

SEDGWICK COUNTY
EMERGENCY OPERATIONS PLAN
2025-2030



ESF 5 – Information and Planning

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ESF 5 - Information and Planning

Coordinating Agency:

Sedgwick County Emergency Management

Primary Agencies:

Sedgwick County COMCARE

Sedgwick County Department on Aging

Sedgwick County Division of Information Technology

Sedgwick County Emergency Medical Service

Sedgwick County Fire District #1

Sedgwick County Geographic Information Services

Sedgwick County Health Department

Sedgwick County Public Works

Sedgwick County Purchasing Department

Sedgwick County Regional Forensic Science Center (Coroner)

Sedgwick County Sheriff Office

Support Agencies:

City of Andale

City of Bel Aire

City of Bentley

City of Cheney

City of Clearwater

City of Colwich

City of Derby

City of Eastborough

City of Garden Plain

City of Goddard

City of Haysville

City of Kechi

City of Maize

City of Mount Hope

City of Mulvane

City of Park City

City of Sedgwick

City of Valley Center

City of Wichita

Kansas Division of Emergency Management

I. Purpose and Scope

Purpose

The purpose of ESF 5 is to collect, record, analyze, process, display, and distribute information about a potential or actual incident, and conduct deliberate and crisis action planning activities to facilitate the overall activities in providing assistance to the Sedgwick County "whole community."

Scope

ESF 5 serves as the coordinating ESF to address response to local events. ESF 5 facilitates information and resource flow to assist local response agencies during a disaster.

ESF 5 activities include functions that are critical to support and facilitate multiagency planning and coordination for operations involving incidents requiring county coordination.

ESF 5 coordinates the development of overall incident situational awareness, including information collection, information management, modeling and analysis, and the development of reports and information analysis on the status of operations and impacts.

ESF 5 coordinates the development of county plans to manage and support incident activities. Departments and agencies participate in the planning processes coordinated by the planning entity at each incident command or multiagency coordination center. This includes crisis and incident action planning, analysis of risks and capability requirements, and other support as required.

II. Policies, References, Authorities

Local

- Sedgwick County Article 1, Section 9, Sedgwick County Department of Emergency Management

State

- K.S.A. Chapter 12-16, Cities and Municipalities, Contracts and Promises
- K.S.A. Chapter 48, Article 2, Kansas Army and Air National Guard
- K.S.A. Chapter 48, Article 9, Emergency Preparedness for Disasters (Kansas Emergency Management Act)
- K.S.A. Chapter 48, Article 9a, Interstate Emergency Management Assistance Compact (EMAC)
- K.S.A. Chapter 65, Article 57, Emergency Planning and Community Right-to-Know Act
- K.A.R. Agency 56, Article 2, Adjutant General's Department/Standards for Local Disaster Agencies
- State of Kansas Executive Order 05-03, NIMS
- Kansas Response Plan

Federal

- Presidential Policy Directive 8-National Preparedness
- Homeland Security Presidential Directive 5-Management of Domestic Incident

- Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended. 42 U.S.C. 5121 et seq and Related Authorities
- Emergency Planning and Community Right-to-Know Act (EPCRA), 42 U.S.C. 11001 et seq (1986), Title III of the Superfund Amendments & Reauthorization Act (SARA)

III. Concept of Operations

This section provides a summary of the Concept of Operations for the following ESF 5 activities: A) Command, Control, and Notifications, B) Situational Assessment C) Declarations, D) Incident Command, and E) Emergency Operations Center.

