OLATHE
KANSAS

EMERGENCY OPERATIONS PLAN
2019-2023

City of Olathe

Emergency Operations Plan

2019-2023

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Promulgation

It is the responsibility of elected and appointed officials to provide the citizens of their City with necessary services. One of these services, required by Kansas Statute 48-929, involves the development of County and/or City Emergency Operations Plans which will coordinate life safety and protection of property in the event of a disaster.

This planning includes mitigation to reduce the probability of occurrence and minimize the effects of incidents, preparation to respond to a disaster situation, response during a disaster and recovery that will ensure the orderly and fast return to normal or improved levels following a disaster.

The City of Olathe's Emergency Operations Plan has been developed to establish the special policies, guidelines and procedures that will provide City personnel with the information and equipment required to function quickly and effectively in a disaster situation.

The Emergency Operations Plan lays the groundwork for each department within the City to develop and maintain department specific procedures and guidelines to compliment the Emergency Operations Plan. Each department is responsible for carrying out training, exercises and plan maintenance needed to support a citywide comprehensive emergency management program.

As City Manager of the City of Olathe, I endorse this all-hazards plan and direct all personnel involved to assume the roles and responsibilities and take appropriate actions as outlined herein.

J. Michael Wilkes
City Manager
City of Olathe, Kansas

Date

Supersession

This City of Olathe Emergency Operations Plan (herein referred to as the EOP) supersedes the 2013 edition of the EOP. Future modifications to the EOP will be promulgated after updates of the Kansas Response Plan (KRP) and the Johnson County Emergency Operations Plans (CEOP) are promulgated (currently every five years).

Disclaimer

The EOP is a plan that defines the scope of preparedness and emergency management activities necessary for the City of Olathe. The EOP is consistent with the KRP and CEOP. Every effort has been made to make the EOP an accurate and reliable foundation for the necessary stakeholders to follow. However, the EOP is intended as a non-inclusive planning guide to be used prior to disasters and not for normal day-to-day activities. The EOP is not designed to be used as a checklist during a disaster nor is it designed to take the place of any departmental operating procedures or guidelines.

Accessibility

The City of Olathe disaster preparedness and response programs are made accessible to all, including people with disabilities.

The following is a non-inclusive list of items included in the Basic Plan and Emergency Support Function Annexes of the EOP that address special needs during and after a disaster:

- Notification
- Evacuation
- Emergency Transportation
- Sheltering
- Access to medications, refrigeration and back-up power
- Access to mobility devices or service animals while in transit or at shelters
- Access to information
- Special Needs Registries

The EOP is compliant with the requirements of Title VI of the Civil Rights Act of 1964, Executive Order 13166, the American Disabilities Act, Section 504 of the Rehabilitation Act and other Federal, State and anti-discrimination laws.

For questions pertaining to accessibility, please contact the Emergency Management Division of the Olathe Fire Department or the City of Olathe's Office of Human Relations.

Stakeholders

The following is a non-inclusive list of stakeholders identified in this Emergency Operations Plan.

Community Members of the City of Olathe
American Legion Post 153
American Red Cross
Area and Regional Firefighting Agencies
Area and Regional Hazardous Materials Teams
Area and Regional Law Enforcement Agencies
Area and Regional Search and Rescue Teams
AT&T
Atmos Energy
Blue Valley USD 229
City of Olathe Council Members
City of Olathe Government (all departments and employees)
Comcast
De Soto USD 232
First Student, Inc.
Johnson County Animal Response Team (JoCart)
Johnson County Department of Health and Environment
Johnson County Emergency Communication Services
Johnson County Emergency Management and Communications
Johnson County Med-Act
Johnson County Mental Health
Johnson County Municipal Governments and Emergency Management Liaisons
Johnson County Sheriff's Office
Johnson County Wastewater
Kansas City Power and Light (KCP&L)
Kansas Department of Health and Environment (KDHE)
Kansas Division of Emergency Management (KDEM)
Kansas State School for the Deaf (KSD)
Kansas Voluntary Organizations Active in Disasters (KSVOAD)
MidAmerica Nazarene University
Mid America Regional Council
Olathe Community Emergency Response Team (CERT)
Olathe Medical Center
Olathe USD 233
Spring Hill USD 230
SureWest
The Salvation Army
United Way 211
WaterOne of Johnson County
Westar Energy

Record of Changes

Date of Change	Brief Description of Change	Pages Affected	Changes Made By:

BASIC PLAN

Overview

The City of Olathe is vulnerable to a wide variety of disasters. This Emergency Operations Plan (EOP) is an all-hazards plan that focuses on addressing natural, man-made and technological hazards and disasters that could adversely affect the City of Olathe. This plan applies to all City government departments that are tasked to provide assistance in an emergency or disaster situation. It describes the fundamental policies, strategies and general concept of operations to be used in control of the emergency from its onset through the post-disaster phase.

This 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.

This EOP establishes a framework through which the City 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 City of Olathe. The EOP provides guidance to City of Olathe 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 City will mobilize resources and conduct activities to guide and support City 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 City assistance is managed. Command staff and other General staff have been assigned to support the ESF(s).

In an effort to ensure that the revised EOP was strictly aligned with the State and National preparedness guidance, the National Department of Homeland Security publications listed below were consulted and closely followed:

- The National Preparedness Guidelines (May, 2014), {superseding the September, 2007 Interim National Preparedness Goal}

- Draft National Response Framework (June, 2016)

- FEMA NIMCAST User's Guide (January, 2013)

- National Planning Scenarios (April, 2005)

- Targeted Capabilities List (September, 2007)

- Universal Task List (May, 2005)

The following information is an excerpt from the National Preparedness Guidelines (September, 2007)

Purpose

The purpose of the EOP is to establish a framework for government, non-profit organizations and residents to address prevention, preparation, response, recovery and mitigation of the effects of emergencies and disasters.

Emergency Management Cycle and Mitigation

The purpose of comprehensive emergency management is to:

- Reduce the vulnerability of our community to loss of life, injury or damage and loss of property resulting from the various events that can occur.
- Prepare for prompt and efficient response and recovery activities to protect lives and property.

- Recover from emergencies/disasters by providing for the rapid and orderly implementation of restoration and rehabilitation programs for persons and property affected by the emergency/disaster.
- Assist in the recognition and mitigation of emergencies that may be caused or aggravated by inadequate planning for and regulation of public and private facilities and land use.
- Improve coordination and integration of federal, state, local, private-sector and non-governmental organization partners.
- Maximize efficient use of resources needed for effective incident management.
- Improve incident management communications.
- Facilitate emergency mutual aid.

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 City-wide program that is guided by the principles of the National Incident Management System. This EOP provides the following benefits to City of Olathe:

- Creating a plan which addresses all hazards, all phases of emergency management, all impacts, and extending an opportunity to partner with all stakeholders.

- 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 City 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 City response and recovery organizations will take in coordination with municipal, state and federal counterparts as appropriate, regardless of the magnitude of the disaster.

Methodology

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

State
Kansas Department of Health and Environment (KDHE)

County
Johnson County Department Of Health and Environment
Johnson County Emergency Management
Johnson County Emergency Management
Johnson County Emergency Communications
Johnson County Med-Act
Johnson County Mental Health
Johnson County Sheriff's Office
Johnson County Wastewater
Johnson County Public Health Department

City
Accounting
Budget
City Attorney
City Auditor
City Clerk
City Council
City Manager Office
Code Enforcement
Communications
Customer Experience
Emergency Management
Facilities Management
Fire Department
GIS
Human Resources
Information Technology
Learning & Organization Development
Office of Human Relations
Parks and Recreation
Performance Management
Police Department
Procurement
Public Works
Resource Management
Volunteers

Private Sector
Kansas City Power and Light (KCP&L)

Non-Profit
American Red Cross
Kansas City Metro Animal Rescue Team
Olathe School District #233

Other
First Student, Inc.

Each department and agency was consulted with to determine their particular emergency roles and responsibilities. Each department and agency has agreed with the responsibilities assigned to them in the City of Olathe EOP. The EOP's concepts were also developed in coordination with City departments, agencies and organizations involved in emergency management activities. Each City department, agency and organization involved is expected to have its own procedures to implement the concept of operations.

Each of the above listed City departments and agencies will receive "Viewer Access" to the City of Olathe EOP via the Bold Planning Solutions Planning System, www.KansasPlanner.com.

Planning Process

The process used by City of Olathe 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 include participation from all stakeholders in the community

- Planning uses a logical and analytical problem-solving process to help address the complexity and uncertainty inherent in potential hazards

- Planning considers all hazards and threats

- Planning should be flexible enough to address both traditional and catastrophic incidents

- Time, uncertainty, risk and experience influence planning

- Effective plans tell those with operational responsibilities what to do and why to do it

- Planning is fundamentally a process to manage risk

- Planning is one of the key components of the preparedness cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective actions

Implementation of NIMS

The City of Olathe 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

Key Concepts

This section is a summary of key concepts that are reflected throughout the EOP, which includes:

- Systematic and coordinated incident management.
- Proactive notification and deployment of resources in anticipation of or in response to a disaster event.
- Organizing interagency efforts to minimize damage, restore impacted areas to pre-incident conditions (if feasible), and/or implement programs to mitigate vulnerability to future events.
- Coordinating incident communications and other activities that are common to the majority of incidents.
- Organizing the ESFs to facilitate the delivery of critical resources, assets and assistance.
- Providing mechanisms for vertical and horizontal coordination, communications and information-sharing in response to threats or incidents. These mechanisms assist coordination between City, County, Regional, State, Federal agencies and private organizations.
- Facilitating local support to departments and agencies acting under the requesting departments or agency's own authority.
- Providing the basis for coordination of the interagency and intergovernmental planning, training, exercising, assessment and coordination and information exchange.

Geographic Characteristics
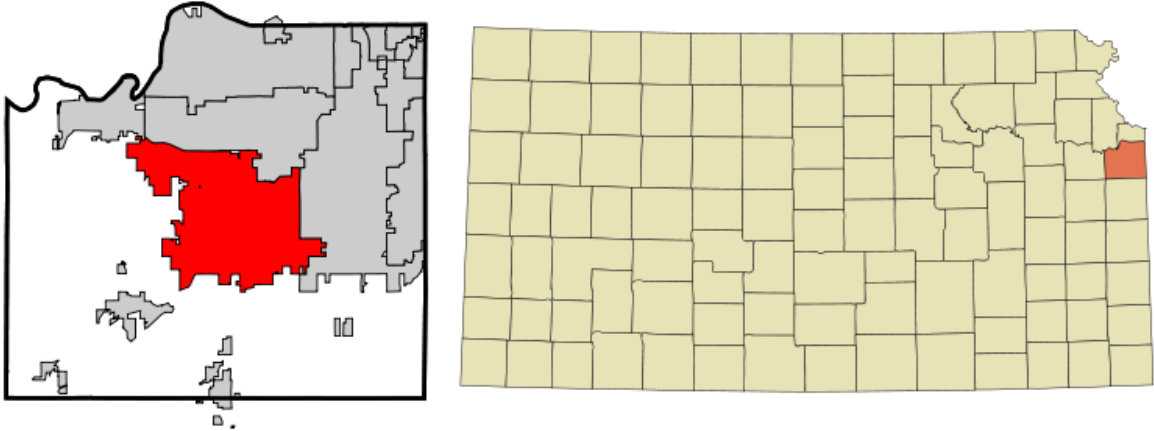
The City of Olathe was founded in 1857 on land covered with verbena and other wild flowers. Its name is derived from the Shawnee Indian word for "beautiful" and is pronounced "o-LAY-tha." Olathe played a vital role in Western expansion as the site where three historic trails, the Santa Fe, Oregon and California trails, converged. It sits in the center of Johnson County, Kansas and is the County seat.

Olathe is the fifth most populous city in the state and the fourth largest city in the Kansas City Metropolitan Area with a population of 141,026 as of December 2018. It is the crossroads of several major highways including I-35 (which divides the City), K-10 and K-7. Olathe is home to two large public lakes, Lake Olathe and Cedar Lake, and smaller lakes at Waterworks Park and Southlake Park. Three major creeks—Mill Creek, Indian Creek, and Coffee Creek—are included within the boundaries of the City. There are 71 miles of streams and 560 acres of lakes and ponds in the City. The City is traversed by I-35 which bisects the community and two rail lines on the east and west. Natural gas and petroleum pipelines cross the eastern areas of the City.

Government

In 1986, Olathe voters selected a modified mayor-council-manager form of government. Under Charter Ordinance No. 76, this form of government calls for:

- A mayor and two council members elected by the City as a whole.
- Four council members elected by wards.
- All members are elected to four-year staggered terms.

As the policy makers, the City Council passes resolutions and ordinances, approves the budget, appoints citizens to advisory boards and hires the City Manager who serves at the pleasure of the Council. The City Manager is responsible for administering the affairs of the city. Much like the executive branch of the federal government, the City Manager sees that the laws and ordinances are enforced.

Climate

Over the course of a year, temperatures range from an average low below 20°F in January to an average high of nearly 90°F in July. The maximum temperature reaches 90°F an average of 36 days per year and reaches 100°F an average of 3 days per year. The minimum temperature falls below the freezing point (32°F) an average of 102 days per year. Typically the first fall freeze occurs between mid-October and the first week of November, and the last spring freeze occurs between the end of March and the third week of April.

The area receives over 40 inches of precipitation during an average year with the largest share being received in May and June—the April–June period averages 30 days of measurable precipitation. During a typical year the total amount of precipitation may be anywhere from 28 ½ to almost 53 inches. There is an average 96 days of measurable precipitation per year. Winter snowfall averages about 17 inches, but the median is 11 inches. Measurable snowfall occurs an average of 10 days per year with at least an inch of snow being received on seven of those days. Snow depth of at least an inch occurs an average of 25 days per year.

Land Use

Olathe's City Council adopted the Comprehensive Plan on October 5, 2010. The Plan, PlanOlathe, documents the community's vision for how Olathe will grow and develop today and in the future. It also influences policies that have a direct bearing on the quality of life that citizens enjoy in Olathe.

PlanOlathe is intended as a living document that will continue to evolve and respond to the community's values and needs over time, and will undergo an annual review to ensure that it is functioning as a useful policy tool. Information on the Comprehensive Plan can be found at http://www.planolathe.org/.

With an area of 61.3 square miles, Olathe continues to grow. Of Olathe's total developed land, 62% is single family and multi-family residential housing. Although Olathe's growth continues to be single family residential, industrial and commercial developments total 29% of developed land. The remaining 9% is utilized for public land use, such as schools.

Land Use Chart (in acres and percentages)

Type	Acres	Percentage
Agricultural/Vacant	11,174	25%
Rural Residential	523	1%
Single Family Residential	10,025	23%
Multi-Family Residential	3,743	8%
Commercial	1,257	3%
Office	756	2%
Industrial	3,703	8%
Public/Semi-Public	2,947	7%
Parks & Open Space	3,301	7%
Streets & Right-of-Way	6,811	15%

Vulnerable Needs

City of Olathe recognizes considerations must be made to reasonably accommodate vulnerable populations during emergencies. City of Olathe is engaged in a number of 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 vulnerable needs populations. City of Olathe may at times determine 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:

- Identification of Vulnerable populations: Basic Plan, Vulnerable Needs Planning System

- Notification: ESF 2

- Evacuation and Transportation: ESF 1

- Sheltering: ESF 6

- First aid and medical care: ESF 8

- Temporary lodging and housing: ESF 6

- Transition back to the community: ESF 14

- Recovery: ESF 14

Public Safety

The following is a list of public safety agencies within City of Olathe. They include fire department, law enforcement, emergency medical services, emergency management and emergency communication centers.

Name of Agency	Area Served	Description of Agency
Olathe Fire Department	Olathe	Fire/Emergency Services
Olathe Fire Department	Olathe	Emergency Management
Olathe Fire Department	Olathe	Code Enforcement
Olathe Police Department	Olathe	Law Enforcement
Johnson County Sheriff's Office	Olathe	Law Enforcement
Johnson County Med-Act	Olathe	Medical Services
Johnson County Emergency Management	Olathe	Emergency Management
Johnson County Emergency Communications	Olathe	Dispatching Center (PSAP)

Education

The following is a list of educational agencies located in the City of Olathe.

Name of Agency	Area Served	Description of Agency
MidAmerica Nazarene University	Olathe	College
USD 233 Olathe School District	Olathe	K-12
Kansas State University Polytechnic	Metro	College
Kansas School for the Deaf	Metro	K-12

Culture, Arts and Humanities

The following is a list of culture, art and humanity agencies located in the City of Olathe.

Name of Agency	Area Served	Description of Agency
Bell Cultural Events Center	Metro	Art/Event Center
The Culture House	Olathe	Art/Theater/Dance/Music School
Museum of Deaf History, Art & Culture	Olathe	Museum
Chestnut Fine Arts Center	Olathe	Arts Center
Trilogy Cultural Arts Center	Olathe	Arts Center
Olathe Civic Theater Association	Olathe	Theater Association

SITUATION

This section of the plan summarizes the hazards that could potentially affect City of Olathe. The hazards and risk analysis addresses the major hazards to which the City is vulnerable; provides a summary of the City's vulnerable population; outlines the assumptions that were considered in the planning process; and defines disaster magnitude classifications that will trigger county response under NIMS.

Risk Assessment

All areas of the City may be subject to the effects of natural and technological hazards. The City conducts a hazard vulnerability analysis bi-annually to assess these risks. The City participates in the Johnson County Disaster Preparedness Summit held every two years. Part of the Summit focuses on performing a comprehensive capability assessment for the entire county. The Johnson County Multi-Hazard Mitigation Plan is a multi-jurisdictional plan that identifies long-term risks to people from natural and man-made hazards.

The capability assessment performed in Johnson County has fed into a capability assessment at the regional level, which went into the State of Kansas' Capability Assessment. This has been a formal process that has occurred approximately every two years. Additionally, a capability assessment has been performed through the Regional Homeland Security Coordinating Committee for the Kansas City Metro Area through the Mid-America Regional Council.

Hazard Analysis

City of Olathe is vulnerable to a wide range of hazards that threaten its communities, businesses and environment. To determine the hazards that pose the greatest threat, City of Olathe 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 Operation Plan						
Hazard	Probability	Magnitude	Warning Time	Duration	CPRI	Planning Significance
Tornado	4	4	4	1	3.7	**High**
Flood	4	3	3	4	3.55	**High**
Winter Storm	4	3	1	3	3.15	**High**
Major Disease Outbreak	3	4	1	4	3.1	**High**
Windstorm	4	2	3	2	3.05	**High**
Drought	4	2	1	4	2.95	**Moderate**
Hazardous Materials	4	1	4	2	2.9	**Moderate**
Wildfire	4	1	4	2	2.9	**Moderate**
Utility/Infrastruct. Failure	3	2	4	3	2.85	**Moderate**
Lightning	4	2	2	1	2.8	**Moderate**
Civil Disorder	2	4	4	1	2.8	**Moderate**
Terrorism/Agro-terrorism	1	4	4	4	2.65	**Moderate**
Agricultural Infestation	4	1	1	4	2.65	**Moderate**
Hailstorm	4	1	2	1	2.5	**Moderate**
Extreme Temperatures	3	2	1	4	2.5	**Moderate**
Radiological	1	3	4	3	2.25	**Moderate**
Expansive Soils	3	1	1	4	2.2	**Moderate**
Dam and Levee Failure	1	3	2	3	1.95	**Low**
Landslide	1	2	4	1	1.75	**Low**
Soil Erosion and Dust	2	1	1	4	1.75	**Low**
Earthquake	1	2	4	1	1.75	**Low**
Land Subsidence	1	1	4	1	1.45	**Low**

Formula: (Probability x .45) + (Magnitude x .30) + (Warning Time x .15) + (Duration x .10) = **CPRI**

4-Likely	4 - Catastrophic	4 - < 6 Hours	4 - > 1 Week
1-Unlikely	1 – Negligible	1- > 24+ Hours	1 - < 6 Hours

Disaster Magnitude Class

This is an all-hazards EOP and addresses minor, major and catastrophic disasters. These levels of disaster are defined as:

Catastrophic Disaster: A disaster that will require massive State and Federal assistance, including immediate military involvement. Federal assistance will involve response as well as recovery assets.

Major Disaster: A disaster that will likely exceed local capability and require a broad range of State and Federal assistance. The Federal Emergency Management Agency (FEMA) will be notified and potential Federal assistance will be predominantly recovery oriented.

Minor Disaster: A disaster that will likely be within the response capability of local government and will result in only a minimal need for State or Federal assistance.

Capability Assessment

Currently capability assessments are performed regionally in Kansas. The capability assessment is performed through the MidAmerica Regional Council's (MARC) Regional Homeland Security Coordinating Committee (RHSCC) with wide input accepted from key stakeholders. The results of the capability assessment guide future investments in planning, training, exercising and resources. The regional capability assessment is available under separate cover and is attached to the file archive in the Bold Planning Solutions Super System.

Vulnerabilities

The following vulnerabilities have been identified for the City of Olathe Emergency Operation Plan.

Critical Facilities

Name / Location (Physical Address)
Cedar Creek Wastewater Treatment Plant 25915 W 119TH ST Olathe, KS 66061 Comments: City of Olathe Cedar Creek Wastewater Treatment Plant
Emergency Operations Center **City Hall** 100 E Santa Fe

Olathe, KS 66061
Comments: Located in the basement of the Olathe City Hall.

Landing Zone

College Boulevard Activity Center
11031 S Valley Rd
Olathe, KS 66061
Comments: Large Parking lot space

Staging Area

College Boulevard Activity Center
11031 S Valley Rd
Olathe, KS 66061
Comments: Large Parking Lot Areas

Points of Distributions (supplies, food, water, etc)

Fire Department Administration Building
1225 S Hamilton Circle
Olathe, KS 66061
Comments: Warehouse

Department Operations Center

Fire Department Administration Building
1225 S Hamilton Circle
Olathe, KS 66061
Comments: Olathe Fire Department DOC

Other

Harold Street Wastewater Treatment Plant
200 W Harold St
Olathe, KS 66061
Comments: City of Olathe
Harold Street Wastewater Treatment Plant

Warning Point

Johnson County Administration Building
111 S Cherry
Olathe, KS 66061
Comments: Warning Sirens

Warning Point

Johnson County Emergency Communications Center
11880 S Sunset Drive

Olathe, KS 66061
Comments: ECC - Fire/EMS Communication
CCC - Law Enforcement Communication

Landing Zone

Olathe District Activity Center
20925 159th St
Olathe, KS 66062
Comments: Large Parking lots

Staging Area

Olathe District Activity Center
20925 159th St
Olathe, KS 66061
Comments: Large Parking Lot Areas

Department Operations Center

Police Department Headquarters
501 E Old 56th HWY
Olathe, KS 66061
Comments: Police Department Administration Building

Department Operations Center

Public Works
1385 S Robinson Dr.
Olathe, KS 66061
Comments: Public Work

Other

Water Treatment Plant #2
27065 W 83RD ST
Lenexa, KS 66227
Comments: City of Olathe
Water Treatment Plant #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 City.

- Disasters will require significant information sharing across jurisdictions and between the public/private sectors.

- City of Olathe will utilize available resources fully before requesting state and/or federal assistance.

- Mutual Aid Agreements will be implemented in those instances when locally available resources are depleted or need augmentation.

- The City 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 City 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. City officials will work toward restoring order and control in the disaster area.

- In major and catastrophic disasters the EOC will become the central point and control for City response and recovery activities.

- The 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 City will coordinate with State and Federal personnel to expedite recovery.

- Damage assessments will be conducted as soon as weather or the situation permits.

- The City 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 City of Olathe 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 of the EOP) are sufficiently trained and prepared to perform their respective responsibilities.

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. City of Olathe has included pet sheltering as part of the ESF 6 Mass Care Annex. The following is specifically addressed in ESF 6:

- Pre-event planning

- Animal sheltering operations

- Animal registration and return

- Coordination with human shelters

FEMA Disaster Assistance Policy 9523.19
The Policy identifies the expenses related to state and local governments' emergency pet evacuation and sheltering activities that are eligible for reimbursement following a major disaster declaration under Category B, Emergency Protective Measures, and provisions of the Public Assistance Program. The terms household pet, service animal, and congregate household pet shelters are defined. The policy details eligible reimbursements related to 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.

ROLES AND RESPONSIBILITIES

Federal Government

The federal government is responsible for:

- Preventing terrorist attacks within the United States through the Department of Homeland Security (DHS); 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 DHS, Federal Emergency Management Agency and in accordance with the National Response Plan.

- Identifying and coordinating 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.

Kansas 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 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.

Johnson 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 City of Olathe 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 as a result 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.

City of Olathe Government

Cities are responsible for ensuring the safety and wellbeing of their residents, 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 Director (EMD). 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 all coordinating stakeholders with current copies of the city EOP, 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 City of Olathe's overall damage assessment process.

- Ensure that the EMD is kept informed of situations that require (or may potentially require) countywide coordination and/or the activation of the EOC.

- Ensure that, during a disaster, response activities (including requests for assistance, and public information efforts) are coordinated with City of Olathe and that situation reports, damage assessments, and requests for County, State and/or Federal assistance are channeled through City of Olathe.

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 City of Olathe and its organizations to support emergency management capabilities within Kansas. Special districts that involve inter-jurisdictional authority can provide resources and services to support other functionally related systems in times of disaster.

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.

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

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

- Develop Mutual Aid Agreements and Memorandums of Understanding for actions performed during emergencies.

Non-Government and Volunteer Organizations

Non-governmental organizations (NGOs) collaborate with first responders, governments at all levels, and other agencies and organizations providing relief services to sustain life, reduce physical or emotional distress and promote recovery of disaster victims when assistance is not available for other sources. For example, the American Red Cross is a NGO that provides relief at the local level and also coordinates the Mass Care element of ESF 6 at the local, state and federal level. Community-based organizations receive government funding to provide essential public health services.

The Kansas Voluntary Organizations Active in Disaster (KSVOAD) is a consortium of more than 30 recognized national organizations of volunteer's active in disaster relief. Such entities provide significant capabilities to incident management and response efforts at all levels.

Hospitals, Nursing Facilities and Assisted Living Facilities

These facilities are responsible for the safety and wellbeing of visitors and tenants to their facilities. They have a state mandate to maintain an emergency operations plan.

School Districts

The public school districts in Olathe are responsible for developing and maintaining emergency plans for disasters that could impact their schools and students. Emergency Management Division staff and other City departments are available to work with the

school districts for planning and response coordination purposes. The school districts that serve the Olathe population include the following:

- Blue Valley USD 229
- De Soto USD 232
- Kansas State School for the Deaf
- Olathe USD 233
- Spring Hill USD 230

Legal Affairs Officer

The Legal Affairs Officer is responsible for providing legal advice and guidance to emergency management regarding all emergency management issues and concerns. The staffing of this position is the responsibility of the Emergency Management Director or designee. 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.).

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 County, State and Federal 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 on the basis of 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.

- Participate 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:

- Conducting operations, when requested by the EOC consistent with their own authority and resources.

- 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.

- Assisting in situational assessments.

- Furnishing available personnel, equipment, or other resource support as requested by the EOC.

- Providing input to periodic readiness assessments.

- 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.

Citizen Involvement

The public is responsible for preparing for disasters just as the various levels of government do. Specifically, individual, family, and/or business plans need to be developed and maintained to ensure the appropriate level of preparedness.

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

Vulnerable needs population citizens are encouraged to register their information with the Fire Department for disaster planning and response purposes.

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CONCEPT OF OPERATIONS

General

In natural disasters, the magnitude of the impact and the depletion of resources at each level of government trigger the need for outside assistance. City emergency responders carry out the initial response to most emergencies. Only as local resources become exhausted is support requested from the County and State. However, threats such as the use of biological agents will trigger State and Federal response measures from the earliest possible phase in order to control dissemination and take appropriate eradication measures.

Emergency functions of the department, agencies or organizations tasked in this plan generally parallel their day-to-day functions. To the greatest extent possible, the same personnel and material resources will be employed in both cases. Those day-to-day functions of a department that do not contribute directly to emergency operations will be suspended, as necessary, for the duration of the emergency, to redirect efforts to meet the emergency/disaster needs.

In most situations, the City will be the first and primary responder and will be required to exceed its ability or deplete its resources before requesting state assistance. Under certain circumstances, such as a terrorist threat, public health emergencies or mass migration events, County, State or Federal agencies may have primary jurisdiction for the overall response effort. However, City resources will likely provide the first response for all incidents impacting its jurisdiction.

When the resources of the City are exhausted or when a needed capability does not exist, the City will request assistance from the County and/or the State. All assistance requests must be coordinated and routed through JCDEM.

Non-Disaster Daily Operations

Day-to-day operations of the City of Olathe, 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 Local Emergency Planning Council prepares regional hazardous materials emergency plans that indicate the facilities that use, produce, or store hazardous substances that are present in the jurisdiction.

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). LEPC directs regional 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 the City of Olathe and its residents 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 their responsibilities during an emergency. This allows agencies to construct programs, strategies and methods which allow day-to-day responsibilities to compliment emergency operations.

City of Olathe Organizational Chart
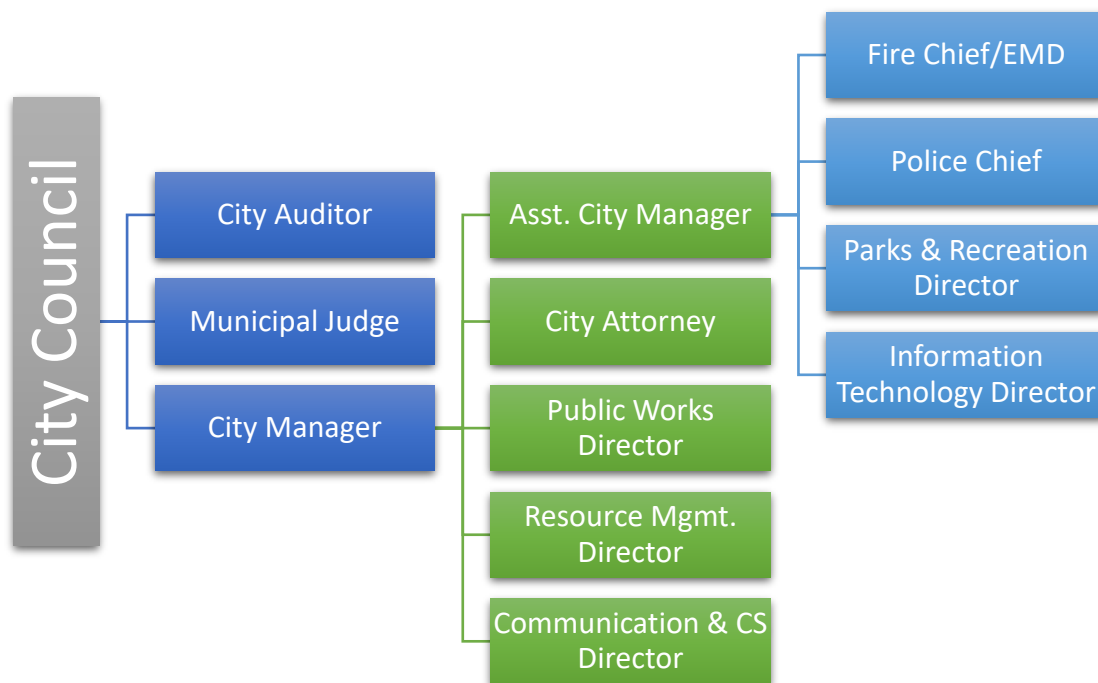
Emergency Operations

The City of Olathe's departmental organizational structure for response to an emergency/disaster is under the leadership of the City Manager. Under the direction of the

City Manager, the EMD is responsible for coordinating the activities of all departments' assigned emergency responsibilities in the EOP.

Based on the severity and magnitude of the situation, the Mayor may issue a Local Emergency Declaration.

Response

The organized structure for response to an emergency/disaster is under the leadership of the City Manager who appoints the EMD over all coordination authority for the incident. City departments and supporting agencies, through the ESF structure, operate from the EOC and support the Fire Department. The management structure designated to respond to emergency/disasters is coordinated by the staff of the Fire Department.

The EOC facility serves as the coordination, command and control center for City of Olathe. It is appropriately staffed dependent on need and circumstance, and serves as the 24-hour Warning Point for initial notification and warning of emergencies and disasters.

Initial and subsequent notification procedures have been provided to the 24-hour Warning Point for initial contacts based on the type of event. Additional notifications are made as requested by the Incident Commander or EMD.

Disaster response and recovery agencies identify resources, training needs, or planning activities to the Fire Department. The EOC will be activated for actual or potential events that threaten City of Olathe. The level of activation will be determined by the EMD or designee based on the emergency or disaster event.

The following are possible criteria for activation of the EOC:

1. A threat (or potential threat) increases the risk in City of Olathe

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 City of Olathe 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. A comprehensive list of ESFs and their responsibilities can be found in the file archive as an attachment to this plan.

During activation, the 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) and is discussed below.

EOC Organizational Structure

The EOC staffing level and composition is 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. While an organizational chart is provided below, the various functional elements are activated based on need. The organizational structure can be condensed, expanded, or reconfigured as needed.
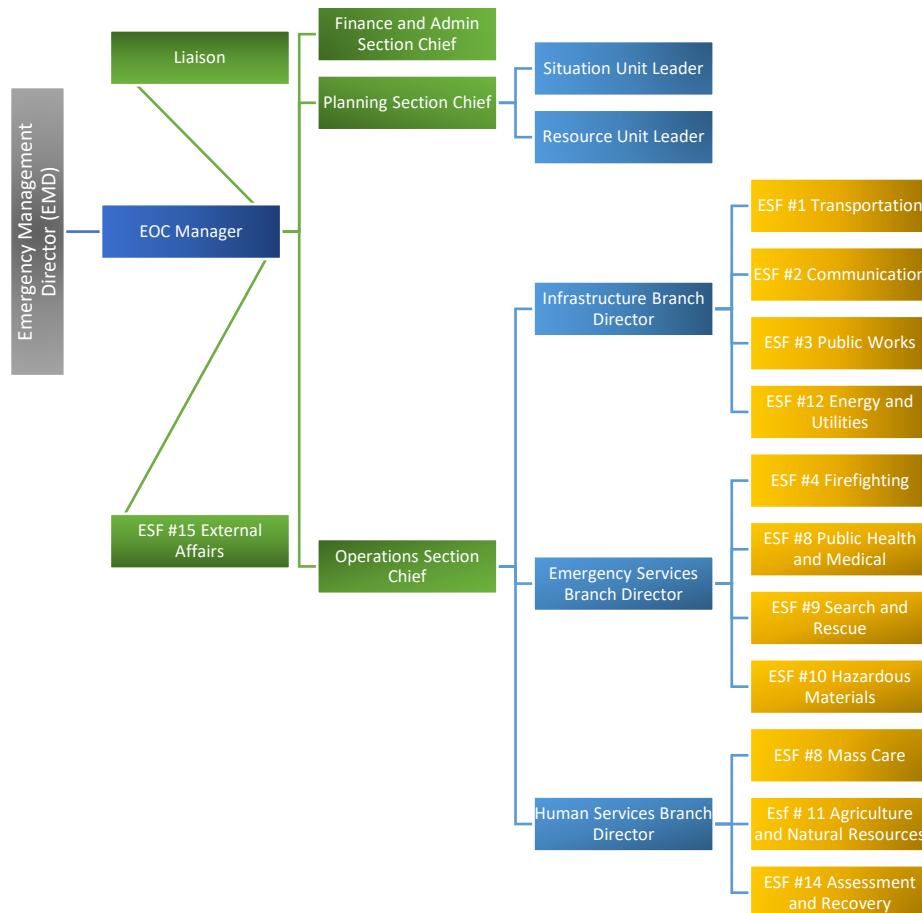
While the structure is flexible, it is always organized around five core functions:

- **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 the Fire Department.

- **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 a designated responsible agency.

Each agency responding will report back to the 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 EOC to provide visibility of emergency operations.

During the response phase and upon declaration of a local state of emergency, the Fire Chief/Emergency Management Director has ultimate authority. The Fire Chief/Emergency Management Director reports directly to the City Manager and then provides overall direction to the Fire Department.

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

Field Operations

Field Operations will be managed through the Incident Command System (ICS). The ICS that has been implemented in City of Olathe 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 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 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.
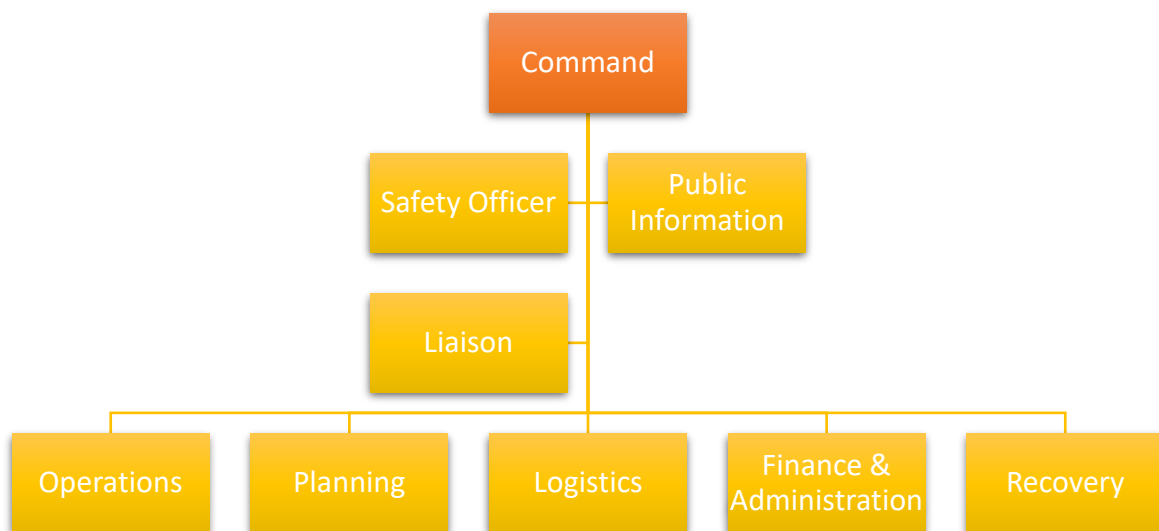
Command Staff

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).

Command Staff
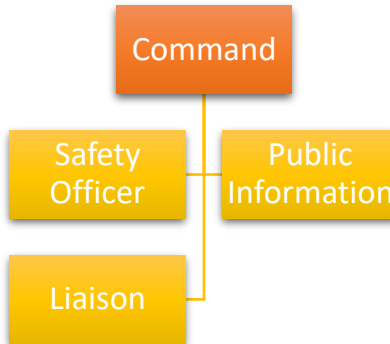
General Staff

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.

General Staff

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  │Operations│  │ Planning │ │ Logistics│ │   Finance &   │
  └──────────┘  └──────────┘ └──────────┘ │Administration │
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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.

