2015

EMERGENCY OPERATIONS PLAN (EOP)

SEDGWICK COUNTY

ESF 5 – Emergency Management

Coordinating Agency:
- Sedgwick County Emergency Management

Primary Agency:
- Sedgwick County Emergency Management

Support Agencies:

Federal Agencies

- Department of Homeland Security (DHS
- Federal Emergency Management Agency (FEMA)

State Agencies

- Kansas Division of Emergency Management
- Kansas National Guard
- Kansas Office of Emergency Communications

County Agencies

- Sedgwick County COMCARE
- Sedgwick County Department on Aging
- Sedgwick County Geographic Information Services
- Sedgwick County Sheriff Office
- Sedgwick County Fire District #1
- Sedgwick County Public Works
- Sedgwick County Division of Information and Operations
- Sedgwick County Forensic Science Center (Coroner)
- Sedgwick County Emergency Medical Service (EMS)
- Sedgwick County Health Department
- Sedgwick County Purchasing Department

City Departments

- City of Andale Government
- City of Bel Aire Government
- City of Bentley Government
- City of Cheney Government
- City of Clearwater Government
- City of Colwich Government
- City of Derby Government
- City of Eastborough Government
- City of Garden Plain Government
- City of Goddard Government
- City of Haysville Government
- City of Kechi Government
- City of Maize Government
- City of Mount Hope Government
- City of Mulvane Government
- City of Park City Government
- City of Sedgwick Government
- City of Valley Center Government
- City of Wichita Government
- City of Wichita Public Works
- City of Wichita Fire Department
- City of Wichita Transit
- City of Wichita Transit

Public Schools

- USD 259 –Wichita

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 consistent with the Sedgwick County Emergency Operations Center (EOC) and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to Sedgwick County through the County Emergency Response Team, Area Operations and Regional 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 Sedgwick 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.

4. The development of a fully functional, effective, and sustainable ESF 5 capability for Sedgwick 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. Incident Assessment

   Local Emergency Declaration

   A declaration of local disaster / emergency may be declared in accordance with the terms of K.S.A. 48-932 et seq. by the Chairman of the Board of County Commissioners (BoCC). This allows the Chair of the BoCC to issue such directives and activate such local resources as are required to respond to the incident. (Example: Declaration of a snow emergency could implement a parking ban on designated streets and activate local snow removing equipment.)

   • An Emergency Declaration may be issued by the Chair of the BoCC as outlined in K.S.A. 48-932 et seq. when it appears that response and recovery efforts will exceed normal local capabilities.

   • Any order or declaration declaring, continuing, or terminating a disaster will be given prompt and general publicity through the Communications Director.

- Any disaster declaration will be filed promptly with the county clerk, Sedgwick County Emergency Manager or representative, and the Kansas Division of Emergency Management.

- The effect 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.

Request for Assistance

- Sedgwick County will first implement mutual aid agreements of cooperation within the county. Agreements through K.S.A. 48-948 through 48-958 in conjunction with the KDEM.

- In the event the available mutual aid agreement(s) is/are not sufficient to meet the needed requirements, the Chair of the BoCC through the Emergency Manager or representative may request assistance from the state.

- Request for assistance from the state should be through the Sedgwick County Emergency Manager or representative to The Adjutant General's Department (KDEM). In anticipation of State involvement, local government should declare a State of Local Disaster Emergency.

- The Adjutant General's Department (KDEM) will review the request, evaluate the overall disaster situation, and recommend action to the Governor.

National Security/Terrorist Activities

- The primary responsibility for the safety and welfare of the residents of Sedgwick County and its communities rests with the respective governments.

- To fulfill this responsibility, the various local governments must individually and, where possible, jointly implement plans to ensure proper emergency actions are taken in a timely manner to provide care and support to the citizens.

- Upon receipt of an attack warning, primary actions include:

  o All public warning systems activated.

  o Sedgwick County does not have a public shelter program in effect. Residents should seek expedient type shelters. All citizens are urged to make shelter plans in advance.

  o Direct emergency shutdown operations of all industrial and nonessential utilities.