Command, Control, Notifications

Sedgwick County Emergency Management maintains a steady state of readiness that includes the ability to:

- Monitor developing situations.
- Maintain steady state of readiness to activate Sedgwick County Emergency Operations Center
- Collect, process, and disseminate information with key stakeholders to and from the EOC.
- Coordinate requests for assistance.
- Facilitate the process for declaring a state of local disaster emergency.
- Facilitate requests for state and federal resources to support local response and recovery operations
- Coordinate emergency public information and warning.
- Activation of outdoor warning system

The coordinating agency for ESF 5 is Sedgwick County Emergency Management. The staff serving as ESF 5 Coordinator has been appointed by the Emergency Management Director and is located in the EOC. When ESF 5 support is necessary, the ESF 5 Coordinator directs all aspects of ESF 5. In accordance with a mission assignment from ESF 5, each primary and/or support organization assisting ESF 5 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 Emergency Operations Center.

Sedgwick County Emergency Management is responsible for liaison roles with the Kansas Division of Emergency Management, as well as regional and adjacent county emergency management agencies. 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.

Information and Planning functions within the EOC will a) use 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) and b) assess the capabilities of local government, the business community, and volunteer agencies to effectively respond to the disaster.

Sedgwick County Emergency Communications will notify the “on call” Emergency Management Duty Officer when Sedgwick County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure. The Duty Officer through monitoring and/or communication with Emergency Communications is responsible for providing initial notification to the Emergency Management Director or designee for initial notification of ESF 5.

Situational Awareness

The Emergency Management Duty Officer (DO) continually monitors weather and information sources for incidents or situations that may impact Sedgwick County or the response efforts. Once the DO becomes aware of an emergency situation that could, or has the potential to, activate the EOC they will gather essential information, assess the immediate risks, and notify the EM Director or designee. This information may come from field units, the Incident Commander, the Emergency Communications Center, media reports, radio, voice or electronic communications.

The Emergency Operation Center Supporting Agencies are critical for supporting decision making in the disaster response and recovery process. The collection and organization of the status of the incident, response actions, situation information and evaluation will be developed by the EOC Partners for the Policy Group. Information may also come from a variety of other sources including but not limited to:

- Private sector
- Mass Media
- Citizens
- Other jurisdictions

Participating agency coordinators of other activated ESFs will provide information to the EOC manager as required using paper forms or via E-log to develop a variety of reports including but not limited to:

- Rapid damage assessment
- Detailed damage assessment
- Situation assessment (both immediate and ongoing)
- Resource availability
- Pending requests
- Personnel status
- Sequence of events
- Current operational environment
- Contingency planning

The EOC is equipped to communicate with operational units in the field as well as other local, state, and federal operations centers. The methods for communication consist primarily of wireless voice (radio), voice and data wire line and wireless telecommunications, Internet (voice/data), using a variety of applications such as E-log, Web-EOC, NWS Chat, Teams, Zoom and other virtual platforms.

ESF 5 is responsible for ensuring that information is communicated effectively to and from field operations, support agencies, public officials, and other stakeholders. To assist and acquire quick, timely and accurate information from the field is critical to good decision making in the EOC.

Periodic briefings will be facilitated with EOC partner agencies through the EOC Manager to ensure all participating organizations are aware of critical information. Pertinent information will be displayed in the EOC either electronically or using other methods to assist with coordination, decision-making and planning. Depending on the event, displayed information may include maps, situation reports, event logs, damage reports, resource requests and specific ESF activities.

Incident Command

The National Incident Management System (NIMS) is a systematic, proactive approach to guide all levels of government, nongovernmental organizations (NGOs), and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. NIMS provides a consistent foundation for all incidents, ranging from daily occurrences to incidents requiring a coordinated Federal response. ICS is used to coordinate emergency response and recovery operations at the disaster scene (s). The first response agency to arrive at the scene will assume initial Incident Command (IC) and institute the ICS structure. An Incident Command Post will be established when appropriate. NIMS also incorporates Unified Command to ensure further coordination during incidents involving multiple jurisdictions or agencies. Unified Command coordinates efforts of multiple jurisdictions and/or response disciplines and provides for and assures joint decisions on objectives, strategies, plans, priorities, and public communications.