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:

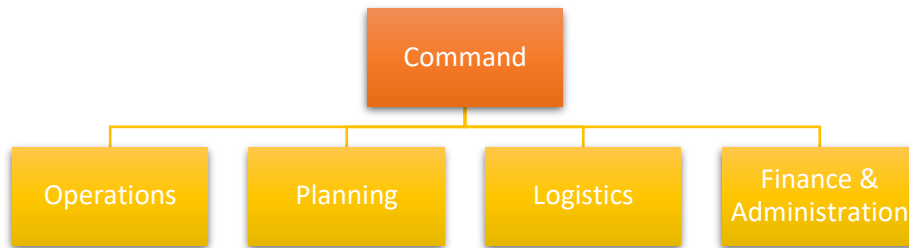- Set overall incident-related priorities

- 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

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 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 have critical roles in an emergency.

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

- Ensure that each agency involved in incident management activities is providing appropriate situational awareness and resource status information to Command

- 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

Roles & Responsibilities of Operation

Following an incident, plans, procedures, communications, staffing and other capabilities necessary for improved incident management are coordinated through the Fire Department. These tasks are accomplished 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

Command Staff Roles

Command Staff	Roles and Responsibilities
All ICS Command Staff Departments	1. Declares a state of emergency 2. Approves Mutual Aid Agreements with other agencies

	3. Approves memorandums of understanding with resource providers
	4. Keeps the executive officials informed of all actions
	5. Ensures City/County government agencies are providing critical emergency services
	6. Acts as the City/County Emergency Response Team (ERT) Leader/ICS Commander
	7. Directs activation of the EOP and local EOC
	8. Responsible for coordinating the re-entry process and procedures
	9. In a localized disaster, declares a state of special emergency
	10. Directs the evacuation of affected areas
	11. Directs opening of shelters for evacuees
	12. Coordinates with all agencies involved in the emergency or disaster
	13. Requests State and Federal assistance as needed
	14. Coordinates resource requests
	15. Monitors warning systems
	16. In major disasters, directs evacuation
	17. Serves as point of contact for representatives from other governmental agencies or private entities
	18. Drafts emergency resolutions and ordinances for executive approval
	19. Provides legal review of all pertinent documents
	20. Provides legal advice for emergency functions pertinent to the City/County
	21. Coordinates news releases and interfaces with the public and media
	22. Develops accurate and complete information on the incident
	23. Maintains close contact with media on public information and other PIOs
	24. Provides space near EOC for media representatives
	25. Monitors the incident operations and advises the Incident Commander on all matters relating to operational safety

Operations Section

The Operations Section is responsible for all activities focused on response to the immediate hazard, saving lives, establishing situational control and restoration of normal operations.

The Operations Chief is responsible to the Command Staff for the direct management of all incident-related operational activities. The Operations Section Chief will establish tactical objectives for each operational period, with other section chiefs and unit leaders establishing their own supporting objectives.

The Operations Section, shown below, is comprised of three branches: Human Services, Infrastructure, and Emergency Services. The ESFs that are grouped under each of these three branches are also depicted in the diagram below. The tables that follow depict the key agencies (primary and secondary) that have a role under each branch. More detailed information on the specific responsibilities of each agency is contained in each of the ESF annexes.

Operations - Emergency Services

The Emergency Services ESFs have responsibility for reducing the immediate hazard, saving lives and property, establishing situation control, and restoring normal conditions. Incident operations can be organized and executed in multiple ways, and will depend on the type of incident, agencies involved, and specific objectives and strategies of the incident management effort.

Operations - Emergency Services	Roles and Responsibilities

All ICS Operations - Emergency Services Departments	1. Responsible for assisting with mass care operations in the form of staffing and feeding at shelters and supplying nursing staff at shelters 2. Responsible for providing emergency medical care to victims of disasters 3. Responsible for assisting in providing care to sheltered populations 4. Responsible for providing any assistance required by the Emergency Management Director or the on-scene Incident Commander for HazMat Incidents 5. Coordinate the resources necessary to respond to structure fires, wild fires, or brush fires 6. Maintain contact with the State Warning Point on issues related to major fires 7. Responsible for coordinating with the on-scene incident commander during Search and Rescue (SAR) operations to ensure that the local emergency management agency can quickly obtain needed resources from the State EOC 8. Responsible for coordinating the resources necessary to respond to hazardous materials incidents 9. Notify State Warning Point of HazMat incident, and request assistance, if needed 10. Request services of the National Guard from State Emergency Management, when warranted for law enforcement/humanitarian missions 11. Coordinate request for additional law enforcement resources to State Emergency Management, when needed to support emergency services 12. Assist the State Health Department in coordinating the evacuation of special needs residents 13. Monitor and provide warning/control of potential vectors of pathogens (rats, flies, mosquitoes) 14. Responsible for responding to potential outbreaks of disease in affected areas that are caused by potential vectors such as mosquitoes, rats, and other disease carrying organisms 15. Develop and maintaining firefighting resources 16. Coordinate fire suppression activities 17. Assist law enforcement agencies in traffic control 18. Assist in emergency notification, and public information dissemination of safety decisions, i.e. evacuations 19. Assist law enforcement agencies in search and rescue operations 20. Coordinate hazardous materials response 21. Assist in notification of evacuations

	22. Provide health care services during and following a disaster
	23. Ensure the safety of food supplies at institutional facilities
	24. Monitor the spread of disease following a disaster and direct immunizations for disease control
	25. Monitor and assess medical and public health needs
	26. Request health care assistance from State Health Department, as needed
	27. Assist in HazMat incidents to ensure public health issues are covered
	28. Provide environmental health functions
	29. Assist with mortuary services
	30. Ensure water potability, availability of sanitation supplies and solid waste disposal are functional
	31. Provide any assistance required by the local Emergency Management Director or the On-scene Incident Commander for fire suppression
	32. Provide assistance clearing roads, if necessary
	33. Responsible for providing any assistance required by the local Emergency Management Director or the On-scene Incident Commander for HazMat Incidents
	34. Provide ESF 5 with intelligence on the magnitude of search and rescue missions
	35. Provide security operations for traffic control for firefighting efforts
	36. Assist in implementing protective actions for the public
	37. Responsible for coordinating all aspects of Search and Rescue (SAR) operations
	38. Coordinate 9-1-1 Emergency Communications
	39. Coordinate Traffic Control and road blocks
	40. Provide training to public safety personnel and first responders; public safety communications personnel; and operations personnel
	41. Coordinate Security for Mass Care Operations
	42. Provide emergency medical treatment to the seriously injured and immediately medically compromised, and to the physically entrapped
	43. Responsible for assisting the City/County with mass care operations in the form of staffing and feeding at shelters and supplying nursing staff at shelters
	44. Assure certification of all hazardous materials response personnel to, at a minimum, Technician Level
	45. Perform Rapid Impact Assessment to provide immediate field intelligence regarding area of impact, extent of damage and need for emergency response actions and resources

Operations - Human Services

The Human Services Branch groups the Emergency Support Functions that address pre- and post-disaster preparedness, mitigation and operational readiness for social services and animal protection. Specific ESFs include: Mass Care (ESF 6), Food and Agriculture (ESF 11), Volunteers and Donations (ESF 15), and Animal Control (ESF 17). The following tables profile the key agencies with a role and responsibility for Human Services.

Operations - Human Services	Roles and Responsibilities
All ICS Operations - Human Services Departments	1. Provide shelter staffing and support with trained local volunteers 2. Support food, water and ice distribution 3. Coordinate and expedite delivery of donated goods and services in order to meet the needs of the affected area 4. Assess unmet needs and provide resources and volunteers to meet these needs from the volunteer database 5. Relay volunteer and donation needs to the State volunteer coordinator 6. Maintain a database listing available volunteers for access by relief agencies and organizations (Orientation will be provided for volunteers consisting of services needed, requirements for response, documentation of hours and other appropriate information) 7. Identify the number of people without food and safe drinking water 8. Provide an inventory of warehouse food products/quantities and identify sources to obtain additional supplies 9. Ensure sufficient warehouse space to store food supplies 10. Coordinate transportation of food shipments to warehouses, feeding sites, and pantry locations 11. Purchase or solicit food supplies to sustain the disaster victims until State officials/agencies can support the operation 12. Provide for the over-all management, coordination and prioritization of local resources in response to pet, farm and wild animal emergency needs, before, during and after a significant natural or man-made disaster event 13. Assist human emergency response teams with animal treatment issues 14. Make arrangements for the removal and disposal of dead animals 15. Provide medical and health related support to state and local entities involved in delivering emergency response and recovery efforts for natural and other catastrophes

	16. Provide health related advice concerning communicable and environmental issues following a disaster 17. Coordinate all local and state health and medical resources expended in response to a local disaster 18. Coordinate activities involved with the emergency operation of temporary shelters 19. Coordinate emergency mass feeding, bulk distribution of coordinated relief supplies for victims of disaster 20. Provide dissemination of disaster welfare information. In some instances, services may also be provided to disaster workers 21. Coordinate response actions with relief efforts provided by volunteer organizations performing mass care functions 22. Provide essential information regarding status of shelter operations: population, capacity, supplies, and special needs of shelter residents 23. Coordinate with local authorities in the identification of bulk supply staging areas and distribution sites in the affected areas 24. Provide security services for mobile feeding stations should it be deemed necessary 25. Assist with animal control issues 26. Provide assistance to mass care operations 27. Responsible for the capture and housing of displaced domestic animals following a disaster 28. Maintain a listing of vendors capable of supplying food, water and ice (updated annually) 29. Maintain a list of post-disaster, non-essential government employees to be deployed as needed to support the distribution of supplies

Operations - Infrastructure Support

The Infrastructure Branch groups the Emergency Support Functions that address pre- and post-disaster preparedness, mitigation and operational readiness for infrastructure, including: Emergency Transportation (ESF 1), Communications (ESF 2), Public Works and Engineering (ESF 3), Resource Support (ESF 7), and Energy (ESF 12). Table 3 profiles the key agencies with a role and responsibility for Infrastructure.

Operations - Infrastructure Support	Roles and Responsibility
All ICS Operations - Infrastructure Support Departments	1. Coordinate the use of all transportation resources to support the needs of local government and other emergency support groups requiring transportation

	capacity to perform their emergency response, recovery and assistance missions 2. Maintain a list of resources available from local agencies, their addresses and after hours points of contact 3. Responsible for operating the 9-1-1 call center as well as dispatching for EMS, Fire, and local Law Enforcement 4. Provide vehicles modified for the disabled for evacuation of disabled individuals 5. Maintain the special needs registry of individuals needing transportation assistance during evacuations and collect all necessary contact information for special needs victims for coordination with transportation providers to arrange for pick-up 6. Coordinate emergency response and recovery activities relating to fuel shortages, power outages and electrical capacity shortages, which impact or threaten to impact significant numbers of citizens and critical facilities 7. Ensure the provision of emergency power to support immediate response operations as well as restoring the normal supply of power to normalize community functions 8. Provide public works and engineering support to assist the local government in needs related to lifesaving or life protecting support prior to, during and immediately following a major or catastrophic disaster 9. Provide technical advice, evaluations, engineering services, construction management and inspection, emergency contracting, emergency repair, and damage assessment services 10. Provide assistance evacuating members of the general population, if necessary 11. Coordinate continuing supply of fuel, oil and other operational supplies with its day-to-day vendors or emergency sources as required 12. Coordinate evacuation routes and re-entry routes, including re-routing due to road closures and other logistical actions 13. Coordinate law enforcement activities and provide emergency vehicles to transport or escort disaster response personnel and vital supplies 14. Coordinate and assist in providing communications support to state, county and local disaster response elements; and coordinate all communications assets (both equipment and services) available from state agencies, local agencies, and volunteer groups

	15. Coordinate emergency response and recovery activities relating to fuel shortages, power outages and electrical capacity shortages, which impact or threaten to impact significant numbers of citizens and critical facilities 16. Responsible for clearing debris from roads and coordinating overall debris management operations

Planning Section

The Planning Section is responsible for collecting, evaluating and disseminating tactical information pertaining to the incident. This section maintains information and intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident.

Designated agencies will be responsible for ESF-5 (Information and Planning) activities during an activation of the EOC and are identified within the ESF-5 Annex. Activities could include damage assessment by providing accessed values and parcel information, staff, and maps to the damage assessment team as well as development of daily Incident Action Plans.

The Planning section has four branches:

- Intelligence

- Planning

- Technical Services

- Documentation

The Planning Section Chief oversees all incident-related data gathering and analysis regarding incident operations and assigned resources, develops alternatives for tactical operations, conducts planning meetings, and prepares the Incident Action Plan for each operational period.
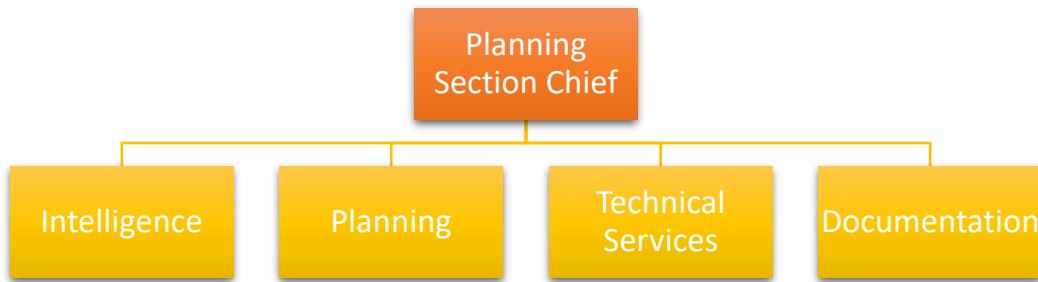
Planning Section	Roles and Responsibilities
All ICS Planning Section Departments	1. Coordinate the planning process of activities contained within the EOP for all involved organizations

Logistics Section

The Logistics Section is responsible for all support requirements needed to facilitate effective and efficient incident management, including ordering resources from off-incident locations. The Logistics Section will coordinate the key ESFs that have a significant role in managing logistics and resource support, including:

- ESF 1 - Transportation

- ESF 2 - Communications

- ESF 5 - Information and Planning

- ESF 7 - Resource Support

- ESF 8 - Health and Medical

- ESF 11 - Food and Agriculture
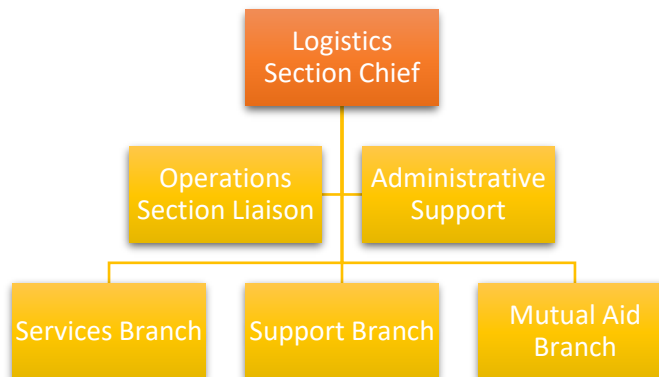
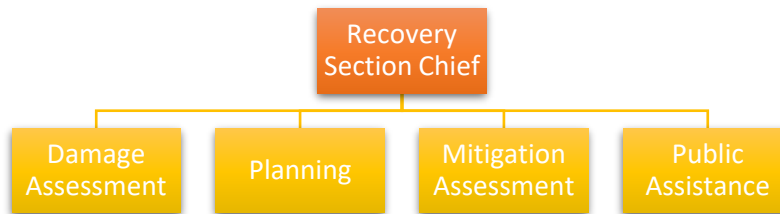| Logistics Section	Roles and Responsibilities
All ICS Logistics Section Departments	1. Assist in the collection, processing, and dissemination of information to facilitate emergency response and recovery efforts 2. Establish and provide operational support for Points of Distribution (PODs) 3. Develops Memorandums of Understanding with vendors for essential items needed before, during, and after a disaster 4. Provide staff to the EOC to coordinate resource requests 5. Responsible for identifying suppliers for critical resources 6. Responsible for identifying funding for emergency expenditures 7. Will secure resources from private vendors, agencies, or requests assistance from the State 8. Responsible for obtaining logistical support for all lead and supporting agencies during all phases of disaster operations 9. Will request assistance through the State EOC if local resources are not able to adequately address a situation 10. Coordinate the provision of all mutual aid 11. Will provide staff for the Points of Distribution 12. Coordinate Rapid Impact Assessment Team (RIAT) activity and support requirements with local support agencies and organizations 13. Provide intelligence on requirements for Logistics based on the scope and magnitude of the disaster 14. Manage the Logistics Section, in close coordination with the Command Group at the local EOC 15. Assist in evaluating damage to utilities and traffic control systems; roads and bridges, and flood control facilities 16. Assist in evaluating damage to water and wastewater systems control facilities 17. Assist in evaluating damage to local government facilities and transportation resources 18. Coordinate the transportation assets within the City/County 19. Provide communications logistics support to the Emergency Response Team (ERT) 20. Provide pertinent intelligence pertaining to situation around the City/County

Recovery Section

When the Emergency Operations Center is activated in response to an emergency/disaster, a recovery component is activated as well. The purpose of this component is to initiate activities necessary to ensure a successful recovery effort. Activities include: condition

monitoring, situation evaluation, damage assessment teams, mitigation assessment teams, deployment of damage assessment teams, Liaisons, and mitigation assessment team.

Once the initial response operations have been completed, and it is appropriate for recovery activities to commence, the agencies identified as having recovery functions will initiate their activities. In actuality, many of the recovery functions run concurrent with the initial response functions, and are managed by the same agencies.

Disaster Declaration
Requests for federal disaster assistance will be predicated on the requirements outlined in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended). After local government conducts the initial damage assessment and reports it to the State Emergency Operations Center, a joint local/State preliminary damage assessment may be scheduled that could include the Federal Emergency Management Agency. This damage assessment validates the local data and is the basis for requesting a Presidential Disaster Declaration. Other federal agencies that may participate in the assessment process include the Small Business Administration. This process is described in 44 CFR, Part 206, Subpart B - The Declaration Process and other federal and state policies and procedures.

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                    ┌──────────────────┐
                    │    Recovery      │
                    │  Section Chief   │
                    └──────────────────┘
         ┌──────────────┬──────────────┬──────────────┐
   ┌──────────┐  ┌──────────┐  ┌──────────┐  ┌──────────┐
   │  Damage  │  │ Planning │  │Mitigation│  │  Public  │
   │Assessment│  │          │  │Assessment│  │Assistance│
   └──────────┘  └──────────┘  └──────────┘  └──────────┘
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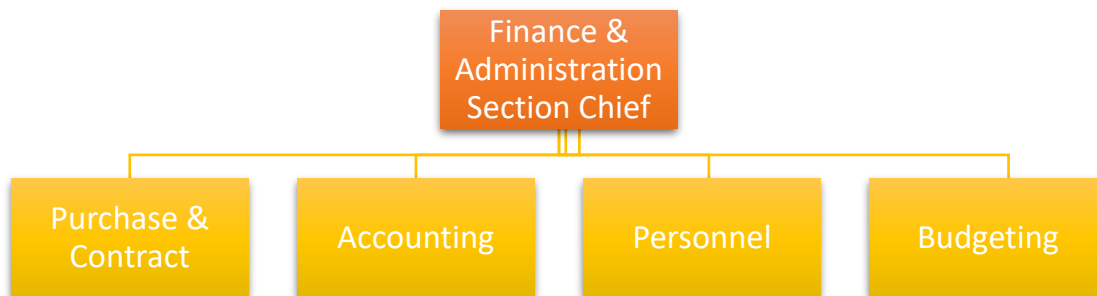| Recovery Section	Roles and Responsibilities
All ICS Recovery Section Departments	1. Staff the Human Services Section of the ICS to coordinate community relations, addressing unmet needs, and providing emergency housing following a disaster 2. Responsible for coordinating community relations following a disaster to ensure that critical recovery information is available for the benefit of the entire affected community 3. Responsible for coordinating activities to address individual and community needs that remain after governmental assistance has been exhausted following a disaster 4. Provide damage reports to the local EOC, and provide food and water to field operations 5. Coordinate all damage assessment for public infrastructure with assistance from local public works agencies 6. Responsible for coordinating activities associated with the Public Assistance Program following a disaster 7. Providing information and planning support for agencies involved in recovery operations

	8. Inspect buildings for structural integrity
	9. Issue post-disaster permits, as necessary
	10. Identify additional assistance for the issuance of permits via the Statewide Mutual Aid Agreement
	11. Responsible for serving as a liaison with the local Emergency Management department, recovery agencies and the local business community
	12. Negotiate all disaster contracts, i.e. debris removal
	13. Negotiate the hiring of temporary staff to assist in recovery financial matters, if necessary
	14. Coordinate all recovery efforts for the City/County
	15. Coordinate damage assessment processes
	16. Coordination and establishment of a Disaster Recovery Center for the affected area
	17. Provide information to the media concerning recovery
	18. Staff the Logistics Section of the ICS. Responsible for resource support and public information
	19. Provide information and planning support for agencies involved in recovery operations
	20. Responsible for providing, to the extent possible, the provision of emergency housing
	21. Identification of immediate personal, disaster relief needs for individuals affected by the event (Victim mass care requirements to include: food, water, clothing, shelter/housing, medical needs)
	22. Serve as the lead agency for post-disaster debris management operations
	23. Responsible for the coordination of all debris removal and disposal
	24. Provide public education on proper disposal of debris
	25. Identify proper disposal sites, both temporary and long term
	26. Monitor health conditions throughout the recovery phase
	27. Responsible for ensuring all debris cleanup team members have proper vaccinations
	28. Provide security in support of all aspects of recovery operations

Finance / Administration Section

The Finance/Administration Section is established when there is a need for financial, reimbursement (individual and agency, or department) and/or administrative services to support incident management activities.

The equipment, personnel, and financial resources of an affected jurisdiction may quickly be overtaxed in a disaster. Resource Policies and Financial Management Policies and Procedures for Emergency Management have been established and implemented which provide statutory authorities and responsibilities for financial management related to response activities. These policies ensure that funds are provided expeditiously and that financial operations are conducted in accordance with appropriate policies, regulations, and standards.

Designated agencies have been given the primary responsibility to manage all financial matters, including those of the response, recovery, and mitigation phases of an emergency or declared disaster. These responsibilities include providing financial training to the staff of the Emergency Operations Center, recovery personnel, and the mitigation staff. This is based on the need to manage local, state, and federal recovery financial assets in accordance with local and State laws and includes training on proper documentation of recovery grants, funding agreements, funding sources, records maintenance, and more. Other responsibilities of the Finance/Administration Section include entering into any funding agreements between local, State, and Federal Governments. These agreements will cover the Public Assistance and Hazard Mitigation Grant Programs, as well as any other funding agreements necessary for the receipt of State and federal funds.

Finance / Administration Section	Roles and Responsibilities
All ICS Finance / Administration Section Departments	1. Manages and oversees the Finance and Administration Section 2. Will coordinate an annual training schedule for emergency event financial reporting and records maintenance requirements 3. Will identify funding for emergency expenditures 4. Will conduct appropriate training for financial management to city/county agencies 5. Will maintain all records of expenditures; including all associated costs for local City/County agencies for manpower, equipment, supplies, etc. 6. Coordinate recovery actions with FEMA to include all financial matters

	7. Coordinates training to EOC agencies for proper financial management processes during disasters 8. Inform executive officials of expenditure and reimbursement information, to include expenditures for manpower, equipment and materials 9. Establish deadlines for submission of appropriate forms and documentation for reimbursement procedures 10. Manage all financial aspects of disaster recovery for the City/County

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.

City of Olathe 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 EOC is activated, the Fire Chief 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 Command in the 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 within a reasonable period of time. 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 EOC .

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

Coordination, Direction and Control

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 City of Olathe communication center. Other agencies with responsibilities for notification include the National Weather Service and Kansas Highway Patrol.

The City of Olathe 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 Fire Department to notify the appropriate agencies outside of the jurisdiction such as KDEM, State Emergency Response Commission (SERC), and the United States Department of Agriculture (USDA).

The City of Olathe 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. Fire Department 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 at all times as detailed by this plan.

Fire Department may activate Mutual Aid Agreements with neighboring jurisdictions. They may also recommend that the City of Olathe 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:

1. The City of Olathe Director of Emergency Management

2. Any designated personnel authorized by City of Olathe Director of Emergency Management

To request state assistance, City of Olathe must meet the following parameters:

1. Exhausted or will likely exhaust City of Olathe 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 Fire Chief or designee is delegated policy-making authority and can commit City of Olathe resources at the as well as routine management and operation of the facility. The Fire Chief may issue mission assignments to the ESFs to perform duties consistent with City of Olathe policy. Mission assignments and mutual aid assistance is tracked at the EOC.

Coordination of County-wide protective actions will occur among all affected risk and host areas and under the direction and control of the Fire Chief. Areas not impacted by these events may be requested to provide assistance. Prior to an evacuation and under the direction of the Fire Chief, the   will implement coordination on issues which may include, but 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 Fire Chief 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 City of Olathe. While response actions necessary to protect public health and safety are being implemented, the recovery section within the EOC begins coordination and implementation of the recovery programs.

In the event state and federal assistance is required by City of Olathe, 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 the EOC.

Coordinating Agencies

The Fire Chief designates the coordinating agencies for each emergency support function to coordinate the activities of that support function.

Coordinating Agency Listing for Emergency Operation Plan	
FUNCTIONAL ANNEX	COORDINATING AGENCY
ESF 1 - Transportation	Public Works Parks and Recreation
ESF 2 - Communications	Fire Department Information Technology Police Department
ESF 3 - Public Works and Engineering	Public Works
ESF 4 - Firefighting	Fire Department
ESF 5 - Emergency Management	Fire Department
ESF 6 - Mass Care	Fire Department Parks and Recreation
ESF 7 - Resource Management	Resource Management
ESF 8 - Public Health and Medical Services	Johnson County
ESF 9 - Search & Rescue	Fire Department
ESF 10 - Oil and Hazardous Materials	Fire Department
ESF 11 - Agriculture and Natural Resources	Police Department Parks and Recreation
ESF 12 - Energy and Utilities	Public Works
ESF 13 – Law Enforcement	Police Department
ESF 14 – Assessment & Recovery	Fire Department Public Works
ESF 15 – Public Information	Fire Department Communications Public Works Police Department Parks and Recreation

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

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

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. A complete list of Mutual Aid Agreements in effect for City of Olathe related to emergency management can be found in Section VII-Authorities and References of this EOP. In addition, these agreements are available for review in their entirety at the fire department administration building.

State-Wide Mutual Aid System
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 mutual cooperation among the participating subdivisions in conducting disaster-related exercises, testing or other training activities outside actual declared emergency periods."

The full act can be found in the file archive of this plan.

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

Emergency Management Assistance Compact (EMAC)
The EMAC is a mutual aid agreement and partnership among states to allow for the exchange of resources when state and local resources are overwhelmed and federal assistance is inadequate or unavailable. Request for EMAC assistance are legally binding, contractual arrangements which requires soliciting state to be responsible for reimbursing

all out-of-state costs and be liable for the actions and safety of out-of-state personnel. Proving assistance to other states through EMAC is not an obligation. Kansas became a signatory to the compact in 2000 (KSA 48-9a01).

Requesting Mutual Aid

All mutual aid requests should be coordinated through the City of Olathe Emergency Management Director or the if activated. To request mutual aid, City of Olathe uses the following process:

- The Party seeking mutual aid shall make the request directly to the party providing the aid in coordination with Fire Department.

- 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 Fire Department.

- 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, City of Olathe can request coordination assistance to EOC.

Communication

ESF 2 Communications provides information and guidance concerning available communications systems and methods in City of Olathe, including:

- Dissemination of emergency information to response organizations and government

- Information flow and management to and from the

- Communications interoperability among response units

- Primary and backup communications systems

- Telecommunications and information technology resources

- Emergency warning and notification

ESF 15 Public Information 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.

City of Olathe Warning Point
The EOC serves as the City of Olathe's Warning Point. The City of Olathe Warning Point provides Olathe 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.

The EOP has procedures to notify and warn officials and general public of emergency and disaster events that occur in City of Olathe. 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 . Notification of the State Warning Point is included in these guides. The Emergency Management Director or the on-call Emergency Management staff person will initiate any further notification.

Developing or existing emergency conditions which should be reported to the 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 Emergency Management Director (or his/her designee) by phone, paging, or email.

Warnings are accomplished in various ways depending on the persons that need to be warned and the time available. The Emergency Management Director (or his/her designee) 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 vulnerable needs may be notified by all of the methods outlined above. Hotels, motels, Chambers of Commerce and the Tourist Information Center will assist in notification of tourists visiting the area. Most of the other warning systems previously listed would also reach some visitors to the City.

The EOC is responsible for network control and conducts routine tests to ensure operational readiness.

State Level

When an emergency or disaster has occurred or is imminent, the Governor may issue an Executive Order proclaiming 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 SEOC. The Manager is responsible for the provision of State assistance, as well as routine management and operation of the SEOC. The 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 SEOC.

Coordination of regional and multi-regional protective actions will occur among all affected risk and host counties, other states, and the under the direction and control of the Manager. Counties that are not impacted by an emergency/disaster situation may be directed by the Kansas Adjutant General to activate their EOCs to provide emergency assistance.

During activation of the , the 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 State Regional Coordinator serves as the liaison and shares information with local command, who then shares the information as per local protocol. The will provide incident information to State agencies, State legislative, and United States Congressional officials. This is typically accomplished via situation reports and frequent 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, he 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 SEOC. In the event the SEOC is not activated, EMAC will be managed and coordinated will be administered by the SEOC's Response and Recovery Branch under the direction of the Response and Recovery Branch Director.

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 National Operations Center (NOC).

If the disaster is major or catastrophic, the 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.

Joint Field Office

The emergency recovery process is initiated when the President of the United States issues a Major Presidential Disaster Declaration. Such a declaration makes available a series of federal disaster assistance programs to aid the State in its recovery from a disaster situation. The basis for the declaration is the determination by the President that the disaster is of such severity and magnitude that response is beyond State and local capabilities. The field recovery operation will be conducted in accordance with the most current edition of the State of Kansas Emergency Response Plan as well as other recovery plans and procedures.

Once a field office has been established in City of Olathe, the Fire Department will provide the proper liaisons to the appropriate field office operations.

The organizational structure for recovery is under the leadership of the State Coordinating Officer. Once a federal disaster declaration has been issued, the State Coordinating Officer consults with a Federal Coordinating Officer. In addition, a Governor's Authorized Representative (GAR) is designated in the Federal Emergency Management Agency-State Agreement and is responsible for compliance with that Agreement.

During a recovery operation, the State Coordinating Officer usually appoints a Deputy State Coordinating Officer who represents him/her at the Joint Field Office. The Deputy State Coordinating Officer is responsible for the establishment and management of State operations in the Joint Field Office and coordination between State and federal programs.

Prevention

City of Olathe'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)

Kansas City Regional Fusion Center

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 forewarn of a future attack may be derived from information collected by several diverse entities.

Johnson County Sheriff's Office serves as the local liaison to the Kansas Intelligence Fusion Center at 27747 W 159th, New Century, KS 66030. The City of Olathe Fire Department is the liaison to the Kansas City Regional Fusion Center (KCRFC). Given the nature of the information, the Johnson County Sheriff's Office will distribute the information from the

KIFC and the Olathe Fire Department will distribute the information from the KCRFC in accordance to local SOPs and marked as Unclassified/For Official Use Only (U/FOUO). Additional information is provided in the file archive of this plan.

Preparedness

The goal of City of Olathe's preparedness operations is to help ensure a timely and effective response to, recover from and mitigation of the impacts and consequences associated with an emergency/disaster situation. To accomplish the goal the following strategy 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.

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 Fire Department 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

City of Olathe utilizes the CRMCS as the county credentialing system. City of Olathe 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.

Event ⟩ Emergency Responder @ Incident ⟩ Incident Commander ⟩ Responder Card in PIV Reader ⟩ Card Validation; PIN / Fingerprint ⟩ Responder Credential Authention

Plan Development and Maintenance

Plan Development

The City of Olathe EOP is developed with the assistance and input from the following groups serving in an advisory capacity.

- City of Olathe 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 City of Olathe Emergency Operation Plan:

- EOP Workshop

The preparation and revision of the basic plan and ESF Annexes will be coordinated by Fire Department 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 Fire Department and the designated support agencies. The Fire Department 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 Fire Department. 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. Fire Department 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 City of Olathe.

Plan Maintenance
The Emergency Management Unit will maintain the City of Olathe EOP and provide an updated EOP 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 Emergency management Unit will revise the plan by using a process best suited for 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 overall plan and re-promulgated by the City Manager.

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 City of Olathe EOP, additional plans have been developed and are maintained pursuant to state and federal requirements.

Public Information

Before an emergency or disaster occurs, public information is critical for the public to make the necessary protective actions. The City'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.

- Unassigned Person or other designee will serve as the Public Information Officer (PIO). The PIO will work closely with the Director of Fire Department or Coordinator, 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 EOC to receive disaster-related preparedness, response, recovery, or mitigation information.

- Pre-scripted public service announcements are maintained by the Fire Department.

- The PIO will be responsible for collecting information, preparing releases for the media, and responding to requests for information and interviews.

- The Fire Department 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 to the EOC.

- Additional information is provided in ESF 15.

Training and Exercise

All training related to emergency management is coordinated and scheduled through the Fire Department. The Fire Department 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 training section, American Red Cross, the Local Emergency Planning Committees, Fire Department, the and any other organization offering training. The Fire Department provides the notice of training being offered to local response agencies.

City of Olathe 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.

City of Olathe further 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

- ICS 300 Series - Intermediate Incident Command System

- ICS 400 Series - Advanced Incident Command System

Exercises are a key component in improving all-hazards incident management capabilities. The Fire Department 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 in an annual Training and Exercise Planning Workshop (TEPW). Among the key exercises types that City of Olathe participates in or has participated in include:

The Homeland Security Exercise Evaluation Program (HSEEP) 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 plan revisions and updates by the Fire Department. This will be accomplished by drafting a corrective action plan which may include, but 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 Fire Department.

Response

City of Olathe must be prepared to respond quickly and effectively on a 24-hour basis to developing events. The primary goal of the City's response operation is to ensure a timely and effective response to the many consequences that may be generated by an emergency/ disaster situation. When an event or potential event is first detected, a series of actions will take place to ensure an effective and efficient response operation.

City of Olathe Emergency Operations Center (EOC)

The EOC is the facility that is used to coordinate a City response to any major emergency or disaster situation. The EOC is located at City Hall. The facility serves as the coordination, command and control center for City of Olathe. The EOC is staffed as prescribed above. Security and maintenance of the EOC will be carried out in accordance with the provisions of the most current version of the City of Olathe EOP. In the event the EOC is threatened, an alternate EOC site may be activated as designated in the Fire Department Continuity of Operations Plan.

The EOC is located at: 100 E Santa Fe St, Olathe, KS – City Hall
The Alternate EOC is located at 1225 S. Hamilton Cir. Olathe, KS – Fire Administration

Procedure to Activate the EOC

The EOC will be activated for actual or potential events that threaten City of Olathe. The level of activation will be determined by the Emergency Management Director (or his/her designee) based on the emergency or disaster event. To activate the EOC, the Emergency Management Director (or his/her designee) shall make the following notifications:

1. Telephone call to the Johnson County ECC (Fire Dispatch) at 913-826-1001 to inform of the activation and activation level. ECC will generate a call for the activation.

2. Advisory telephone call to the Johnson County Sheriff's Office Communications Division (Law Enforcement Dispatch) at 913-782-0720 informing them the City of Olathe EOC is activated.

3. Email the City's Emergency Management Advisory Team.

4. Post to "Johnson County Key Events" and "City EOC Activations" Boards in WebEOC®.

5. Any other means necessary to disseminate the EOC activation message. The Emergency Management Director (or his/her designee) shall indicate whether a Level 1, 2 or 3 activation has occurred and the response that is requested.

Level 1 Activation
*Activation Criteria: This could be considered an increased readiness phase of operations such as weather related events where close monitoring by City Department Operations Centers (DOCs) and/or Emergency Management Unit staff is needed. The EOC does not need to be staffed as monitoring can be accomplished remotely.

Level 2 Activation
*Activation Criteria: Any incident or impending incident, requiring the presence of emergency service personnel and others to be in close contact with each other to manage the incident. Selected individuals / departments may be requested to respond at this level in lieu of a full Level 3 activation. *Staffing: Upon activation of the EOC at Level 2, the following positions shall be notified to report to the designated EOC as a Level 2 response (actual notifications will be by radio, pager, telephone, text message and/or email). It is up to each individual contacted to respond or delegate staffing to the EOC.

- City Manager
- Fire Chief/Emergency Management Director
- Police Chief
- Public Works Director
- Communication and Customer Services Director
- Resource Management Director

Level 3 Activation
*Activation Criteria: A major disaster requiring coordination of the efforts of elected officials and top-level management in conjunction with the emergency services and support agencies. * Staffing: The following positions shall be notified to report to the designated EOC as a Level 3 Response (in addition to the personnel listed in the Level 2 activation above). It is up to each individual contacted to respond or delegate staffing to the EOC.

- Mayor
- City Attorney
- City Clerk
- Chief Building Official
- Information Technology Solutions Director
- Parks and Recreation Director

Procedure to Deactivate the EOC

The Emergency Management Director (or his/her designee) will deactivate the EOC when threats diminish or at the conclusion of a disaster. The personnel listed above in the "Procedure to Activate the EOC" will be notified of the deactivation. The EOC status when deactivated will be referred to as "Level 0". Once all deactivation procedures have been completed, the CAD generated call number shall have the Firehouse incident report

completed by the Emergency Management Staff or in the absence of Emergency Management Staff the individual initiating the EOC level activation and generation of the CAD call number.

Public Safety Enforcement Actions

In a large-scale incident law enforcement resources will quickly become overwhelmed, and law enforcement officials will have to balance their resources and efforts between new responsibilities and everyday service demands. The ESF 13 Coordinating Agency will activate mutual aid by contacting law enforcement agencies outside the affected area. Shifts will be assigned and responding law enforcement agents will report to the staging area for assignments. ESF 13 will provide security for the inner and outer sections of the established perimeter. Additional information is provided in ESF 13.

Recovery

In the aftermath of a disaster, City 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 State and to inform individuals and businesses that programs are available to assist them in recovery efforts.

Recovery Field Operations

In the aftermath of a disaster, with or without a Presidential Declaration, the State may deploy several specialized recovery teams (personnel) and establish centers (facilities) into a disaster area.

Recovery Personnel

- Assessment Team - Teams of qualified personnel, including building inspectors, structural engineers, and architects, who will gather information by performing an assessment of all structures and property in the disaster area; and teams of administrative personnel who will compile the gathered information to facilitate the application process for local, state, and federal disaster assistance programs.

- Community Relations Team - Team is deployed to disseminate information and collect data to assist disaster-affected communities and eligible individuals in receiving assistance. The primary function of this team is to identify and report

unmet human needs and to inform disaster victims of the disaster assistance programs and registration process.

- Unmet Needs Committee - A committee that helps identify unmet needs and possible assistance. Such committees are comprised of volunteer agencies, private sector representatives, and governmental agencies.

- Human Needs Assessment Team - A team that is deployed immediately after a disaster and before the establishment of a JFO Office to help counties assess and report the immediate needs of disaster victims.

- Insurance Team - A team that is deployed to assist policy owners following a disaster.

Damage Assessment

Damage assessments include those actions that are undertaken to determine the nature and scope of damages to structures, facilities and infrastructure for the purpose of identifying and scaling the need for State and Federal disaster assistance in the recovery phase. Damage assessment will be closely coordinated with ESF 5, which has the lead for impact assessment and incident action planning during the response phase.

