implement any remaining emergency actions such as clearance of primary transportation routes.                                                                                                                                                                                          |  |
| Determine long-term debris removal needs.                                                                                                                                                                                                                                              |  |

| UNMET NEEDS COORDINATOR                                                                                                                                                                                                                                                                                                 |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>RESPONSIBILITIES</b>                                                                                                                                                                                                                                                                                                 |  |
| <ul style="list-style-type: none"> <li>• Coordinate with departments, external partners, and Long-Term Recovery Group, if activated, on the collection of information for addressing unmet needs and/or providing services.</li> <li>• Communicate priorities and progress to the Disaster Recovery Manager.</li> </ul> |  |
| <b>SHORT-TERM RECOVERY TASKS</b>                                                                                                                                                                                                                                                                                        |  |
| Continue to evaluate unmet needs of the community (e.g., available housing, employment impacts, transportation access).                                                                                                                                                                                                 |  |
| Identify process to address unmet needs with community, county, or state resources, if available.<br>Coordinate with the Human Services Officer                                                                                                                                                                         |  |
| Ensure recovery information and resources reach vulnerable populations, including people with disabilities and individuals with access and functional needs.                                                                                                                                                            |  |
| Compile key information collected regarding unmet needs to influence recovery operations and priorities.                                                                                                                                                                                                                |  |
| <b>LONG-TERM RECOVERY TASKS</b>                                                                                                                                                                                                                                                                                         |  |
| Continue to evaluate unmet needs of the community (e.g., available housing, employment impacts, transportation access).                                                                                                                                                                                                 |  |
| Identify process to address unmet needs with community, county, or state resources, if available.<br>Coordinate with the Human Services Officer.                                                                                                                                                                        |  |
| Ensure recovery information and resources reach vulnerable populations, including people with disabilities and individuals with access and functional needs.                                                                                                                                                            |  |
| Compile key information collected regarding unmet needs to influence recovery operations and priorities.                                                                                                                                                                                                                |  |

| <b>HOUSING RECOVERY COORDINATOR</b>                                                                                                                                                                                                                                                                                                                                                                              |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>RESPONSIBILITIES</b>                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <ul style="list-style-type: none"> <li>• Compile information related to recovery housing needs and facilitates services to meet these needs.</li> <li>• Coordinate with shelter managers, housing departments, the Unmet Needs Coordinator, and departments and external partners involved in post-disaster housing.</li> <li>• Communicate priorities and progress to the Disaster Recovery Manager.</li> </ul> |  |
| <b>SHORT-TERM RECOVERY TASKS</b>                                                                                                                                                                                                                                                                                                                                                                                 |  |
| Assess gaps and shortages in post-disaster housing stock.                                                                                                                                                                                                                                                                                                                                                        |  |
| Provide support for households transitioning from emergency sheltering to interim and long-term housing, including access to insurance resources and information.                                                                                                                                                                                                                                                |  |
| Conduct inspections of residential properties and disseminate information to homeowners and renters regarding the condition and safety of inspected homes.                                                                                                                                                                                                                                                       |  |
| Review potential sites for temporary, permanent, and temporary-to-permanent housing to make sure they are compliant regulations and mobilize units meet those needs.                                                                                                                                                                                                                                             |  |
| Coordinate the activation or establishment of post-disaster building codes and permitting processes that will expedite recovery and redevelopment without compromising safety.                                                                                                                                                                                                                                   |  |
| Support rehabilitation and reconstruction of housing.                                                                                                                                                                                                                                                                                                                                                            |  |
| Coordinate with relevant state agencies (e.g., Department of Commerce, Department of Children and Family Services) to support activities, if necessary.                                                                                                                                                                                                                                                          |  |
| <b>LONG-TERM RECOVERY TASKS</b>                                                                                                                                                                                                                                                                                                                                                                                  |  |
| Review potential sites for temporary, permanent, and temporary-to-permanent housing to make sure they are compliant regulations and mobilize units meet those needs.                                                                                                                                                                                                                                             |  |
| Coordinate the activation or establishment of post-disaster building codes and permitting processes that will expedite recovery and redevelopment without compromising safety.                                                                                                                                                                                                                                   |  |
| Support rehabilitation and reconstruction of housing.                                                                                                                                                                                                                                                                                                                                                            |  |
| Implement a strategy for identifying and securing long-term community housing, including affordable and accessible housing.                                                                                                                                                                                                                                                                                      |  |
| Coordinate with relevant state agencies (e.g., Department of Commerce, Department of Children and Family Services) to support activities, if necessary.                                                                                                                                                                                                                                                          |  |