Single Incident Commander

Incident occurs within a single jurisdiction and without jurisdictional/functional agency overlap. In some cases, some overlap may occur as long as the various jurisdictions/agencies agree to designate a single Incident Commander. Single Incident Commander has overall incident management responsibility

Unified Command

Composition depends on incident location, nature of incident, and organizations involved. Collaborative process to establish and rank incident priorities and objectives, allocate resources and work together to integrate incident operations

Command Staff

Depending upon the size and type of incident or event, the Incident Commander may designate personnel to provide information, safety, and liaison services. Incident Commanders may also choose to appoint technical specialists (such as legal, medical, science and technology, or access and functional needs) to act as command advisors.

General Staff

In an expanding incident, the Incident Commander first establishes the Operations Section. The remaining sections (Planning, Logistics, Finance/Administration, and Intelligence/Investigations) are established as needed to support the operation.

Emergency Operations Center

EOC Primary and Secondary Sites

The Sedgwick County Emergency Operations Center (EOC), located on the first floor of the Public Safety building at 714 N. Main Street, has been designated as the base for the coordination of all emergency management activities for the county. The EOC is considered to be an adequate tornado shelter with backup generator capability and contains sufficient fallout protection to be a fully qualified EOC under federal guidelines.

If the primary EOC is not available for use, an alternate location will be announced by Sedgwick County Emergency Management. Virtual technology may be used at the discretion of those authorized to activate the EOC. Alternate physical locations may include:

1. Sedgwick County Fire District 1, Station 32, 7750 N. Wyandotte Way, Park City, KS 67147
2. Derby Fire Department, Station 82, 1401 N. Rock Rd. Derby, KS 67037
3. Wichita State University, Charles Koch Arena, 1845 Fairmount St. Wichita, KS 67260

EOC Organization and Structure

The Operations Manager or Duty Officer will serve as the immediate EOC Manager at the Emergency Management control desk in the EOC and notify the EM Director immediately upon activation request.

The EOC Manager is responsible for managing the activation, operation, and demobilization of the Sedgwick County EOC. In performing these duties, the EOC Manager:

- Ensures that the EOC is effectively staffed and equipped and coordinates activities.
- Ensures all agencies present has access to the computers and emergency logging capabilities to coordinate with each other, as well as accessibility to the EOC.
- Provides briefings to incoming EOC personnel, as well as regular briefings for senior officials, keeping all stakeholders apprised of the incident status.
- Coordinates production of plans and/or Situation Reports for the EOC.
- Acts as the county's liaison with the State EOC, as well as responding state and federal agencies.
- Ensures the Director of Public Safety and/or County Administrator and/or Board of County Commissioners are aware of the need for a local disaster declaration, if indicated.

EOC Staffing

The EOC is staffed using the NIMS "Departmental EOC" structure. In this model, a single individual—either the jurisdiction's emergency manager or another senior official—directly coordinates the jurisdiction's support agencies, NGOs and other partners. Departmental representatives bring the resources, expertise and relationships associated with their organizations and functions. The EOC makes decisions to achieve mutually agreed-upon objectives, as in a Unified Command. The roles and responsibilities of a departmental EOC reflect the day-to-day responsibilities of the represented departments and agencies. This structure incorporates the normal day-to-day department/agency alignment from Sedgwick County, the City

of Wichita, and other key support agencies. The following agencies have a designated workstation in the EOC

- KDEM/~~KNG~~ KDOT
- Sedgwick County Sheriff
- Wichita Police Department
- Wichita Fire Department
- Sedgwick County Fire District 1
- Emergency Medical Service
- Office of Medical Director
- Sedgwick County Health Department
- Sedgwick County Geographic Information System (GIS)
- Sedgwick County Public Works
- Wichita Public Works & Utilities
- Utilities (Evergy, Kansas Gas, Black Hills Energy, etc)
- USD 259 (Wichita Public Schools)
- Wichita Transit
- Local Hospitals (Wesley Medical Center, Ascension Via Christi)
- Sedgwick County Finance/Purchasing
- ComCare
- ~~Coroner's Office~~ United Way
- Salvation Army
- American Red Cross
- Conference rooms available for Public Information Officers/Media, Policy Group

The EOC will be staffed and equipped to:

- 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 and
- Develop recommended objectives for senior leadership.