B. Direction and Control

1. Incident Command

   The ICS and NIMS structure will be used to coordinate emergency response and recovery operations at the disaster scene(s). The ICS/NIMS organization will maintain open communications and close coordination with the EOC at all times. To the extent possible, all tactical and operational decisions will be made in the field within an ICS/NIMS structure, while policy and coordination functions will be accomplished from the EOC.

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

   - Command Staff

   - Operations Section

   - Logistics Section

   - Plans Section

   - Finance and Administration Section

   - *Intelligence Section may be added depending on circumstances*

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

   - Command and management (includes ICS)

   - Preparedness

   - Resource management

   - Communications and information management

   - Supporting technologies

   - Ongoing management and maintenance

   During emergency operations, Sedgwick County's executive heads (Commissioners, Mayor, department and agency heads) and the Sedgwick County Emergency Manager or representative are responsible for all major decisions and operation of the EOC. All general telephone inquiries will be directed to the Sedgwick County Emergency Manager or representative. Under emergency conditions no member of the EOC will discuss operations with any member of the press unless the Communications Director has given previous clearance.

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

2. EOC Structure

General Overview

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

The EOC will be organized utilizing the major management model. The following are the EOC positions that will be filled during most EOC activations. During smaller EOC activations, an individual may fill more than one position. During large or complex events, teams of people may be needed to fill each position.
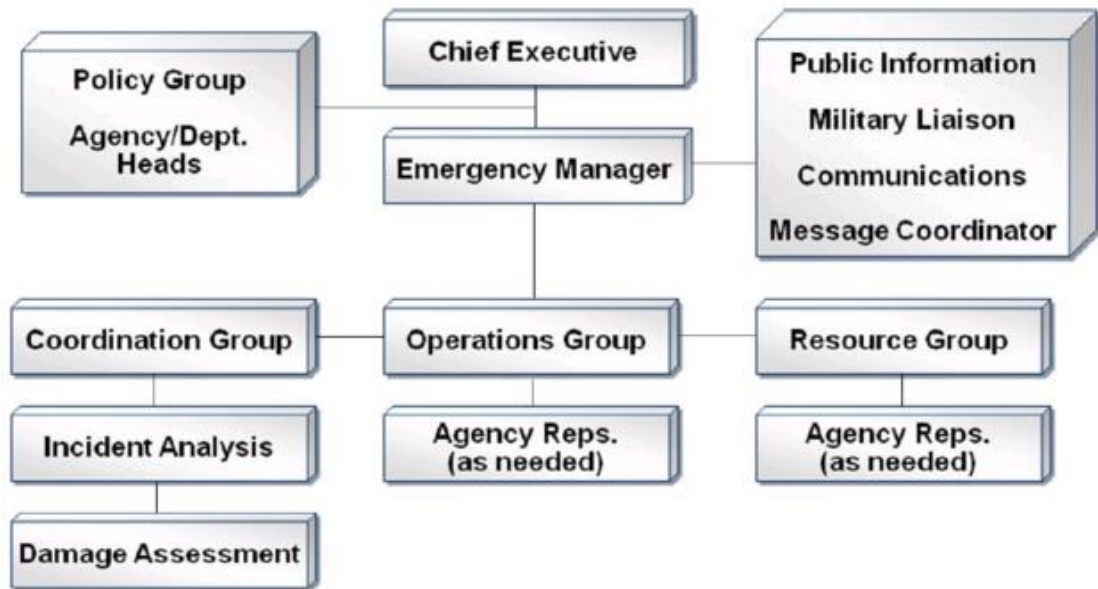
The EOC Manager will ensure all agencies present will have access to the computers and emergency logging capabilities to coordinate with each other, as well as accessibility to the EOC. The Emergency Manager will facilitate with agencies present and ensure that everyone is routinely briefed on events as they unfold, typically using an Incident Action Plan (IAP) generated by an emergency management designee to fulfill the role of Planning Section Chief. The Planning Section Chief will be responsible for getting with each of the agencies present in the EOC and ascertain the status of field and EOC operations. The Coordination Group, Operations Group, and Resources Group shown above will be implemented if EOC operations have expanded to focus areas of disaster operations. Otherwise, all EOC participants will coordinate uniformly with the emergency log and facilitated/briefed as mentioned.