## Appendix C. LTRG Tools

| Long-Term Recovery Group                                                                                                                                                                                                                                                   |                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| ACTIVATION MEETING AGENDA                                                                                                                                                                                                                                                  |                        |
| <b>Meeting Overview:</b> The purpose of this meeting is to discuss and coordinate actions of the Long-Term Recovery Group for Cowley County. This meeting provides a status update of current operations and needs and sets expectations for the Long-Term Recovery Group. |                        |
| <b>Date:</b> _____                                                                                                                                                                                                                                                         | <b>Location:</b> _____ |
| <b>Time:</b> _____                                                                                                                                                                                                                                                         | <b>Chair:</b> _____    |
| <b>Note:</b> The agenda below will be facilitated by the chair of the Long-Term Recovery Group.                                                                                                                                                                            |                        |
| Attendees                                                                                                                                                                                                                                                                  |                        |
|                                                                                                                                                                                                                                                                            |                        |
|                                                                                                                                                                                                                                                                            |                        |
|                                                                                                                                                                                                                                                                            |                        |
|                                                                                                                                                                                                                                                                            |                        |
|                                                                                                                                                                                                                                                                            |                        |
| Agenda                                                                                                                                                                                                                                                                     |                        |
| Discussion Point                                                                                                                                                                                                                                                           | Notes                  |
| <b>Meeting Overview</b> <ul style="list-style-type: none"> <li>Long-Term Recovery Group overview</li> <li>Expectations of attendees</li> <li>Key meeting outcomes</li> </ul>                                                                                               |                        |
| <b>Opening Remarks</b> <ul style="list-style-type: none"> <li>Summary of disaster impacts</li> <li>Summary of response and short-term recovery activity</li> </ul>                                                                                                         |                        |
| <b>Short-Term Recovery Needs</b> <ul style="list-style-type: none"> <li>Identification of current recovery needs</li> </ul>                                                                                                                                                |                        |

|                                                                                                                                                                                                                                                 |                           |                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------|
| <ul style="list-style-type: none"> <li>• Identification of current recovery resources</li> </ul>                                                                                                                                                |                           |                 |
| <b>Long-Term Visioning</b> <ul style="list-style-type: none"> <li>• Local vision of long-term success</li> <li>• Local vision of increased resilience</li> <li>• Identify opportunities for change based on “new norm” post-disaster</li> </ul> |                           |                 |
| <b>Next Steps</b> <ul style="list-style-type: none"> <li>• Establish Long-Term Recovery Group coordination meetings.</li> <li>• Identify needed planning documents</li> </ul>                                                                   |                           |                 |
| <b>Recap and Adjourn</b> <ul style="list-style-type: none"> <li>• Set time for next meeting.</li> <li>• Summarize key outcomes and next steps</li> </ul>                                                                                        |                           |                 |
| <b>Action Items</b>                                                                                                                                                                                                                             |                           |                 |
| <b>Task</b>                                                                                                                                                                                                                                     | <b>Responsible Party</b>  | <b>Deadline</b> |
|                                                                                                                                                                                                                                                 |                           |                 |
|                                                                                                                                                                                                                                                 |                           |                 |
|                                                                                                                                                                                                                                                 |                           |                 |
|                                                                                                                                                                                                                                                 |                           |                 |
|                                                                                                                                                                                                                                                 |                           |                 |
| <b>Next Meeting</b>                                                                                                                                                                                                                             |                           |                 |
| <b>Date:</b> _____                                                                                                                                                                                                                              | <b>Location:</b><br>_____ |                 |
| <b>Time:</b> _____                                                                                                                                                                                                                              |                           |                 |

Long-Term Recovery Group

**Progress Update**

**Date:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Chair:** \_\_\_\_\_

**Note:** The progress update below will be facilitated by the Long-Term Recovery Group Coordinator.

| Recovery Activity | Progress                                                                                                                                                      | Funding                                                                                                              | Identified Challenges/Successes | Next Steps | Responsible Parties |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|---------------------------------|------------|---------------------|
|                   | <input type="checkbox"/> Not yet started<br><input type="checkbox"/> In progress<br><input type="checkbox"/> Completed<br><input type="checkbox"/> Eliminated | <b>Amount Acquired:</b><br><br><b>Among Used to Date (if relevant):</b><br><br><b>Additional Funding Identified:</b> |                                 |            |                     |
|                   | <input type="checkbox"/> Not yet started<br><input type="checkbox"/> In progress<br><input type="checkbox"/> Completed<br><input type="checkbox"/> Eliminated | <b>Amount Acquired:</b><br><br><b>Among Used to Date (if relevant):</b><br><br><b>Additional Funding Identified:</b> |                                 |            |                     |