The EOC may fulfill the role as an element within the Multiagency Coordination (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.

EOC Activation.

The EOC may be activated for various reasons based on the needs of a local jurisdiction, organization, or Incident Commander; the context of a threat; the anticipation of events; or in response to an incident. Circumstances that might trigger EOC activation include:

- A threat (or potential threat) increases the risk to public safety in Sedgwick County
- Local disaster declaration: when conditions have caused or eminently threaten to cause wide-spread or severe damage, injury, or loss of life or property, resulting in the need to declare a local disaster emergency
- An incident is imminent (i.e. hazardous weather, elevated threat levels)
- The Incident Commander indicates the incident could expand rapidly, involve cascading effects, and/or require additional resources beyond mutual aid
- More than one jurisdiction is involved, a Unified Command or Area Command is established
- A similar incident led to EOC activation in the past
- In support of a city in Sedgwick County (at their request)
- In support of a large-scale, pre-planned event
- In support of an Amber Alert in Sedgwick County (requested by Exploited & Missing Children's Unit)
- At the discretion of the individuals authorized to activate the EOC.

To activate the EOC, an individual with authority to do so (listed below), contacts the Emergency Management Duty Officer and requests that the EOC be activated. There are a number of important decisions that need to be made when the request is made including determining the initial staffing level, identifying the EOC's initial objectives, identifying the necessary initial notifications to be made, and establishing the initial message(s) to be communicated to the public and/or individuals that most likely will begin calling the EOC.

The following personnel are authorized to activate the EOC:

- Sedgwick County Emergency Management Duty Officer
- Sedgwick County Emergency Management Director
- Sedgwick County Emergency Management Deputy Director
- Sedgwick County Director of Public Safety
- Sedgwick County Manager
- The Chairman of the Sedgwick County Board of County Commissioners
- Sedgwick County Sherriff
- Sedgwick County Fire District #1
- Kansas Division of Emergency Management

During an activation of the Sedgwick County Emergency Operations Center, primary and support agency staff is integrated with the EOC staff to provide support that will allow for an appropriate, coordinated and timely response.

EOC Activation Levels

Sedgwick County Emergency Management is always monitoring events and conditions that could potentially grow or cascade into situations that may require departmental response or activation of the EOC. The Emergency Management Duty Officer is on call 24 hours a day at **316-660-7236**, or by calling 9-1-1 and asking them to contact the Emergency Management Duty Officer.

Activation Level	Description
3-Normal Operations (steady state)	• Normal activities when no incident or risk/hazard had been identified • Routine watch and warning activities
2-Partial Activation (Enhanced Steady-State)	• Certain EOC agencies/organizations are activated to monitor a credible threat, risk or hazard and/or supporting a response to a new or evolving incident
1-Full Activation	• EOC team is activated to support response to a major incident or credible threat • Requires coordination of the efforts of all emergency services and support agencies, including elected officials and top-level management. • This level requires every organization with a desk in the EOC to send a representative with policy/decision-making authority.

Information Sharing

Sedgwick County and municipal elected and appointed officials not present in the EOC will be notified and provided with situation reports and briefings through in-person briefings, telephone, or various other means including, but not limited to, E-log, Web-EOC and email. The frequency and detail of this information will be dictated by the event.

Multiple Operation Periods

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 and/or EOC Support Team can be requested through the Kansas Division of Emergency Management.

Deactivation

Once activated, the EOC may be deactivated at any time by the EOC Manager. As EOC staffing is situationally dependent sections or components of the EOC may be deactivated in stages. Possible criteria for deactivating the EOC include:

- The threat or potential threat to the County has diminished or been resolved
- Countywide coordination of activities is no longer required
- Resource support is no longer required
- At the discretion of the EOC Manager