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

- Biological Incident

- Terrorism Incident

Multiagency Coordination (MAC) System

The EOC may fulfill the role as an element within the MAC system under NIMS (identified as the EOC/MAC Group). A MAC may be established under the following criteria:

- When a Unified Command is established at the incident scene.

- When more than one jurisdiction becomes involved in the incident response.

- When the circumstances at the scene indicate that the incident could expand rapidly and involve cascading events.

- When similar past events have required multiagency coordination.

If more than one EOC/MAC is activated under an Area Command condition, one EOC/MAC may be elected to be the lead coordinator for all EOC/MACs. As with EOC operations, MAC System staff will need to eat, rest, and decompress from the stress of the operation. Staffing patterns should include sufficient personnel to ensure 24-hour coverage for extended operations.

Phases of EOC Management

Mitigation

- Maintain and upgrade of the EOC.

- Provide adequate communications capabilities.

- Development of a training program for Emergency Management staff and representatives with EOC responsibilities should be done.

Preparedness

- Instruct officials and staff on EOC operations, for activation during potential, limited and full emergency operations.

- Maintain SOP for EOC activation.

- Maintain a constant schedule of testing, maintenance, exercises and repair of equipment to ensure an advanced state of readiness.

- All operational, logistical and administrative support personnel will report to the EOC or as instructed at activation to assigned duties.

Response

- Activate the EOC as necessary.

- Hold initial briefing for staff and announce briefing schedules for staff and media.

- Coordinate all operations through the EOC.

- Alert public and task agencies as necessary.

- Logistical and administrative support will be deployed to the disaster site based on request from command post or incident command.

Recovery

- Continue response operations as appropriate.

- Begin recovery activities.

- Maintain records and logs, and assemble expenditure data for submission to appropriate authorities for reimbursement.

- Prepare necessary damage assessment reports.

- Release unnecessary personnel and begin to deactivate the EOC.

- Conduct critiques of operations and initiate changes as necessary.

- Restock supplies.

EOC Operations

The County EOC is equipped to communicate with the field, as well as with other local, State, Federal and private sector agencies by landline telephone, radio, facsimile and cellular telephone. There are 24 designated workstations located within the EOC for the following representatives (subject to change depending on the type, magnitude and location of the emergency):

- Sedgwick County Emergency Management

- Kansas National Guard/Kansas Division of Emergency Management (KDEM)

- Wichita Fire Department

- Sedgwick County Fire Department

- Wichita Police Department

- Sedgwick County Sheriff Office

- Sedgwick County Emergency Medical Services (EMS)

- Sedgwick County Emergency Medical Service System (EMSS)

- Sedgwick County Health Department/Metropolitan Medical Response System (MMRS)

- Sedgwick County Geographic Information Services (GIS)

- Wichita Public Works

- Sedgwick County Public Works

- Hospital Representative

- Wichita Metropolitan Transit Authority (MTA)

- Wichita Water Department

- Sedgwick Division of Information and Operations (DIO)

- Sedgwick County COMCARE

- Sedgwick County Purchasing Department/Finance

- Unified School District 259

- American Red Cross

- The Salvation Army

- United Way of the Plains (Room 104)

- City of Wichita Public Information Officer (Room 104)

- Sedgwick County Public Information Officer (Room 104)

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

- Collect, record, analyze, display and distribute information

- Support activities at the scene and in the field

- Coordinate public information and warning

- Prioritize and coordinate disaster related activities

- Conduct liaison and coordination activities with external entities

- Notify and provide ongoing information to elected officials

- Coordinate long term recovery operations

- Prepare action and policy plans

- Situation assessment

- Direction and control (broad guidance, not tactical)

- Interagency coordination

- Priority establishment

- Resource management and augmentation

In the case of public health events (e.g., a disease outbreak or a possible biological terrorist event), the Public Health Department may establish a departmental operations center (DOC). The Public Health Department DOC is discussed in detail in the Incident Specific Biological Annex to this LEOP.