Long-Term Recovery Group

**Progress Update**

|  |                                                                                                                                                               |                                                                                                                      |  |  |  |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|--|--|--|
|  | <input type="checkbox"/> Not yet started<br><input type="checkbox"/> In progress<br><input type="checkbox"/> Completed<br><input type="checkbox"/> Eliminated | <b>Amount Acquired:</b><br><br><b>Among Used to Date (if relevant):</b><br><br><b>Additional Funding Identified:</b> |  |  |  |
|  | <input type="checkbox"/> Not yet started<br><input type="checkbox"/> In progress<br><input type="checkbox"/> Completed<br><input type="checkbox"/> Eliminated | <b>Amount Acquired:</b><br><br><b>Among Used to Date (if relevant):</b><br><br><b>Additional Funding Identified:</b> |  |  |  |

## Appendix D. ESF Transition Tool

The following tool identifies how the departments and external partners engaged in ESFs may transition to similar lines of recovery efforts in recovery. The ESFs listed in the table include the following groups:

- ESF 1 – Transportation
- ESF 2 – Communications
- ESF 3 – Public Works and Engineering
- ESF 4 – Firefighting
- ESF 5 – Emergency Management
- ESF 6 – Mass Care, Housing and Human Services
- ESF 7 – Resource Support
- ESF 8 –and Medical Services
- ESF 9 – Search and Rescue
- ESF 10 – Oil and Hazardous Materials
- ESF 11 – Agriculture and Natural Resources
- ESF 12 – Energy and Utilities
- ESF 13 – Public Safety and Security
- ESF 14 – Cross-Sector Business and Infrastructure<sup>4</sup>
- ESF 15 – External Communication

Not all personnel involved in ESFs will participate in the Recovery Coordination Framework, but many departments and external partners will likely support recovery operations in some capacity. Refer to **LEOP section III. Roles and Responsibilities – K. Emergency Support Functions (ESFs)** of the LEOP for additional information regarding the role of local ESFs in emergency management.

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<sup>4</sup> This ESF replaces the previously titled ESF 14 – Long-Term Community Recovery.

| Recovery Activity                        | ESF 1 | ESF 2 | ESF 3 | ESF 4 | ESF 5 | ESF 6 | ESF 7 | ESF 8 | ESF 9 | ESF 10 | ESF 11 | ESF 12 | ESF 13 | ESF 14 | ESF 15 |
|------------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------|--------|--------|--------|--------|--------|
| <b>Strategies and External Support</b>   |       |       |       |       |       |       |       |       |       |        |        |        |        |        |        |
| <b>Recovery Operations</b>               |       |       |       |       |       |       |       |       |       |        |        |        |        |        |        |
| Recovery Coordination Framework          |       |       |       |       |       |       |       |       |       |        |        |        |        |        |        |
| Damage Assessments                       |       |       |       |       |       |       |       |       |       |        |        |        |        |        |        |
| Debris Management                        |       |       |       |       |       |       |       |       |       |        |        |        |        |        |        |
| Unmet Needs                              |       |       |       |       |       |       |       |       |       |        |        |        |        |        |        |
| Recovery Facilities                      |       |       |       |       |       |       |       |       |       |        |        |        |        |        |        |
| Cost Recovery                            |       |       |       |       |       |       |       |       |       |        |        |        |        |        |        |
| <b>Recovery Operations</b>               |       |       |       |       |       |       |       |       |       |        |        |        |        |        |        |
| Community Planning and Capacity Building |       |       |       |       |       |       |       |       |       |        |        |        |        |        |        |
| Economic Recovery                        |       |       |       |       |       |       |       |       |       |        |        |        |        |        |        |
| Health and Social Services               |       |       |       |       |       |       |       |       |       |        |        |        |        |        |        |
| Housing                                  |       |       |       |       |       |       |       |       |       |        |        |        |        |        |        |
| Infrastructure Systems                   |       |       |       |       |       |       |       |       |       |        |        |        |        |        |        |
| Natural and Cultural Resources           |       |       |       |       |       |       |       |       |       |        |        |        |        |        |        |
| Agriculture                              |       |       |       |       |       |       |       |       |       |        |        |        |        |        |        |

## Appendix E. Training and Exercise Materials