Operational assessment is the immediate, informal reporting of emergency conditions to size-up the damage that has occurred and to determine what personnel, equipment and facility resources the county has available for response. First indications of the scope and extent of damages will likely be provided by field personnel reporting to their dispatch centers or to the EOC. These initial reports include hazard conditions, critical emergency needs and condition of surface routes, and are extremely important in allocating emergency responders and determining incident situation status.

The EOC may also receive damage assessment information from additional sources: ambulance crews, utility crews, employees traveling to or from work, media sources in the field, citizens, businesses, etc. The EOC may establish a process where the public can submit damage reports.

The Fire Marshal is the lead for the City's Damage Assessment Program. Responsibilities include: recruitment and training of team members and the overall management of damage assessment priorities in coordination with ESF 5.

The City Property Appraiser's Office will assist in providing estimates of loss and economic impact. The Chamber of Commerce and the insurance industry will provide information on losses to businesses.

The Emergency Management Director will provide information to the public within 12-36 hours if possible.

Initial Safety and Damage Assessments
The City will conduct an initial damage assessment using resources to determine the overall extent of damages. The Fire Marshal is responsible for the direction and control of the Impact Assessment process and has pre-identified City and municipal employees who will assist with damage assessment. Also, members of the fire department have been trained and will assist with damage assessment. The goal of this assessment is to determine the magnitude and severity of damage to structures and infrastructure; and, in the event of a severe rainfall event, determine the level of flooding damage. This information will be collected by damage assessment teams and provided to Fire Department, who will then provide the information to the EOC.

The impact assessment data provides a City wide general overview of the most significantly impacted areas and, therefore establishes a prioritization mechanism for damage assessment team deployment, resource allocation, and disaster assistance.

Team members will be contacted by telephone, pager, cellular phone, email or two-way radio. The Fire Marshal maintains a current contact list of Damage Assessment Team members. Information collected through the initial damage assessment will be collected by the damage assessment teams, and provided to the provided to Fire Department, who will then provide the information to the EOC.

Preliminary Damage Assessment
If the situation warrants, a formal Preliminary Damage Assessment will be requested and performed by local, State, and Federal assessors. This will include assessments for both public and individual damages. Local representatives will accompany these teams during their assessments. These individuals will be familiar with damaged areas and will supply maps needed to complete the damage assessment process. The Emergency Management Director or designee will then coordinate with the Federal Emergency Management Agency to determine if the City qualifies for public and/or individual assistance.

Capturing all costs associated with the emergency is essential because accurate damage assessments (Initial Damage Assessments and Preliminary Damage Assessments) document the need for state and/or federal assistance and are required to obtain a federal disaster declaration.

Habitability Assessments
Habitability assessors will determine the structural safety of residential buildings. This will be conducted through the coordinated efforts of the Fire Department. When practical, this assessment will be coordinated with the American Red Cross, or other relief agencies.

The municipalities in City of Olathe are responsible for all corresponding inspections, damage assessments and other disaster response and recovery functions and activities for their jurisdictional area and the City would include the municipalities in its response and recovery activities due to their limited resources. The municipalities will still coordinate final reporting to the Fire Department, who will then provide the information to the EOC.

The City is responsible for all corresponding inspections, damage assessments and other disaster response and recovery functions and activities for their jurisdictional area. The City will coordinate final damage estimates to the Fire Department, who will then provide the information to the EOC.

Additional damage assessment functions are maintained in the appropriate City of Olathe SOPs and Annexes. This includes the identification of roles and responsibilities, training, assessment criteria, reporting formats and process for both initial and preliminary damage assessments.

Priorities of inspections include:

- Structures involved in response operations

- Critical transportation routes and infrastructure

- Essential county facilities

Cities and special districts within the City share responsibility for damage assessment and provide information regarding damages and costs within their jurisdictions and service areas to Fire Department, who will then provide the information to the EOC.

Disaster Declaration

Following a major or catastrophic disaster in which an emergency or major disaster declaration is granted by the President, federal assistance to disaster victims becomes available under three program areas: Individual Assistance, Public Assistance, and Hazard Mitigation. The administration of these programs is coordinated through a joint Federal/State effort in a Joint Field Office, which is usually located in the impacted area.

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

Public Assistance (PA) and Individual Assistance (IA) Activities

Declared Disasters – Public Assistance (PA)
The Public Assistance (PA) program provides program support to eligible local governmental entities following a disaster to assist in the recovery and restoration of buildings, infrastructure and the removal of debris that is on public property. The categories of Public Assistance include:

- Category A: Debris Removal

- Category B: Emergency Protective actions

- Category C: Road Systems

- Category D: Water Control Facilities

- Category E: Buildings and Equipment

- Category F: Utilities

- Category G: Parks, Recreation, and Other

In the event of a declared disaster, Fire Department will work closely with ESF 15 Public Information to notify all eligible governments and private not-for-profit organizations of the availability of federal public assistance funds. They include all City of Olathe government agencies, and those quasi-governmental organizations that perform a governmental function. Such applicants are trained concerning the public assistance program through the various recovery training sessions offered. Notification may occur through written correspondence and telephone contacts, notices in local newspapers, and broadcasts on local radio station. The Emergency Management Director (or his/her designee) will notify local governments, non-profit agencies and other eligible applicants of scheduled briefings and Kick-Off Meetings for the Public Assistance (PA) program and the Hazard Mitigation Grant Program (HMGP). The Public Assistance applicant briefings include procedures for all aspects of financial management, personnel and record keeping that will be required for the various Federal and State financial assistance programs. State and Federal recovery personnel must advise the Fire Department of these briefings so that agencies can be notified. Key components of the Public Assistance program include:

- Project Worksheets are prepared for eligible emergency costs and eligible costs for restoration of damaged facilities.

- The federal share for reimbursement under most federal declarations is 75 percent. The 25 percent nonfederal share is normally provided from a combination of State and local sources in accordance with policies established by the Executive Office of the Governor and the Kansas Legislature.

- The State serves as the Grantee and eligible applicants are Sub-grantees under the federal disaster assistance program.

- Contractual agreements are executed with applicants with all reimbursements coming through the City.

- Documentation, record keeping, inspections, and final closeouts are overseen and approved by the Fire Department.

Documentation is obtained by the Fire Department regarding damage sustained to:

- Roads

- Water control facilities

- Public building and related equipment

- Public utilities

- Facilities under construction

- Recreational and park facilities

- Educational institutions

- Certain private non-profit facilities

Individual Assistance (IA)
If the City is declared for Individual Assistance, eligible residents will be able to apply for the Individual Assistance Program. In some cases, FEMA will deploy habitability inspectors to verify the damages individual applicants are claiming. They will do this independent of the State or local assessors. City of Olathe will also perform inspections of damaged homes to determine safety. The Emergency Management Director (or his/her designee) will be responsible for coordinating post-disaster habitability inspections. The Emergency Management Director (or his/her designee) will also be responsible for coordinating post-disaster permitting of structures to ensure compliance with all state and local building codes and to maximize mitigation of damages in future disasters.

Non-Declared Disasters
During the recovery stage, a disaster may not be declared at the federal level. It will then fall upon the City to use local funds, available competitive grant funds, or any supplemental funding provided by the State of Kansas to recover from the event.

Similar to a declared disaster, costs for response and recovery are to be monitored by all participating agencies. Each responding agency is responsible for the overall management of documentation of the costs of a non-declared disaster with reports submitted ultimately to the for budget and finance approval of local dollars.

Disaster Recovery Centers and Staging Areas

Centers that are set up in a disaster area to provide information on the complete range of disaster assistance that is available. The responsibility for managing these centers is jointly shared by the State, the Federal Emergency Management Agency, and the City where the center is located.

A Disaster Recovery Center (DRC) is a facility established in, or in close proximity to, the community affected by the disaster where persons can meet face-to-face with represented Federal, State, local and volunteer agencies to:

- Discuss their disaster-related needs

- Obtain information about disaster assistance programs

- Tele-register for assistance

- Learn about measures for rebuilding that can eliminate or reduce the risk

- Request the status of their application for Assistance to Individuals and Households

The Fire Chief, the State of Kansas and potentially FEMA, will assess the need to open Disaster Recovery Centers and Field Offices, based upon initial damage assessment and human services needs estimates and reports. The Fire Department will request that the State of Kansas or FEMA open a Disaster Recovery Center in City of Olathe.

Once it has been determined that Disaster Recovery Centers and/or a Disaster Field Office will be opened in City of Olathe, the Emergency Management Director (or his/her designee) will take the lead and should notify the County. Resource Management will advise if there are resources the City may need to supply include staffing. The DRC will be staffed with representatives from appropriate federal, state, county, private relief organizations, and other organizations capable of providing disaster related information to individuals and businesses.

The City's Public Information Officers will provide local media with detailed information on locations of recovery centers, distribution sites and other individual assistance programs. Pamphlets will be prepared to be distributed by personnel in damaged areas so citizens will know how to apply for assistance.

Unmet Needs

The Resource Management Director (or his/her designee) will coordinate the unmet needs recovery function. The Disaster Services Director of Resource management or designee will serve as the Unmet Needs Coordinator for City of Olathe following a disaster. The Disaster Services Director will be responsible for making contacts and establishing a relationship with community service providers, local churches, community outreach programs and volunteer organizations to be called upon in the event that a disaster creates unmet needs in the community.

Once immediate life safety issues have been addressed in the end of the response phase and early in the recovery phase, the next task will be identifying any unmet needs. If the need arises for an Unmet Needs Committee, the Disaster Services Director will appoint a committee and a chairperson. The committee will be comprised of members from local

religious organizations, the City and the appropriate State and Federal agencies. The Unmet Needs Committee Chairperson will be responsible for the oversight of the committee, addressing immediate human needs (food, water, clothing, etc.), immediate housing needs, issues involving special needs population and coordination with Community Relations Teams. The unmet needs committee will be formed on an as-needed basis for a given event. The Disaster Services Director will select the appropriate individuals and organization when the committee is formed.

Mitigation

In the aftermath of a disaster, the City's mitigation goal is to ensure mitigation efforts are designed to ensure that residents, visitors, and businesses in Kansas are safe and secure from future disasters. 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.

Coordination of Mitigation Activities

The Fire Department has been delegated as the lead agency to facilitate and coordinate the activities of the City of Olathe Mitigation Planning Committee and subcommittees. The City of Olathe's Mitigation Plan identifies the hazards to which City of Olathe is vulnerable; assesses the facilities and structures that are most vulnerable to hazards; offers a prioritized list of mitigation projects to take advantage of available funding; and links mitigation projects to these sources of funding.

The City of Olathe's Mitigation Plan defines the mitigation goals, objectives and initiatives for City of Olathe. Annual revisions to the City of Olathe's Mitigation Plan are standard, although in the event of a disaster, or if needed, the plan can be updated more frequently.

Mitigation Programs

Pre-Disaster Activities

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

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

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

- ***Repetitive Flood Claims (RFC) Program*** - administers the RFC. The goal remains to reduce flood damages to individual properties for which one or more claim payments for losses have been made under flood insurance coverage and that will result in the greatest savings to the National Flood Insurance Fund (NFIF) in the shortest period of time.

- ***Severe Repetitive Loss (SRL) Program*** - administers the SRL. The goal remains to reduce flood damages to residential properties that have experienced severe repetitive losses under flood insurance coverage and that will result in the greatest savings to the National Flood Insurance Fund (NFIF) in the shortest period of time.

- ***Pre-Disaster Mitigation (PDM) Program*** - administers the PDM. The PDM is designed to assist States, Territories, Indian Tribal governments, and local communities to implement a sustained pre-disaster natural hazard mitigation program to reduce overall risk to the population and structures from future hazard events, while also reducing reliance on Federal funding from future major disaster declarations.

- ***State Hazard Mitigation Planning*** - The State Hazard Mitigation Plan is updated every three years or in the aftermath of a disaster at the direction of the State Hazard Mitigation Officer (SHMO) as necessary. Additionally, the mitigation staff

continues to provide technical assistance to communities on the development, implementation, and maintenance of local mitigation strategies.

Post Disaster Activities

- ***Hazard Mitigation Grant Program (HGMP)*** - administers the HGMP. HGMP is authorized by Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (the Stafford Act), Title 42, United States Code (U.S.C.) 5170c. The key purpose of HMGP is to ensure that the opportunity to take critical mitigation measures to reduce the risk of loss of life and property from future disasters is not lost during the reconstruction process following a disaster. HMGP is available when authorized under the Presidential major disaster declaration in the areas of the State requested by the Governor.

- ***406 Mitigation*** - Section 406 of the Stafford Act provides for direct federal assistance for repairs and improvements to eligible damaged public facilities. Mitigation measures (improvements) must be identified in the Project Worksheets (PW's). The award of Section 406 hazard mitigation projects is at the discretion of the FEMA Regional Director.

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ADMINISTRATION, FINANCE AND LOGISTICS

Documentation

Responding agencies should keep documentation on the ICS Activity Log (ICS Form 214) or another suitable log. The will document activities on a 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 Fire Department to maintain an archive for the required time period, after such time archival documents are protected at a designated location.

During 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

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 Financial Administrative Director will manage and oversee the financial aspects of the Public Assistance Programs. The Finance Director will work closely with Fire Department and the Emergency Management Director or designee 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, Fire Department may ask the City'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 Fire Department.

Insurance and Cost Recovery
The Kansas Insurance Department Team, in coordination with the Fire Department or other designee, will coordinate all insurance actions pertaining to City property. The Insurance Department 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 Mass Care provides the concept of operations for pet sheltering and documentation of costs.

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.

Provide a brief summary statement about specialized equipment, faculties, personnel, and emergency response organizations currently available to respond to disasters.

Provide information about specialized equipment, facilities, personnel, and emergency response organizations currently available to support children, individuals with disabilities, and other with access and functional needs.

Contracting

The following locations provide a list of contractors for City of Olathe:
- 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.

- City of Olathe 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.)

- City resource battle books with specific contracting lists.

Requesting State Assistance

Coordination of resource needs:

- When local municipal resources are committed, the Fire Department will coordinate assistance to satisfy resource needs.

- If the City requires additional assistance, it will call mutual aid from adjacent counties and regional resources

- Only the City of Olathe Emergency Manager or his/her documented designee, is authorized to request resource support from the

- 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, is 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 Fire Department 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 Fire Department. Predetermined Staging Areas and PODS include:

City of Olathe Point of Distribution:
Fire Department Administration Building
1225 S Hamilton Circle
Olathe, KS 66061

City of Olathe Point of Distribution/Staging Area/Landing Zone:
College Boulevard Activity Center
11031 S Valley Rd
Olathe, KS 66061

City of Olathe Point of Distribution/Staging Area/Landing Zone:
Olathe District Activity Center
20925 159th St
Olathe, KS 66061

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 City of Olathe 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.

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CONTINUITY OF GOVERNMENT

Continuity of Operations

All City of Olathe 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 vital 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.

City Council Meeting Location

In the event that the City Council Chamber at City Hall is uninhabitable or inaccessible, the City Council may meet at any place within or without the City limits on the call of the Mayor and/or City Manager, or any two members of the City Council. The primary alternate site for the City Council to meet is the training room at the (1) Olathe Fire Department, 1225 S. Hamilton Circle, (2) Municipal Services, 1385 S. Robinson or (3) Municipal Court Room, 1200 S. Harrison St. (see section 2.08.210, Olathe Municipal Code).

In the event that a special meeting of the Olathe City Council is called, the City Clerk is responsible for coordinating the notification of each City Councilmember and the setup of the meeting place. The Communication and Customer Services Director shall work with the City Clerk to notify the media and distribute notices as required by law.

Emergency Interim Successors for Non-Elected City Officers

In the event the nature of the emergency prevents some personnel from fulfilling their duties, the City Manager shall designate an emergency interim successor for such positions.

If the City Manager is unavailable during an emergency, the line of succession is:

1. Assistant City Manager
2. Fire Chief/Emergency Management Director (or his/her designee)
3. Police Chief (or his/her designee)

Emergency Actions

The EOP assigns primary and support responsibilities to City departments and outside agencies and organizations. Specific emergency delegations are contained in this plan. The Department Directors will delegate who from the Emergency Management Advisory Team (EMAT) representatives will act as coordinating officer in the EOC.

Preservation of Records

It is the responsibility of tasked departments to ensure that important documents are safeguarded in accordance with their department's Standard Operations Procedures and City records management policies.

Administration and Support

Requests for County, State or Federal assistance will be made through JCDEM. Exceptions to this are detailed in federal, hazard-specific contingency plans and procedures.

Agreements and Understandings

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

Reports and Records

In addition to individual intra-agency recording and reporting requirements, all primary and support member departments will provide emergency management report in accordance with this plan, its annexes (ESFs), and procedures. Based on situational requirements, operational reports will be submitted to the Emergency Management Director for review and consolidation.

All documentation from the usage of WebEOC® will also be printed and retained as incident documentation.

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

Expenditures and Record Keeping

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

Each department is responsible for establishing administrative controls necessary to manage the expenditures of funds. In addition, each department is to provide reasonable accountability and justification for federal reimbursement in accordance with the established federal program guidelines, or standard cost accounting procedures, if acceptable by the reimbursing federal agency.

During disaster operations, all departments will:

- Maintain records of all expenditures to provide clear and reasonable justification for budgeted requests for reimbursement.
- Develop procedures to ensure financial records clear and unambiguously identify disaster-related expenditures.
- Use available resources and personnel, as reasonable, to cope with the emergency situation.
- Maintain sight of the mission identified in the EOP when taking actions and incurring costs.

The purchase, storage, maintenance, replenishment and replacement of equipment and supplies in a disaster are the responsibility of the applicable agency. Departments with emergency responsibilities will be familiar with the rules and guidance for making emergency purchases and contracts. When activated, departments will work with ESF #7 – Resource support to accomplish emergency purchases and contracts.

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

Critiques

In consultation with appropriate supporting departments, agencies or non-governmental organizations, the department having primary lead responsibility will develop a written critique report following the conclusion of a significant event, incident or exercise, which will be provided to Olathe Emergency Management. The critique conducted will entail both written and verbal input from all appropriate participants, including field personnel.

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GLOSSARY

Airborne Release	Release of any chemical into the air.
Blizzard Warning	Issued for sustained or gusty winds of 35 mph or more, and falling or blowing snow creating visibility at or below 1/4 mile. These conditions should persist for at least three hours.
Disaster	A disaster is a non-routine event that exceeds the capacity of the affected area to respond to it in such a way as to save lives, to preserve property, and to maintain the social, ecological, economic, and political stability of the affected region.
Emergency	A situation created by an accidental release or spill of hazardous chemicals which poses a threat to the safety of workers, residents, the environment or property.
Emergency Operations Centers (EOCs)	The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal) or some combination thereof.
Emergency Public Information	Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.
Essential Personnel	Employees responsible for services that cannot be deferred to another time or place.
Evacuation	Organized, phased and supervised withdrawal, dispersal or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Hazardous Material	Any substance or material in a quantity or form which may be harmful to humans, animals, crops, water systems, or other elements of the environment if accidentally released. Hazardous materials include explosives, gases (compressed, liquefied, or dissolved), flammable and combustible liquids, flammable solids or substances, oxidizing substances, poisonous and infectious substances, radioactive materials, corrosives, and other miscellaneous materials.
Incident Action Plan (IAP)	An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
Incident Command Post (ICP)	The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be co-located with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.
Incident Command System (ICS)	A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.
Incident Commander (IC):	The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
Incident:	An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and

	urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies and other occurrences requiring an emergency response.
Level of Concern (LOC)	The concentration of an extremely hazardous substance in the air above which there may be serious irreversible health effects or death as a result of a single exposure for a relatively short period of time.
Major Disaster	As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments and disaster relief organizations in alleviating the damage, loss, hardship or suffering caused thereby.
Outdoor Warning System (Siren)	Activated when the formation of a tornado has been confirmed by a certified spotter or by the National Weather Service (NWS) on their weather radar, and when the NWS issues a Tornado Warning. The siren is a three minute steady tone designed to warn persons outdoors. Anyone in audible range should seek the closest available shelter immediately.
Plume	Effluent cloud resulting from a continuous source release of hazardous material.
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. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols and standards for planning, training and exercises, personnel

	qualification and certification, equipment certification and publication management.
Prevention	Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.
Public Information Officer	A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.
Recovery	The development, coordination and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.
Release	Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping or disposing into the environment (including the abandonment or discarding of barrels, containers and other closed receptacles) of a chemical.
Response	Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or

	consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.
Severe Thunderstorm Warning	When weather radar indicates large hail or winds in excess of 58 miles an hour are likely, or when damaging winds and large hail are reported. Usually issued for counties or parts of counties, for a period of 30 minutes to an hour. **Advises of an actual threat and the need to take protective action.**
Severe Thunderstorm Watch	Issued when atmospheric conditions indicate severe thunderstorms are possible, but the development of tornadoes is not considered likely. Usually issued for an area about 150 miles wide by 200 miles long, for a period of 6 to 8 hours. The Severe Thunderstorm Watch does not rule out tornadoes, but strong winds and large hail are the more probable threat.
Shelter-In-Place (SIP)	The purposeful act of staying inside of a building in a predetermined designated area.
Snow Advisory	When snow accumulations, usually one to five inches, will likely make travel difficult. Snow is not forecast to accumulate enough to require a Winter Storm Warning.
Terrorism	Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs. It is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).
Tornado	A violently rotating column of air in physical contact with the ground, or causing damage to the ground (ground-based debris).
Tornado Warning	When a tornado has been sighted or when weather radar indicates a tornado is likely forming. Usually issued for counties

	or parts of counties, for a period of 30 minutes to an hour. **Advises of the need to get to shelter immediately.**
Tornado Watch	Issued when atmospheric conditions indicate severe thunderstorms and tornadoes may develop. Usually issued for an area about 150 miles wide by 200 miles long for a period of 6 to 8 hours. The Watch is advance notice of the possibility of tornadoes.
Toxic Cloud	Airborne mass of gases, vapors, fumes or aerosols of toxic materials.
Toxicity	The ability of a substance to cause damage to living tissue, impairment of the central nervous system, severe illness or death when ingested, inhaled or absorbed by the skin.
Transport Mode	Method of transportation: Highway, rail (trains), water (ship/barges), pipelines, and air (planes).
Vapor Dispersion	The movement of vapor clouds or plumes in the air due to wind, gravity spreading and mixing.
Volunteer	For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.
Vulnerable Zone	An area over which the airborne concentration of a chemical involved in an accidental release could reach the level of concern (LOC).
Winter Storm Warnings	Issued when hazardous winter weather in the form of heavy snow, heavy freezing rain, or heavy sleet is imminent or occurring. Winter Storm warnings are usually issued 12-24 hours before the event is expected to begin.
Winter Storm Watch	Alerts the public to the possibility of a blizzard, heavy snow, heavy freezing rain, or heavy sleet. Winter Storm Watches are usually issued 12 to 48 hours before the beginning of a Winter Storm.

ACRONYMS/INITIALS

ALS	Advanced Life Support
APG	Administrative Policy Guide
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ATF	Alcohol, Tobacco & Firearms
CBRNE	Chemical, Biological, Radiological, Nuclear & Explosive
CCC	County Communications Center
CEOP	County Emergency Operations Plan
CERT	Community Emergency Response Team
CISM	Critical Incident Stress Management
CMO	City Manager's Office
CONOPS	Concept of Operations
CPG	Community Preparedness Guide
CR	Community Relations
CRS	Community Rating System
DEST	Domestic Emergency Support Team
DFO	Direction of Field Operations
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Team
DOC	Department Operations Center
DOT	Department of Transportation
DRC	Disaster Recovery Center
DWI	Disaster Welfare Inquiry
DWR	Department of Agriculture Department of Water Resources
EAS	Emergency Alert System
EBS	Emergency Broadcast System (Old Terminology)
ECC	Emergency Communications Center
ECS	Emergency Communications Services
EF0/EF5	Enhanced Fujita Scale (tornado strength rating)
EMAC	Emergency Management Assistance Compact
EMAT	Emergency Management Advisory Team
EMS	Emergency Medical Service
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right to Know Act
ERG	Emergency Response Guidebook
ESF	Emergency Support Function
FAD	Foreign Animal Disease
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FD	Fire Department
FEMA	Federal Emergency Management Agency

FMAP	Flood Mitigation Assistance Program
GAR	Governor's Authorized Representative
GIS	Geographic Information System
HAZMAT	Hazardous Material
HMPG	Hazard Mitigation Grant Program
HSOC	Homeland Security Operations Center
HSPD	Homeland Security Presidential Directive
IA	Individual Assistance
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IEMS	Integrated Emergency Management System
ITS	Information Technology Solutions
JCDEM	Johnson County Division of Emergency Management
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JTTF	Joint Terrorism Task Force
KAR	Kansas Administrative Regulation
KAT	Kansas Assessment Team
KBI	Kansas Bureau of Investigation
KCCOAD	Kansas City Community Organizations Active in Disaster
KDHE	Kansas Department of Health and Environment
KDEM	Kansas Division of Emergency Management
KHP	Kansas Highway Patrol
KRP	Kansas Response Plan
KSA	Kansas Statutes Annotated
EOP	Local Emergency Operations Plan
LEPC	Local Emergency Planning Committee
MARC	Mid-America Regional Council
MCI	Mass Casualty Incident
MERS	Metropolitan Emergency Radio System
MMRS	Metropolitan Medical Response System
MOU	Memorandum of Understanding
NAWAS	National Warning Alert System
NFIP	National Flood Insurance Program
NGO	Non-governmental Organization
NIMS	National Incident Management System
NOAA	National Oceanographic and Atmospheric Association
NRF	National Response Framework
NWS	National Weather Service
OCEANS	Olathe Community Emergency Alert Notification System
PA	Public Assistance
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PPE	Personal Protective Equipment
PSAP	Public Safety Answering Point
RACES	Radio Amateur Civil Emergency Services

RAMBIS	Regional Area Multi Band Integrated System
SAC	Special Agent in Charge
SBA	Small Business Administration
SCO	State Coordinating Officer
SEOC	State Emergency Operations Center
SFHA	Special Flood Hazard Areas
SHMO	State Hazard Mitigation Officer
SLG	State and Local Guide
SOG	Standard Operating Guideline
SPC	Storm Prediction Center
TAG	The Adjutant General
TICP	Tactical Interoperable Communications Plan
UAC	Unified Area Command
UASI	Urban Area Security Initiative
UC	Unified Command
US&R	Urban Search and Rescue
VMAT	Veterinarian Medical Assistance Team
VRC	Volunteer Reception Center
WMD	Weapons of Mass Destruction

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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 City of Olathe EOP, the following plans have been developed and are maintained pursuant to state and federal requirements. In addition they have been incorporated in the EOP annexes:

- Hazardous Materials
- Mitigation Plan / Local Mitigation Strategy
- Special Needs
- Continuity of Operations / Continuity of Government (COOP/COG)
- Terrorism
- Other

References

- **Federal Bureau of Investigation's Concept of Opera** - 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)** - National Response Framework (NRF)

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 as a result 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.

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EMERGENCY SUPPORT FUNCTION MATRIX

City Department / Division	ESF 1 Transportation	ESF 2 Communications	ESF 3 Public Works & Engineering	ESF 4 Firefighting	ESF 5 Emergency Management	ESF 6 Mass Care	ESF 7 Resource Management	ESF 8 Public Health & Medical Services	ESF 9 Search & Rescue	ESF 10 Oil & Hazardous Materials	ESF 11 Agri., Animal Health & Nat. Resources	ESF 12 Energy & Utilities	ESF 13 Law Enforcement	ESF 14 Assessment & Recovery	ESF 15 Public Information
Communication & Customer Service	s		s	s	s	s	s	s	s	s	s	s	s	s	P
City Manager's Office			s		s		s							s	s
Fire Department- Building Codes			s		s	s	s							s	s
Fire Department – Emergency Mgt.	s	s	s	s	P	s	s	s	s	s	s	s	s	P	s
Fire Department – Em. Serv/ Spec Ops	s	s	s	P			s	s	P	P		s			s
Information Technology	s	P	s	s	s	s	s	s	s	s	s	s	s	s	s
Legal					s		s							s	s
Parks & Recreation					s		s				P				s
Parks & Recreation – Facilities Maint.					s		s				P				s
Parks & Recreation – Housing Services	P				s		s	s							s
Police Department	s	s	s	s	s	s	s	s	s	s	P		P	s	s
Public Works – City Planning Services			P		s		s					P			s
Public Works – Environmental Services			P		s		s					P			s
Public Works – Field Operations	s		P		s		s		s		s	P			s
Public Works – Infrastructure Mgt.	P		P		s		s		s			P		s	s
Public Works – Solid Waste			P		s		s					P			s
Public Works – Strategic Mgt.	s		P		s		s					P			s
Resource Mgt. – City Clerk					s		P							s	s
Resource Mgt. – Human Resources					s		P							s	s
Resource Mgt. – Strategic Finan. Mgt.					s		P							s	s

EMERGENCY SUPPORT FUNCTION MATRIX (cont.)

Supporting Agencies	ESF 1 Transportation	ESF 2 Communications	ESF 3 Public Works & Engineering	ESF 4 Firefighting	ESF 5 Emergency Management	ESF 6 Mass Care	ESF 7 Resource Management	ESF 8 Public Health & Medical Services	ESF 9 Search & Rescue	ESF 10 Oil & Hazardous Materials	ESF 11 Agri., Animal Health & Nat. Resources	ESF 12 Energy & Utilities	ESF 13 Law Enforcement	ESF 14 Assessment & Recovery	ESF 15 Public Information
Johnson County CISM Team								S							
Johnson County Coroner								P							
Johnson County Emerg. Mgt.	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Johnson County Emerg. Comm. Cent.		P		S				S	S						
Johnson County Environmental														S	
Johnson County Extension Office											P				
Johnson County Med-Act				S				P	S				S		
Johnson County Health Dept.								P							
Johnson County Mental Health								P							
Johnson County Sheriff's Dept.		P						S			P		S		
Kansas Dept. of Health & Environ.												S			
Amateur Radio Emergency Service		S			S										
American Legion						S									
American Red Cross						P		S						S	
Area & Regional Hospitals								S							
Energy/ Utility Providers												S			
First Student, Inc.	S														
Mid-American Nazarene University							S								
Olathe School District	S					S									
Salvation Army						S									
United Way of Greater Kansas City							S								
Veterinarians (KCVMA, SART &CART)													S		
Volunteers (Including CERT)						S			S						

EMERGENCY SUPPORT FUNCTION ICONS

Icon	ESF					
🛣️	ESF 1 Transportation			🟧	🟦	
📡	ESF 2 Communications			🟥	⬛	⬜
🚛	ESF 3 Public Works and Engineering			🟧		
🔥	ESF 4 Firefighting			🟥		
EM	ESF 5 Emergency Management					
➕	ESF 6 Mass Care			🟥	🟦	
🏗️	ESF 7 Resource Management			🟫		
🛡️	ESF 8 Public Health & Medical Services			🟥	🟦	
📍	ESF 9 Search and Rescue			🟥		
☢️	ESF 10 Oil and Hazardous Materials			🟥		
🐾	ESF 11 Agriculture, Animal Welfare & Natural Resources			⬛	🟦	
💡	ESF 12 Energy and Utilities			🟧		
🛡️	ESF 13 Law Enforcement			⬛		
📋	ESF 14 Assessment and Recovery			🟥	⬜	🟧
🎙️	ESF 15 Public Information	🟥	🟨	🟧	⬛	🟦

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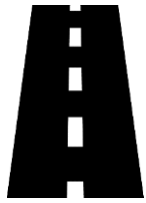
EMERGENCY SUPPORT FUNCTION 1
Transportation

ESF 1 COORDINATORS: Parks and Recreation, *Housing Services Manager*
                       Public Works, *Infrastructure Manager*

PRIMARY AGENCIES: Parks and Recreation, *Housing Services Division*
                       Public Works, *Engineering/Infrastructure*
                       Management Division

SUPPORT AGENCIES: Fire Department
                       Police Department
                       Public Works, Field Operations Division
                       Public Works, Strategic Mgt. Division
                       JOCO Division of Emergency Management
                       First Student, Inc.
                       Olathe School District #233
                       Information Technology

EOC ACTIVATION LEVEL: 2

Purpose

The purpose of the ESF 1 Transportation Annex is to establish how transportation activities will be coordinated to meet the needs generated by disasters affecting the City of Olathe.

Scope

ESF 1 addresses both emergency transportation assistance and the maintenance of transportation routes. Specifically, it discusses:

- Evacuation of people and resources

- Restoration of transportation infrastructure

- Coordination of resource movement

- Traffic restrictions and transportation safety

- Mutual aid and private sector transportation resources

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 of services critical to the welfare of the citizens of City of Olathe.

Alerts and Notifications

1. The Public Works and/or Fire Department will notify the City Warning Point when information comes to their attention indicating that an emergency or disaster situation is developing.

2. The City Warning Point , will notify the "on call" Emergency Duty Officer and/or ESF 1 Coordinator when City of Olathe has been threatened or impacted by an emergency or disaster event as provided in the City Warning Point procedure.

3. ESF 1 will be activated or placed on standby upon notification by the EOP. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 1. If additional support is required, the ESF 1 coordinating and primary agencies may jointly manage ESF 1 activities.

4. Upon instructions to activate or placement of ESF 1 on standby, Public Works 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.

Situations and Assumptions

A. Assumptions

1. A disaster could severely damage the civil transportation system throughout the impacted area.

2. Many local transportation activities could be hampered by damaged facilities, equipment and infrastructure.

3. Olathe's transportation infrastructure could sustain damage, limiting access to and within the disaster area.

4. Local transportation resources will become overwhelmed and outside resource assistance may be required.

5. First responders will have difficulty accessing areas immediately following a disaster.

B. Situations

1. Olathe Public Works Engineering is the primary agency for providing ESF #1 technical assistance, engineering and construction management resources and support during response activities.

2. Olathe Parks and Recreation Housing Services is the primary agency for providing/coordinating ESF 1 public/mass transportation during a disaster.

3. Olathe has three major highways (I-35, K-10 and US-169) that carry large amounts of vehicular traffic. Several rail lines run through the area and an intermodal facility

exists within a few miles of the City. Two of the busiest airports in Kansas reside in and adjacent to Olathe—Johnson County Executive Airport and New Century AirCenter. The New Century AirCenter's runways can be used for large commercial aircraft.

4. Disaster emergency relief resources might be given priority traffic routes following a disaster.

5. The primary means of transporting people from a disaster area will be by private vehicle. Public transportation will be provided depending on availability.

Concept of Operations

A. General

1. ESF 1 is organized consistent with the City of Olathe 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 City of Olathe through the City of Olathe 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 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. 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.

5. Traffic Management

6. Evacuations

7. Transportation Infrastructure

C. Direction and Control

1. The ESF 1 Coordinating Agency is Public Works which is appointed by the Fire Department, in coordination with local planning partners. The staff member serving as ESF 1 Coordinator is appointed by and located in the Public Works. 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 Fire Department, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within City of Olathe.

3. The ESF 1 may operate at two levels: 1) EOC Operations; and 2) Field operations

4. During emergency activations, all management decisions regarding transportation for City of Olathe are made at the by the ESF 1 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section and associated staff at the 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 ESF 1 Coordinator.

C. Organization

1. City

a) ESF 1 applies to all agencies and organizations with assigned emergency responsibilities in the EOP. The ESF 1 Coordinators and the support agencies are critical members of the Emergency Management Team and will work within the EOC structure described in ESF 5 Emergency Management.

b) Transportation of individuals will be coordinated with the appropriate agency responsible for their welfare. Some agencies that can be utilized will be the Olathe Parks and Recreation—Housing Services, Unified School District #233 and First Student, Inc.

c) The City EOC will serve as the central location for the City of Olathe for interagency coordination and executive decision-making, including all activities within ESF 1.

d) All evacuation and transportation activities will be coordinated through the City EOC that will serve as the source of all direction and control for a single-jurisdictional event. Multi-jurisdictional events will be coordinated through the

County EOC. In addition, the City of Olathe will utilize and interface the regional coordination guide and regional emergency support functions during emergency management incidents.

e) Parks and Recreation—Housing Services in conjunction with Olathe Public Works—Infrastructure Management representatives will be responsible for coordinating resources within the scope of this function. Requirements include the movement of people and domestic pets, maintenance of transportation routes and coordinating the use of equipment to move resources and supplies.

f) Close coordination is maintained with local and County, State and Federal officials to determine potential needs for support and the most expeditious means of acquiring the support. A memorandum of understanding exists with the private sector (First Student, Inc.) to provide mass transportation during a disaster. Various components of the incident management systems will be used for collecting, processing, and disseminating information. This would include but be not limited to Olathe's Automated Traffic Management System (ATMS) and the KC Scout System (a partnership of the Kansas and Missouri Departments of Transportation).

Evacuation

a) During a declared state of disaster, KSA 48-925 (c) (5) & (7) authorizes the Governor to order (i.e. direct and compel) the evacuation of all or part of a population and any area of the state stricken or threatened by the disaster, and to control ingress and egress of persons to and from the disaster area.

b) Subsequent to the State Statute, the Olathe Emergency Operation Act Title II, Section 2.08.110, states of the Powers of the City Manager:

- Direct and compel the evacuation of all or part of the population from any area of the City stricken or threatened by a disaster, if the City Manager deems this action necessary for the preservation of life or other disaster mitigation, response or recovery.

- Prescribe routes, modes of transportation and destinations in connection with such evacuation.

- Control ingress and egress to and from a disaster area, the movement of persons within the area and the occupancy of premise therein.

- Order that no person shall enter any area designated by City Manager as a restricted area unless in the performance of official duties or with written permission from any City employee or such person shall prove residence therein.

c) In addition, Title II also incorporates the following:

2.08.130 Minor Disasters. In the event that a minor disaster of a local nature, including accidents or major disturbance, has occurred and a state of local disaster emergency is not declared, the City Manager, Emergency Management Director, Director of Code Enforcement, Police Chief or Fire Chief and city employees acting under the authority of the department heads shall have the authority to take reasonable steps whatsoever, including evacuation and/or restriction to the designated area, necessary to protect the public safety, health and welfare or to protect any individual located within the area of the disaster.

d) The on-scene Incident Commanders are responsible for making evacuation decisions related to a specific incident, especially where life safety is an immediate consideration. In the case of a widespread disaster or when the decision to evacuate is not a matter of immediate life-safety, the decision will be made by the City Manager's Office as directed in Title II.

e) Hazardous Materials Incidents

The IC from the Olathe Fire Department will order an initial evacuation of the impacted area around the incident site. The routes of evacuation and staging areas for the evacuees will be determined by coordination between the Olathe Police and Fire Departments. The necessity of additional evacuation will be determined by the IC in conjunction with the evaluations of the incident by the Hazardous Materials Team (See ESF 10 Oil and Hazardous Materials). It will be necessary to coordinate evacuation procedures with all representatives in the Unified Command and with the Duty Officer at the Fire Department Operations Center (DOC).

f) When an evacuation is anticipated, the IC will notify Emergency Management personnel so that necessary services can be activated and coordinated. The Emergency Management Director will notify JCDEM/the County EOC. Kansas Department of Emergency Management (KDEM) will be notified by JCDEM/the County EOC.