Since routine emergencies can quickly grow into disasters, response agencies will keep the Emergency Management Department informed of escalating situations that may require EOC activation. If it is determined that the incident may exceed one operational period (12 hours), a determination will be made by EOC representatives on shift assignments. The County EOC may be activated or deactivated by the Sedgwick County Emergency Manage or representative, or the Sedgwick County Public Safety Director or representative.

An Incident Action Plan (IAP) will be developed from the information contained in the Emergency Log by the designated EOC Planning Section Chief along with an update of actions and objectives from participating agencies in the EOC. The EOC manager will work with the EOC Planning Section Chief in compiling the Incident Action Plan for the end of the operational period. Once approved and signed, a copy of the Incident Action Plan will be provided to all participating agencies in the EOC and an out briefing will be conducted by the outgoing EOC manager.

EOC Activation Guidelines

The Director of Emergency Management or designee shall be responsible for the activation of the EOC. Notification of activation will be made by Emergency Management staff or Emergency Communications personnel (9-1-1).

Elected Officials, Managers, Department Heads/Alternates and Support Agencies will be notified at the level that they are listed. Anyone wishing to be advised at the level, other than which they are listed, should notify the Director of Emergency Management in writing. Every effort will be made to provide notification once the emergency services have been notified and staff or volunteers are available to make calls.

When contact has been made with the department, agency or support group contact person whose name is on file with the Director of Emergency Management, the person contacted shall be responsible for notifying his/her staff to report to the EOC in accordance with the operating procedures of their department, agency or support group.

EOC Activation Alert List*

LEVEL – 1

The Sedgwick County EOC is activated at a Level I when there is a need to better manage internal resources and monitor situations as they depart from normal. One or more agencies may request this activation.

- Emergency Manager/Staff (R)

- Director, Division of Public Safety (N, O)

- Requesting agency or department (R)

LEVEL – 2

The Sedgwick County EOC is activated at a Level II when there is a need to bring resources from lateral units of government to actively intervene in an emergency. This level of activation normally occurs immediately after the impact of a disaster.

- Sedgwick County Division of Public Safety Director (R)

- Sedgwick County Sheriff/Staff (R)

- Sedgwick County Fire Chief/Staff (R)

- Sedgwick County Emergency Medical Service Director/Staff (R)

- Sedgwick County Emergency Medical Service Systems Officer (R)

- Wichita Police Chief/Staff (R)

- Wichita Fire Chief/Staff (R)

- Sedgwick County Emergency Communications Director/Staff (R)

- Sedgwick County Division of Public Works Director/Staff (R)

- Wichita Public Works Director/Staff (R)

- Wichita Water Department Director/Staff (R)

- Sedgwick County Public Health Department Director/Staff (R)

- Sedgwick County Communications Director (R)

- Wichita Public Information Officer (R)

- Sedgwick County Manager/Staff (N, O)

- Sedgwick County Division of Information and Operations/Security (R)

- Wichita Metropolitan Transit Authority Director/Staff (R)

- Wichita City Manager/Staff (N, O)

- American Red Cross (R)

- The Salvation Army (R)

- USD #259 (R)

- Sedgwick County Metropolitan Medical Response System Program Manager (R)

- Sedgwick County Geographic Information Systems Manager (R)

- Sedgwick County Department of Purchasing Director (R)

- Sedgwick County Coroner/Staff (R)

- Sedgwick County Appraiser/Staff (O)

LEVEL – 3

The Sedgwick County EOC is activated at a Level III when there is a need to consult with elected officials regarding policy issues, obtaining resources outside of Sedgwick County, or when there is a need to seek resources from the state, regional federal, or federal government. This level of activation would normally occur once the immediate threat to life and property has been taken care of.

- Sedgwick County Manager/Staff (R)

- Wichita Manager/Staff (R)

- Chair, Board of County Commissioners (R)

- County Commissioner(s) in impacted District(s) (O)

- City of Wichita Mayor (R)

- Wichita City Council Member(s) in impacted District(s) (O)

*N=Notify of EOC Activation; O=Optional presence at EOC; R=Required to be at EOC

NOTE:

- *Selected individuals/departments may be requested to respond to the EOC at a level other than which they are listed in lieu of a full activation of that level.*

- *Agencies may utilize the EOC at Level-1 to accomplish a specific mission (i.e. civil disturbance, fire, medical, etc.)*

<u>Notifications</u>

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

Emergency information will be relayed to the EOC primarily from the 9-1-1 Communications Center, the Incident Command Post(s) and other field elements, but it may also come from a variety of other sources including but not limited to:
- Private sector
- Media
- Citizens
- Other jurisdictions
- State and Federal government agencies

EOC Technology

<u>Emergency Log</u>

When an emergency effects the Sedgwick County area such as severe weather, flooding, and other disasters, Emergency Management will have spotters and units in the field reporting the latest information and developments to the Sedgwick County EOC. Information reported by official spotters will be posted to http://www.scksel.info/. Individuals using the EOC during activations will log into the internal website and log their information according to level of urgency. Historical information can also be accessed through this system. Operating similar to the Emergency Log, the WebEOC is utilized statewide by first response agencies during activations and can be accessed at http://www.kansastag.gov/KDEM.asp?PageID=312.

<u>NWSChat</u>

As information develops regarding severe weather, first response agencies and the media can communicate between each other to relay pertinent information to the public and can be accessed at https://nwschat.weather.gov/.

<u>CodeRed</u>

The Emergency Communications Network's (ECN) CodeRED system is utilized to contact those listed under each of the EOC activation levels via phone, email, and texting capability. This is a secure system requiring special permissions to launch the notifications.

<u>Geographic Information Systems (GIS)</u>

Sedgwick County GIS assists emergency management personnel in responding to emergency events. The system is used to locate and record information pertaining to catastrophic impact, to plot the path of tornadoes, to assess the degree of damage, and to support disaster relief decision-making processes. GIS technology is able to assemble diverse types of data, and present the information

in a database format, as a hard copy map, or an on-screen visual map display. Sedgwick County GIS is comprised of ten personnel whose duties are to develop and maintain GIS data layers, develop end-user applications and support constituent GIS information needs. Sedgwick County publishes approximately 140 data layers; all layers are kept locally on the EOC GIS workstation to facilitate GIS activities in an emergency.

The EOC will contain electronic maps of the State of Kansas, Sedgwick County and cities within Sedgwick County, including the general area. It also includes status boards required for tracking significant events/actions. EOC centric GIS applications include the following:

Stormtracker

StormTracker is an application for tracking tornadoes and other emergencies. It is designed to run on the PC installed in EOC. StormTracker allows emergency operations personnel to track several components of a storm as they occur. Details such as storm path, observer reports, injuries, fatalities, and damage assessments can be easily added to a geographical representation of the affected area. Reports can be generated that include damage assessments by political district, HazMat sites affected, roads affected, and locations for setting up barricades. StormTracker is a highly flexible application – the user navigates to a configuration file, which then specifies the locations of most dependencies.

Mobile Mapper

MobileMapper2 is a mobile mapping application designed to run on the laptop PCs installed in the emergency services vehicles. MobileMapper2 is a VB.Net based application that utilizes the ESRI MapObjects 2.0 libraries to provide mapping capabilities in vehicles within the Public Safety departments. It uses standard published shape files and imagery.

MMRS Interactive Map Service

The MMRS application is designed to assist citizens in locating their local pre-designated Neighborhood Distribution Center in the event of an incident that would require mass dispensing of emergency antibiotics or pharmaceuticals.

The application is provided to Internet website only and is designed to assist citizens in locating their local Neighborhood Distribution Center in the event of an incident that would require mass dispensing of emergency antibiotics or pharmaceuticals. The application provides for query, reporting, and display of the designated MMRS district for a given address. Roads, addresses, aerial photography, and other base map features are also included.

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

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

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

Coordination and supervision of all emergency operations will be through the appropriate key EOC staff, or their representatives, in order to provide for the most efficient management of resources. Periodic briefings will be held during emergency operations with all executive heads and key officials.

Field operations will normally communicate with the EOC primarily by radio and cellular telephone. Most other agencies and organizations will communicate with the EOC via landline and cellular telephone and/or facsimile.