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

h) Natural Hazards

- Additional criteria to be considered with natural hazards may include floodplain data, forecasts for ravine or flash flooding, rangeland fire danger

indices, and other hazard specific warnings or advisories promulgated by the National Weather Service.

i) Technological Hazards

- Additional criteria to be considered in technological hazard situations may include the hazard classification of dams, the quantity, toxicity, concentration, flammability and/or explosiveness, projected path, proximity of other hazards and time-distance-shielding factors for hazardous chemicals.

j) Human-Caused Hazards/Civil Hazards

- In the event of incidents of civil disorder, the Olathe Police Department will take the lead as Incident Command and will direct affected populations as to the option of sheltering-in-place or evacuation. Decisions will be based on the threat of the specific incident and the resources available to implement an evacuation plan.

k) Extremely Hazardous Substances (EHS) Facility Plans

- Precautionary evacuation route will be identified in the hazard analysis of all fixed facilities having EHS materials exciting established threshold planning quantity or 500 pounds, whichever is less.

l) Other Facility Plans

- Functional Needs populations (i.e. hospitals, nursing homes, schools, correctional facilities, etc.) are responsible for developing specific evacuation plans for their facilities. The Olathe Emergency Management Office will work with JCDEM to ensure inter-agency coordination is accomplished where needed.

m) In situations where rapid evacuation is critical to the safety and health of the population, the on-scene Incident Commander (IC) may issue an evacuation advisory. The on-scene IC will either be a representative of Olathe Fire Department or Olathe Police Department. In all such cases, the City Manager or his/her representative will be advised as soon as possible. Other less immediate types of evacuation advisories will be issued as noted above.

n) 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 departments and agencies, and will be coordinated with all jurisdictions affected.

o) There are numerous transportation routes throughout the City that may become critical during emergency situations.

p) The U.S. Department of Transportation (DOT) Emergency Response Guidebook (ERG) provides suggested distances for protecting, isolating, or evacuating people from hazardous materials spills. The information in this Guidebook will be used by the IC to determine areas to be evacuated or areas for which shelter will be recommended. Copies of the ERG are provided to City response agencies as each new edition is made available for public use. Copies of the ERG will also be kept in the City EOC as well as the Fire Department DOC.

q) Whenever possible, evacuees should be encouraged to seek shelter with friends or relatives outside the unaffected area. The Lead PIO will work closely with the local media to disseminate information regarding the event as described in ESF 15 Public Information.

r) The Olathe Police Department will facilitate the securing of the evacuated area. The City Public Works Department has heavy equipment that may be used to move supplies and equipment to support emergency operations. Equipment resource lists will be maintained by Public Works.

s) Because of its critical nature, the assessment of damage and, if necessary, the restoration and protection of transportation infrastructure and resources will be a priority during emergency operations. Olathe Public Works will take the lead in this type of damage assessment.

t) When the disaster situation has stabilized and it is again safe to return to a previously evacuated area, the authorization to allow re-entry will be given by the City EOC, the Incident Commander or otherwise as directed.

Functional Needs or Displaced Populations

a) Most businesses, schools, hospitals, nursing homes, etc. have developed internal plans for providing expedient shelter within the facilities. While neither the City nor the County have designated shelters for protection from natural or technological hazards, it does coordinate the activation of shelters for the purpose of providing mass care and shelters for persons displaced from their homes (see also ESF 6 Mass Care, Feeding and Sheltering).

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

c) Local private resources have vans and buses capable of transporting people with disabilities. In addition, the City operates wheel-chair lift vans. A list of the private companies with transportation capabilities will be maintained by Parks and Recreation, Housing Services Division as well as the Emergency Management Unit of the Fire Department in the EOC.

Pet Evacuees

a) The coordination of the City of Olathe's Animals in Disaster Plan will be facilitated by the Olathe Police Department's Animal Control Division. Citizens should remember their pets when planning for disasters (food, bottled water, leashes, collars, medications, etc.).

b) For large scale incidents, see ESF 11 Animal Welfare, which includes animal health in disasters. Coordination will occur with the County EOC in the event local resources are tasked to coordinate pet shelter activities. Coordination will also be needed with the County Extension Office or other farm-related agencies for issues regarding livestock. The most appropriate shelter location(s) will be determined at the time of the incident depending on the area(s) impacted and the facilities available out of harm's way. Information to the public will be broadcast through the local media based on provisions of ESF 15 Public Information.

Shelter-In-Place

a) If evacuation is not an option, another protective option to consider is isolating people from the hazard by keeping them indoors and away from the outside air. The decision to shelter-in-place takes into account many of the same variables as evacuations. Shelter-in-place is often the more practical option when the danger is immediate or when the threat will be less serious or relatively short-term in nature.

b) Due to the nature of shelter-in-place operations, it is critical that the public be well informed and prepared to take responsibility for their own safety.

Information on shelter-in place is available in Olathe's Safe Neighborhood Workbook available through the Emergency Management Unit or on-line under "Emergency Preparedness" at http://www.olatheks.org/.

2. Johnson County

a) During an activation of the Johnson County Emergency Operations Center, primary and support agency staff are integrated with the JOCO/Kansas City Area Transportation Authority / Johnson County Facilities staff to provide support.

b) During an emergency or disaster event, the Johnson County Emergency Operations Center, Operations Section Chief will coordinate resource support with the Infrastructure Services Branch Chief.

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) The JOCO/Kansas City Area Transportation Authority / Johnson County Facilities 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 CEOP. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System, and the Johnson County CEOP.

e) The JOCO/Kansas City Area Transportation Authority / Johnson County Facilities shall be represented in ESF 5 (Information and Planning) and support disaster intelligence collection and analysis as relates to the ESF 1 scope.

3. State of Kansas

a) During an activation of the SEOC, 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 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 Department of Transportation, in coordination with Kansas Highway Patrol, 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.

Roles and Responsibilities

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.

Parks and Recreation, Housing Services Division	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Maintain this ESF Annex as well as support the basic EOP. • Maintain an internal department disaster action plan. • Ensure each of the preparedness responsibilities identified for the City ESF 1 Team (listed above) are accomplished. • Maintain an inventory of agency resources. • Provide current emergency contact information to the Fire Department, Emergency Management Division. • Ensure personnel receive training in disaster operations, WebEOC and the Incident Command System (ICS), per the National Incident Management System (NIMS). • Participate in disaster exercises.
Response	• Coordinate all ESF 1 activities involving the movement of special needs populations. • Assist the ESF 1 Team with other transportation needs. • Deploy trained individuals to the EOC and/or County EOC as needed.

	• Alert or activate off-duty or auxiliary personnel as needed.
	• Coordinate activities with other responding agencies.
	• Conduct specific response actions as dictated by the situation.
	• Maintain status reports for each operational period.
	• Ensure that all required agency forms, reports and documents are completed prior to demobilization.
	• Have debriefing session with the IC and/or EOC prior to demobilization.
	• Receive, manage and track resource requests for ESF 1.
	• Collect and analyze information relevant to ESF 1 and report in WebEOC and EOC documents.
Recovery	• Coordinate the ESF 1 support of recovery activities.
	• Coordinate the restoration of ESF 1 resources and/or capabilities as needed.
	• Replenish supplies and repair damaged equipment.
	• Ensure ESF 1 Team members and/or their agencies provide appropriate records of costs incurred.
	• Conduct an ESF 1 after-action review.

Public Works, Engineering Division	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Maintain this ESF Annex as well as support the basic EOP.
	• Maintain an internal department disaster action plan.
	• Ensure each of the preparedness responsibilities identified for the City ESF 1 Team (listed above) are accomplished.
	• Maintain an inventory of agency resources.
	• Provide current emergency contact information to the Fire Department, Emergency Management Division.
	• Ensure personnel receive training in disaster operations, WebEOC and the Incident Command System (ICS), per the National Incident Management System (NIMS).
	• Develop disaster transportation plans.
	• Participate in disaster exercises.

Response	• Coordinate all ESF 1 activities involving transportation routes and critical infrastructure. • Assist the ESF 1 Team with other transportation needs. • Deploy trained individuals to the EOC and/or County EOC as needed. • Alert or activate off-duty or auxiliary personnel as needed. • Coordinate activities with other responding agencies. • Conduct specific response actions as dictated by the situation. • Maintain status reports for each operational period. • Ensure that all required agency forms, reports and documents are completed prior to demobilization. • Have debriefing session with the IC and/or EOC prior to demobilization. • Receive, manage and track resource requests for ESF 11. • Collect and analyze information relevant to ESF 1 and report in WebEOC and EOC documents.
Recovery	• Coordinate the ESF 1 support of recovery activities. • Coordinate the restoration of ESF 1 resources and/or capabilities as needed. • Provide resources to assist with the restoration of critical infrastructure. • Replenish supplies and repair damaged equipment. • Ensure ESF 1 Team members and/or their agencies provide appropriate records of costs incurred. • Conduct an ESF 1 after-action review.
Police Department	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Assist with ESF 1 preparedness activities. • Coordinates "Animals in Disasters" Plan and has responsibilities as outlined in ESF 11, Animal Welfare. • Maintain an inventory of agency resources. • Maintain emergency contact information. • Ensure personnel receive training in disaster operations, WebEOC and the Incident Command System (ICS), per the National Incident Management System (NIMS).

	• Participate in disaster exercises.
Response	• Provide traffic control during disasters. • Provide resources and personnel to help support the movement of people and equipment. • Coordinate response activities with the EOC and/or County EOC as needed. • Deploy trained individuals to the EOC and/or County EOC as needed.
Recovery	• Coordinate the restoration of agency resources and/or capabilities as needed. • Prepare the documentation required to become eligible for reimbursement. • Participate in after-action reviews.

Fire Department	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Assist with ESF 1 preparedness activities. • Maintain an inventory of agency resources. • Maintain emergency contact information. • Ensure personnel receive training in disaster operations, WebEOC and the Incident Command System (ICS), per the National Incident Management System (NIMS). • Participate in disaster exercises.
Response	• Assist with the coordination of the evacuation of people. • Provide resources and personnel to help support the movement of people and equipment. • Coordinate response activities with the EOC and/or County EOC as needed. • Deploy trained individuals to the EOC and/or County EOC as needed.
Recovery	• Coordinate the restoration of agency resources and/or capabilities as needed. • Prepare the documentation required to become eligible for reimbursement. • Participate in after-action reviews.

Public Works, Field Operation Division	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Assist with ESF 1 preparedness activities. • Maintain an inventory of agency resources. • Maintain emergency contact information. • Ensure personnel receive training in disaster operations, WebEOC and the Incident Command System (ICS), per the National Incident Management System (NIMS). • Participate in disaster exercises.
Response	• Provide assistance in moving personnel and equipment to the incident scene. • Ensure critical emergency transportation routes can be maintained. • Work with other City departments or agencies to designate transportation bases, staging areas and refueling and repair facilities. • Coordinate response activities with the EOC and/or County EOC as needed. • Deploy trained individuals to the EOC and/or County EOC as needed.
Recovery	• Provide resources to assist with the restoration of critical infrastructure. • Coordinate the restoration of agency resources and/or capabilities as needed. • Prepare the documentation required to become eligible for reimbursement. • Participate in after-action reviews.

Public Works, Strategic Management Division	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Assist with ESF #1 preparedness activities. • Maintain an inventory of agency resources. • Maintain emergency contact information.

	• Ensure personnel receive training in disaster operations, WebEOC and the Incident Command System (ICS), per the National Incident Management System (NIMS). • Participate in disaster exercises.
Response	• Deploy trained individuals to the EOC and/or County EOC as needed.
Recovery	• Prepare the documentation required to become eligible for reimbursement. • Participate in after-action reviews.

Financial Management

1. ESF 1 is responsible for coordinating with Resource Management to manage ESF 1 expenses relevant to an event.

2. 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 to the formula has 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 Olathe Resource Management or a designated Finance Service officer as soon as possible.

References

Johnson County Emergency Operations Plan, ESF 2 Communications, dated 2016.

Please refer to the Basic Plan for additional Authorities and References.

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.

EMERGENCY SUPPORT FUNCTION 2
Communication

ESF 2 COORDINATOR: I.T. Department, *Information Technology Director*

PRIMARY AGENCY: I.T. Department, *Information Technology Division*

SUPPORT AGENCIES: Fire Department
                          Police Department
                          Amateur Radio Services (ARES and RACES)
                          JOCO Division of Emergency Management
                          JOCO Sheriff's Office, Communications Division
                          JOCO Emergency Communications Center

EOC ACTIVATION LEVEL   2

Purpose

The purpose of the ESF 2 Communications Annex is to establish how communications support activities will be coordinated to meet the needs generated by disasters affecting City of Olathe. The purpose for the allocation of these assets are:

- Establish and maintain communications between and among the key facilities that are integral to efficient disaster operations.

- Ensure that the Emergency Communications Center is prepared to respond to emergencies, recover, and mitigate their impacts.

- Ensure that the Emergency Communications Center is prepared to provide the mission essential communications services required during normal operations.

Scope

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:

- Communications interoperability among field response units

- Primary and back-up communications systems

- Communications to and from the Emergency Operations Centers (EOCs)

- Sources for communications augmentation such as Amateur Radio

- Other communications systems to support emergency operations

Alerts and Notifications

1. The Emergency Management Director will not routinely request staffing for this ESF during EOC activations. The ESF 4 Firefighting and ESF 13 Law Enforcement Coordinators and support staff will fill the ESF 2 Coordinator roles, unless determined otherwise by the Emergency Management Director.

2. Upon instructions to activate or placement of ESF 2 on standby, Fire Department / Information Technology / Police Department 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.

3. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist.

4. JCDEM will be kept informed of situations that require (or may potentially require) countywide coordination and/or the activation of the County EOC.

5. Clear, accurate and timely information shall be disseminated to the public as outlined in ESF 15 Public Information.

6. See the Basic Plan for further information regarding notifications and EOC activation

Situations and Assumptions

A. Assumptions

1. The Communications Division of the Johnson County Sheriff's Office is the primary PSAP for the City of Olathe. 9-1-1/Emergency and non-emergency telephone calls for public safety are handled by this division 24 hours a day, as well as radio traffic for the Olathe Police Department and other local law enforcement agencies. The Communications Division is responsible for dispatching and tracking all Olathe Police Department units in the City. The Communications Division is housed in the County Communications Center (CCC) in Olathe.

2. Complex information technology and networks have occasional outages.

3. During a disaster, PSAPs will be overwhelmed with 9-1-1/emergency telephone calls, increased radio traffic and technical failures. Busy signals and significant hold times will not be uncommon during a disaster.

4. During a disaster, some services normally provided by the police and fire departments will not be provided. Priority is given to life safety and supersedes property protection.

5. Primary radio communications might fail during a disaster. Backup systems, a radio service augmented or supplemented by amateur radio operators, or temporary radio towers might be needed.

6. Both PSAPs can handle most emergencies without significant delays.

7. Requests for emergency assistance from the City will be resolved at the lowest level direction and control facility with appropriate response resource capabilities. Unresolved assistance requests will normally flow upward from the City to the Johnson County EOC/JCDEM to obtain augmented resources from the State and/or Federal sources as needed. All requests for outside public assistance (State, Federal, etc.) shall be routed in the following order:

B. Situation

1. The Johnson County Emergency Communications Center (ECC) is a secondary PSAP for the City of Olathe. The ECC is also housed in the CCC. If a call for service is for fire or EMS, the Sheriff's Office will transfer the call to an ECC call-taker. Call-takers are trained as Emergency Medical Dispatchers. The ECC handles dispatching and radio traffic for all fire and EMS agencies within the county. The ECC is responsible for dispatching and tracking all Olathe Fire Department units in the City.

2. Backup facilities and redundancy plans exist for both PSAPs.

3. Additional communications resources are available through governmental agencies, radio groups, volunteer organizations and private sector entities with auxiliary communications capabilities. The Johnson County Amateur Radio Emergency Service (ARES) and Radio Amateur Civil Emergency Services (RACES) are examples of these resources, and are coordinated through Johnson County Emergency Management. Johnson County Emergency Communication Services (ECS) is the non-profit organization that fulfills RACES function within Johnson County and is activated by JCDEM.

4. Communication resources throughout the City consist of complex technology networks.

5. Other communication methods include landline telephone, cellular telephone, satellite telephone, internet, fax machines, television, video conferencing, etc.

6. The Olathe Police and Fire Departments utilize the countywide 700 MHz digital radio system, which simplifies interoperable radio communications.

7. Operation centers have direct radio contact with the National Weather Service and other area emergency management agencies by way of the Metropolitan Emergency Radio System (MERS).

8. Regional resources and technology are available. Interoperability is discussed in the Mid-America Regional Council's (MARC) Tactical Interoperable Communications Plan (TICP). The TICP provides operational direction and

technical data for using regional interoperable communications systems and resources. It is continually updated as new resources become available to support regional response.

9. A regional area multi band integrated system (RAMBIS) is a cross-band and repeated radio system administered by MARC.

10. The City has National Warning System (NAWAS) capabilities. NAWAS is an automated telephone system used to convey warnings to United States based Federal, State and Local governments. NAWAS is used to disseminate warning information concerning natural and technological disasters. This information includes acts of terrorism including Weapons of Mass Destruction (WMD) after aircraft incidents/accidents, earthquakes, floods, hurricanes, nuclear incidents/accidents, severe thunderstorms, tornadoes, tsunamis and winter storms/blizzards. NAWAS allows issuance of warnings to all stations nationwide or to selected stations as dictated by the situation.

11. EMSystem is a web-based program that provides real-time information on hospital emergency department diversion status, hospital patient capacity, availability of staffed beds and available specialized treatment capabilities.

Concept of Operations

A. General

1. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the 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.

2. In a large event requiring local or State mutual aid assistance, ESF 2 will work with its support agency counterparts to seek and procure, plan, coordinate and/or direct the use of any required assets.

3. 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 to undertake contingency planning to meet anticipated communications demands or needs.

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. The Fire Department / Information Technology / Police Department 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.

6. The communication systems identified for City of Olathe are provided below and are grouped in order based upon their level of priority for repair and restoration.

Communications		
Communication: Mobile Phone		
Priority: High	**Type:** Voice	**Quantity:**
Description: Internal Use, External Use, Mobile - Phone		
Communication: Radio		
Priority: High	**Type:** Voice	**Quantity:** 100
Description: Internal Use - Emergency Communication Centers radio systems is used by the City of Olathe Fire Department.		

8. Communications infrastructure.
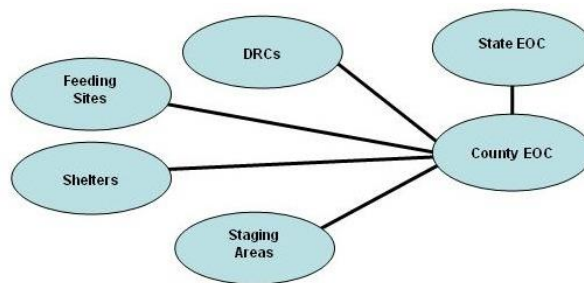
Communication Links with Key Facilities

B. Direction and Control

1. The ESF 2 Coordinating Agency is Fire Department / Information Technology / Police Department which is appointed by the Fire Department, in coordination with local planning partners. The staff serving as ESF 2 Coordinator is appointed by and located in the Fire Department / Information Technology / Police Department. 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 the Fire Department, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within City of Olathe.

3. During emergency activations, all management decisions regarding Communications for City of Olathe are made at the by the ESF 2 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section at the assist the incident commander in carrying out the overall mission.

4. 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.

C. Organization

1. City

a) ESF 2 applies to all agencies and organizations with assigned emergency responsibilities in the EOP. The ESF 2 Coordinators, primary agencies and the support agencies are critical members of the Emergency Management Team and will work within the EOC structure described in ESF 5 Emergency Management.

b) The CCC will serve as the central location for the continuation of emergency communication services during a disaster, and those services will continue to be provided by the Sheriff's Office and ECC. The ECC will be the County Coordinating Agency when JCDEM activates ESF 2 during a disaster. Close contact will be maintained with the ESF 2 Coordinators regarding interagency coordination.

c) As stated above in Notifications, the Emergency Management Director will not routinely request staffing for this ESF during EOC activations. The ESF 4 Firefighting and ESF 13 Law Enforcement Coordinators and support staff will fill the ESF 2 Coordinator roles, unless determined otherwise by the Emergency Management Director.

d) The mission of the County ESF 2 Team is to ensure the provision of communications support required to meet the needs generated by disasters affecting Johnson County.

e) The ECC will provide a liaison in the County EOC when necessary. ECC and Sheriff's Office Communications staff might not be available to staff the EOC (City).

f) The Olathe Fire department, Police Department, ECC and Sheriff's Office have Mobile Command Posts available for deployment during a disaster.

g) The Fire Department and the ECC maintain a cache of standby radios available for deployment and/or outside agency use during a disaster.

2. County

a) When communications needs cannot be met through existing plans and partnerships, requests for assistance will be forwarded to and managed by the ECC (or the ESF 2 Team when activated). When ESF 2 is activated, the ECC will be the Coordinating Agency.

b) During an emergency or disaster event, the Johnson County Emergency Operations Center, 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 services status in the impacted area and undertake contingency planning to meet anticipated demands and needs.

d) The 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 CEOP.

e) The shall be represented in ESF 5 (Information and Planning) and keep management of ESF 5 fully apprised of developing conditions as relates to carrying out the ESF 2 mission.

3. State of Kansas

a) During an activation of the SEOC, 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 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.

Roles and Responsibilities

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.

Police and Fire Departments	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Maintain this ESF Annex as well as support the basic EOP. • Maintain an internal department disaster action plan. • Ensure each of the preparedness responsibilities identified for the City ESF 2 Team (listed above) are accomplished.

	• Maintain an inventory of agency resources. • Provide current emergency contact information to the Fire Department, Emergency Management Division. • Ensure personnel receive training in disaster operations, WebEOC and the Incident Command System (ICS), per the National Incident Management System (NIMS). • Participate in disaster exercises.
Response	• Coordinate all ESF 2 activities involving Emergency Communications. • Assist the ESF 2 Team with other Emergency Communication needs. • Deploy trained individuals to the EOC and/or County EOC as needed. • Alert or activate off-duty or auxiliary personnel as needed. • Coordinate activities with other responding agencies. • Conduct specific response actions as dictated by the situation. • Maintain status reports for each operational period. • Ensure that all required agency forms, reports and documents are completed prior to demobilization. • Have debriefing session with the IC and/or EOC prior to demobilization. • Receive, manage and track resource requests for ESF 2. • Collect and analyze information relevant to ESF 2 and report in WebEOC and EOC documents.
Recovery	• Coordinate the ESF 2 support of recovery activities. • Coordinate the restoration of ESF 2 resources and/or capabilities as needed. • Replenish supplies and repair damaged equipment. • Ensure ESF 2 Team members and/or their agencies provide appropriate records of costs incurred. • Conduct an ESF 2 after-action review.

ECC and/or Sheriff's Office	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Maintain primary and redundant systems to ensure communications system remain operable.
Response	• Provide dispatching services and communications support in disasters.
Recovery	• Coordinate the ESF 2 support of recovery activities. • Conduct an ESF 2 after-action review.

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 with the Supporting Agencies following.

Primary: Fire Department
Preparedness (Pre-Event) Actions for ESF 2 - Communications
1 — Maintain a central personnel roster, contact, and resource lists to support ESF 2 tasks.

Coordinating: Information Technology
Preparedness (Pre-Event) Actions for ESF 2 - Communications
1 — Maintain a central personnel roster, contact, and resource lists to support ESF 2 tasks.

Coordinating: Police Department
Preparedness (Pre-Event) Actions for ESF 2 - Communications
1 — Maintain a central personnel roster, contact, and resource lists to support ESF 2 tasks.

Primary: Fire Department
Preparedness (Pre-Event) Actions for ESF 2 - Communications
1 — Maintain a central personnel roster, contact, and resource lists to support ESF 2 tasks.

Primary: Information Technology
Preparedness (Pre-Event) Actions for ESF 2 - Communications
1 — Maintain a central personnel roster, contact, and resource lists to support ESF 2 tasks.

Primary: Police Department
Preparedness (Pre-Event) Actions for ESF 2 - Communications
1 — Maintain a central personnel roster, contact, and resource lists to support ESF 2 tasks.

Financial Management

1. ESF 2 is responsible for coordinating with Resource Management 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 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.

3. Expenditures by support entities will be documented by those entities and submitted directly to Resource Management or a designated Finance Service officer as soon as possible.

References

Johnson County Emergency Operations Plan, ESF 2 Communications, dated 2016.

Please refer to the Basic Plan for additional Authorities and References.

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.

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EMERGENCY SUPPORT FUNCTION 3

Public Works and Engineering

ESF 3 COORDINATOR: Public Works, *Public Works Director*

PRIMARY AGENCY: Public Works, *Public Works and Engineering*

SUPPORT AGENCIES: Fire Department
Police Department
Johnson County Division of Emergency Management
Information Technology

EOC ACTIVATION LEVEL: 2

Purpose

The purpose of the ESF 3 Public Works and Engineering Annex is to establish how public works and engineering activities will be coordinated to meet the needs generated by disasters affecting the City of Olathe.

Scope

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the City's EOC. ESF 3 is a functional annex to the EOP. Specific operating procedures and protocols are addressed in documents maintained by the participating organizations.

This ESF identifies the key policies, concepts of operations, roles and responsibilities and capabilities associated with public works and engineering coordination in the City during and after a disaster.

This ESF provides guidance for the organization of Public Works to respond to and recover from disaster events causing damage to public buildings, roads, bridges and other facilities that will have to be repaired, reinforced or demolished to ensure safety and allow for disaster response activities including:

- Infrastructure protection and emergency restoration

- Safety inspections and other assistance for first responders
- Engineering and construction services
- Liaison with County, State and Federal resources
- Debris management operations
- Damage assessment
- Safety of public water supplies and wastewater treatment facilities

Alerts and Notifications

1. The Emergency Management Director (or his/her designee) will notify the ESF 3 Coordinator of EOC activations. If the disaster has the potential to severely impact the City, the Emergency Management Director will request ESF 3 representatives to respond to the EOC.

2. Upon instructions to activate or placement of ESF 3 on standby, Public Works 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.

3. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist.

4. JCDEM will be kept informed of situations that require (or may potentially require) countywide coordination and/or the activation of the County EOC.

5. In the event the EOC is not operational (e.g. during a quickly occurring disaster), the requests should be routed directly to the Emergency Management Director (or his/her designee).

6. Clear, accurate and timely information shall be disseminated to the public as outlined in ESF 15 Public Information.

7. See the Basic Plan for further information regarding notifications and EOC activation

Situations and Assumptions

A. Assumptions

1. City, County and other resources can be overwhelmed during a disaster.

2. During a disaster, some services normally provided by the City will not be provided.

3. The City is at risk from a variety of hazards and vulnerable to sustain damage to every aspect of infrastructure common to most suburban, non-coastal communities of comparable size.

4. Timely response with coordinated assignments of Public Works resources will have a direct impact on the City's ability to recover from a disaster.

5. Natural disasters can be anticipated with some degree of advanced warning to pre-activate City resources. Other types of disasters can occur suddenly, overwhelming the abilities to meet expectations for providing services.

6. Requests for emergency assistance from the City will be resolved at the lowest level direction and control facility with appropriate response resource capabilities. Unresolved assistance requests will normally flow upward from the City to the Johnson County EOC/JCDEM to obtain augmented resources from the State and/or Federal sources as needed. All requests for outside public assistance (State, Federal, etc.) shall be routed in the following order:

B. Situations

1. The Public Works Department consists of divisions responsible for maintaining all public streets, traffic signals and signs, water production and delivery, waste water treatment, solid waste collection and disposal and storm water maintenance and control.

2. Equipment inventories are housed in publicly-owned facilities for the support and response to disasters.

3. A Debris Management Plan contract has been executed with private vendors for the removal and disposal of debris from City rights-of-way in declared disasters.

4. Public Works employees are trained to the Hazardous Materials Awareness level according to the OSHA 29 CFR 1910-120 regulation. Employees may be assigned to respond and act only in a support role. This level of training will be regulated by the on-scene safety officer.

5. Public Works employees are expected to act within a degree of assumed risk, but will not be deployed until the direct threat has decreased.

6. Incident Action Plans (IAPs) and mutual aid agreements are in place to provide proactive responses during disasters.

7. Incident priorities are written to include life safety, property conservation and environmental concerns.

8. The public needs timely, accurate, continuous and accessible information regarding disasters.

Concept of Operations

A. General

1. ESF 3 is organized consistent with the EOP, 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 City of Olathe through the City of Olathe 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 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.

5. Protective actions

6. Debris management – See Debris Management Plan

7. Continuity of operations, repair, and restoration.

B. Direction and Control

1. The ESF 3 Coordinating Agency is Public Works which is appointed by the Fire Department, in coordination with local planning partners. The staff serving as ESF 3 Coordinator is appointed by and located in the Public Works. When ESF 3 support is necessary, the ESF 3 Coordinator coordinates all aspects of ESF 3.

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 Fire Department, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within City of Olathe.

3. The ESF 3 system operates in two levels: 1) EOC Operations; and 2) Field Operations.

4. During emergency activations, all management decisions regarding public works and engineering for City of Olathe are made at the by the ESF 3 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the 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 ESF 3 Coordinator.

C. Organization

   1. City

   a) The Public Works Director is the ESF 3 Coordinator and responsible for coordinating public works and resources in the City.

   b) The Public Works Department is the primary agency for coordinating ESF 3 Public Works and Engineering and personnel report to the ESF 3 Coordinator.

   c) ESF 3 applies to all agencies and organizations with assigned disaster responsibilities in the EOP.

   d) The ESF 3 Coordinator and the support agencies are critical members of the Emergency Management Team and will work within the EOC structure described in ESF 5 Emergency Management.

   e) Close coordination is maintained with County, State and Federal officials to determine potential needs for support and the most expeditious means of acquiring that support.

f) The EOC will serve as the central location for interagency coordination and decision-making, including all activities associated with ESF 3.

g) The EOC will establish and maintain communication with the County EOC for resource requests.

h) Disaster Assessments will be performed by Public Works and Fire Department personnel, as described in ESF 14 Assessment and Recovery.

i) Incident Commanders (ICs) will assess the need for Public Works and Engineering resources at the scene(s) and request resources through the EOC.

j) All requests, along with pertinent documentation, will be tracked by the ESF 3 Team in WebEOC.

k) The ESF 3 Coordinator will maintain a list of private contractors for debris removal/disposal.

l) The Public Works Department is tasked with the following emergency roles during a disaster:
   a. Safety of emergency responders and victims.
   b. Assessment and reporting of damaged infrastructure.
   c. Restoring and protection of critical roadways and bridges.
   d. Stabilization and essential repairs of critical public buildings and other infrastructure.

m) The City maintains fixed emergency electrical backup generators to power critical portions of City facilities. Limited quantities of portable electric generators are available to be used as needed on a priority basis.

Debris Removal and Disposal

a) The City has one permitted landfill site at 127th St. and Hedge Ln. for construction and demolition debris generated by City crews. This site is closed to the public for this type of debris.

b) The City also operates a yard-waste/composting facility at 127th St. and Hedge Ln. This facility accepts yard waste from the public.

c) During and after a disaster, locations for public debris disposal staging areas will be determined as soon as possible. Transportation routes will also be determined. This information will be disseminated to the public as described in ESF 15 Public Information.

d) Incidents of illegal dumping will continue to be reported to law enforcement during a disaster.

e) Following a locally declared disaster, requirements for public notices for contracts may be modified or waived entirely if deemed necessary for the interest of public safety. See ESF 7 Resource Management for further information.

f) The following is a list of priorities for debris removal:
- Threats to Public Health and Safety, including roadway obstructions that prevent passage of emergency vehicles.
- Prevention of damage that poses a threat of significant added damage to infrastructure.
- Debris that hinders a speedy recovery from economic impact.
- Debris on private property is the responsibility of the owner with the exception of debris that poses a threat to public health and safety. A rite of entry document must be executed to City personnel or contractors to gain access to the property.

g) Methods of debris removal are identified in the Debris Management Plan.

h) The Field Operations Division (Street Department Section) of Public Works is responsible for snow and ice control as required to provide safe movement of traffic during winter storms. IAPs used during these winter events will be modified for similar use in disaster events for roadway debris removal.

i) Prior to returning temporary debris staging and reduction sites to previous usage, all local, state and federal requirements will be followed.

2. Johnson County

   a) During an activation of the Johnson County Emergency Operations Center, support agency staff is integrated with the staff to provide support that will provide for an appropriate, coordinated and timely response.

   b) During an emergency or disaster event, the Johnson County Emergency Operations Center, Operations Section Chief will coordinate resource support with the Infrastructure Services Branch Chief.

   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 anticipate demands and needs.

   d) Develop 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 Johnson County Emergency Operations Plan.

3. State of Kansas

   a) During an activation of the SEOC, KDOT 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 will report to the Infrastructure Services Branch Chief who reports to the Operations 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 SEOC, 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.

Roles and Responsibilities

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.

Public Works	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Maintain this ESF Annex as well as support the basic EOP. • Maintain an internal department disaster action plan. • Ensure each of the preparedness responsibilities identified for the City ESF 3 Team (listed above) are accomplished. • Maintain an inventory of agency resources. • Establish contact with outside resources that can provide disaster support. • Provide current emergency contact information to the Fire Department, Emergency Management Division. • Ensure personnel receive training in disaster operations, WebEOC and the Incident Command System (ICS), per the National Incident Management System (NIMS). • Participate in disaster exercises.
Response	• Coordinate all ESF 3 activities. • Deploy trained individuals to the EOC and/or County EOC as needed. • Alert or activate off-duty or auxiliary personnel as needed. • Coordinate activities with other responding agencies. • Conduct specific response actions as dictated by the situation. • Provide public works and infrastructure management support on a priority basis as outlined in the Basic Plan and this ESF. • Inspect damage to streets, bridges and public buildings impacted by emergency incidents. • Clear streets and roadways of debris for emergency vehicle access. • Make recommendations on priority of repair needs. • Make requests for outside assistance for mutual aid as needed. • Maintain status reports for each operational period. • Ensure that all required agency forms, reports and documents are completed prior to demobilization.

	• Have debriefing session with the IC and/or EOC prior to demobilization. • Receive, manage and track resource requests for ESF 3. • Collect and analyze information relevant to ESF 3 and report in WebEOC and EOC documents.
Recovery	• Coordinate the ESF 3 support of recovery activities. • Coordinate the restoration of ESF #3 resources and/or capabilities as needed. • Oversee ongoing repairs to City infrastructure on an established timeline. • Replenish supplies and repair damaged equipment. • Ensure ESF 3 team members and/or their agencies provide appropriate records of costs incurred. • Conduct an ESF 3 after action review.

Fire Department	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Assist with ESF 3 preparedness activities. • Maintain an inventory of agency resources. • Maintain emergency contact information. • Maintain contacts and working relationships with media outlets. • Ensure personnel receive training in disaster operations, WebEOC and the Incident Command System (ICS), per the National Incident Management System (NIMS). • Participate in disaster exercises.
Response	• Provide ESF 3 support in disasters. • Assist in determining priorities to inspect public facilities. • Assess effected buildings for structural integrity and create reports for briefings.
Recovery	• Coordinate the restoration of agency resources and/or capabilities as needed. • Participate in recovery planning and activities. • Issue permits to facilitate essential repairs. • Coordinate the demolition of private residential structures. • Provide guidance on scene safety for structures in all impacted areas. • Prepare the documentation required to become eligible for reimbursement. • Participate in after action reviews.

Police Department	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Assist with ESF 3 preparedness activities. • Maintain an inventory of agency resources. • Maintain emergency contact information. • Ensure personnel receive training in disaster operations, WebEOC and the Incident Command System (ICS), per the National Incident Management System (NIMS). • Participate in disaster exercises.
Response	• Provide ESF 3 support in disasters. • Ensure scene security of emergency responders. • Provide personnel and resources to assist with traffic control. • Provide security of critical City facilities and infrastructure.
Recovery	• Coordinate the restoration of agency resources and/or capabilities as needed. • Participate in recovery planning and activities. • Prepare the documentation required to become eligible for reimbursement. • Participate in after action reviews.

Financial Management

1. ESF 3 is responsible for coordinating with Resource Management to manage ESF 3 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 has 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 Olathe Resource Management or a designated Finance Service officer as soon as possible.

References

City of Olathe, Debris Management Plan, dated December, 2008.

Johnson County Emergency Operations Plan, ESF 3 Public Works and Engineering, dated 2016.

Please refer to the Basic Plan for additional References.

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.

EMERGENCY SUPPORT FUNCTION 4
Firefighting

ESF 4 COORDINATOR: Fire Department, *Fire Chief*

PRIMARY AGENCY: Fire Department, *Emergency Services Section*

SUPPORT AGENCIES: Fire Department, *Emergency Management Unit*
                         Police Department
                         Area and Regional Firefighting Agencies
                         Johnson County Emergency Communications Center (ECC)
                         Johnson County Division of Emergency Management

EOC ACTIVATION LEVEL: 2

Purpose

The purpose of the ESF 4 Firefighting Annex is to establish how firefighting activities will be coordinated to meet the needs generated by disasters affecting the City of Olathe.

Scope

The ESF 4 annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF 4 is a functional annex to the EOP. Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in firefighting activities required to support disaster response and recovery operations in the City of Olathe. Specifically, this ESF addresses

- Fire service support in prevention, detection, suppression, prevention and recovery from urban, rural, and wild-land fires

- Mutual aid and resource augmentation

- Guidelines for the organization and response of local firefighting resources during disasters when routine staffing levels become overwhelmed.

- Fire command, control and incident management structure

Alerts and Notifications

1. The Fire Department will be assigned to an incident at the onset of a disaster. The Emergency Management Director (or his/her designee) will be informed by the IC of the need for DOC and/or EOC activations. If the disaster has the potential to severely impact the City, the Emergency Management Director will request ESF 4 representatives to respond to the EOC.

2. Upon instructions to activate or placement of ESF 4 on standby, Fire Department 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.

3. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist.

4. JCDEM will be kept informed of situations that require (or may potentially require) countywide coordination and/or the activation of the County EOC.

5. Clear, accurate and timely information shall be disseminated to the public as outlined in ESF 15 Public Information.

6. See the Basic Plan for further information regarding notifications and EOC activation

Situations and Assumptions

A. Assumption

1. Olathe staffs 8 strategically located fire stations with 8 companies, three squad units, and one mobile integrated health unit. Career personnel staff these companies 24 hours per day, 365 days per year. The Fire Department runs over 12,000 calls per year, including fire suppression, emergency medical and technical rescue calls. Command, Building Codes and Support Staff are based out of the Fire Administration Building.

2. The Fire Department provides several emergency and non-emergency services to its citizens, including fire suppression, emergency medical services, hazardous materials, trench rescue, confined space rescue, swift water rescue, ice water rescue, high angle rescue, vehicle extrication, explosive ordnance disposal, disaster preparedness, safety education, community risk management and building codes and enhancement.

3. The Olathe Fire Department can handle most emergencies within the City.

4. Fire department resources will be overwhelmed during a disaster. If the disaster affects other areas of the county, automatic and mutual aid resources will also be depleted.