C. Direction and Control

1. The ESF 5 Coordinating Agency is Sedgwick County Emergency Management. The staff serving as ESF 5 Coordinator is appointed by and located in the Sedgwick County Emergency Management. When ESF 5 support is necessary, the ESF 5 Coordinator directs all aspects of ESF 5.

2. The ESF 5 may operate at two levels: 1) Sedgwick County EOC; and 2) Field operations

3. During emergency activations, all management decisions regarding Emergency Management for Sedgwick County are made at the Sedgwick County EOC by the ESF 5 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Sedgwick County EOC assist the incident commander in carrying out the overall mission

4. 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 Sedgwick County EOC.

D. Organization

1. County

a. During an activation of the Sedgwick County EOC, primary and support agency staff is integrated with the Sedgwick County Emergency Management 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 to the EOC organizational chart found in the Basic Plan.

c. The Sedgwick County Emergency Management develops and maintains ESF 5and 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.

    2. State of Kansas

        1. During an activation of the State of Kansas EOC, the 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 EOCs.

        2. During an emergency or disaster event, the primary and support agencies of ESF 5 at the State of Kansas EOC will report to the Response Section Chief who is under the overall direction of the SEOC Manager.

        3. The 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.

E. Alerts and Notifications

    1. The Sedgwick County Emergency Management will notify the County warning point (Sedgwick County Emergency Communications) when information comes to their attention indicating that an emergency or disaster situation is developing.

    2. The County Warning Point (Sedgwick County Emergency Communications), will notify the "on call" Emergency Duty Officer and/or ESF Coordinator for ESF 5 when Sedgwick 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, the ESF 5 coordinating and primary agencies may jointly manage ESF 5 activities.

    4. Upon instructions to activate or placement of ESF 5 on standby, Sedgwick 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.

F. Actions

The following are general actions performed by ESF 5. The specific actions carried out by ESF 5 in Sedgwick 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.

1. Intelligence Planning Functions

   a. 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.

2. Intelligence Collection and Analysis

   a. 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.

   b. Pre-disaster analyses (predicted impacts), which use predictive tools to estimate disaster impacts.

   c. 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.

   d. Post disaster damage assessments, which assess damages to eligible infrastructure and individuals.

3. Intelligence on predicted and observed disaster impacts should be used by ESF 5 to assess jurisdictional ESF capabilities (response and recovery). This is designed:

   a. 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

   b. To rapidly communicate estimated ESF shortfalls to the Sedgwick County Command Group and State Emergency Management.

4. Incident Action Planning

   a. 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; and

      - An accurate, realistic IAP for the next operational period.

5. Training

   a. Training is a critical Preparedness component of ESF 5. The objective is to develop and sustain a capability in Sedgwick 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 with in 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

6. Exercises

   a. Consistent with NIMS, Sedgwick 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.

   b. 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.

7. Actions

Overall Actions Assigned to All Members	
Preparedness (Pre-Event) Actions for ESF 5 - Emergency Management	
1	Maintain a central personnel roster, contact, and resource lists 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 operation, the Incident Command System (ICS), and the National Incident Management System (NIMS).

	Overall Actions Assigned to All Members *Preparedness (Pre-Event) Actions for ESF 5 - Emergency Management*
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.

	Overall Actions Assigned to All Members *Preparedness (Pre-Event) Actions for ESF 5 - Emergency Management*
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	Develop and maintain County Continuity of Government (COG) plan.
16	Identify protective action decisions and establish response priorities.

	Overall Actions Assigned to All Members *Response (During Event) Actions for ESF 5 - Emergency Management*
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).

	Overall Actions Assigned to All Members
	Response (During Event) Actions for ESF 5 - Emergency Management
12	In the case of a foreseeable event impact, collect, analyze and apply disaster intelligence information and deployment of local damage assessment teams.
13	Provide GIS support to ESF-5.

	Overall Actions Assigned to All Members
	Recovery (Post Event) Actions for ESF 5 - Emergency Management
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.

	Overall Actions Assigned to All Members
	Mitigation Actions for ESF 5 - Emergency Management
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.

III. Responsibilities

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. No Responsibilities have been assigned at this time.