5. During a disaster, some services normally provided by the fire department will not be provided. Priority is given to life safety and supersedes property protection

6. Requests for emergency assistance from the City will be resolved at the lowest level direction and control facility with appropriate response resource capabilities.

7. Unresolved assistance requests will normally flow upward from the City to the Johnson County EOC/JCDEM to obtain augmented resources from the State and/or Federal sources as needed. All requests for outside public assistance (State, Federal, etc.) shall be routed in the following order:

- IC/Chief Officer.

- Fire Department DOC.

- EOC.

- County EOC/JCDEM.

B. Situations

1. In the event the operations centers are not operational (e.g. during a quickly occurring disaster), the requests should be routed directly to the Emergency Management Director (or his/her designee).

2. Johnson County operates the Emergency Communications Center (ECC), which is located in Olathe. The ECC is responsible for dispatching fire and emergency medical service resources for the entire county

3. Johnson County operates and maintains a countywide 700 MHz radio system, in which all fire departments within the county utilize. Other communication methods include mobile data terminals, telephones, pagers, WebEOC, etc.

4. A Mutual and Automatic Aid Inter-local Cooperation Agreement exists for all fire departments within Johnson County.

5. The Incident Commander (IC) can request additional resources via the ECC.

6. The Fire Department operates and maintains a Department Operations Center (DOC). The Fire Department also maintains the EOC.

7. The Fire Department might be requested to provide qualified personnel to the Fire Department DOC, EOC, and/or County EOC.

8. Requests for emergency services assistance within the County shall be directed to the ECC. Depending on the severity of the disaster and the immediacy of the request, the ECC has the capability of ordering metro-wide emergency resources.

9. In the event the operations centers are not operational (e.g. during a quickly occurring disaster), the requests should be routed directly to the Emergency Management Director (or his/her designee).

Concept of Operations

A. General

1. ESF 4 is organized consistent with 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, coordination, and support operations to City of Olathe.

2. Procedures, protocols, and plans for disaster response activities are developed to govern staff operations at the EOC/DOC 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. 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.

B. Direction and Control

1. The ESF 4 Coordinating Agency is the Fire Department which is appointed by the Fire Department, in coordination with local planning partners. The staff serving as ESF 4 Coordinator is appointed by and located in the Fire Department. 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 Fire Department, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within City of Olathe.

3. During emergency activations, all management decisions regarding fire service for City of Olathe are made at the by the ESF 4 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the assist the incident commander in carrying out the overall mission.

4. 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.

C. Organization

1. City

a) The Olathe Fire Department is the coordinating agency for providing ESF 4 Firefighting. The Fire Department will coordinate response efforts with supporting agencies.

b) ESF 4 applies to all agencies and organizations with assigned emergency responsibilities in the EOP. The ESF 4 Coordinator and support agencies are critical members of the Emergency Management Team and will work within the EOC structure described in ESF 5 Emergency Management.

c) If the EOC is activated, the Emergency Management Director will determine if it will serve as the central location for the City of Olathe for interagency coordination and executive decision-making, including all activities within ESF 4. Depending on the disaster, the Emergency Management Director might determine that a mobile command post or the Fire Department DOC might be better suited for firefighting coordination. Regardless, close communication will be maintained with the IC.

d) APG 4-010 references the on-duty chief officer's duties to recognize the need for additional resources. This policy guide establishes the authority to open the EOC, activate the special operations groups as needed and make requests for resources through the ECC and JCDEM.

e) Numbered Memo 16-06 Documenting EOC Activation This numbered memo puts in place a procedure to generate a computer-aid dispatch (CAD) system call number when activating the City of Olathe EOC. The memo list the requirements to notify the Emergency Management Communications Center and requests that they document all EOC activations in the (CAD) system.

f) Olathe has access to a number of specialized operation groups within the County and metro area. These include dive teams, aerial surveillance, search and

rescue teams, aircraft rescue, etc. Contacts for these groups are maintained by the ECC, the DOC and the EOC.

g) The National Incident Management System (NIMS) is used throughout Johnson County.

h) During a disaster, the Fire Department's organizational chart and chain of command will continue to be used.

i) The IC shall provide the Fire Department DOC (or Emergency Management Director if the DOC is not open) with initial damage assessment information. See ESF 12 Energy and Utilities for further information.

j) The Johnson County Fire and Emergency Services Chiefs Association has created models for service delivery. Some of these models include the following:

- Mayday Model Procedure.
- Incident Command System (ICS) Model Procedure.
- Personnel Accountability System Model Procedure.
- High Rise Plan Model Procedure.
- Resource Identification/Typing and Station Numbering Model Procedure.
- Manual Mode Procedure.

k) Evacuations may be initiated by the IC. The IC is responsible for making evacuation decisions related to a specific incident, especially when the timeliness of such decisions is a matter of immediate life safety. In the event of a widespread disaster, EOC command will most likely be responsible for evacuation decisions.

l) The Fire Department might coordinate or assist with coordinating warning and evacuation messages to the public. See ESF 15 Public Information for further information.

m) Evacuation criteria will take into account variables such as the specific hazard, immediacy, seriousness and expected duration of the threat; vulnerable populations at risk; and adequacy/availability of evacuation routes. See ESF 1 Transportation regarding evacuation criteria.

n) The Planning Section Chief will develop and submit the Incident Action Plan (IAP) to the Incident Commander for each operational period during a disaster.

o) Emergency transportation routes will be necessary for emergency vehicles during disasters. See ESF 1 Transportation for further information.

2. County

a) During an activation of the Johnson County Emergency Operations Center, support staff is integrated with the Johnson County Firefighting staff to provide support that will allow for an appropriate, coordinated, and timely response.

b) During an emergency or disaster event, the Johnson County Emergency Operations Center Operations Section Chief will coordinate resources support agencies with the Emergency Services Branch Chief.

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 anticipate demands and needs.

d) The 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 CEOP. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the Johnson County CEOP.

3. State of Kansas

a) During an activation of SEOC, the Kansas State Fire Marshal's Office is the designated lead agency 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 will report to the Emergency Services Branch Chief who reports to the Response 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 City of Olathe EOP

Roles and Responsibilities

1. 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.

Fire Department, Emergency Services and Special Operations Division	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Maintain this ESF Annex as well as support the basic EOP. • Maintain an internal department disaster action plan. • Maintain the CERT program. • Conduct pre-fire planning and life safety inspections. • Ensure each of the preparedness responsibilities identified for the City ESF 4 Team (listed above) are accomplished. • Maintain an inventory of agency resources. • Provide current emergency contact information to the Fire Department, Emergency Management Division and ECC. • Ensure personnel receive training in disaster operations, WebEOC and the Incident Command System (ICS), per the National Incident Management System (NIMS). • Participate in disaster exercises.
Response	• Coordinate all ESF 4 activities. • Perform initial "windshield" damage assessments. • Deploy trained individuals to the EOC and/or County EOC as needed. • Alert or activate off-duty or auxiliary personnel as needed. • Coordinate activities with other responding agencies and notify mutual aid agencies for potential responses. • Conduct specific response actions as dictated by the situation. • Monitor and maintain minimum fire suppression apparatus units in the City. • Anticipate other response actions as events develop. • Maintain status reports for each operational period. • Ensure that all required agency forms, reports and documents are completed prior to demobilization. • Have debriefing session with the IC and/or EOC prior to demobilization.

	• Receive, manage and track resource requests for ESF 4. • Collect and analyze information relevant to ESF 4 and report in WebEOC and EOC documents.
Recovery	• Coordinate the ESF 4 support of recovery activities. • Coordinate the restoration of ESF 4 resources and/or capabilities as needed. • Replenish supplies and repair damaged equipment. • Ensure ESF 4 Team members and/or their agencies provide appropriate records of costs incurred. • Conduct an ESF 4 after-action review.
Fire Department, Emergency Management Unit	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Assist with ESF 1 preparedness activities. • Ensure this ESF is maintained and updated by the ESF Coordinator. • Assist with maintaining the Fire Department DOC and maintain the EOC. • Maintain an inventory of agency resources. • Maintain emergency contact information. • Ensure personnel receive training in disaster operations, WebEOC and the Incident Command System (ICS), per the National Incident Management System (NIMS). • Participate in disaster exercises
Response	• Assist with the coordination of response activities with the EOC and/or County EOC as needed. • Deploy trained individuals to the EOC and/or County EOC as needed.
Recovery	• Prepare the documentation required to become eligible for reimbursement. • Participate in after-action reviews.

Police Department	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Maintain an inventory of agency resources. • Maintain emergency contact information. • Ensure personnel receive training in disaster operations, WebEOC and the Incident Command System (ICS), per the National Incident Management System (NIMS). • Participate in disaster exercises.
Response	• Provide traffic control during disasters. • Coordinate and/or assist with evacuations. • Provide resources and personnel to help support the movement of people and equipment.

	• Coordinate response activities with the EOC and/or County EOC as needed. • Deploy trained individuals to the EOC and/or County EOC as needed.
Recovery	• Coordinate the restoration of agency resources and/or capabilities as needed. • Prepare the documentation required to become eligible for reimbursement. • Participate in after-action reviews.

Financial Management

1. ESF 4 is responsible for coordinating with Resource Management 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 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.

3. Expenditures by support entities will be documented by those entities and submitted directly to the designated Finance Service officer as soon as possible.

References

State of Kansas Emergency Operation Plan, 2017
Johnson County Emergency Operations Plan, 2016
ESF 5 Emergency Management, 2018
ESF 12 Energy and Utilities, 2018
ESF 15 Public Information 2018
Olathe Fire Department Administrative Policy Guide (APG), current edition.
Numbered Memo 16-06 Documenting EOC Activation 10/03/16
Johnson County, Kansas Mutual Aid and Inter-Local Cooperation Agreement

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.

EMERGENCY SUPPORT FUNCTION 5

Emergency Management

ESF COORDINATOR: Fire Department, *Fire Chief/Emergency Management Director*

PRIMARY AGENCY: Fire Department, *Emergency Management Unit*

SUPPORT AGENCY: All City Departments that augment this mission

EOC ACTIVATION LEVEL: 1

Purpose

The purpose of the ESF 5 Emergency Management Annex is to establish how emergency management activities will be coordinated to meet the needs generated by disasters affecting the City of Olathe.

Scope

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF 5 is a functional annex to the EOP. Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in emergency management activities required to support disaster response and recovery operations in the City of Olathe. Specifically, this ESF addresses:

- Emergency decision-making and the local declaration process
- The process for requesting State and Federal assistance
- Overall coordination of mutual aid and regional operations
- On-scene command and control structure and interface with the EOC
- Decision-making and information dissemination

- The process of issuing situation reports, bulletins and advisories
- Science and technology support

Alerts and Notifications

1. The Fire Department will notify the City warning point, when information comes to their attention indicating that an emergency or disaster situation is developing.

2. The City Warning Point , will notify the "on call" Emergency Duty Officer and/or ESF Coordinator for ESF 5, when City of Olathe has been threatened or impacted by an emergency or disaster event as provided in the City 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, Fire Department 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

Situation and Assumptions

A. Assumption

1. A variety of hazards have the potential to occur within the City that may require support and coordination from a centralized EOC.

2. Local, State and Federal authority for activities contained in this ESF are listed in the Basic Plan.

3. The City has a designated liaison assigned to report to the County EOC upon request.

4. The outdoor warning siren system is maintained by the Fire Department and has the capability of activation as needed.

5. Disasters may develop suddenly or occur over a period of time. Emergency Management staff maintains continual situation awareness for early warning information to disseminate to the public.

6. Requests for assistance may rapidly deplete City resources that could require mutual aid assistance.

7. Critical decision-making will occur as outlined in the Basic Plan from a centralized EOC as early as possible into the event.

B. Situations

1. Emergency lines of succession have been established to ensure the availability of a City Official with the authority to declare a disaster. Assistance may be requested from outside entities but overall direction and control in the City limits remains the responsibility of the City.

2. Requests for emergency assistance will be assigned to the appropriate department/agency and will be resolved at the lowest level possible. Unresolved requests will normally flow upward in a structure from the City to the Johnson County EOC/JCDEM. The County EOC is responsible to coordinate assets from the region to the State and upward to the Federal levels.

3. Olathe has been designated as a StormReady® Community by the National Weather Service (NWS). StormReady® is a national program that gives communities the skills and education needed to survive severe weather, before and during the event. The nationwide community preparedness program uses a grassroots and pro-active approach to help communities develop plans to improve local hazardous weather operations and public awareness for local severe weather threats. StormReady® communities are better prepared to save lives from the onslaught of severe weather through advanced planning, education and awareness, according to the NWS.

4. City Departments utilize Incident Action Plans (IAPs) for large scale event planning.

5. The Emergency Management Unit of the Fire Department maintains and keeps the EOC in a ready state.

Concept of Operations

A. General

1. The Emergency Management Unit of the Olathe Fire Department is the primary agency at the local level for providing ESF 5 coordination, control and support during disaster response activities.

2. The City EOC will serve as the central location for inter-agency coordination, collecting and disseminating information between operating ESF coordinators. Policy and control functions will be accomplished from the

EOC. Tactical and operational decisions will be made from the field within the structure of the Incident Command System (ICS) of the National Incident Management System (NIMS).

3. 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 various disaster situations.

4. Appropriate City Departments are involved in coordinated efforts with Johnson County Government to reduce and/or lessen the impacts from loss of life, property and damage to infrastructure under the County Multi-Jurisdictional Multi-Hazard Mitigation Plan.

5. The City participates in programs to reduce future losses. Some of these programs include:

    a. Disaster Mitigation Act of 2000

    b. FEMA Flood Mitigation Assistance

    c. Pre-Disaster Mitigation and Hazard Mitigation Grant Programs

    d. NWS StormReady® Program

6. Individual City departments tasked with responsibilities in emergency response during disasters are responsible for training and exercising personnel to current nationally recognized standards.

A. Direction and Control

1. The ESF 5 Coordinating Agency is the Fire Department. The staff serving as ESF 5 Coordinator is appointed by and located in the Fire Department. 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 Fire Department, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within City of Olathe.

3. The ESF 5 may operate at two levels: 1) EOC Operations; and 2) Field Operations

4. During emergency activations, all management decisions regarding Emergency Management for City of Olathe are made at the by the ESF 5 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the 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 ESF 5 Coordinator.

B. Organization
   1. City

   a) Emergency Management Unit staff will maintain a constant state of situational awareness by monitoring National Weather Service reports and other communications from local and regional law enforcement, homeland security advisory and surveillance bulletins.

   b) Mutual aid agreements exist with surrounding response departments to augment City resources during disaster events.

   c) Relationships with private sector groups and Volunteer Organizations Active in Disasters, (VOAD's) supplement emergency services upon request.

   d) Community Emergency Response Teams (CERTs) generate a high degree of citizen involvement, which may be activated in disasters according to established, written guidelines.

   e) The City participates in the Johnson County and Mid-America Regional Council Local Emergency Planning Committees (LEPCs).

   f) The Emergency Management Unit maintains a state of readiness to deploy personnel and resources as necessary.

   g) Emergency notifications are made from a redundant communications system of electronic, web based tools, cellular and land-based

telephone, (reverse 9-1-1), text, SMS messaging and a variety of radio communications.

h) Inventories of supplies are warehoused to accommodate immediate needs with purchasing agreements with vendors to supply resources as needed.

i) Restoration of emergency supplies and resources to pre-event levels are essential in the recovery process.

j) The ESF 5 Team will coordinate with the ESF 7 Resource Management Team to prepare documentation for potential reimbursement eligibility.

k) The ESF 5 Coordinator is responsible for the coordination of after-action reviews.

l) The organization and assigned staffing of the EOC is designed to provide direction and control efficiently with flexibility to expand to meet escalating requests for service throughout disaster emergencies.

m) EOC activation criteria and operations can be referenced in the Basic Plan.

n) Inter-operable communications capability exists with Fire, Law Enforcement, Johnson County Med-Act, JCDEM, State, Federal and private sector agencies.

o) Communication equipment capability includes:
- Land-line telephone
- Public Safety radio
- Reverse 9-1-1
- Facsimile
- Cellular telephone
- Metropolitan Emergency Radio Service (MERS)
- Amateur radio

- National Warning System (NAWAS)
- WebEOC®

p) The designated EOC site is located at City Hall. The designated alternate EOC site is the Fire Department DOC and adjacent training rooms located at the Fire Department Administration building.

q) Public health related events such as a disease outbreak or terrorist biological agent release will cause the County Public Health Department to establish their DOC. The Olathe EOC may be requested to activate to support operations with City recourses.

r) Surrounding municipalities around Olathe may activate their EOCs depending upon the type and scope of the event. The Olathe EOC will establish and maintain contact with those EOCs for information sharing and status updates.

s) Non-governmental organizations such as Olathe Medical Center and the Olathe School District may activate their individual operational centers to coordinate emergency response actions.

t) Field operations will normally communicate with the EOC primarily by public safety radio and cellular telephone. Outside organizations and groups will communicate with the EOC via landline and cellular telephone and/or facsimile. The City of Olathe in conjunction with JCDEM will utilize the web-based system, WebEOC®. This system links the local EOC to regional and State resources.

u) As information reaches the EOC, it will be recorded into event logs electronically or utilizing pre-printed forms. The Emergency Management Division will work to ensure a system is in place to receive information from responding and participating agencies and relay messages to the appropriate EOC staff.

v) WebEOC® Functions:
- Routing and tracking messages and provide status of requests
- Supporting data when requesting State/Federal assistance
- A resource management tool

- An action planning tool
- Situation and event report generation
- Interface with Geographic Information systems (GIS)

w) The Plans Section will use the City's GIS capability to support EOC decision-making and field operations with maps and computer modeling.

x) Periodic briefings will be conducted in the EOC by the Plans section to ensure all participating organizations are aware of critical information, as well as EOC information management and reporting requirements.

y) Pertinent information will be displayed in the EOC to assist the staff with coordination, decision-making and planning. Pertinent data may include IAPs, maps, situation reports, event logs, damage reports, resource requests and specific ESF activities.

z) The Plans Chief will receive data, written or electronically, concerning damage assessment, situation reports, resource availability, pending requests and personnel status.

aa) The Plans Chief will ensure information is exchanged with other jurisdictions and agencies beyond the local EOC.

bb) The EOC organizational structure and ESF Branches that may be initiated as needed are outlined in the Basic Plan.

cc) Specific ESFs may be activated appropriate to the nature of an incident. Biological incidents and foreign animal disease outbreaks are examples of incidents that might need partial ESF activation.

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

2. Johnson County

a) During an activation of the Johnson County Emergency Operations Center, primary and support agency staff is integrated with the support 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 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 CEOP. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the Johnson County CEOP.

3. State of Kansas

a) During an activation of the SEOC, the 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 will report to the Response Section Chief who is under the overall direction of the SEOC Manager.

c) The Emergency Management Division 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 comply with the National Response Framework, the National Incident Management System, the Incident Command System and the EOP.

Roles and Responsibilities

Fire Department, Emergency Management Unit	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Maintain this ESF Annex as well as the Basic Plan of the EOP. • Ensure each of the preparedness responsibilities for this ESF identified above is accomplished.

	• Maintain an inventory of agency resources. • Maintain emergency contact information. • Monitor developing situations. • Activate the outdoor warning sirens in accordance with internal procedures if the County experiences activation failures. • Ensure personnel receive training in disaster operations, WebEOC® and the Incident Command System (ICS), per the National Incident Management System (NIMS). • Participate in disaster exercises.
Response	• Coordinate all activities for this ESF. • Provide emergency management support in disasters, in accordance with departmental operation plans and existing MOUs and agreements. • Activate the EOC as necessary when instructed. • Deploy trained individuals to the EOC and/or County EOC as needed. • Alert or activate off-duty or auxiliary personnel as needed. • Coordinate activities with other responding agencies and notify mutual aid agencies for potential responses. • Conduct specific response actions as dictated by the situation. • Anticipate other response actions as events develop. • Maintain status reports for each operational period. • Ensure that all required agency forms, reports and documents are completed prior to demobilization. • Have debriefing session with the IC and/or EOC prior to demobilization. • Receive, manage and track resource requests for this ESF. • Collect and analyze information relevant to this ESF and report in WebEOC® and EOC documents.
Recovery	• Coordinate the support of recovery activities for this ESF. • Coordinate the restoration of resources and/or capabilities as needed for this ESF. • Replenish supplies and repair damaged equipment. • Deactivate the EOC as necessary when instructed. • Ensure ESF Team members and/or their agencies provide appropriate records of costs incurred. Conduct an ESF after-action review.

Financial Management

1. ESF 5 is responsible for coordinating with Resource Management 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 to the formula has 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 Resource Management or a designated Finance Service officer as soon as possible.

References

City of Olathe, Severe Weather Operations Plan, dated June, 2011.

Johnson County Emergency Operations Plan, ESF 5 Emergency Management, dated 2016.

Please refer to the Basic Plan for additional References.

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.

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EMERGENCY SUPPORT FUNCTION 6

Mass Care

ESF 6 COORDINATORS: Fire Department, *Fire Chief*
                       Parks & Recreation, *Parks and Recreation Director*

PRIMARY AGENCIES: Fire Department, *Emergency Services Section*
                       Parks & Recreation, *Housing Services Division*

SUPPORT AGENCIES: Police Department
                       Fire Department, Building Codes Division
                       Fire Department, Emergency Management Division
                       Johnson County Division of Emergency Management
                       Johnson County ESF 6 Mass Care Team
                       American Red Cross (ARC)
                       The Salvation Army
                       Olathe Unified School District #233
                       American Legion Post #153
                       Other Volunteer Organizations
                       Information Technology

EOC ACTIVATION LEVEL: 3

Purpose

The purpose of ESF 6 Mass Care Annex 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 in the City of Olathe.

Scope

ESF 6 promotes the delivery of services and the implementation of programs to assist individuals, households and families impacted by disaster/emergencies.

ESF 6 includes four primary functions: mass care, emergency assistance, housing, and human services.

- Mass care involves the coordination of non-medical mass care services to include sheltering of 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;

- Emergency assistance includes functions of evacuation support in conjunction with ESF 1 and ESF 9, reunification of families, vulnerable needs support, sheltering of disaster survivors and household pets, and overall shelter management.

- Housing involves the provision of assistance for short- and long-term housing needs of disaster survivors; and

- Human Services includes providing disaster survivor-related recovery efforts such as emotional support and identifying supports for persons with vulnerable needs.

Alerts and Notifications

1. The Emergency Management Director (or his/her designee) will notify the ESF 6 Coordinator of EOC activations. If the disaster has the potential to severely impact the City, the Emergency Management Director will request ESF 6 representatives to respond to the EOC.

2. Upon instructions to activate or placement of ESF 6 on standby, Parks and Recreation 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.

3. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist.

4. JCDEM will be kept informed of situations that require (or may potentially require) countywide coordination and/or the activation of the County EOC.

5. All requests for outside public assistance (State, Federal, etc.) shall be routed to the EOC.

6. Clear, accurate and timely information shall be disseminated to the public as outlined in ESF 15 Public Information.

7. See the Basic Plan for further information regarding notifications and EOC activation.

Situations and Assumptions

A. Assumptions

1. Institutionalized populations, individuals with disabilities and others with access and functional needs might require different or additional mass care needs during a disaster.

2. City, County and other mass care resources can be overwhelmed during a disaster.

3. During a disaster, some services normally provided by the City will not be provided.

4. Mass care supplies could be delayed from arriving for extended periods of time if the disaster is widespread and/or affects the transportation infrastructure.

5. Requests for emergency assistance from the City will be resolved at the lowest level direction and control facility with appropriate response resource capabilities. Unresolved assistance requests will normally flow upward from the City to the Johnson County EOC to obtain augmented resources from the County, State and/or Federal sources as needed

6. Nursing homes and residential care facilities should be able to care for their own populations during a disaster. If necessary, the City will provide assistance in finding mass care needs for these populations.

B. Situations

1. During a disaster, mass care needs will vary based on the impact of the event (e.g. widespread power outages during an ice storm vs. a subdivision that experiences an EF0 tornado).

2. Even though Housing Services coordinates this ESF, the American Red Cross (ARC), the Salvation Army, USD #233 and volunteer organizations will be relied upon to provide mass care resources. State and federal resources may be requested if these local resources become depleted.

3. The ARC does not have the capability to shelter individuals who have behavioral or medical needs that require treatment and/or supervision by health care professionals, unless accompanied with another disaster survivor.

4. ARC maintains a cot trailer at Olathe Fire Department Fire Station #2 for quick deployment.

5. The City has Memorandum of Understandings in place with USD #233 and American Legion Post #153 regarding mass care needs.

6. Pet owner guidance and pet sheltering might be needed during a disaster. This is addressed in ESF 11 Animal Welfare.

7. In the event the EOC is not operational (e.g. during a quickly occurring disaster), the requests should be routed directly to the Emergency Management Director (or his/her designee).

Concept of Operations

A. General

1. ESF 6 is organized consistent with 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 City of Olathe through the City of Olathe 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 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 vulnerable needs, including their sheltering requirements.

5. Sheltering

6. Short term and long term housing

7. Emergency relief supplies (food, water, medicine, clothing, etc.)

8. Vulnerable needs

9. Accountability: disaster survivors and volunteers

10. Hazardous materials situations

11. Animal sheltering
    a) Pre-event

    b) Animal shelter operations

    c) Animal care

    d) Animal Registration and return
12. Cohabitation shelter (if applicable)

B. Direction and Control

1. The ESF 6 Coordinating Agency is Parks and Recreation, which is appointed by the Fire Department, in coordination with local planning partners. The staff serving as ESF 6 Coordinator is appointed by and located in the Parks and Recreation. 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 Fire Department, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within City of Olathe.

3. During emergency activations, all management decisions regarding sheltering, housing and human services for City of Olathe are made at the by the ESF 6 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections assist the commander in carrying out the overall mission.

4. 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.

C. Organization

   1. City

   a) The Housing Services Division of the Parks and Recreation Department will coordinate ESF 6 Mass Care. The ARC is the primary agency for providing ESF 6 technical assistance, resources and support during response activities. Close coordination is maintained with local, state and federal officials to determine potential needs for support and the most expeditious way of acquiring support. Various incident management systems will be used for collecting, processing and disseminating information.

   b) ESF 6 applies to all agencies and organizations with assigned emergency responsibilities in the EOP. The ESF 6 Coordinator and the support agencies are critical members of the Emergency Management Team and will work within the EOC structure described in ESF 5 Emergency Management.

   c) Mass care, housing and human services operations will be coordinated for the City Emergency Operations Center (EOC). The ARC may also activate an Emergency Coordination Center at another location. Close coordination in a single jurisdiction event will be maintained with their Center. In the event of a multi-jurisdictional event in Johnson County, the

City EOC will maintain contact with the ARC representative in the County EOC.

Emergency Sheltering

a) Emergency sheltering is used during a disaster. Heating and cooling center activation is not considered emergency sheltering.

b) All shelter operations will be guided in accordance with ARC standard operating procures, regardless of the operator.

c) Damage assessment information will dictate the type and scope of mass care operations required. The Building Codes Division of the Fire Department will coordinate damage and assessment and determine structural integrity of emergency shelters.

d) All requests for shelter activation should be directed to the ESF 6 Coordinator. The City ESF 6 Coordinator will contact JCDEM and coordinate sheltering needs. JCDEM or the County's ESF 6 Mass Care Team will make the determination if it needs to be a county-coordinated operation.

e) If the event is county-coordinated, JCDEM or the County's ESF 6 Mass Care Team will handle communication with the ARC. The team will work with the City ESF 6 Coordinator to assess the need and determine the location(s) and type(s) of facilities to be activated. JCDEM might request a City representative to respond to the County EOC in multi-jurisdictional disasters.

f) Persons with access and functional needs will be supported as part of the sheltering plans.

g) If the ARC cannot meet sheltering needs, the City ESF 6 Coordinator will assist the County in determining alternate sheltering plans for Olathe residents.

h) Regardless of ARC activation or not, the following are possible locations to use for emergency sheltering:

- Middle schools deemed available by USD #233.

- The Salvation Army.

- Various churches throughout the City (usually independent of City operation).

i) In the event that ARC is unable to provide a sponsored shelter or trained volunteers, the City will coordinate shelter staffing. American Legion Post #153 can provide ARC-trained volunteers. If ARC resources (including volunteers) become available to staff City-coordinated shelters, the local volunteers (e.g. City staff, CERT members, other volunteers, etc.) will be phased out.

j) The ARC will manage the shelters it opens.

k) Communications with shelters will be accomplished primarily through telephone and internet. Amateur radio operators may be deployed to provide communications capabilities.

l) The Olathe Police Department will coordinate safety and security for each shelter in use. The use of private security might be possible, but still coordinated through the Olathe Police Department.

m) WebEOC will be utilized and frequently updated by the appropriate agencies. The ESF 6 coordinator will ensure the "shelter board" information in WebEOC is accurate.

n) See ESF 15 Public Communications regarding public dissemination of shelter activations and locations.

o) Service animals are the only animals allowed in emergency shelters. ESF 11 addresses animal welfare.

Mass Feeding

a) The County's ESF 6 Mass Care Team will coordinate the provision of food and/or water as needed in cooperation with ARC, The Salvation Army and other support organizations.

b) If the event is not supported by ARC, the City has a Memorandum of Understanding with USD #233 that allows the City to requests meals from USD #233's Food Production Center. The City will be billed for these meals.

Housing and Human Services

a) The ARC, Salvation Army and volunteer organizations will be able to provide other essential human services assistance. Assistance examples include emergency clothing, disaster guidance, comfort, crisis-counseling and support.

b) The County's ESF 6 Mass Care Team works closely with the Kansas City Metropolitan Area Community Organizations Active in Disaster (COAD). COAD is a group of volunteer and community groups with resources to provide a variety of disaster assistance.

c) The ESF 6 Coordinator will work with the County's ESF 6 Mass Care Team in coordinating the bulk distribution of emergency relief items for disaster victims. Logistical and staffing support will most likely be needed for these events.

d) ARC provides family reunification services at www.redcross.org or 1-866-GET-INFO.

e) Volunteer and Donations Management is addressed in ESF #7, Resource Support.

f) Caregivers will be provided in emergency shelters for unaccompanied minors. The Olathe Police Department will assist coordinating the plan for children in need of care during a disaster.

g) The ESF 6 Coordinator will work with the ARC and the County's ESF 6 Mass Care Team in identifying housing resources for displaced individuals and families.

2. Johnson County

a) During an activation of the Johnson County Emergency Operations Center, 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 Johnson County Emergency Operations Center Operations Section Chief will coordinate resource support with the Human Services Branch Chief.

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 anticipate demands and needs.

d) The 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 CEOP. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the Johnson County Emergency Operations Plan

3. State of Kansas

a) During an activation of the , the Kansas Department of Children and Families (SRS) 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 will report to the Human Services Branch Chief who reports to the Response 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 of Children and Families (SRS) 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 comply with the National Response Framework, the National Incident Management System, the Incident Command System and the City of Olathe Emergency Operation Plan.

Roles and 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.

Parks and Recreation, Housing Services Division	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Maintain this ESF Annex as well as support the basic EOP.
	• Maintain an internal department disaster action plan.
	• Ensure each of the preparedness responsibilities identified for the City ESF 6 Team (listed above) are accomplished.
	• Maintain an inventory of agency resources.
	• Provide current emergency contact information to the Fire Department, Emergency Management Division.
	• Ensure personnel receive training in disaster operations, WebEOC and the Incident Command System (ICS), per the National Incident Management System (NIMS).
	• Participate in disaster exercises.
Response	• Coordinate all ESF 6 activities.

	• Assist the ESF 6 Team with mass care needs.
	• Deploy trained individuals to the EOC and/or County EOC as needed.
	• Alert or activate off-duty or auxiliary personnel as needed.
	• Coordinate activities with other responding agencies.
	• Conduct specific response actions as dictated by the situation.
	• Provide mass care support in disasters.
	• Coordinate with the EOC to receive, manage and track requests for mass care assistance until activation of the County ESF 6 Team.
	• Maintain status reports for each operational period.
	• Ensure that all required agency forms, reports and documents are completed prior to demobilization.
	• Have debriefing session with the EOC prior to demobilization.
	• Receive, manage and track resource requests for ESF 6.
	• Collect and analyze information relevant to ESF 6 and report in WebEOC and EOC documents.
Recovery	• Coordinate the ESF 6 support of recovery activities.
	• Coordinate the restoration of ESF 6 resources and/or capabilities as needed.
	• Replenish supplies and repair damaged equipment.
	• Ensure ESF 6 Team members and/or their agencies provide appropriate records of costs incurred.
	• Conduct an ESF 6 after-action review.

Police Department	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Assist with ESF 6 preparedness activities.
	• Ensure personnel receive training in disaster operations, WebEOC and the Incident Command System (ICS), per the National Incident Management System (NIMS).
	• Participate in disaster exercises.
Response	• Coordinate safety and security for each shelter in use.
Recovery	• Coordinate the restoration of agency resources and/or capabilities as needed.
	• Prepare the documentation required to become eligible for reimbursement.

	• Participate in after-action reviews.

Fire Department, Building Codes Division	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
preparedness	• Assist with ESF 6 preparedness activities. • Ensure personnel receive training in disaster operations, WebEOC and the Incident Command System (ICS), per the National Incident Management System (NIMS). • Participate in disaster exercises.
Response	• Coordinate damage and assessment and determine structural integrity of emergency shelters.

Financial Management

1. ESF 6 is responsible for coordinating with Resource Management 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 to the formula has 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 Resource Management.

References

Memorandum of Understanding between the City of Olathe and Olathe Unified School District #233, dated January 11, 2007.

Memorandum of Understanding between the City of Olathe and American Legion Post #153, dated December 5, 2008.

Johnson County Emergency Operations Plan, ESF 6 Mass Care, 2016.

Please refer to the Basic Plan for additional References

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EMERGENCY SUPPORT FUNCTION 7

Resource Management

ESF 7 COORDINATOR: Resource Management, *Director*

PRIMARY AGENCY: Resource Management, *Resource Management Division*

SUPPORT AGENCIES: All City Departments
Johnson County Division of Emergency Management
American Red Cross
The Salvation Army
Mid America Nazarene University
Olathe Unified School District #233
American Legion Post #153
United Way 211
Information Technology

EOC ACTIVATION LEVEL: 3

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, purchasing, contracting, renting and 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).

Scope

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

- EOC logistics section operations;

- Resource identification;

- Resource procurement;

- Resource coordination;

- Facilities and logistics;

- Personnel augmentation;

- Logistic management; and

- Volunteer and donations management

Alerts and Notifications

1. The Emergency Management Director (or his/her designee) will notify the ESF 7 Coordinator of EOC activations. If the disaster has the potential to severely impact the City, the Emergency Management Director will request ESF 1 representatives to respond to the Department EOC.

2. Upon instructions to activate or placement of ESF 7 on standby, Resource 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.

3. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the Department EOC to assist.

4. JCDEM will be kept informed of situations that require (or may potentially require) countywide coordination and/or the activation of the County EOC.

5. All requests for outside public assistance (State, Federal, etc.) shall be routed to the EOC.

6. Clear, accurate and timely information shall be disseminated to the public as outlined in ESF 15 Public Information

7. See the Basic Plan for further information regarding notifications and EOC activation.

Situations and Assumptions

A. Assumptions

1. City, County and other resources can be overwhelmed during a disaster.

2. During a disaster, some services normally provided by the City will not be provided.

3. Local inventories can quickly become depleted during the disaster. Limited supplies of essential goods may inhibit the City's ability to provide emergency services for property conservation and loss reduction.

4. Supplies could be delayed from arriving for extended periods of time if the disaster is widespread and/or affects the transportation infrastructure.

5. Requests for emergency assistance from the City will be resolved at the lowest level direction and control facility with appropriate response resource

capabilities. Unresolved assistance requests will normally flow upward from the City to the Johnson County EOC to obtain augmented resources from the County, State and/or Federal sources as needed.

B. Situations

1. During a disaster, resource management needs will vary based on the impact of the event (e.g. widespread power outages during an ice storm vs. a subdivision that experiences an EF0 tornado).

2. Resource management activities will be prioritized. Priority is given to support life safety resources, which supersedes all other activities.

3. During a disaster, the ESF 7 team might be requested to provide qualified personnel in the County EOC.

4. A Memorandum of Understanding exists between the City and MNU regarding the Continuity of City Government operations during a disaster. See the Basic Plan for further information.

5. In the event the EOC is not operational (e.g. during a quickly occurring disaster), the requests should be routed directly to the Emergency Management Director (or his/her designee).

Concept of Operations

General

1. ESF 7 is organized consistent with 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, coordination, and support operations to City of Olathe through the City Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) 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 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 EOC. Resource requests unable to be provided by applicable ESFs will be routed to ESF 7. In coordination with Logistics Section, the ESF 7 representative will determine the sources of the needed resources. The ESF 7 representative will follow procedures as outlined in the Logistics Standard Operating Procedures. These include:

Procurement Process

a) 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 City inventories are procured by ESF 7 from commercial vendors. Sources include assets within City government and the municipalities. During disaster situations, all resources within City government agencies are considered available. Coordination for such resource reallocation will be accomplished within the EOC. If necessary, reimbursement will be made in accordance with local directives.

b) If needed supplies and equipment are not available within City government resources, ESF 7 will attempt to purchase or lease them from commercial sources.

c) When resources cannot be acquired through local sources, commercial sources, or mutual aid; requests for these items will be made to the EOC. These requests may be filled by state resources, Intra state mutual aid, interstate mutual aid or federal resources.

d) Resource Management maintains lists of vendors and suppliers of equipment, materials and services needed during disaster response and recovery operations. In addition, the EOC maintains a comprehensive data base of resources that may be needed during disasters. In some cases, contingency contracts may be written for known critical services or items.

e) The Statewide Mutual Aid Agreement may be implemented as necessary to obtain required goods and services from other jurisdictions.

f) Contracts for resources or services will be initiated by ESF 7. Contracts will be managed by the agency responsible for the support provided.

g) ESF 7 will conduct operations in accordance with all local, state and federal laws and regulations.

h) In some cases, needed resources may be available thru donations and volunteers. Coordination will be maintained between ESF 7 and ESF 15 on a continual basis.

i) Information is disseminated to volunteer groups, vendors and other governmental agencies that may supplement local resources in a variety of ways.

j) Transportation requirements will be coordinated through ESF 1.

- All available transportation assets will be used to deliver resources to affected areas.

- Sources include City and municipal assets, as well as those belonging to private nonprofit organizations.

- Existing City resources will be transported to the disaster area by the City department normally responsible for the resources.

- Commercial vendors are responsible for transportation of their own products/services.

k) Staging Areas. City of Olathe has identified staging areas for resources brought in to the City. The Staging Areas for City of Olathe are provided below and are also provided in the Base Plan.

College Boulevard Activity Center
11031 S Valley Rd
Olathe, KS 66061

Olathe District Activity Center
20925 159th St
Olathe, KS 66061

- The City Staging Area is mission tasked and reports to the Logistics Section.

- The Resource Management or his/her designee manages the City Staging Area.

l) Storage Facilities. 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 City-owned buildings, or space obtained as outlined above, temporarily until the damaged facilities can be repaired or replaced by City personnel or through contractual arrangements secured on an emergency basis through ESF 7.

m) It is the responsibility of agencies receiving loaned property to maintain appropriate accountability of items received.

(1) Agencies will monitor and track loaned items.

(2) Documentation will be provided to lending organizations for their records.

(3) Intra-departmental property/equipment requests are documented and submitted to ESF 7.

(4) The loaning department normally furnishes an operator which is responsible for the care and location of the equipment.

(5) The borrowing department is responsible for the return of the equipment after the disaster period.

n) Resources request and management

o) Volunteer and donations management

p) Tracking resources

q) Emergency contacting

Direction and Control

1. The ESF 7 Coordinating Agency is Resource Management, which is appointed by the Fire Department, in coordination with local planning partners. The staff serving as ESF 7 Coordinator is appointed by and located in the Resource 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 Fire Department, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within City of Olathe.

3. During emergency activations, all management decisions regarding resource support for City of Olathe are made at the by the ESF 7 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the assist the incident commander in carrying out the overall mission.

4. 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.

Organization

1. City

a) The Resource Management Director's designee is responsible for coordinating ESF 7 Resource Management. ESF 7 applies to all agencies and organizations with assigned emergency responsibilities in the EOP. The ESF 7 coordinator and the support agencies are critical members of the Emergency Management Team and will work within the EOC structure described in ESF 5 Emergency Management.

b) Disasters can have an immediate impact on the availability of local resources. Resource Management activities will be geared to support lifesaving and public safety as its first priority. Local inventories will quickly become depleted during the response phase of a disaster. Limited supplies of essential goods may inhibit the City's ability to provide emergency services for property conservation and loss reduction.

c) The Procurement Division will consult with Emergency Management Teams for technical assistance and to determine potential needs. The process of securing resources in advance of the incoming requests is a necessary component of the response phase. The Emergency Management Unit will establish and maintain contact with JCDEMC to 1) establish a declared disaster, if needed, for any or all portions of the City and 2) make requests for State and/or Federal resources as needed for partial declarations from the Governor's Office.

d) The Incident Commanders will identify the resources required in the field and relay requests to the EOC. The Emergency Management Director (or his/her designee) will work with the EOC team to rapidly assess emergency resource requests and recommend actions to acquire the necessary supplies, equipment and personnel. The City will utilize and interface the regional coordination guide and regional emergency support functions during disasters.

e) The Procurement Division will assign a coordinator to lead procurement efforts. This position is responsible for procurement of critical resources during the early stages of the disaster. Individual City departments involved with the disaster will maintain listings of critical resources with respect to their own operations. Those departments will also flag any resources that may require expedited procurement or formal Procurement agreements with suppliers.

f) The time it will take for resource management efforts to become effective after the onset of a disaster would suggest the following:

1. Departments will sustain themselves within the first 24 hours

2. After 72 hours, households and businesses will require support directly from City resources

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

- Personnel
- Bi-lingual translating personnel and sign language interpreters
- Communications equipment
- Drinking water
- Vehicles for passengers, cargo and debris removal
- Portable toilets and other sanitation supplies
- Water pumps and sandbags
- Fuel and fueling stations for gasoline and diesel fuel
- Heavy equipment for public works applications (e.g. forklifts, loaders and boom trucks)
- Materials and tools (e.g. tarps, shovels, picks, chainsaws and flashlights)
- Mass care supplies (e.g. food, bedding, blankets, pillows and cots)
- Industrial lighting equipment
- Portable generators
- Portable heating equipment
- Medical supplies and pharmaceuticals
- Technology to support emergency operations

h) Determining what types and quantities of resources is critical to providing a rapid, effective and coordinated response to a disaster.

i) The procurement lead will work to ensure that essential information is requested from and provided to those making resource requests including:

- Specific item description
- Size
- Quantity
- Location
- Type
- Time

j) Specific priorities will be set by the Incident Commander or the Emergency Operations Director in consultation with the appropriate official from the City Manager's Office and/or designated City Official assigned to the EOC.

k) Once a request for supplies is confirmed, the procurement lead will:

- Place the order with the supplier

- Confirm shipment of the correct quantities

- Provide specific information for the delivery point

- Coordinate with suppliers to pick-up supplies if delivery is unavailable

l) Secondary duties of the procurement lead include:

- Notification to suppliers who have a current agreement with the City

- Verifying the availability of supplies

- Confirmation of delivery timelines or pick-up schedule

m) The City Procurement Division has price agreements in place to purchase goods and materials. The Procurement Division maintains a mobile file to be used during disasters.

n) Individual departments are responsible for the inventory, storage, maintenance and replacement of their administrative and logistical support items. Should relocating essential resources become necessary, each City department will relocate to the predetermined secondary location as necessary. If it is determined that location may become impacted, another safe location may be determined by EOC personnel.

Procurement and Hiring

a) An emergency procurement and/or hiring process may be necessary during and after a disaster. Emergency procurement may involve contacting suppliers, negotiating terms and making transportation and distribution arrangements. When making procurements, an effort should be made to ensure that suppliers also have the ability to transport the resources. Employees will follow the Emergency Purchases/Procurement Policy in the City's Purchasing Manual.

b) The Procurement Division can increase spending limits on p-cards for emergency spending. Departments should notify the procurement division with the names of cardholders that require increased spending limits.

c) Some disaster situations may require conducting a hiring process. The City Human Resources Division will assume the lead role to fill this need.

Employee Assistance

a) The City Clerk office will monitor and distribute mail to other City Departments.

b) In the event that a special meeting of the Olathe City Council is called, the City Clerk is responsible for coordinating the notification of each City Councilmember and the set-up of the meeting place. The Communication and Customer Services Director shall work with the City Clerk to notify the media and distribute notices as required by law.

c) Human Resources shall provide employee assistance during times of emergencies/disasters and coordinate the city-wide family care program.

d) Human Resources shall provide for employee disaster worker needs such as food, sleeping accommodations, hygiene and medical help.

e) Human Resources will coordinate with heath and welfare vendors as needed to care for and/or support employees and their families

Volunteers/Community Emergency Response Team (CERT) Activation

a) Depending on the types and number of personnel needed, the Emergency Management Director might activate the Olathe CERT and request activation of other local CERT organizations. All CERT activations will be coordinated by the Olathe Fire Department's CERT Manager.

b) The Human Resources Division will be tasked with volunteer coordination. The Division will coordinate with JCDEM and United Way 211 to identify and utilize available volunteer resources.

Facilities

a) In a disaster, the ESF 7 Resource Coordinator and EOC team will handle an extensive influx of resources. The Resource Coordinator or EOC team may direct that certain facilities be designated for emergency use. Some examples of these facilities include the following:

- Mobilization Center

  A Mobilization Center (a designated location for receiving and processing incoming resources) will need to be established. Personnel may also be processed at this site prior to their deployment to a Staging Area or incident site. The Mobilization Center may be required to provide briefings, lodging and meals for incoming personnel.

- Staging Areas

  Staging areas are used to assemble personnel and equipment for immediate deployment to an operational site in the affected area(s). Potential staging areas will be dictated by the

locations and the scope of the incident. The selection criteria for the staging areas will include proximity to the affected area, transportation access, communications capability, storage space, facility condition and security.

Distribution

a) The ESF 7 Resource Coordinator will work with the EOC team to:

- Maintain an inventory of City vehicles and/or equipment capable of transporting resources (Fleet Lead)

- Determine the appropriate facilities and methods for the timely distribution of resources

- Establish high priority items needed to be distributed quickly for immediate life-threatening situations

- Determine which facilities will be needed to manage the flow of procurement items

- Communicate information regarding resource arrival times

- Coordinate with ESF 13 Law Enforcement as needed to expedite resource delivery

Fleet Management

a) The Fleet Manager will be tasked with the following responsibilities:

- Coordinate vehicle and equipment resources owned, leased, and rented by the City of Olathe

- Coordinate and complete repairs of vehicles and equipment in the field

- Assist in locating vehicle and equipment assets from vendors and other local agencies

- Ensure fuel and other assets needed to operate vehicles and equipment is available for use

Donations

a) Recent history has proven to reveal that media exposure to disaster events tends to create a high volume of donated goods. The City will oversee the delivery of incoming goods and services to ensure distribution and proper use.

b) The HR (Volunteer Lead) will manage donations for individual assistance, including food, clothing, personal hygiene products and household items.

c) Animal care products will be received, recorded and stored by Animal Control personnel at the City Animal Shelter or an alternate facility.

d) Monetary donations to support emergency relief efforts will be collected by existing relief organizations.

Agreements and Understandings

a) All vendor agreements, also known as "term contracts" entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the City of Olathe Emergency Purchases Policy.

b) A State-Level Proclamation of Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the EOC team.

c) The ESF 7 Resource Coordinator will maintain status of all outstanding assistance requests and unresolved ESF issues. This information will be summarized into periodic status reports to measure accomplished missions and identify areas where resources remain.

Expenditures and Record Keeping

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

b) For any disaster-related response, the Emergency Management Director will request the Finance Division to identify all disaster-related expenditures. This also applies to responses to disasters outside of the City. All monies recovered from a Federal Presidential Declaration through Public Assistance will repay the Contingency fund.

2. Johnson County

a) During an activation of the Johnson County Emergency Operations Center, primary and support agency staff is integrated with the staff to provide support.

b) During an emergency or disaster event, the Johnson County Emergency Operations Center, Operations Section will coordinate resource support with the Logistics Section. In addition, ESF 7 will:

   1. Operate under the direction of the Johnson County Emergency Management Coordinator.

   2. Operate throughout the emergency, either in the Johnson County Emergency Operations Center, or at a location designated by the Logistics Section Chief in coordination with the Johnson County Emergency Management coordinator.

3. Alert designated primary personnel of possible resource needs and to report to the Johnson County Emergency Operations Center.

4. Maintain liaison with other ESFs and interested parties. This will be accomplished through the coordination of the Johnson County Emergency Management Coordinator and the Logistics Section Chief.

5. At the tasking of the Logistics Chief, take action if another ESF requires assistance in obtaining needed items. ESF 7 finds a source for needed items and provides to the requesting ESF the name of the contact person, the price and schedule for when the material can be made available at the established location.

6. Unless otherwise directed, and in order to provide resource support when needed during disaster operations, the ESF 7 function will be staffed on a 24-hour basis at the Johnson County Emergency Operations Center.

c) The 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 Johnson County CEOP.

3. State of Kansas

a) During an activation of the SEOC, KDEM 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 will report to the Logistics Section Chief, who reports to the SEOC Manager.

c) The 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 comply with the National Response Framework, the National Incident Management System, the Incident Command System and the City of Olathe Emergency Operation Plan.

Roles and Responsibilities

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.

Resource Management	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Maintain the ESF Annex as well as support the basic EOP. • Maintain an internal department disaster action plan. • Ensure each of the preparedness responsibilities identified for the City ESF 7 Team (listed above) are accomplished. • Maintain an inventory of agency resources. • Provide current emergency contact information to the Fire Department, Emergency Management Division. • Ensure personnel receive training in disaster operations, WebEOC and the Incident Command System (ICS), per the National Incident Management System (NIMS). • Participate in disaster exercises.
Response	• Coordinate all ESF 7 activities involving the movement of special needs populations. • Deploy trained individuals to the EOC and/or County EOC as needed. • Alert or activate off-duty or auxiliary personnel as needed. • Coordinate activities with other responding agencies. • Conduct specific response actions as dictated by the situation. • Manage contract and vendor processes. • Procure critical resources. • Provide assistance to departments and agencies in resource location and service providers. • Provide technical assistance in procurement. • Allocate resources in accordance with guidance provided by the EOC. • Maintain status reports for each operational period.

	• Ensure that all required agency forms, reports and documents are completed prior to demobilization. • Have debriefing session with the IC and/or EOC prior to demobilization. • Receive, manage and track resource requests for ESF 7. • Collect and analyze information relevant to ESF 1 and report in WebEOC and EOC documents. • Coordinate vehicle and equipment resources owned, leased, and rented by the City of Olathe • Coordinate and complete repairs of vehicles and equipment in the field • Assist in locating vehicle and equipment assets from vendors and other local agencies • Ensure fuel and other assets needed to operate vehicles and equipment is available for use
Recovery	• Coordinate the ESF 7 support of recovery activities. • Coordinate the restoration of ESF 1 resources and/or capabilities as needed. • Replenish supplies and repair damaged equipment. • Ensure ESF 7 Team members and/or their agencies provide appropriate records of costs incurred. • Conduct an ESF 7 after-action review.

Financial Management

1. Once the Emergency Declaration is in effect, ESF 7, in conjunction with the support agencies, assumes the 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 City of Olathe officials and

5. Employees at little or no notice at the normal government discount rate.

6. 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 Resource Management of expenditures based on standard accounting procedures.

7. 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.

8. 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.

9. The through the will provide appropriate forms, and provide guidance to complete forms for efficient tracking and reimbursement.

References

City of Olathe Emergency Procurement/Purchasing Policy.

City of Olathe Municipal Code 3.50.070, Emergency Procurement.

Memorandum of Understanding between the City of Olathe and Mid America Nazarene University, dated May 9, 2007.

Johnson County Emergency Operations Plan, ESF 7 Resource Management, 2016

Please refer to the Basic Plan for additional References

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.

Public Health and Medical Services

ESF 8 COORDINATORS:	Johnson County Med-Act
	Johnson County Dept. of Health and Environment
	Johnson County Mental Health
	Johnson County Coroner

PRIMARY AGENCIES:	Johnson County Health Department
	Johnson County Med-Act

SUPPORT AGENCIES:	Parks and Recreation, Housing Services Division
	Fire Department
	Police Department
	Area and Regional Fire/EMS Agencies
	Johnson County CISM
	Johnson County Coroner
	Johnson County Division of Emergency Management
	Johnson County Emergency Communications Center
	Johnson County Mental Health
	Johnson County Sheriff's Office
	American Red Cross (ARC)
	Local Hospitals

EOC ACTIVATION LEVEL:	3

Purpose

The purpose of Emergency Support Function (ESF) 8 is to provide health and medical coordination in support of emergency events in City of Olathe. 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.

Scope

1. ESF 8 is a functional annex to the City of Olathe EOP and this Annex describes the actions required to coordinate public health and medical services during a disaster. It addresses:

    - Local Health Department notification, coordination and response

    - Emergency Medical Services (EMS) activities

    - Coordination among community hospital partners

    - Mass fatality partnerships in planning

    - Community planning with other health care providers

    - 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 rather it is designed 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 City of Olathe 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 City of Olathe EOP.

Alerts and Notifications

1. The Emergency Management Unit will notify the Fire Department when an area of the City of Olathe is threatened or has been impacted by an emergency or disaster event.

2. The primary agency notified will report to the EOC, if so advised or requested by Emergency Management Unit.

3. The ESF 8 Coordinator and/or the Emergency Management Unit 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.

4. The Emergency Management Director will not routinely request staffing for this ESF during EOC activations. The ESF 4 Firefighting and ESF 6 Mass Care Coordinators and support staff will provide support to the County ESF 8 Team, unless determined otherwise by the Emergency Management Director (or his/her designee).

Situations and Assumption

A. Assumptions

1. The City of Olathe Fire Department provides Basic Life Support from all fire department apparatus with seven designated fire units equipped to provide on-scene ALS services.

2. All Fire and EMS units are dispatched from the Johnson County Emergency Communications Center.

3. The potential for a disaster to rapidly increase the calls for emergency medical services that exceed the capabilities of the fire department

4. The county-wide communications system may become overloaded with 9-1-1 service calls for patient treatment and transport.

5. The skilled nursing facilities within the City may cause an excess of calls for services.

6. Immediate surrounding jurisdictions that provide emergency medical services may be unable to meet mutual aid agreements for patient treatment and transport.

B. Situations

1. Med-Act is utilized as the central resource for re-stocking and replenishment of disposable medical equipment and supplies.

2. The Fire Department warehouses a supply of equipment and medical supplies appropriate for most moderate to high call volumes, and a Medical Equipment Cache trailer for Mass Casualty/Fatality incidents.

3. Radio communications are conducted on the 700 MHz county radio system, with Mobile Data Terminals in each emergency response unit for electronic data transmission.

4. Disaster events may require City resources to support plans for Mass Casualties, Mass Fatalities and Mass Prophylaxis Dispensing sites to the public.

Concept of Operations

A. General

1. Operational Overview

   a. ESF 8 is organized to be consistent with 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 City of Olathe through the Emergency Services Section, Area Operations and Regional Incident Management Teams (IMTs) 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 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.

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. If additional support is necessary, ESF 8 will contact the supporting agencies and other ESFs to request applicable support activities.

2. Continuity of Operations
   a. Continuity of operations establishes policies and guidance to ensure the essential business functions of the healthcare system in the community are continued in the event that a manmade, natural or technological emergency disrupts or threatens to disrupt normal business operations. The community hospital and county health department have established a Continuity of Operations Plan (COOP). The county health department COOP is managed through an electronic application to ensure access to plan during an emergency.

   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. 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.

   b. ESF 8 will monitor the EMSystem application in the WebEOC to maintain awareness of the availability of beds at hospitals within their jurisdiction and surrounding counties. Hospitals in City of Olathe 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 of patient transfers.

   c. The health and medical community has a decontamination plan and access to necessary equipment. The health and medical community also have 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 as a result of an emergency will be tracked utilizing these procedures. The numbers of patients seen, disposition, and status of these patients will be coordinate 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 need 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 City of Olathe 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 sector. 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 will follow standard procedures for requests in the event these assets are needed to support operations and improve the health delivery during an emergency.

4. Epidemiology and Surveillance
    a. Johnson County's Health Department is responsible for conducting disease surveillance and investigation within City of Olathe 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 Johnson County's Health Department to identify and contain disease outbreaks. The Johnson 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. Fire Department has identified vulnerabilities within the community. In the event of a radiological emergency, Community Reception Center (CRC) guidance is available to assist City of Olathe 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 the radiological emergency. This will assist the Johnson 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.

5. Fatalities Management
    a. City of Olathe 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. Fire Department and ESF 8 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, when requested an 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:

        a) Tracking and documenting of human remains and associated personal effects;

        b) Reducing the hazard presented by chemically, biologically, or radiologically contaminated human remains (when indicated and possible);

        c) Establishing temporary morgue facilities;

        d) 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;

        e) Collecting ante mortem data in a compassionate and culturally competent fashion from authorized individuals;

        f) Performing postmortem data collection and documentation;

g) Identifying human remains using scientific means (e.g., dental, pathology, anthropology, fingerprints, and, as indicated, DNA samples);

h) Preparing, processing and returning human remains and personal effects to the authorized person(s) when possible;

i) Providing technical assistance and consultation on fatality management and mortuary affairs; and

j) Coordinating with behavioral health, social workers, counselors, and community mental health centers in support of victims and relatives.

k) During an event, first responders will follow appropriate policies, procedures, and guideline to ensure safety precautions are appropriate and implemented.

6. Pre-Hospital Care
    a. City of Olathe 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, EMSystem protocol and policies, pediatric guidelines, and other community and internal agency plans have been developed and may be implemented in response this type of emergency.

    d. Medical mutual aid may be necessary and implemented during a mass casualty or large-scale emergency.

7. 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 City of Olathe in a timely manner in response to a health and medical emergency. This program is led by the City of Olathe Health Department and includes many of the county's other departments, health and medical partner organizations and private companies. The City of Olathe 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.

8. Medical Material Distribution
   a. During a time of disaster state and federal medical material and pharmaceuticals may be available to City of Olathe. To access these assets, a 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, City of Olathe can make a request through Fire Department to the for fulfillment. Procedures for requesting medical materials can be found in the City of Olathe 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.

9. 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 City of Olathe 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 Law Enforcement 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 actives as outlined in these policies to prevent cross-contaminations from room to room.

10. 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. ESF 8 has or has access to 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.

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 Response Teams (CERT), American Red Cross (ARC) and other community organizations active in disasters.

12. Environmental Health

a. Describe the vector and/or animal control responsibilities in the City of Olathe is the responsibility of the police department.

b. Describe capabilities for evaluating structures and area for habitability and other environmental health concerns

c. Describe coordination efforts with public water suppliers to ensure safe drinking water to communities

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 community mental health centers.

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.

    a) 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.

    b) All equipment and supplies shall be returned or disposed of in compliance with recommendations from internal and/or external authorities and coordinated by supply unit leader and finance/administration section. Health and medical supplies and equipment should be repaired, repacked, and replaced as needed.

    c) Any plans to salvage, restore, and recover the impacted facility will initiate upon approval from applicable local, State, and Federal law enforcement and emergency service authorities.

B. Direction and Control

1. During a state of emergency, City of Olathe health and medical response activities will be coordinated through the ECC which will serve as the source of all direction and control.

2. The City of Olathe Emergency Management Director (or his/her 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 City of Olathe or regional response are made at the by the ESF 8 Coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the 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 Fire Department. Fire 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. Fire Department will assist in the coordination of state response efforts under the provisions of a Governor's Disaster Declaration.

C. Organization

1. City

a) The primary agency tasked with coordinating this annex is the Johnson County Health Department.

b) Johnson County Med-Act has primary responsibilities for Emergency Medical Services (EMS) with Advanced Life Support (ALS) and patient transport within the City.

c) Close coordination is maintained with County, State and Federal officials to determine potential needs for support and the most expeditious means of acquiring that support.

d) The Johnson County EOC will serve as the central location for interagency coordination. City of Olathe representatives will be involved in any executive decision-making that affects the City of Olathe.

e) The JCDHE will coordinate the health and medical activities in the City/County. These activities include public health, behavioral health, environmental issues and mortuary services. Johnson County Med-Act will coordinate emergency medical service (EMS) activities within the City of Olathe. The JCDHE serves as liaison between those agencies comprising the group, state offices, and regional medical facilities. The Coordinators for ESF 8 will appoint supporting staff as needed to fulfill all responsibilities and assure 24-hour operational capabilities.

f) A Family Assistance Center may be established in the City during a mass casualty event to take care of the needs of the victims' families and survivors (discussed in ESF 6 Mass Care). The ESF 8 Coordinators will team with the ESF 6 Coordinator to identify a location for a Family Assistance Center.

g) All departments should maintain records of expenditures for emergency or disaster operations in order to determine the City's commitments and to be used in a request for a disaster declaration. ESF 7 Resource Support can assist the ESF 8 Coordinators with emergency funding, allocations, and coordination for expedient purchases.

Public Health

a) The JCDHE is responsible for coordinating public health activities under the Health Officer's statutory responsibility (KSA 65-118, 65-119, 65-126, 65-128, 65-159, 65-202, etc.), under the County Board of Health and in coordination with the Kansas Department of Health and Environment (KDHE).

b) The JCDHE will coordinate the investigation and facilitate the appropriate tests to determine the extent of the threat and contamination from chemicals and/or some pathological hazards. Radiological testing will be conducted by a Certified Radiological Monitor.

c) The JCDHE has the overall responsibility to:

- Investigate disease reports, establish control measures, and notify appropriate authorities to ensure preventive measures are carried out.

- Provide accurate information to the public and other authorities.

- Maintain records and cumulative data related to communicable disease.

- Ensure appropriate supplies of vaccine, drug and antidotes and supply in collaboration with hospitals/pharmacies, KDHE and the CDC Strategic National Stockpile.

- Coordinate distribution and administration of these drugs.

- Maintain medical records and cumulative data related to immunizations.

d) Healthcare providers in the City of Olathe and Johnson County have been asked to be alert to illness patterns and diagnostic clues that might signal an unusual infectious disease outbreak due to the intentional or unintentional release of a biological agent.

e) An epidemiological investigation will be necessary to determine if individuals have been exposed and/or infected. The JCDHE will coordinate with the Environmental Protection Agency (EPA) regarding contamination of buildings and the environment.

f) When indicated, the data will be analyzed for trends and patterns. Any clustering or increase in a particular disease or syndrome will be investigated immediately by Johnson County Public Health Department, KDHE and Center for Disease Control (CDC).

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

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

Emergency Medical Services

a) The first arriving units will establish Triage and identify an Incident Commander for EMS. Treatment, staging and transport areas will then be established.

b) The Incident Commander will coordinate on-scene medical resource requests and allocation. Long-term strategies to support disaster operations and to maintain on-going local EMS operations (beyond the scope of the incident) will be managed by Johnson County Med-Act and the Olathe Fire Department with coordination from the JCDHE. It may be necessary to prioritize victims and ration resources at some point.

c) Victims will be triaged on scene as directed by the Olathe Fire Department and Johnson County Med-Act. International Triage Codes will be used.

d) A list of resources will be maintained and updated by Johnson County Med-Act and made available to on-scene operations through the Johnson County EOC.

e) The Johnson County Emergency Communications Center (ECC) is responsible to track hospital status and capacity for all hospitals within the greater metropolitan area.

f) The State Board of EMS has access to a database of all Kansas Certified Emergency Medical providers.

g) Volunteer medical personnel, once properly screened and registered, will be deployed by the ESF 8 Coordinators.

Responder Care

a) Appropriate and efficient rest/work cycles must be established and monitored. The rehabilitation of rescuers will follow established guidelines.

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

c) All responder activities may directly affect the level of morbidity and mortality of disease. Employees will be trained regarding appropriate precautions to limit exposure to potentially toxic and/or infectious agents.

Behavioral (Mental Health)

a) Johnson County Mental Health will coordinate its activities with the City/County Emergency Operations Center (EOC) through a liaison. During

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

b) Johnson County Mental Health is responsible for coordinating behavioral health provisions for all individuals affected by a disaster, both in the response and recovery phases, including:

- Current Caseload: Johnson County Mental Health care for people already at risk due to their history, present condition or other factors.

- Survivors: The Johnson County Mental Health will coordinate the behavioral health needs of all victims of the event. In addition, the Johnson County Mental Health provides care for those who, while not directly affected by the disaster, may become more severely traumatized, such as the elderly, the disabled and non-English speaking.

- Emergency Workers: The Olathe Fire Department provides specialized assistance to on-scene emergency responders, dispatch personnel; emergency operations center personnel, and other community care-givers, as well as any of their families.

Mass Fatalities

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

a) Temporary Morgues: Establish, staff, and equip (as necessary) one or more temporary morgues.

b) Survey and Recovery Teams: Establish and coordinate the activities of Survey and Recovery Teams used to locate, catalog, and recover human remains and property.

c) Victim Identification: Coordinate, working in conjunction with local law enforcement, forensic teams, the Family Assistance Center and others, the positive identification of victims.

d) Security: Coordinate with local law enforcement on the custody of remains and securing of personal effects to assure proper disposition.

e) Contamination: Identify, in consultation with the County Coroner and/or hazardous materials teams, procedures for handling contaminated bodies and limiting further contamination.

f) Forensics: Determine the need for forensic pathologists to provide technical expertise, depending on the nature of the incident or disaster.

g) Notification: Coordinate the notification of next of kin with the Local Public Information Officer (PIO) or the Joint Information Center (JIC), if

established, the Family Assistance Center, and the American Red Cross (see ESF 15 Public Information).

h) Resource Management: Determine the need for and request additional or specialized resources, personnel, and equipment.

i) Reporting: Report pertinent information (e.g. number of fatalities, status of recovery efforts, etc.,) on a continuing basis via the IC's staff to the EOC during emergency operations.

Mortuary Services

a) Depending upon the size of the incident, the City will utilize both local funeral directors and state or federal agencies to utilize mortuary services. Local funeral directors will arrange with the Coroner or a Deputy Coroner, for the expansion of mortuary services, ambulances and morticians.

b) Assistance outside the area includes:

   a. Kansas Funeral Directors Association (KFDA): Can assist the Coroner as needed or requested. A Disaster Mortuary Response Team can be activated in accordance with the KFDA Mass Fatalities Disaster Plan.

   b. Kansas Division of Emergency Management (KDEM): Coordinates any supplemental assistance for the identification, movement, storage, and disposition of the bodies, if local resources are exhausted.

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

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

2. County

a) Continuity of operations establishes policies and guidance to ensure the essential business functions of the healthcare system in the community are continued in the event that a manmade, natural or technological emergency disrupts or threatens to disrupt normal business operations.

The community hospital and county health department have established a Continuity of Operations Plan (COOP). The county health department COOP is managed through an electronic application to ensure access to plan during an emergency.

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. 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).

Roles and Responsibilities

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.

Johnson County Public Health and Environment	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents
Preparedness	• Ensure each of the preparedness responsibilities identified for the County ESF 8 Team (listed above) are accomplished • Maintain an inventory of agency resources • Provide current emergency contact information to Johnson County Emergency Management and Homeland Security
Response	• Provide public health support in emergency/disasters, in accordance with departmental operations guides & protocols, existing MOUs & agreements, and the ESF 8 Public Health and Medical Services Annex. • Ensure each of the response responsibilities identified for the County ESF 8 Team (listed above) are accomplished regardless of the activation/staffing level of the County EOC • Arrange for appropriate staffing of the County ESF 8 Team in the EOC throughout activations

	• Coordinate the ESF 8 Team activities in the County EOC
Recovery	• Coordinate the ESF 8 support of recovery activities • Coordinate the restoration of ESF 8 resources and/or capabilities as needed • Ensure ESF 8 Team Members and/or their agencies provide appropriate records of costs incurred • Conduct an ESF 8 after action review

Johnson County Med-Act

Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents
Preparedness	• Ensure each of the preparedness responsibilities identified for the County ESF 8 Team (listed above) are accomplished • Maintain an inventory of agency resources • Provide current emergency contact information to Johnson County Emergency Management and Homeland Security
Response	• Provide medical support in emergency/disasters, in accordance with departmental operations guides & protocols, existing MOUs & agreements, and the ESF 8 Public Health and Medical Services Annex. • Ensure each of the response responsibilities identified for the County ESF 8 Team (listed above) are accomplished regardless of the activation/staffing level of the County EOC • Arrange for appropriate staffing of the County ESF 8 Team in the EOC throughout activations • Coordinate the ESF 8 Team activities in the County EOC
Recovery	• Coordinate the ESF 8 support of recovery activities • Coordinate the restoration of ESF 8 resources and/or capabilities as needed • Ensure ESF 8 Team Members and/or their agencies provide appropriate records of costs incurred • Conduct an ESF 8 after action review

Johnson County Mental Health

Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents
Preparedness	• Ensure each of the preparedness responsibilities identified for the County ESF 8 Team (listed above) are accomplished • Maintain an inventory of agency resources • Provide current emergency contact information to Johnson County Emergency Management and Homeland Security
Response	• Provide mental health support in emergency/disasters, in accordance with departmental operations guides & protocols, existing MOUs & agreements, and the ESF 8 Public Health and Medical Services Annex. • Ensure each of the response responsibilities identified for the County ESF 8 Team (listed above) are accomplished regardless of the activation/staffing level of the County EOC • Arrange for appropriate staffing of the County ESF 8 Team in the EOC throughout activations

	• Coordinate the ESF 8 Team activities in the County EOC
Recovery	• Coordinate the ESF 8 support of recovery activities • Coordinate the restoration of ESF 8 resources and/or capabilities as needed • Ensure ESF 8 Team Members and/or their agencies provide appropriate records of costs incurred • Conduct an ESF 8 after action review
Johnson County Coroner	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents
Preparedness	• Ensure each of the preparedness responsibilities identified for the County ESF 8 Team (listed above) are accomplished • Maintain an inventory of agency resources • Provide current emergency contact information to Johnson County Emergency Management and Homeland Security
Response	• Provide mass fatality support in emergency/disasters, in accordance with departmental operations guides & protocols, existing MOUs & agreements, and the ESF 8 Public Health and Medical Services Annex. • Ensure each of the response responsibilities identified for the County ESF 8 Team (listed above) are accomplished regardless of the activation/staffing level of the County EOC • Arrange for appropriate staffing of the County ESF 8 Team in the EOC throughout activations • Coordinate the ESF 8 Team activities in the County EOC
Recovery	• Coordinate the ESF 8 support of recovery activities • Coordinate the restoration of ESF 8 resources and/or capabilities as needed • Ensure ESF 8 Team Members and/or their agencies provide appropriate records of costs incurred • Conduct an ESF 8 after action review

Financial Management

1. ESF 8 is responsible for coordinating with Resource Management 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 has 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 Resource Management or a Finance Section Chief as soon as possible.

References

Johnson County Emergency Operations Plan, ESF 8 Public Health and Medical Services, 2016.

Please refer to the Basic Plan for additional References.

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.

EMERGENCY SUPPORT FUNCTION 9

Search and Rescue

ESF 9 COORDINATOR: Fire Department, *Fire Chief*

PRIMARY AGENCY: Fire Department, *Special Operations Division*

SUPPORT AGENCIES: Fire Department
                            Police Department
                            Public Works Department
                            Community Emergency Response Team (CERT)
                            Area and Regional Firefighting Agencies
                            Regional Search and Rescue Teams
                            Johnson County Emergency Communications
                            Johnson County Division of Emergency Management
                            Johnson County Med-Act
                            Volunteer Organizations
                            Information Technology

EOC ACTIVATION LEVEL: 2

Purpose

The purpose of the ESF 9 Search and Rescue Annex is to establish how search and rescue activities will be coordinated to meet the needs generated by disasters affecting City of Olathe.

Scope

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:

- Searches and rescues rural areas for lost, missing, or endangered persons
- Waterborne searches and rescues in lakes, ponds, or rivers
- Searching for downed or missing aircraft; and
- reaches as a result of a structural collapse.

Alerts and Notifications

1. The Fire Department will be assigned to an incident at the onset of a disaster. The Emergency Management Director (or his/her designee) will be informed by the IC of the need for DOC and/or EOC activations. If the disaster has the potential to severely impact the City, the Emergency Management Director will request ESF 4 representatives to respond to the EOC.

2. Upon instructions to activate or placement of ESF 9 on standby, Fire Department 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.

3. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist

4. JCDEM will be kept informed of situations that require (or may potentially require) countywide coordination and/or the activation of the County EOC.

5. Requests for emergency services assistance within the County shall be directed to the ECC. Depending on the severity of the disaster and the immediacy of the request, the ECC has the capability of ordering metro-wide emergency resources.

6. Clear, accurate and timely information shall be disseminated to the public as outlined in ESF 15 Public Information.

7. See the Basic Plan for further information regarding notifications and EOC activation.

Situation & Assumptions

A. Assumption

1. Search and rescue activities will be prioritized. Priority is given to support life safety resources, which supersedes all other activities.

2. City, County and other resources can be overwhelmed during a disaster.

3. During a disaster, some services normally provided by the City will not be provided

4. Search and rescue operations can last for days during a disaster.

5. All Fire Department personnel are trained to the national standards of the Incident Command System (ICS) and the National Incident Management System (NIMS).

6. The Police Department will assist with search and rescue operations, as well as coordinate scene control

7. The Fire Department has technical rescue teams that specialize in search and rescue operations

8. The Fire Department has specialized equipment that is used in search and rescue operations

9. Local CERTs are available for light search and rescue operations.

10. The Public Works Department has heavy equipment and heavy equipment operators available for search and rescue operations.

11. Johnson County Med-Act is responsible for ambulance transportation in the City of Olathe and has disaster response resources available for mass casualty incidents.

12. The ECC maintains a current resource list of local and regional search and rescue resources.

13. Requests for emergency assistance from the City will be resolved at the lowest level direction and control facility with appropriate response resource capabilities. Unresolved assistance requests will normally flow upward from the City to the Johnson County EOC/JCDEM to obtain augmented resources from the State and/or Federal sources as needed. All requests for outside public assistance (State, Federal, etc.) shall be routed in the following order:

    a. IC/Chief Officer

    b. Fire Department DOC

    c. EOC

    d. County EOC/JCDEM

B. Situations

1. During a disaster, search and rescue needs will vary based on the impact of the event (e.g. a single building collapse vs. multiple building collapses).

2. Mutual and automatic aid agreements with other area fire departments exist to provide additional resources during a disaster, even though these resources might quickly be depleted

3. Johnson County operates the Emergency Communications Center (ECC), which is located in Olathe. The ECC is responsible for dispatching fire and emergency medical service resources for the entire county.

4. When additional resources are needed beyond the local area, other state and federal resources can be requested through Johnson County Emergency Management or the ECC.

5. Johnson County operates and maintains a countywide 700 MHz radio system, in which all fire departments within the county and Johnson County Med-Act utilize. Other communication methods include mobile data terminals, telephones, pagers, WebEOC, etc

6. During a disaster, the ESF 9 team might be requested to provide qualified personnel in the County EOC.

7. Air ambulances exist in our area and the ECC handles dispatch coordination.

8. The Building Codes Division of the Fire Department will work with first responders to ensure the safety of buildings and other damaged structures

Concept of Operations

A. General

1. ESF 9 is organized consistent with 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 City of Olathe through the City of Olathe 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 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.

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.

5. Recovering Victims

6. Vulnerable needs

B. Direction and Control

1. The ESF 9 Coordinating Agency is the Fire Department in coordination with local planning partners. The staff serving as ESF 9 Coordinator is appointed by and located in the Fire Department. 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 Fire Department, which functions as the

official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within City of Olathe.

3. During emergency activations, all management decisions regarding search and rescue for City of Olathe are made at the by the ESF 9 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the assist the incident commander in carrying out the overall mission.

4. 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.

C. Organization

1. City

a) The Olathe Fire Department is the primary agency for coordinating ESF 9 Search and Rescue. ESF 9 applies to all agencies and organizations with assigned emergency responsibilities in the EOP. The ESF 9 Coordinator and the support agencies are critical members of the Emergency Management Team and will work within the EOC structure described in ESF 5 Emergency Management.

b) The City EOC will serve as the central location for the City of Olathe for interagency coordination and executive decision-making, including all activities within ESF 9. Olathe Fire Department representatives will be responsible for coordinating resources within the scope of this function. Large scale search and rescue incidents will require the Department Operations Center (DOC) activation. The Incident Commander or other supervisor (Battalion Chief and above) will decide if EOC activation is necessary.

c) The Olathe Fire Department maintains Search and Rescue Teams identified as the Special Operations Group (SOG). This group is equipped with specialized training, equipment and resources to perform rescues involving; confined spaces, trenches, structural collapse, static-surface water rescue, swift-water and ice rescue operations. The training required and procedures used by the SOG are modeled after those maintained by the Federal government. The search and rescue markings used are also consistent with those used by other jurisdictions in the area.

d) The Olathe Fire Department is part of the Kansas City Urban Area Security Initiative (UASI) Regional Search and Rescue Teams.

e) The Building Codes Division of the Olathe Fire Department will work with first responders to ensure the safety of buildings and other damaged structures.

f) The Olathe Fire Department maintains automatic and mutual aid agreements with surrounding jurisdictions with search and rescue capabilities. Johnson County Med-Act has a disaster response team and mass-casualty incident supplies.

g) The Overland Park Police Department maintains a dive team and is available as a mutual aid resource.

h) The Lee's Summit Underwater Rescue and Recovery Team, the Kansas Wing Civil Air Patrol and the Kansas Search and Rescue Dog Association are volunteer groups that can be requested for operational response. The Olathe Public Works Department has heavy equipment and heavy equipment operators available for search and rescue operations. Private resources are also available to assist with search and rescue operations, such as the Operation Bulldozer Plan of the Greater Kansas City metropolitan area.

i) During a disaster, the fire department's organizational chart and chain of command will continue to be used. The Incident Commander will communicate with the fire department DOC when staffed. The City EOC will be activated if necessary and serve as the source of all direction and control for a single-jurisdictional event. Multi-jurisdictional events will be coordinated through the County EOC. In addition, the City of Olathe will utilize and interface the regional coordination guide and regional emergency support functions during emergency management incidents.