IV. Financial Management

A. ESF 5 is responsible for coordinating with Sedgwick County Purchasing Department to manage ESF 5 expenses relevant to an event.

B. 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 has established by the Federal Emergency Management Agency via the FEMA/State Agreement.

C. Expenditures by support entities will be documented by those entities and submitted directly to the Sedgwick County Purchasing Department or a designated Finance Service officer as soon as possible.

V. References and Authorities

REFERENCES

Sedgwick County Local Emergency Operations Plan

AUTHORITIES

Local

Sedgwick County Resolution # 147-1995, dated 06/14/95, approving establishment of the Department of Emergency Management responsible for coordination of responses to disasters in Sedgwick County.

State

1. Kansas Response Plan dated 2014 and Kansas Planning Standards dated 2014

2. 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.

3. Kansas Statutes Annotated (KSA), 48-9a01.This Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership that allows states to assist one another during emergencies. EMAC establishes a firm legal foundation for States to send assistance to, and receive assistance from other States

4. KSA 48-201 through 48-406, as amended. This state statute defines the Kansas state guard, Adjutant General powers and duties, calling out the militia, movement of state and national military forces, traffic control, and establishment and use of armories

5. KSA 48-904 through 48-936, as amended. This state statute establishes the duties, roles and responsibilities for emergency management within the state, and establishes basic requirements for counties to establish and maintain emergency management programs. It outlines the organization, policies and procedures governing the Kansas Division of Emergency Management (KDEM), establishes the powers and authorities of the Governor, state and local officials to deal with emergencies/disasters before, during and after their occurrence

6. KSA 65-5701 through 65-5711. This state statute is the state level implementation of SARA, Title III. It defines the HAZMAT roles and responsibilities of state agencies, makes counties HAZMAT emergency planning districts and establishes a Local Emergency Planning Committee (LEPC) in each county

7. 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

8. Kansas Administrative Regulation (KAR) 56-2-1 through 56-2-2. This regulation defines the requirements of local emergency management agencies. It establishes the minimum functions of such agencies, the minimum support counties must provide to such agencies and the minimum qualifications of county emergency management directors/coordinators

Federal

1. National Response Framework. This plan establishes a comprehensive all-hazards approach to enhance the ability of the United States to manage domestic incidents. It forms the basis of how federal departments and agencies will work together and how the federal government will coordinate with state, local, and tribal governments and the private sector during incidents. It establishes protocols to help protect the nation from terrorist attacks and other major disasters

2. Homeland Security Presidential Directive –5: Management of Domestic Incidents. This directive is intended to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive National Incident Management System (NIMS)

3. Homeland Security Presidential Directive – 8: National Preparedness. This directive establishes policies to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies by requiring a national domestic all-hazards preparedness goal, establishing mechanisms for improved delivery of Federal preparedness assistance to State and local governments, and outlining actions to strengthen preparedness capabilities of Federal, State, and local entities

4. National Incident Management System (NIMS). A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local and tribal governments; the private sector; and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity

5. Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135. This Act established the Department of Homeland Security with the mandate and legal authority to protect the American people from terrorist attacks, major disasters, and other emergencies

6. Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C., Public Law 93-288 as amended by Public Law 100-707. This act provides the authority for the provisioning of disaster relief and assistance by the federal government.

It also establishes roles and responsibilities for state and local governments during federally declared emergencies and disasters

7. Emergency Management and Assistance, 44 C.F.R., Chapter 1. (Oct. 1, 1992). This portion of the US Code implements the Stafford Act and delineates the organization, policies & procedures governing the activities

8. and programs of the Federal Emergency Management Agency and other federal agencies, and further defines the role of state and local government in the Emergency Management structure

9. Emergency Planning and Community Right-to-Know Act of 1986. (Public Law 99-499, October 17, 1986), Title III of the Superfund Amendments & Reauthorization Act (SARA). This federal legislation outlines the requirements for emergency planning and notifications pertaining to emergencies involving hazardous materials (HAZMAT).

10. FEMA State and Local Guide (SLG) 101. Establishes non-regulatory guidance on the conduct of the emergency planning process and the development of Emergency Operations Plans