2. County

a) During an activation of the Johnson County Emergency Operations Center, primary and support agency staff is integrated with the staff to provide support.

b) During an emergency or disaster event, the Johnson County Emergency Operations Center Operations Section Chief will coordinate resource support with the Emergency Services Branch Chief.

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 anticipate demands and needs.

d) The 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 Johnson County Emergency Operations Plan.

3. State of Kansas

a) During an activation of the SEOC, KDEM 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 will report to the Emergency Services Branch Chief who reports to the Response Section Chief under the overall direction of the SEOC manager.

c) The 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 City of Olathe Emergency Operation Plan.

Volunteers/ Community Emergency Response Team (CERT) Activation

1. Depending on the types and number of personnel needed, the Emergency Management Director might activate the Olathe CERT and request activation of other local CERT organizations. All CERT activations will be coordinated by the Olathe Fire Department's CERT Manager.

2. The Incident Commander can also request specific volunteer agency response (see notification process above). The Human Resources Division will be tasked with all other non-public safety volunteer coordination. The Division will coordinate with Johnson County Emergency Management and United Way 211 to identify and utilize available volunteer resources.

Roles and Responsibilities

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.

Fire Department, Special Operations Division	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Maintain this ESF Annex as well as support the basic EOP. • Maintain an internal department disaster action plan. • Maintain the CERT program. • Conduct pre-fire planning and life safety inspections. • Ensure each of the preparedness responsibilities identified for the City ESF 9 Team (listed above) are accomplished. • Maintain an inventory of agency resources. • Provide current emergency contact information to the Fire Department, Emergency Management Division and ECC. • Ensure personnel receive training in disaster operations, Special Operations Group training, WebEOC and the Incident Command System (ICS), per the National Incident Management System (NIMS). • Participate in disaster exercises
Response	• Coordinate all ESF 9 activities. • Perform initial damage assessments. • Deploy trained individuals to the EOC and/or County EOC as needed. • Alert or activate off-duty or auxiliary personnel as needed. • Coordinate activities with other responding agencies and notify mutual aid agencies for potential responses. • Conduct specific response actions as dictated by the situation. • Conduct search and rescue disaster impact and needs assessments. • Monitor and maintain minimum fire suppression apparatus units in the City. • Anticipate other response actions as events develop. • Maintain status reports for each operational period. • Ensure that all required agency forms, reports and documents are completed prior to demobilization. • Have debriefing session with the IC and/or EOC prior to demobilization. • Receive, manage and track resource requests for ESF 9. • Collect and analyze information relevant to ESF 9 and report in WebEOC and EOC documents.

	• Coordinate the ESF 9 support of recovery activities.
	• Coordinate the restoration of ESF 9 resources and/or capabilities as needed.
Recovery	• Replenish supplies and repair damaged equipment.
	• Ensure ESF 9 Team members and/or their agencies provide appropriate records of costs incurred.
	• Conduct an ESF 9 after-action review.

Police Department	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Maintain an inventory of agency resources.
	• Maintain emergency contact information.
	• Ensure personnel receive training in disaster operations, WebEOC® and the Incident Command System (ICS), per the National Incident Management System (NIMS).
	• Participate in disaster exercises.
Response	• Provide traffic control during disasters.
	• Coordinate and/or assist with evacuations.
	• Provide resources and personnel to help support the movement of people and equipment.
	• Coordinate response activities with the EOC and/or County EOC as needed.
	• Deploy trained individuals to the EOC and/or County EOC as needed.
Recovery	• Coordinate the restoration of agency resources and/or capabilities as needed.
	• Prepare the documentation required to become eligible for reimbursement.
	Participate in after-action reviews.

Financial Management

1. ESF 9 is responsible for coordinating with Resource Management 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 has 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 designated Finance Service officer as soon as possible.

References

Olathe Fire Department Administrative Policy Guides (APGs), current edition.
Johnson County, Kansas Mutual Aid and Inter-Local Cooperation Agreement, 12.2.2010
Johnson County Emergency Operations Plan, ESF 9 Search and Rescue, 2016

Please refer to the Basic Plan for additional References.

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.

EMERGENCY SUPPORT FUNCTION 10

Oil and Hazardous Materials

ESF 10 COORDINATOR:	Fire Department, *Fire Chief*
PRIMARY AGENCY:	Fire Department, *Special Operations Division*
SUPPORT AGENCIES:	Fire Department Police Department Area and Regional Hazardous Materials Teams Johnson County Division of Emergency Management Information Technology
EOC ACTIVATION LEVEL:	2

Purpose

Emergency Support Function ESF 10 Oil and Hazardous Materials describes how the Olathe Fire Department prepares for, responds to, recovers and minimizes the impacts from oil and hazardous materials releases. These events may occur during a disaster, or may be the cause of the event.

Scope

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF 10 is a functional annex to the EOP. Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in hazardous materials response activities required to support disaster response and recovery operations in the City of Olathe.

The duties and responsibilities for response to hazardous materials incidents in the City are assigned to the Special Operations Group (SOG) of the Olathe Fire Department. Specifically, this ESF addresses:

- Actions to be taken to prevent, minimize or mitigate an oil or hazardous materials release.

- Methods to detect and assess the extent of contamination.
- Methods to stabilize a release and prevent the spread of contamination.
- Environmental issues associated with a hazardous materials release.

Notifications

1. The Fire Department will be assigned to an incident at the onset of a spill or hazardous materials release. The Emergency Management Director (or his/her designee) will be informed by the IC or a chief officer of the need for DOC and/or EOC activations.

2. The Emergency Management Director will not routinely request staffing for this ESF during EOC activations. The ESF 4 Firefighting Coordinator and support staff will fill the ESF 10 Coordinator roles, unless determined otherwise by the Emergency Management Director.

3. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist.

4. JCDEM will be kept informed of situations that require (or may potentially require) countywide coordination and/or the activation of the County EOC.

5. Requests for emergency services assistance within the County shall be directed to the Emergency Communications Center (ECC). Depending on the severity of the disaster and the immediacy of the request, the ECC has the capability of ordering metro-wide emergency resources.

6. Requests for emergency assistance from the City will be resolved at the lowest level direction and control facility with appropriate response resource capabilities. Unresolved assistance requests will normally flow upward from the City to the Johnson County EOC/JCDEM to obtain augmented resources from the State and/or Federal sources as needed. All requests for outside public assistance (State, Federal, etc.) shall be routed in the following order:
   a. IC/Chief Officer.
   b. Fire Department DOC.
   c. City of Olathe EOC.
   d. County EOC/JCDEM.

7. In the event the operations centers are not operational (e.g. during a quickly occurring disaster), the requests should be routed directly to the Emergency Management Director (or his/her designee).

8. Clear, accurate and timely information shall be disseminated to the public as outlined in ESF 15 Public Information.

9. See the Basic Plan for further information regarding notifications and EOC activation.

Situation and Assumptions

A. Assumptions

1. The duties and responsibilities for response to hazardous materials incidents in the City are assigned to the Special Operations Group (SOG) of the Olathe Fire Department. Members of this group participate in local and regional activities for planning and training to ensure coordinated responses when needed.

2. During a disaster, some services normally provided by the fire department will not be provided. Priority is given to life safety and supersedes property protection.

3. Oil and chemical products are present in the City at all times. When spilled or accidently released from their containers, these substances have the potential to cause harm to humans, animals and the environment.

4. Fixed hazardous materials facilities exist within the City. As discussed in the Basic Plan, these facilities will not be publicly identified in this ESF.

5. The hazard ranking for a major hazardous materials incident for transportation or at a fixed facility is moderate. The vulnerability rating is low for fixed sites and moderate for transportation routes.

6. City Municipal codes include zoning requirements that restrict high volume chemical storage to specific locations within the jurisdiction.

7. Olathe has four major highways (I-35, K-7, K-10 and US-169) that carry large amounts of vehicular traffic. Several rail lines run through the area and an intermodal facility exists within a few miles of the City.

8. Railroad lines that exist in the City are in close proximity to residential areas, local businesses and government buildings. Trains carry hazardous materials on a regular basis.

9. Products used for fertilizers and pesticides are present in limited quantities in the City.

10. Potential hazardous material contamination could enter the City from upstream drainage flows which may originate from areas outside the City limits.

B. Situations

1. Airborne releases of toxic, flammable or explosive vapors may be carried into the City by prevailing winds from areas outside the City limits.

2. Spills or fire at fixed facilities or on a transportation route can escalate rapidly requiring support from mutual aid resources.

3. Plans to evacuate large numbers of residents will be implemented upon a large spill emitting a harmful vapor cloud

4. Optional plans exist for public safety to shelter-in-place and will be implemented as necessary, according to the involved material and the scope of the incident.

5. Medical triage, treatment and transport may be required for large numbers of victims.

6. An Urban Area Security Initiative (UASI) program exists in the region. It addresses the unique planning, organization, equipment, training and exercise needs of high-threat, high-density urban areas, and assists them in building an enhanced and sustainable capacity to prevent, protect against, mitigate, respond to and recover from acts of terrorism.

7. Local Emergency Planning Committees (LEPCs) include a hazardous materials functional annex describing local roles and responsibilities, response actions, capabilities and references to their respective LEPC Plans.

8. Facilities covered by the Emergency Planning and Community Right to Know Act (EPCRA) are required to provide jurisdictions, including the City, with Tier II Reports. The reports include contact information and Material Safety Data Sheets (MSDS). The Fire Department keeps these records on file.

9. Significant spills and hazardous materials releases (as determined by the EPA) are required to be reported to government agencies.

Concept of Operations

A. General

1. The Special Operations Division of the Olathe Fire Department is the coordinating agency for providing ESF 10 Oil and Hazardous Materials. The Fire Department will coordinate response efforts with supporting agencies.

2. ESF 10 applies to all agencies and organizations with assigned emergency responsibilities in the EOP. As stated above, the ESF 4 Coordinator and support staff will usually fulfill the role of the ESF 10 Coordinator. Regardless, all members will work within the EOC structure described in the Basic Plan.

3. If the EOC is activated, the Emergency Management Director (or his/her designee) will determine if it will serve as the central location for the City of Olathe for interagency coordination and executive decision-making, including all activities within ESF 10. Depending on the disaster, the Emergency Management Director (or his/her designee) might determine that a mobile command post or the Fire Department DOC might be better suited for hazardous materials coordination. Regardless, close communication will be maintained with the IC.

4. The Emergency Communications Center (ECC) is the public safety answering point for all notifications involving hazardous materials incidents. The role of the ECC is described in ESF 2 Communications.

5. Initial responding Fire Department units will size up the hazardous materials incident. The IC will establish isolation and/or evacuation areas in accordance with reference materials such as the most current edition of the Emergency Response Guidebook. The Police Department will assist the Fire Department with isolation and evacuation areas.

6. Additional resources will be requested by the IC.

7. Evacuations may be initiated by the IC. The IC is responsible for making evacuation decisions related to a specific incident, especially when the timeliness of such decisions is a matter of immediate life safety. In the event of a widespread disaster, EOC command will most likely be responsible for evacuation decisions.

8. Optional plans exist for public safety to shelter-in-place and will be implemented as necessary, according to the involved material and the scope of the incident.

9. APG 4-010 references the on-duty chief officer's duties to recognize the need for additional resources. This policy guide establishes the authority to open the EOC, activate the special operations groups as needed and make requests for resources through the ECC and JCDEM.

10. The National Incident Management System (NIMS) is used throughout Johnson County.

11. During a disaster, the Fire Department's organizational chart and chain of command will continue to be used.

12. The IC shall provide the Fire Department DOC (or Emergency Management Director if the DOC is not open) with initial damage assessment information. See ESF 12 Energy and Utilities for further information.

13. The Fire Department might coordinate or assist with coordinating warning and evacuation messages to the public. See ESF 15 Public Information for further information.

14. Evacuation criteria will take into account variables such as the specific hazard, immediacy, seriousness and expected duration of the threat; vulnerable populations at risk; and adequacy/availability of evacuation routes. See ESF 1 Transportation regarding evacuation criteria.

15. The Planning Section Chief will develop and submit the Incident Action Plan (IAP) to the Incident Commander for each operational period during a disaster.

16. Emergency transportation routes will be necessary for emergency vehicles during disasters. See ESF 1 Transportation for further information.

17. Private facilities and carriers are required to report spills and releases to government agencies. Depending on the specifics of the spill, the spiller will be required to notify one or more of the following agencies:

    a. Kansas Department of Health and Environment (KDHE)

    b. Kansas Corporation Commission (KCC)

    c. Local Emergency Planning Committee (LEPC)

    d. National Response Center (NRC)

B. Direction and Control

1. The ESF 10 Coordinating Agency is the Fire Department which is appointed by the Fire Department, in coordination with local planning partners. The staff serving as ESF 10 Coordinator is appointed by and located in the Fire Department. 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 Fire Department, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within City of Olathe.

3. The ESF 10 may operate at two levels: 1) EOC Operations and 2) Field Operations.

4. During emergency activations, all management decisions regarding hazardous material response and/or protection for City of Olathe are made at the by the ESF 10 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the 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.

C. Organization

1. City

    a) During an activation of the, primary and support agency staff is integrated with the Fire Department staff to provide support.

b) During an emergency or disaster event, the Operations Section Chief will coordinate resource support with the Emergency Services Branch Chief.

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 Fire Department 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 City of Olathe Emergency Operation Plan.

2. Johnson County

a) During an activation of the Johnson County Emergency Operations Center, primary and support agency staff is integrated with the Johnson County Department of Health and Environment staff to provide support.

b) During an emergency or disaster event, the Johnson County Emergency Operations Center, Operations Section Chief will coordinate resource support with the Emergency Services Branch Chief.

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 Johnson County Department of Health and Environment 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 Johnson County Emergency Operations Plan.

3. State of Kansas

a) During an activation of the SEOC, KDEM 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 will report to the Emergency Services Branch Chief who reports to the Response 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 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 City of Olathe Emergency Operation Plan.

Roles and 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.

Fire Department, Special Operations Division	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Maintain this ESF Annex as well as support the basic EOP. • Maintain an internal department disaster action plan. • Ensure each of the preparedness responsibilities identified for this ESF (listed above) are accomplished. • Maintain an inventory of agency resources. • Maintain Operations level hazardous materials training for all line fire personnel. • Maintain Technician level hazardous materials training for all Special Operations Group members.

	• Conduct annual inspections at the fixed sites.
	• Maintain hazardous materials file for all fixed site locations in the City.
	• Ensure personnel receive training in disaster operations, WebEOC® and the Incident Command System (ICS), per the National Incident Management System (NIMS).
	• Participate in disaster exercises.
Response	• Coordinate all ESF 10 activities.
	• Deploy trained individuals to the EOC and/or County EOC as needed.
	• Alert or activate off-duty or auxiliary personnel as needed.
	• Coordinate activities with other responding agencies and notify mutual aid agencies for potential responses.
	• Conduct specific response actions as dictated by the situation.
	• Monitor and maintain minimum fire suppression apparatus units in the City.
	• Anticipate other response actions as events develop.
	• Maintain status reports for each operational period.
	• Ensure that all required agency forms, reports and documents are completed prior to demobilization.
	• Have debriefing session with the IC and/or EOC prior to demobilization.
	• Receive, manage and track resource requests for ESF 10.
	• Collect and analyze information relevant to ESF 10 and report in WebEOC® and EOC documents.
Recovery	• Coordinate the ESF 10 support of recovery activities.
	• Coordinate the restoration of ESF 10 resources and/or capabilities as needed.
	• Replenish supplies and repair damaged equipment.
	• Ensure ESF 10 Team members and/or their agencies provide appropriate records of costs incurred.
	Conduct an ESF 10 after-action review.
Fire Department, Emergency Management Unit	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Assist with ESF 10 preparedness activities.
	• Ensure this ESF is maintained and updated by the ESF Coordinator.

	• Assist with maintaining the Fire Department DOC and maintain the EOC. • Maintain an inventory of agency resources. • Maintain emergency contact information. • Ensure personnel receive training in disaster operations, WebEOC® and the Incident Command System (ICS), per the National Incident Management System (NIMS). • Participate in disaster exercises.
Response	• Assist with the coordination of response activities with the EOC and/or County EOC as needed. • Deploy trained individuals to the EOC and/or County EOC as needed.
Recovery	• Prepare the documentation required to become eligible for reimbursement. • Participate in after-action reviews.
Police Department	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Maintain an inventory of agency resources. • Maintain emergency contact information. • Ensure personnel receive training in disaster operations, WebEOC® and the Incident Command System (ICS), per the National Incident Management System (NIMS). • Participate in disaster exercises.
Response	• Provide traffic control during disasters. • Coordinate and/or assist with evacuations. • Provide resources and personnel to help support the movement of people and equipment. • Coordinate response activities with the EOC and/or County EOC as needed. • Deploy trained individuals to the EOC and/or County EOC as needed.
Recovery	• Coordinate the restoration of agency resources and/or capabilities as needed. • Prepare the documentation required to become eligible for reimbursement. Participate in after-action reviews.

Financial Management

1. ESF 10 is responsible for coordinating with Resource Management to manage ESF 10 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 has 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 Resource Management or a designated Finance Service officer as soon as possible.

References

Johnson County Emergency Operations Plan, ESF 15 Public Information, 2016.

Olathe Fire Department Administrative Policy Guide (APG), current edition.

Johnson County, Kansas Mutual Aid and Inter-Local Cooperation Agreement.

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 Department of Health and Environment, Spill and Release Reporting in Kansas, http://www.kdheks.gov/.

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EMERGENCY SUPPORT FUNCTION 11

Agriculture, Animal Welfare and Natural Resources

ESF 11 COORDINATORS: Police Department, *Animal Control Major*
                       Parks and Recreation, *Natural Resources Manager*

PRIMARY AGENICIES: Police Department, *Animal Control Division*
                       Parks and Recreation Department, *Natural Resources*

SUPPORT AGENCIES: Police Department
                       Fire Department
                       Public Works
                       Johnson County Government
                       Johnson County Animal Response Team (JOCART)
                       American Red Cross
                       The Salvation Army
                       Information Technology

EOC ACTIVIATION LEVEL: 2

Purpose

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.

Scope

ESF 11 addresses the following:

- Describes food and water security and inspections in the aftermath natural or technological disaster.

- Addresses how natural and cultural resources will be protected and recovered in the aftermath of a disaster.

- 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.

Alerts and Notifications

1. The Emergency Management Director (or his/her designee) will notify the ESF 11 Coordinators of EOC activations. If the disaster has the potential to severely impact the City, the Emergency Management Director will request ESF 11 representatives to respond to the EOC.

2. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist.

3. JCDEM will be kept informed of situations that require (or may potentially require) countywide coordination and/or the activation of the County EOC.

4. All requests for outside public assistance (State, Federal, etc.) shall be routed to the EOC.

5. In the event the EOC is not operational (e.g. during a quickly occurring disaster), the requests should be routed directly to the Emergency Management Director (or his/her designee).

6. Requests for emergency assistance from the City will be resolved at the lowest level direction and control facility with appropriate response resource capabilities. Unresolved assistance requests will normally flow upward from the City to the Johnson County EOC to obtain augmented resources from the County, State and/or Federal sources as needed.

7. Upon instructions to activate or placement of ESF 11 on standby, Parks and Recreation / Police Department 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.

8. See the Basic Plan for further information regarding notifications and EOC activation

Situations and Assumptions

A. Assumptions

1. The City of Olathe does not have capabilities to support the food safety and security function. The Johnson County Extension Office is designated as the primary agency within this scope of ESF 11. The support agency for this section is the Kansas Department of Agriculture.

2. Disaster events common to the Midwest may cause damage to local natural resources. Water supplies, soil, animal and plant life may become contaminated by spills and debris.

3. A Foreign Animal Disease (FAD) outbreak within the livestock industry will result in catastrophic consequences to the human food chain and the economy.

4. Livestock populations in the form of cattle, hogs, horses, sheep and poultry are present within the City's jurisdiction. Olathe has no high-density livestock facilities.

5. During a disaster, pets may become separated from their owners.

6. Disaster victims will not generally comply in disaster evacuations without their pets.

7. 68% of U.S. households, or about 85 million families, own a pet, according to the 2017-2018 National Pet Owners Survey conducted by the American Pet Products Association (APPA).

8. Mental health issues are likely to increase in victims that are separated from their pets for extended periods.

B. Situations

1. The USDA's Food Safety and Inspection Service (FSIS) is responsible for ensuring that meat, poultry, and egg products are safe, wholesome, and properly labeled and packaged. The Department is also responsible for assuring that State meat and poultry inspection programs for commerce within that State are at least equal to Federal standards.

2. Outbreaks of disease have occurred from food contamination at the source of supply, such as farms and ranches.

3. FAD outbreaks may occur naturally, or as a result of intentional actions to do harm.

4. Eradication of highly contagious FAD requires early and accurate diagnosis and rapid intervention.

5. Highways in Olathe are considered major transport routes for a wide variety of agricultural livestock and other animal products.

6. Olathe is one of the oldest cities in the State of Kansas located near the crossroads of the Santa Fe, California and Oregon wagon train trails. Ordinances ensure the preservation of local Cultural and Historical sites. These locations are publically or privately owned and maintained with the assistance of the local historical society.

7. Animal care resources will be supplied through local retail stores as necessary.

8. Local Volunteers Active in Disasters (VOAD) groups have specialized training for all aspects of animal care responses in disaster events.

9. **National Registry of Historic Places**
    a. Ensor Farm Museum – 18995 W. 183rd St.
    b. Lanter House—562 W. Park St.
    c. Mahaffie House – 1100 Kansas City Rd.
    d. Ott House – 401 S. Harrison St.
    e. Parker House – 631 W. Park St.
    f. Pickering House – 507 W. Park St.
    g. Olathe Memorial Cemetery – 738 N. Chestnut St.

10. **Register of Historic Kansas Places**
    a. Hodges House – 425 S. Harrison Street
    b. Hyer House ("Hycrest") – 505 W. Cedar Street
    c. Lanter House – 526 W. Park Street
    d. Ensor Farm Museum – 18995 W. 183rd Street
    e. Olathe Memorial Cemetery – 738 N. Chestnut St.

11. **Olathe Register of Historic Places (in addition to the locations listed above)**
    a. Walnut Grove Schoolhouse—11760 S. Pflumm Rd.
    b. Residence – 325 N. Kansas Ave.
    c. Courtney Residence – 233 S. Chestnut St.
    d. Pellet Place – 213 S. Pine St.

Concept of Operations

A. General

1. ESF 11 is organized consistent with the City of Olathe 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 City of Olathe through the City 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 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 response authority to state and/or federal agencies. This authority will be exercised pursuant to the Food and Agriculture Incident Annex to the 2011 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.

   (1) 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)

   b) 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 guideline for water inspections.

   a) Requests for Animal Control assistance will be channeled through the City of Olathe dispatch.

   7. Incident Specific Operations

a) Zoonotic

b) Radiological incident where contamination/deposition is present

> (1) The Kansas Department of Agriculture may implement an agriculture control zone in response to a CBRNE incident.

c) Plant Disease

> (1) Reference the Food and Agriculture Incident Annex to the 2011 Kansas Response Plan.

> (2) The City of Olathe Emergency Operations Plan provides established processes for resource support for all hazards. Resource support is subject to City of Olathe policy, resource availability and capability status.

d) Plant, Pest or Disease

> (1) Reference the Food and Agriculture Incident Annex to the 2011 Kansas Response Plan.

> (2) The City of Olathe Emergency Operations Plan provides established processes for resource support for all hazards. Resource support is subject to City of Olathe policy, resource availability and capability status.

e) Foreign Animal Disease

> (1) The Kansas Department of Agriculture will provide direction and control in a FAD event. Reference the Food and Agriculture Incident Annex to the 2011 Kansas Response Plan

> (2) The City of Olathe Emergency Operations Plan provides established processes for resource support for all hazards. Resource support is subject to City of Olathe policy, resource availability and capability status.

9. National or State Historical

B. Direction and Control

1. The ESF 11 Coordinating Agency is Parks and Recreation / Police Department which is appointed by the Fire Department, in coordination with local planning partners. The staff serving as ESF 11 Coordinator is appointed by and located in the Parks and Recreation / Police Department. 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 Fire Department, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within City of Olathe.

3. The ESF 11 may operate at two levels: 1) EOC Operations; and 2) Field Operations

4. During emergency activations, all management decisions regarding agriculture and natural resources for City of Olathe are made at the by the ESF 11 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the 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 ESF 11 Coordinator.

C. Organization

1. City

Food and Water Safety and Security

a) The City of Olathe has no capabilities to support the food safety and security function. The Johnson County Extension Office is designated as the primary agency within this scope of ESF 11. The support agency for this section is the Kansas Department of Agriculture.

b) Contact information:

Kansas Department of Agriculture

Food Safety and Lodging

109 S.W. 9th St., 3rd Floor

Topeka, KS 66612

785) 296-5600 or (800) 915-6163

(785) 296.0673 (fax)

ksag@kda.ks.gov

http://www.ksda.gov/food_safety/

c) Inspections of the water supply will be conducted by the service provider—the Environmental Services Division of Olathe Public Works or WaterOne of Johnson County.

Animal Welfare

a) The Animal Control Division of the Olathe Police Department coordinates the animal care portion of ESF 11.

b) The Animal Welfare Plan is established to provide professional-level of care and sheltering as needed for domestic animals impacted by local disasters.

c) The Animal Welfare Plan includes the following phases:

d) Phase I: Up to 150 households impacted

    a. Victims and their pets will be sheltered at local motels dedicated as pet-friendly lodging sites.

    b. Secondary options include utilizing the City Animal Control Shelter.

    c. Monitor the availability of lodging resources.

e) Phase II: 150-300 households impacted

    a. Request support assistance from local VOAD teams to assist with this function.

    b. Establish communications with area animal boarding businesses.

    c. Request mutual aid support through the county EOC as needed.

f) Phase III: Wide-spread impacts and major damage throughout the City

a. Establish and activate the alternate temporary shelter locations at Mahaffie Farmstead and/or Ensor Farm.

b. Inform the county EOC and request mutual aid support as needed.

c. Monitor reports from the shelter sites and respond to fill resource requests.

g) For current pet friendly lodging accommodations, please reference:

a. http://www.bringfido.com/ or

b. http://www.petswelcome.com/.

h) Current resource information regarding animal care contacts will be kept on file by Emergency Management Division staff in the EOC.

Foreign Animal Disease (FAD) Response

a) City resources will be requested and required for any FAD incident by the County EOC.

b) The City has limited resources to deploy for a FAD incident.

c) The County and State have extensive plans detailing the response to a FAD incident. Johnson County Government will assume the lead role in any FAD incident. Please refer to ESF #11, Foreign Animal Disease Appendix in the County's EOP.

d) Requests for temporary livestock holding pens to be established at the Mahaffie Farmstead and Ensor Farm locations will be likely from the County EOC.

e) Livestock may be held in temporary holding pens for extended periods that will require the need for water, feed and appropriate veterinary inspections.

f) The EOC will receive requests for service and resources from the State EOC via the County EOC/JCDEM.

The State Livestock Commissioner has the authority, upon confirmation of a contagious disease in livestock, to issue any of the following orders:

- Return loads of animals to their place of origin.

- Continue to the destination.

- Be escorted to holding sites for testing and monitoring.

The City will receive notifications and direction from the County ESF 11 Coordinator for the types of resources and actions needed including:

- Upon notification, the City EOC will be activated to receive guidance and direction from the County EOC, ESF 11 Coordinator via WebEOC®.

- Sites to establish temporary holding pens.

- Support assistance from the Olathe Police Department.

- Other assets as needed to support the incident.

Preservation of Natural Resources

a) The Parks and Recreation Department is the ESF 11 Coordinator for the portion of this ESF. The ESF 11 Coordinator is responsible for the coordination of the preservation of natural resources portion of ESF 11.

b) Historical site structures are subject to special consideration during damage assessment.

c) Guidance and direction will be received from Federal agencies for the structural rehabilitation of historic sites during the post-disaster recovery phase.

d) The ESF #11 Team and the Olathe Police Department will ensure historic site security from looting and theft.

e) Field Inspectors will perform damage assessments on historic structures and provide this information to the ESF 11 Team.

f) Protective measures will be implemented to minimize further damage to the historic structures.

g) The ESF 11 Team will provide access to requested sites and coordinate the recovery process with volunteer groups.

h) Volunteer groups with expertise (e.g. Olathe Historical Society) will be activated to fulfill salvage needs to preserve local historical artifacts and data. See ESF 7 Resource Management for volunteer coordination information.

i) The ESF 11 Team will ensure the necessary resources are secured in order to augment the recovery phase to completion.

2. County

a) During an activation of the Johnson County Emergency Operations Center, primary and support agency staff is integrated with the Johnson County Extension Office staff to provide support.

b) During an emergency or disaster event, the Johnson County Emergency Operations Center, Operations Section Chief will coordinate resource support with the Human Services Branch Chief.

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 Johnson County Extension Office, or an assigned designee at the Johnson County Emergency Operations Center, is responsible for all activity of the ESF. All volunteer animal-related agencies will coordinate directly with this ESF at the Johnson County Emergency Operations Center.

e) Johnson County Extension Office 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 Johnson County Emergency
Operations Plan.

f) Staffing of ESF 11 positions will be accomplished through using
resources of the Johnson County Extension Office along with
personnel from ESF 11 support agencies and trained and screened
unaffiliated volunteers.

3. State of Kansas

a) During an activation of the SEOC, 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 will report to the Human Services Branch
Chief who reports to the Operations 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 City of Olathe Emergency
Operation Plan.

Roles and Responsibilities

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.

Police Department, Animal Control Division	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Assist with the maintenance of this ESF as well as support the basic EOP. • Maintain an internal department disaster action plan.

	• Ensure each of the preparedness responsibilities identified for the City ESF 11 Team (listed above) are accomplished. • Maintain an inventory of agency resources. • Provide current emergency contact information to the Fire Department, Emergency Management Division. • Ensure personnel receive training in disaster operations, WebEOC® and the Incident Command System (ICS), per the National Incident Management System (NIMS). • Ensure that appropriate personnel are well versed with this ESF. • Participate in disaster exercises.
Response	• Coordinate and maintain the animal welfare portion of this ESF. • Deploy trained individuals to the EOC and/or County EOC as needed. • Alert or activate off-duty or auxiliary personnel as needed. • Coordinate activities with other responding agencies. • Conduct specific response actions as dictated by the situation. • Coordinate the provision of shelters for animals displaced by a disaster. • Work closely with local humane societies, volunteer agencies and the private sector as it relates to animal welfare. • Monitor media reporting for accuracy. • Maintain status reports for each operational period. • Ensure that all required agency forms, reports and documents are completed prior to demobilization. • Have debriefing session with the IC and/or EOC prior to demobilization. • Receive, manage and track resource requests for ESF 11. • Collect and analyze information relevant to ESF 11 and report in WebEOC and EOC documents.
Recovery	• Coordinate animal welfare recovery activities. • Coordinate the restoration of ESF resources and/or capabilities as needed. • Replenish supplies and repair damaged equipment. • Ensure ESF team members and/or their agencies provide appropriate records of costs incurred. • Conduct an ESF 11 after-action review.

Parks and Recreation	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Assist with the maintenance of this ESF as well as support the basic EOP. • Maintain an internal department disaster action plan. • Ensure each of the preparedness responsibilities identified for the City ESF 11 Team (listed above) are accomplished. • Maintain an inventory of agency resources.

	• Provide current emergency contact information to the Fire Department, Emergency Management Division. • Ensure personnel receive training in disaster operations, WebEOC® and the Incident Command System (ICS), per the National Incident Management System (NIMS). • Ensure that appropriate personnel are well versed with this ESF. • Participate in disaster exercises.
Response	• Coordinate and maintain the animal welfare portion of this ESF. • Deploy trained individuals to the EOC and/or County EOC as needed. • Alert or activate off-duty or auxiliary personnel as needed. • Coordinate activities with other responding agencies. • Conduct specific response actions as dictated by the situation. • Coordinate historic site security with law enforcement. • Receive damage assessments regarding historic structures from field inspectors. • Implement protective measures to minimize further damage to historic structures. • Activate volunteer groups to fulfill salvage needs of historical information. • Monitor media reporting for accuracy. • Maintain status reports for each operational period. • Ensure that all required agency forms, reports and documents are completed prior to demobilization. • Have debriefing session with the IC and/or EOC prior to demobilization. • Receive, manage and track resource requests for ESF 11. • Collect and analyze information relevant to ESF 11 and report in WebEOC® and EOC documents.
Recovery	• Coordinate the preservation of natural resource recovery activities. • Coordinate the restoration of ESF resources and/or capabilities as needed. • Replenish supplies and repair damaged equipment. • Ensure ESF team members and/or their agencies provide appropriate records of costs incurred. • Conduct an ESF 11 after-action review.

Financial Management

1. ESF 11 is responsible for coordinating with Resource Management 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 to the formula has 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 Resource Management or a designated Finance Service officer as soon as possible.

References

Johnson County Emergency Operations Plan, ESF 11 Agriculture, Animal Welfare and Natural Resources, dated, 2016.

Please refer to the Basic Plan for additional References.

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.

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EMERGENCY SUPPORT FUNCTION 12

Energy and Utilities

ESF 12 COORDINATOR: Public Works, *Director*

PRIMARY AGENCY: Public Works, *Division of Energy and Utilities*

SUPPORT AGENCIES: Public Works, Field Operations Division
                          Public Works, Strategic Management Division
                          Public Works, Solid Waste Division
                          Johnson County Division of Emergency Management
                          Johnson County Wastewater
                          Information Technology
                          WaterOne of Johnson County
                          Kansas Department of Health and Environment (KDHE)
                          Electricity Providers
                          Natural Gas Providers
                          Telephone/Internet Providers
                          Television Providers
                          City of Olathe Fuel Vendor(s)
                          United States Environmental Protection Agency (EPA)

EOC ACTIVATION LEVEL: 2

Purpose

The purpose of ESF 12 is to establish policies to be used in the coordination with private providers for restoration energy and other utilities during emergencies or following a major disaster in City of Olathe.

Scope

The activities within the scope of this function include, but are not be limited to:

- Estimate number of customers without specific utility (electricity, natural gas, petroleum, etc);
- Assess energy and utility system damages;
- Estimate the time needed for restoration of utility systems;
- Support the restoration of utility services;

- Assist in assessing emergency power needs and priorities;
- Coordinate restoration efforts with utility providers to prioritize emergency power needs;
- Assist in obtaining emergency power generation capabilities for critical infrastructure and essential facilities;
- If appropriate, assist energy suppliers and utilities in obtaining equipment, specialized labor, and transportation to repair or restore systems;
- Provide emergency information, education, and conservation guidance concerning energy and utility systems.

Alerts and Notifications

1. The Emergency Management Director (or his/her designee) will notify the ESF 12 Coordinator of EOC activations. If the disaster has the potential to severely impact the City's energy and utility needs, the Emergency Management Director will request ESF 12 representatives to respond to the EOC.

2. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist.

3. JCDEM will be kept informed of situations that require (or may potentially require) countywide coordination and/or the activation of the County EOC.

4. All requests for outside public assistance (State, Federal, etc.) shall be routed to the EOC.

5. In the event the EOC is not operational (e.g. during a quickly occurring disaster), the requests should be routed directly to the Emergency Management Director (or his/her designee).

6. Requests for emergency assistance from the City will be resolved at the lowest level direction and control facility with appropriate response resource capabilities. Unresolved assistance requests will normally flow upward from the City to the Johnson County EOC to obtain augmented resources from the County, State and/or Federal sources as needed.

7. Clear, accurate and timely information shall be disseminated to the public as outlined in ESF 15 Public Information. In an event affecting water services (e.g. a widespread boil order), the ESF 12 team will assist the ESF 15 team in developing and disseminating public information.

8. Upon instructions to activate or placement of ESF 12 on standby, Public Works will implement procedures to notify all ESF 12 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

9. See the Basic Plan for further information regarding notifications and EOC activation.

Concept of Operations

A. General

1. ESF 12 is organized consistent with the City of Olathe 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 City of Olathe through the City of Olathe 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 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 City of Olathe due severe weather events. Loss of power to large areas of the City may require that shelters be opened and some basic services be provided. Power companies serving City of Olathe have well established and proven storm plans and procedures and their representatives are knowledgeable in the contents of the City of Olathe Emergency Operation Plan and ESF 12.

6. Resources

7. Disruptions and restoration

B. Direction and Control

1. The ESF 12 Coordinating Agency is Public Works which is appointed by the Fire Department, in coordination with local planning partners. The staff serving as ESF 12 Coordinator is appointed by and located in the Public Works. 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 Fire Department, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within City of Olathe.

3. The ESF 12 may operate at two levels: 1) EOC Operations; and 2) Field Operations

4. During emergency activations, all management decisions regarding transportation for City of Olathe are made at the by the ESF 12 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections and staff at the 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 ESF 12 Coordinator.

C. Organization

1. City

a) The Environmental Services Division of Public Works is the primary agency for coordinating ESF 12 Energy and Utilities.

b) ESF 12 applies to all agencies and organizations with assigned disaster responsibilities in the EOP.

c) The ESF 12 coordinator and the support agencies are critical members of the Emergency Management Team and will work within the EOC structure described in ESF 5 Emergency Management.

d) Close coordination is maintained with County, State and Federal officials to determine potential needs for support and the most expeditious means of acquiring that support.

e) Maintaining and/or restoring energy and utilities systems following a disaster are critical to protecting lives and maintaining continuity of government, emergency services, transportation and infrastructure.

f) The EOC will serve as the central location for interagency coordination and decision-making, including all activities associated with ESF 12.

g) The EOC will establish and maintain communications with the County EOC for resource requests.

h) The ESF 12 Coordinator will work with the EOC Team to rapidly assess damage and/or disruption to energy and utility services and recommend actions to restore and/or protect systems.

i) The ESF 12 Coordinator will be the primary contact for energy and utility providers during a disaster.

j) The ESF 12 Coordinator will help establish priority restoration based on critical public safety and infrastructure issues. To the extent possible, priority for restoration of electric and water services will be given to hospitals and critical government services.

k) The following entities provide energy and utility services in Olathe:

l) Electric:
    a. Kansas City Power and Light
    b. Westar Energy

m) Natural Gas:
    a. Atmos Energy

n) Telephone/Internet:

    a. AT&T

    b. CenturyLink

    c. Comcast

    d. SureWest Communications

o) Television:

    a. AT&T

    b. Comcast

    c. SureWest Communications

p) Trash:

    a. City of Olathe Public Works (Solid Waste—see Debris Management Plan)

q) Water:

    a. City of Olathe Public Works (Environmental Services – Water Production)

    b. Water One of Johnson County

r) Wastewater:

    a. City of Olathe Public Works (Environmental Services – Wastewater Treatment)

    b. Johnson County Wastewater

s) A map of these utility service areas may be accessed through the City's Geographic Information Systems (GIS) interactive mapping applications on the internet. GIS capabilities and contacts for the energy and utility entities are maintained in the EOC.

t) Close coordination will be required to help ensure emergency response and recovery decisions regarding system restoration are based on shared information. Private energy and utility providers should become integral members of the EOC Team when their respective utilities become affected.

u) The public and private utilities and government agencies assigned responsibilities in this ESF have existing emergency plans and procedures. ESF 12 is not designed to take the place of these plans; rather it is designed to complement the disaster support functions already in place.

v) Energy and utilities field personnel will work to restore affected areas according to the priority areas outlined above. Although they will remain under the direct control of their sponsoring organization, they will be assigned by the Incident Command and/or the EOC Team to respond as necessary.

w) The Vehicle Maintenance Section of the Public Works, Field Operations Division coordinates fuel delivery.

x) The Solid Waste Division of Public Works provides trash and debris removal services. See the Debris Management Plan included in this EOP for further information.

2. County

a) During an activation of the Johnson County Emergency Operations Center, primary and support agency staff is integrated with the Johnson County Extension Office staff to provide support.

b) During an emergency or disaster event, the Johnson County Emergency Operations Center, Operations Section Chief will coordinate resource support with the Human Services Branch Chief.

c) During the response phase, ESF 12 will evaluate and analyze information regarding volunteers and donations requests. ESF 12 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 Johnson County Extension Office, or an assigned designee at the Johnson County Emergency Operations Center, is responsible for all activity of the ESF. All volunteer animal-related agencies will coordinate directly with this ESF at the Johnson County Emergency Operations Center.

e) Johnson County Extension Office 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 Johnson County Emergency Operations Plan.

f) Staffing of ESF 12 positions will be accomplished through using resources of the Johnson County Extension Office along with personnel from ESF 12 support agencies and trained and screened unaffiliated volunteers.

2. State of Kansas

a) During an activation of the SEOC, the 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 will report to the Infrastructure Branch Chief who reports to the Operations Section Chief under the overall direction of the SEOC Manager.

c) The 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 City of Olathe Emergency Operation Plan.

Roles and Responsibilities

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.

Public Works, Environmental Services Division	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Maintain this ESF Annex as well as support the basic EOP. • Maintain an internal department disaster action plan.

	• Ensure each of the preparedness responsibilities identified for the City ESF 12 Team (listed above) are accomplished. • Maintain an inventory of agency resources. • Provide current emergency contact information to the Fire Department, Emergency Management Division. • Ensure personnel receive training in disaster operations and the Incident Command System (ICS), per the National Incident Management System (NIMS). • Participate in disaster exercises.
Response	• Deploy trained individuals to the EOC and/or County EOC as needed. • Alert or activate off-duty or auxiliary personnel as needed. • Coordinate activities with other responding agencies. • Conduct specific response actions as dictated by the situation. • Provide damage assessments, outage information, safe drinking water assessments and estimates for restoration information to the EOC. • Recommend utility conservation actions to the EOC as dictated by the situation. • Receive, manage and track resource requests for ESF 12. • Establish and maintain operational awareness of Energy and Utilities activities. • Establish and maintain contact with all agencies regarding Energy and Utilities. • Coordinate all ESF 12 activities.
Recovery	• Coordinate the ESF 12 support of recovery activities. • Coordinate the restoration of ESF 12 resources and/or capabilities as needed. • Replenish supplies and repair damaged equipment. • Ensure ESF 12 team members and/or their agencies provide appropriate records of costs incurred. • Conduct an ESF 12 after-action review and make adjustments to ESF 12 as required.

Public Works, Field Operations Division	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Assist with ESF 12 preparedness activities. • Maintain an inventory of agency resources. • Maintain emergency contact information.
Response	• Coordinate fuel delivery during disasters. • Provide damage assessments, outage information and estimates for restoration information to the ESF 12 Coordinator. • Conduct specific response actions as dictated by the situation.
Recovery	• Coordinate the restoration of agency resources and/or capabilities as needed.

	• Prepare the documentation required to become eligible for reimbursement. • Participate in after-action reviews.

ESF 12 Support Agencies	
Preparedness	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Response	• Assist with ESF 12 preparedness activities. • Maintain an inventory of agency resources. • Maintain emergency contact information.
Recovery	• Provide energy/utilities during a disaster. • Gather, assess and share information on system damage and estimates for restoration. • Coordinate response activities with the EOC and/or County EOC as needed. • Deploy trained individuals to the EOC and/or County EOC as needed.
Mitigation	• Coordinate the restoration of agency resources and/or capabilities as needed. • Prepare the documentation required to become eligible for reimbursement. • Participate in after-action reviews.

Financial Management

1. ESF 12 is responsible for coordinating with Resource Management to manage ESF 12 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 has 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 Resource Management or a designated Finance Service officer as soon as possible.

References

Johnson County Emergency Operations Plan, ESF 12 Energy and Utilities, dated, 2016.

Please refer to the Basic Plan for additional References.

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.

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ESF 13 COORDINATOR: Police Department, *Police Chief*

PRIMARY AGENCY: Police Department

SUPPORT AGENCIES: Fire Department
Johnson County Sheriff's Office
Johnson County Med-Act
Area and Regional Law Enforcement Agencies
Information Technology

EOC ACTIVATION LEVEL: 2

Purpose

The purpose of the ESF 13 Law Enforcement Annex is to provide law enforcement coordination and support services in support of emergency events in City of Olathe.

Scope

This annex identifies the situations and assumptions, concepts of operations, roles and responsibilities, and capabilities associated with ESF 13 Law Enforcement for the City of Olathe. Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. Some of the activities may include:

1. Law enforcement command structure

2. Security in support of response operations which may include:

    - Response operations

    - Emergency shelters

    - Logistical staging areas

    - Distribution/dispensing sites

    - Temporary morgues

    - Other critical facilities, functions and/or assets

3. Evacuation and re-entry support

4. Law enforcement public information and risk communications

5. Criminal investigations

6. Ensuring the safety and well-being of responders

Alerts and Notifications

1. The Police Department will be assigned to an incident at the onset of a disaster. The Emergency Management Director (or his/her designee) will be informed by the IC of the need for DOC and/or EOC activations. If the disaster has the potential to severely impact the City, the Emergency Management Director will request ESF 13 representatives to respond to the EOC.

2. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist.

3. The Johnson County Division of Emergency Management (JCDEM) will be kept informed of situations that require (or may potentially require) countywide coordination and/or the activation of the County EOC.

4. Requests for emergency services assistance within the County shall be directed to the Communications Division of the Sheriff's Office. Depending on the severity of the disaster and the immediacy of the request, this unit has the capability of ordering metro-wide emergency resources.

5. Requests for emergency assistance from the City will be resolved at the lowest level direction and control facility with appropriate response resource capabilities. Unresolved assistance requests will normally flow upward from the City to the Johnson County EOC/JCDEM to obtain augmented resources from the State and/or Federal sources as needed. All requests for outside public assistance (State, Federal, etc.) shall be routed in the following order:

   - IC/Police command personnel

   - EOC

   - County EOC/JCDEM

6. In the event the operations centers are not operational (e.g. during a quickly occurring disaster), the requests should be routed directly to the Emergency Management Director (or his/her designee).

7. Clear, accurate and timely information shall be disseminated to the public as outlined in ESF 15 Public Information.

8. See the Basic Plan for further information regarding notifications and EOC activation.

Situations and Assumptions

A. Assumptions

1. Johnson County has 17 law enforcement agencies including the Olathe Police Department, 14 additional municipal Police Departments, the Johnson County Sheriff's Office and the Johnson County Park Police. Collectively, there are nearly 1,500 personnel in law enforcement in the County; the vast majority being full-time employees. More than 171 of those personnel are employed with the Olathe Police Department.

   a. Olathe Police Department

   b. Johnson County Sheriff's Office

   c. Johnson County Park Police

   d. Bonner Springs Police Department

   e. Fairway Police Department

   f. Gardner Police Department

   g. Lake Quivira Police Department

   h. Leawood Police Department

   i. Lenexa Police Department

   j. Merriam Police Department

   k. Mission Police Department

   l. Overland Park Police Department

   m. Prairie Village Police Department

   n. Roeland Park Police Department

   o. Shawnee Police Department

   p. Spring Hill Police Department

   q. Westwood Police Department

2. There are six law enforcement Public Safety Answering Points (PSAPs) in Johnson County. The Sheriff's Dispatch Center is responsible for dispatching law enforcement services for the City of Olathe as well as unincorporated areas of Johnson County and several other municipal law enforcement agencies. The cities of Leawood, Lenexa, Overland Park, Prairie Village (covering Mission Hills) and Shawnee operate their own law enforcement dispatch centers for their respective service areas.

3. Kansas has two fusion centers: The Kansas Threat Integration Center (KSTIC), a joint operation of the Kansas Bureau of Investigation, the Kansas Highway Patrol and the Kansas National Guard -- focuses on counterterrorism. The Kansas City Regional Fusion Center has an Interagency Analysis Center in Kansas City, MO, that is responsible for Leavenworth, Wyandotte, Johnson

and Miami counties. Fusion centers compile, analyze and disseminate criminal, homeland security and terrorist information and intelligence, as well as information regarding public safety, law enforcement, fire, public health, social services, public works, etc. This intelligence and information is both strategic (i.e. is designed to provide guidance on general trends) as well as tactical (i.e. is intended for a specific event) and is collected on an ongoing basis.

4. ESF 13 includes the coordination required for prevention, preparedness, response and recovery specific to terrorism and/or weapons of mass destruction incidents. The Code of Federal Regulations defines terrorism as "...the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives" (28 C.F.R. Section 0.85). Acts of terrorism can come in many forms including the use of Weapons of Mass Destruction (WMD) involving Chemical, Biological, Radiological, and Nuclear or Explosive (CBRNE) weapons. The threat of terrorism is a concern for the City of Olathe. There are facilities, systems, special events and population groups within the City that could be considered potential targets for terrorist attacks.

5. Law enforcement agencies will work within their existing city, county and regional plans and partnership agreements to meet the law enforcement needs of disasters.

B. Situations

1. The Kansas City Joint Terrorism Task Force (JTTF) is also called the Heart of America Joint Terrorism Task Force (HOA JTTF); a Kansas JTTF annex is located in Wichita. The U.S. attorney chairs an Anti-Terrorism Advisory Council (ATAC) in Kansas City.

2. The National Incident Management System (NIMS) Incident Command System (ICS) is utilized throughout the City for coordinating activities among the fire organizations and other first responders. The Olathe Police and Fire Department personnel have completed the appropriate NIMS training for their level of responsibility.

3. Some disasters may require supplemental and/or specialized Public Safety and Security support

6. In the event of a state or federally declared disaster, the Governor can provide National Guard personnel and equipment to support local Public Safety and Security operations.

Concept of Operations

A. General

1. ESF 13 is organized consistent with 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 City of Olathe through the City of Olathe 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 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 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. Capabilities

7. Public safety, security and protection

8. Continuity of operations

B. Direction and Control

1. The ESF 13 Coordinating Agency is the Police Department. The staff serving as ESF 13 Coordinator is appointed by and Police Chief. 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 Fire Department, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within City of Olathe.

3. The ESF 13 may operate at two levels: 1) EOC Operations; and 2) Field Operations.

4. During emergency activations, all management decisions regarding transportation for City of Olathe are made at the by the ESF 13 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the 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 ESF 13 Coordinator.

C. Organization

1. City

a) The Olathe Police Department is responsible for coordinating Public Safety and Security response activities during a disaster within the City of Olathe. During multi-jurisdictional disasters within Johnson County, the Olathe Police Department retains responsibility for Public Safety and Security activities within its respective jurisdiction.

b) When Public Safety and Security needs cannot be met through existing plans and partnerships, requests for assistance will be coordinated by the Olathe Police Department or the ESF 13 Team when activated.

c) The mission of the ESF 13 Team is to ensure the provision of Public Safety and Security support required to meet the needs generated by disasters affecting the City of Olathe. When the ESF 13 Team is activated in the Olathe Emergency Operations Center (EOC), the ESF 13 Team will orchestrate the city-wide coordination required to fulfill the mission of ESF 13. These activities will include:

- Establish and maintain operational awareness of Public Safety and Security through direct communications links with Public Safety and Security units in the field.

- Conduct Public Safety and Security disaster impact and needs assessments, prioritize ESF 13 operational objectives in alignment with the EOC Action Plan and coordinate ESF 13 city-wide response activities.

- Collect and analyze information relevant to ESF 13 and report in WebEOC® and EOC documents including EOC Action Plans and Situational Reports.

- Receive, manage and track resource requests for ESF 13.

- Ensure full coordination of activities with other groups within the EOC to assist in the development and maintenance of a common operating picture.

d) Regardless of its origin, when threat information is received by any entity in Johnson County concerning the City of Olathe, it must be communicated to the Olathe Police Department so that they may be warned of the potential threat. Once threat information is received, it is the Olathe Police Departments responsibility to assess the information and act accordingly. As illustrated in the References section of this plan, the process flow titled "Johnson County Threat Information Notification" reflects how threat information, disseminated to appropriate entities based on the assessed level of threat, may be used as a reporting guide for the Olathe Police Department. Upon notification, the Olathe Police Department is responsible for notifying agencies on the state, regional and national level based on each agency's existing notification procedures. Due to the sensitive nature of the information, the law enforcement community may not be able to give specific details about a possible event without compromising intelligence operations. Much reflection and judgment must be exercised in weighing the consequences of compromise versus the possible threat to citizens when warning other agencies or the public.

e) Upon notification that a terrorist incident (or suspected terrorist Incident) has occurred within the City of Olathe, the Johnson County Emergency Communications Center (ECC) will be notified, and the appropriate responders will be dispatched. Additionally, the ECC will notify appropriate organizations of the event. Upon notification, each organization is responsible for notifying agencies on the state, regional, and national level based on each agency's existing notification procedures. The process flow titled "Johnson County Terrorist Incident

Notification" in the References section illustrates how notification may be made throughout the county in a suspected or actual terrorist event.

f)   During response, ESF 13 Teams will evaluate and coordinate with the Olathe Police Department to provide security in disaster operations locations such as Staging Areas, Shelters and Feeding Sites, Morgues, Hospitals, Strategic National Stockpile sites, Field Command Posts, etc. This security function may include locking down locations and managing access control in and out of the area. It may also require specialized knowledge or safety gear depending on the type of environment, such as terrorism situations or HAZMAT events.

g)   In the event that National Guard resources are deployed to the City of Olathe to augment law enforcement and security, the ESF 13 Team will coordinate and manage the use of those resources.

h)   The Olathe Police Department will coordinate its support in incidents on state or federal property as local law enforcement has limited jurisdiction at these incidents.

i)   Public Safety and Security agencies have the major responsibility for providing traffic control. The Olathe Police Department will request assistance if necessary. Rerouting of traffic on state or interstate highways will be in accordance with the KDOT/MoDOT Kansas City Area Incident Management Program Manual. The Olathe Public Works Department will provide materials for closing streets and signage for rerouting traffic.

j)   The ESF 13 Team will coordinate with ESF 4 Firefighting, ESF 1 Transportation, and ESF 3 Public Works and Engineering (debris removal) and other ESFs as needed to designate primary and alternate transportation routes. These teams will evaluate and ensure access requirements to meet response needs.

k)   Evacuations may be initiated by City of Olathe officials in situations where evacuation is critical to the safety & health of the population.

    ▪   On-scene Incident Commanders (IC) are responsible for making evacuation decisions related to a specific incident, especially when the timeliness of such decisions is a matter of immediate life safety. In the case of a more widespread disaster, or when the decision to evacuate is not a matter of

immediate life safety, such decisions will normally be made by or in coordination with EOC Command.

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

- Chief executives for the City of Olathe should be advised of areas being evacuated as soon as possible, according to established protocols. The IC will keep informed of evacuation situations with the potential to require city-wide coordination or City EOC activation. Upon becoming notified, the Emergency Management Director will provide necessary support and activate the City EOC as required. When activated ESF 1, ESF 4 and ESF 13 will coordinate city-wide evacuation activities.

- The entity issuing an evacuation has the primary responsibility for notifying and informing the public of the evacuation. Olathe Emergency Management and/or the City EOC (when activated) can assist in information dissemination when needed.

- When the disaster situation has stabilized and it is again safe to return to a previously evacuated area, the authorization to allow re-entry will be given by the Director of City EOC, the IC or as otherwise directed.

l) The Olathe Police Department may provide mobile units to assist with warning the public (See also ESF 15 Public Information).

m) The Olathe Police Department may be asked to assist with damage assessment activities after a disaster.

n) Law enforcement agencies have a number of specialized capabilities for search & rescue, explosive ordinance disposal, tactical response, etc. (see also ESF 4 and ESF 9 Search and Rescue). The following are types of specialized capabilities related to law enforcement; a full resource list is available through the EOC:

a. Patrol Dogs

        b. Aerial Search/Surveillance

        c. Underwater Rescue

        d. Explosive Ordnance Disposal (EOD)

        e. Tactical Response Teams

        f. Tactical Medical Team

        g. Investigative Resources

    o) Most resource requirements beyond the capability of the Olathe Police Department can be supplied through mutual aid using existing state statutes via verbal request.

    p) All individuals/organizations involved in disaster response should collect and record information on the utilization of labor, materials, equipment and disaster-related costs.

2. Johnson County

    a) During an activation of the Johnson County Emergency Operation Center. Primary and support agency staff is integrated with the staff to provide support

    b) During an emergency or disaster event, the Johnson County Emergency Operations Center/Operations Section Chief will coordinate the support resources from the support agencies with the Emergency Services Branch Chief.

    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 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 Johnson County Emergency Operations Plan.

3. State of Kansas

a) During an activation of the SEOC, 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 will report to the Emergency Services Branch Chief who reports to the Operations 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.

Roles and Responsibilities

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

Olathe Police Department	
Coordinating Agency	**Olathe Police Department**
Support Agencies	Johnson County Sheriff's Office, Communications Division
	Johnson County Sheriff's Office
	Johnson County Med-Act
	Local Jurisdictional Law Enforcement Agencies

	Kansas Highway Patrol
	Olathe Fire Department
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• . Review the ESF 13 Annex annually and update as needed. • Continually evaluate the capabilities required to accomplish the ESF 13 mission, identify any gaps, and leverage resources to address them. • Manage the resolution of ESF 13 after-action issues. • Develop and/or participate in relevant ESF related planning, training, and exercise activities at the local, regional, state, and/or federal level. • Ensure necessary supplements to the ESF annex are developed and maintained (including emergency contact lists, resource lists, departmental/functional plans, procedures, protocols, & EOC job aids). • Ensure representatives from the Coordinating Agency and Support Agencies are fully-trained and prepared to respond to the City EOC as ESF 13 Team Members.
Response	• Establish and maintain operational awareness of Public Safety and Security through direct communications links with Public Safety and Security units in the field and/or the appropriate coordinating entity. • Conduct Public Safety and Security disaster impact and needs assessments, prioritize ESF 13 operational objectives in alignment with the EOC Action Plan, and coordinate ESF 13 city-wide response activities; • Collect and analyze information relevant to ESF 13 and report in WebEOC® and EOC documents including EOC Action Plans and Situational Reports; • Receive, manage, & track resource requests for ESF 13; • Ensure full coordination of activities with other groups within the EOC to assist in the development and maintenance of a common operating picture.
Recovery	• Coordinate the ESF 13 support of recovery activities. • Coordinate the restoration of ESF 13 resources and/or capabilities as needed. • Ensure ESF 13 Team Members and/or their agencies provide appropriate records of costs incurred.

	Conduct an ESF 13 after-action review.

Olathe Police Department	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Ensure each of the preparedness responsibilities identified for the City ESF 13 Team (listed above) are accomplished. • Maintain an inventory of agency resources. • Provide current emergency contact information to the Emergency Management Division of the Olathe Fire Department.

Response	• Provide Public Safety and Security support in emergency/disasters, in accordance with departmental operations guides & protocols and existing MOUs & agreements, including:
	
	    o Dispatching services and communications support as needed.
	    o Establish perimeters and security for evacuated areas.
	    o Establish security for staging/reception areas.
	    o Provide security for existing and/or temporary morgues.
	    o Provide security at facilities used for emergency purposes.
	    o Providing necessary security on a temporary basis for hospitals and emergency centers.
	    o Provide necessary support to correctional facility staff, in the event the facility staff must be augmented.
	    o Ensure the safety and well-being of responders.
	
	• Coordinate response activities with the City EOC in support of the ESF 13 mission.
	
	• Ensure each of the response responsibilities identified for the City ESF 13 Team (listed above) are accomplished regardless of the activation/staffing level of the City EOC.
	
	• Arrange for appropriate staffing of the City ESF 13 Team in the EOC throughout activations
	
	• Coordinate the activities of ESF 13 Team Members in the City EOC.

Recovery	• Coordinate the ESF 13 support of recovery activities.

	• Coordinate the restoration of ESF 13 resources and/or capabilities as needed. • Ensure ESF 13 Team Members and/or their agencies provide appropriate records of costs incurred. • Conduct an ESF 13 after-action review.

Financial Management

1. ESF 13 is responsible for coordinating with 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 to the formula has 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 Resource Management or a designated Finance Service officer as soon as possible.

References

Johnson County Emergency Operations Plan, ESF 13 Public Safety and Security, dated, 2016.

The following are links to online information regarding Public Safety and Security Statutes for consideration in ESF-13:

- State to State Arrest Authority:

    http://www.kslegislature.org/legsrv-statutes/getStatute.do?number=12239

- City / Jurisdictional Authority:

    http://www.kslegislature.org/legsrv-statutes/getStatute.do?number=12236

- Cause for Arrest Authority:

    http://www.kslegislature.org/legsrv-statutes/getStatute.do?number=12235

- Command of Assistance Authority:

http://www.kslegislature.org/legsrv-statutes/getStatute.do?number=12242

- Forms of Interstate Assistance:

http://www.hhs.gov/disasters/discussion/planners/mscc/chapter6/6.2.html

- Evacuations:

http://www.kslegislature.org/legsrv-statutes/getStatuteFile.do?number=/48-925.html

State of Kansas

Kansas Attorney General's Office

- K.S.A. 50-623 et seq. Kansas Consumer Protection Act (KCPA);
- K.S.A. 50-640 Door to Door Sales;
- K.S.A. 50-6,106 Profiteering from Disaster;
- K.S.A. 50-626 Deceptive Acts;
- K.S.A. 50-627 Unconscionable Acts; and
- K.S.A. 19-2231 et seq. Transient Merchant Licensing Act.

KBI

- K.S.A. 75-711 Establishes the KBI as a division of the Attorney General's Office;
- K.S.A. 75-712 Sets out the power and duties of the KBI Kansas Department of Corrections;
- K.S.A. 75-5247 (a) Powers and Duties of Corrections Officers;
- K.S.A. 75-5214 Provides Parole Offices with Law Enforcement Powers; and
- K.S.A. 22-2202 Defines Law Enforcement Officer.

KWP

- K.S.A 32-807 Powers of the Secretary; and
- K.S.A 32-808 Conservation officers and employees, training requirements, powers of authority

KHP

- K.S.A 74-2105 Principal function of highway patrol; uniforms required, exceptions; security for public officials; superintendent to supervise and manage capitol police; security of transportation of governor and governor's family; use of aircraft; advise with legislative coordinating council; management functions for bureau of emergency medical services;

- K.S.A 74-2106 Duty assignments of the highway patrol and capitol police limitations; and

- K.S.A. 74-2107 Rules and regulation for conduct of highway patrol and capitol police.

KFMO

- K.A.R. 22-24-1 Regional HazMat definitions;

- K.A.R. 22-24-2 Regional HazMat response team response areas;

- K.A.R. 22-24-3 Adoption by reference;

- K.S.A. 31-133 Fire marshal; power and duties; rules and regulations;

- K.S.A. 31-143 Fire marshal authorized to advise and assist state civil defense director; assistance to municipalities; responsibilities and duties of state fire marshal;

- K.S.A. 31-157 Fire marshal deputies and investigatory personnel; law enforcement power, when: training required exceptions; and

- K.S.A. 31-165 Toll-free number; HazMat incidents.

Please refer to the Basic Plan for additional References.

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.

EMERGENCY SUPPORT FUNCTION 14

Assessment and Recovery

ESF 14 COORDINATORS: Fire Department, *Fire Chief / Emergency Management Director*
 Public Works, *Public Works Director*

PRIMARY AGENCIES: Fire Department, *Emergency Mgt. Unit and Building Codes Div.*
 Public Works, *Solid Waste Division*

SUPPORT AGENCIES: Information Technology Solutions
 Legal Department
 Police Department
 Johnson County Division of Emergency Management
 Johnson County Health Department
 Kansas Division of Emergency Management (KDEM)
 American Red Cross (ARC)
 Kansas Disaster Assessment Team
 Information Technology

EOC ACTIVATION LEVEL: 2

Purpose

The purpose of the ESF 14 Assessment and Recovery Annex is to establish how assessment and recovery activities will be coordinated to meet the needs generated by disasters affecting the City of Olathe.

Scope

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the City's Emergency Operations Center (EOC). ESF #14 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations.

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.

Specifically, this ESF addresses the coordination mechanisms and requirements for post-incident assessments, plans and activities and identifies long-term environmental restoration issues.

In general, the recovery operation begins once conditions in the disaster area stabilize and the immediate danger posed by an event has passed.

Long-term community recovery and mitigation efforts are forward-looking and market-based, focusing on permanent restoration of infrastructure, housing and the local economy, with attention to mitigation of future impacts of a similar nature.

For the purpose of this annex, the following items are defined as:

Disaster Assessments: The process of collecting, analyzing, and reporting information about the overall impact and damage caused by a disaster. The mission of the disaster assessment function is to provide timely and accurate decision-making information for disaster response and recovery operations.

> **Rapid Disaster Assessment:** A rapid assessment is a quick evaluation of what has happened and used to help prioritize response activities, allocate resources and determine the immediate need for outside assistance. In most cases, a rapid assessment will be completed within a few hours of the incident.   Rapid assessments may focus on critical infrastructure facilities, depending upon the scope of the disaster.

> **Detailed Disaster Assessment:** After the rapid assessment, the disaster assessment process evolves into a more detailed and continued evaluation of the impacts of the disaster. The detailed damage assessment is needed to document the magnitude of public and private damage for planning recovery activities and to justify the need for State and Federal assistance. A detailed damage assessment is also necessary to meet the information needs of the public, elected officials and the media.

> **Structural Damage Assessments:** As part of the detailed disaster assessment, structural damage assessment is the process of collecting, analyzing, and reporting information regarding public and private structures damaged by the disaster. This information is necessary to support requests for future planning, response and recovery programs offered at the state and federal levels.

Recovery: Recovery consists of the activities that continue beyond the emergency period to restore critical community functions and manage reconstruction. The main goal of the recovery process is to meet the needs of those affected by disaster. This annex outlines the framework of the recovery process and highlights the types

of recovery assistance that may be available. Mitigation is only one of several responsibilities to consider during recovery but it is very important to evaluate during the recovery process. Mitigation consists of those activities designed to prevent or reduce losses from disaster.

Alerts and Notifications

1. The Emergency Management Director (or his/her designee) will notify the ESF 14 Coordinator of EOC activations. If a disaster has the potential to significantly impact the City, the Emergency Management Director will request ESF 14 representatives to respond to the EOC.

2. Upon instructions to activate or placement of ESF 14 on standby, Fire Department / Public Works 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.

3. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist.

4. JCDEM will be kept informed of situations that require (or may potentially require) countywide coordination and/or the activation of the County EOC.

5. When notified that the EOC has been activated, the ESF 14 coordinator will:

   - 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.

   - Establish contact with the City of Olathe Public Information Officer to coordinate dissemination of media information relative to volunteers and donations.

   - Establish contact with the ESF 14 coordinator to advise them of current situation, status and emerging needs.

Situations and Assumptions

A. Assumptions

1. There are many hazards that have the potential for causing extensive damage in the City. Damage may involve a wide variety of public and private facilities, homes, businesses, roads, bridges, and other systems, structures, or facilities. Some disasters could affect the ability of business and industry to function, interrupt government services, and other aspects of the community. In such events, assistance will be needed to re-establish vital support systems and to restore the affected parts of the county to pre-disaster or improved conditions.

2. Transportation and communications systems may be severely disrupted or inoperable. Damage assessment teams may require assistance from responders to safely perform damage assessment duties.

3. City, County and other resources can be overwhelmed during and following a disaster.

4. Following a disaster, some services normally provided by the City will not be provided or could be delayed.

5. A disaster can affect the ability of business and industry to function and interrupt government services.

6. Requests for emergency assistance from the City will be resolved at the lowest level direction and control facility with appropriate response resource capabilities. Unresolved assistance requests will normally flow upward from the City to the Johnson County EOC to obtain augmented resources from the County, State and/or Federal sources as needed.

B. Situation

1. Outside assistance may be necessary to re-establish core services following a disaster.

2. A timely and comprehensive assessment of the disaster and its impacts is essential to identify immediate response actions and the development of recovery initiatives.

3. During and following a disaster, the ESF 14 team might be requested to provide qualified personnel in the County EOC.

4. Following significant disasters, a multitude of independent damage assessment activities will be conducted by a variety of organizations including City, County, State, and/or Federal Disaster Assessment Teams, insurance companies, utility companies, the American Red Cross, and others.

5. Both rapid and detailed 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).

6. The City is responsible for completing disaster damage assessments. Disaster damage assessments provide accurate assessments of the actual impact on the City. Disaster assessments will be necessary during and following a disaster.

7. Following a major disaster, substantial government assistance will be required to return the City to pre-disaster conditions.

8. Building codes and permitting processes will play a significant role in the recovery process. To the extent that these impacts can be understood and addressed in advance, the rate and quality of recovery will be enhanced.

CONCEPT OF OPERATIONS

A. General

1. ESF 14 is organized consistent with the 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 City of Olathe through the City 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 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 a liaison role at the EOC to assist in coordination of all activities under ESF 14.

6. Requests will be made of the ESF 14 and ESF 2 to assist in managing incoming volunteer and donations related calls placed from outside of City of Olathe. 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 Fire Department 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 donations warehouse facilities.

9. Rapid Impact Assessment

10. Environmental Assessment

11. Types of Disaster Declarations

12. Other/Vulnerable Needs Considerations

B. Direction and Control

1. The ESF 14 Coordinating Agency is Fire Department / Public Works which is appointed by the Fire Department, in coordination with local planning partners. The staff serving as ESF 14 Coordinator is appointed by and located in the Fire Department / Public Works. 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 Fire Department, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within City of Olathe.

3. The ESF 14 system operates in two arenas; 1) EOC Operations; 2) Field Operations.

4. During emergency activations, all management decisions regarding transportation for City of Olathe are made at the by the ESF 14 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the assist the incident commander in carrying out the overall mission.

C. Organization

1. City

a) The Emergency Management Division of the Olathe Fire Department is the primary agency for coordinating ESF 14 Assessment and Recovery.

b) The Olathe Fire Department, Building Codes Division will be the Coordinating Agency leading the assessment process. Both Olathe Fire Department Emergency Management and the Building Codes Division will partner as the Coordinating Agencies for recovery efforts within ESF-14 Assessment and Recovery. They will work with the supporting agencies to complete the ESF 14 mission.

c) The National Incident Management System (NIMS) will be used for collecting, processing and disseminating information.

d) ESF 14 applies to all agencies and organizations with assigned disaster responsibilities in the EOP.

e) The ESF 14 coordinator and the support agencies are critical members of the Emergency Management Team and will work within the EOC structure described in ESF 5 Emergency Management.

f) Disaster-recovery operations require coordination at all levels of government, often supplemented by the efforts of volunteer organizations and private industry and are conducted in accordance with established plans and procedures for administering disaster-relief programs.

g) Disaster-recovery operations require coordination at all levels of government, often supplemented by the efforts of volunteer organizations and private industry, and are conducted in accordance with established plans and procedures for administering disaster-relief programs.

h) Close coordination is maintained with County, State and Federal officials to determine potential needs for support and the most expeditious means of acquiring that support.

i) The City's disaster assessments will be provided to the County EOC/JCDEM. The County is responsible for performing a county-wide assessment and providing this information to the State.

j) The EOC will serve as the central location for interagency coordination and decision-making, including all activities associated with ESF 14.

k) The EOC will establish and maintain communications with the County EOC for resource requests.

l) The ESF 14 Coordinator will work with the EOC Team to coordinate disaster assessments.

m) The ESF 14 Coordinator will be the primary contact for Long-Term Community Recovery.

n) The ESF 14 Coordinator and supporting agencies will work to determine the need to develop and implement community recovery and economic stabilization strategies. Consideration should be given to augmenting or expanding existing programs to meet disaster needs.

o) Close coordination will be required to help ensure emergency response and recovery decisions regarding energy and utility system restoration. Private energy and utility providers should become integral members of the EOC Team when their respective utilities become affected. See ESF 12 for further information.

p) During the period that a declaration of a state of disaster emergency is in effect pursuant to K.S.A. 48-932, and any amendments thereto, every person performing cleanup, debris removal or the repair or maintenance of any structure within an area designated in the declaration of a state of disaster shall register with the County, with the exception that an owner, tenant, or occupant of any structure who performs cleanup, debris removal, or repair or maintenance of such structure shall not be required to register. (Johnson County Res. No. 044-01, § 1, 7-12-2001)

Disaster Damage Assessments

a) A disaster requires an accurate assessment of the actual impact on the community. A disaster damage assessment defines the severity and magnitude of loss and helps identify the needs generated by the disaster. The assessment information is provided to the County EOC through the EOC. The County provides this information to the State, who will

determine if State and/or Federal recovery assistance can be made available.

b) Timely and thorough disaster damage assessments will allow the City to:

- Alleviate human suffering;

- Prioritize response operations;

- Identify trends, issues and potential problem areas;

- Make informed operational decisions regarding public safety;

- Request mutual aid;

- Allocate resources and personnel to the areas of greatest need;

- Minimize response and recovery time;

- Document the need for State/Federal assistance;

- Mitigate against future disasters;

- Land for long term recovery activities of the whole community, including special needs populations.

c) Any of the hazards identified in the Hazard Ranking and Vulnerability Analysis (see Basic Plan) could cause extensive public and private property damage creating a need for disaster damage assessments.

d) The EOC will monitor, collect, process and maintain disaster assessment information reported from the field. Additional information may come from emergency repair crews, other City employees, business and industry, private citizens and/or the media.

e) Geographic Information System (GIS) staff will assist the ESF 14 coordinator and EOC team by providing mapping, illustrating the extent of the damage as it is reported by the damage assessment teams.

f) There are two types of disaster damage assessments—rapid and detailed. Rapid assessments are completed within a few hours of the incident and detailed assessments may take days or weeks. Both rapid and detailed assessments will consider private property damage (e.g. losses by persons and damage to residences and businesses) and public damage (e.g. damage to infrastructure such as roads, bridges, utilities, and government facilities.

Rapid Disaster Damage Assessments

a) A rapid assessment is a quick evaluation of what has happened and is used to prioritize response activities, allocate resources and determine the immediate need for outside assistance. The purpose of RA is not to estimate the dollar value of the damage, but to assess the nature, magnitude and scope of the event so that the decision makers can assign the appropriate priorities to their response and request outside resources that are the most beneficial and most needed. In most cases, a rapid assessment will be completed within a few hours of the incident. As pertinent information becomes available, it will be passed on to the EOC.

b) The rapid assessment will include the following information:

- Area or jurisdiction affected

- Known injuries

- Known fatalities

- Critical facilities damaged or destroyed

- Evacuations

- Mutual aid activated

- Any County, State and/or Federal resources anticipated

- City Disaster Declaration recommendation

c) During rapid damage 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

d) It is anticipated that most rapid assessment information will be forwarded to the EOC from the field via telephone and/or radio. WebEOC will be used as the primary record-keeping system. In most cases, rapid assessment information will come from first responders already in the field. Personnel may be deployed specifically to conduct rapid damage assessments and to report the information to the EOC as quickly as possible.

e) 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.

f) If necessary, rapid assessments will also include safety inspections of critical facilities and infrastructure, such as hospitals, the EOC, potential shelters and evacuation routes. Rapid assessments will also include utility safety checks for hazards. The structural integrity of emergency shelters and other emergency facilities will be determined by the ESF 14 coordinator.

g) Based on information gathered during the rapid assessment phase, the ESF 14 coordinator will decide when and where to conduct detailed disaster assessments.

h) The City will work closely with the County EOC and JCDEM throughout the disaster assessment process. The City Disaster Assessment Teams will use disaster assessment forms consistent with those developed by the Kansas Division of Emergency Management (KDEM) to ensure a standard reporting method is used and that all damage assessment activities are conducted in accordance with State and Federal requirements.

i) In most cases, the American Red Cross (ARC) will also conduct assessments to determine the immediate needs of people affected by the disaster.

j) 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 part of the ongoing recovery process.

<u>Detailed Disaster Damage Assessments</u>

a) A detailed disaster damage assessment is necessary to document the magnitude of public and private damage for planning recovery activities and to justify the need for County, State and Federal assistance. A detailed assessment is also necessary to meet the information needs of the public, elected officials and the media.

b) During detailed disaster damage assessments, emphasis will be placed on collecting and organizing information in a manner that will allow the EOC to:

- Evaluate the overall total scope, magnitude and impact of the incident
- Prioritize recovery activities
- Plan for ongoing recovery and restoration activities
- Project the total costs of long-term recovery
- Document the need for supplemental assistance

c) 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.

d) The ESF 14 coordinator, in consultation with the EOC Team, will decide when the situation allows for detailed disaster assessments. The ESF 14 coordinator will contact, organize, brief and deploy detailed damage assessment field teams. In most cases, field assessment teams will be deployed to the damaged areas to gather information and report it to the EOC for analysis and reporting.

e) In addition to field assessments, it may be necessary for the ESF 14 coordinator to assign personnel to estimate projected disaster costs to determine the need for State and/or 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 in the field.

f) Detailed disaster assessments will include the following information:

- Number of persons affected in disaster area
- Number of persons evacuated

- Number of shelters open
- Number of persons in shelter
- Number of confirmed injured
- Number of confirmed fatalities
- Number of confirmed missing persons
- Number of homes and businesses with damage (destroyed, major, minor, affected & uninsured loss)
- Number of homes in flood plain
- Number of acres burned
- Number of critical care (hospitals and assisted living) facilities damaged
- Number of City and/or County facilities damaged, including all infrastructure (e.g. road and bridge)
- Road closures
- Utility damage
- City Disaster Declaration

g) Private property and public property disaster assessment teams will be organized.

h) Private property disaster assessment teams will be comprised of code enforcement officers, building inspectors, volunteer agency representatives, insurance adjustors and others familiar with the affected areas possessing the knowledge and skills to document the damage incurred to residences and businesses.

i) Public property disaster assessment teams will be used to document the extent of damage to public facilities, roads, bridges, utilities and other publicly-owned structures.

j) Public property disaster assessment teams will be comprised of individuals with construction estimating skills that are familiar with determining public property damage.

k) The number of property damage assessment teams and team members required will be based on the scope and magnitude of the damage. If needed, the ESF 14 coordinator may request Johnson County Damage

Assessment Teams or Kansas Disaster Assessment Teams through JCDEM/County EOC for assistance.

l) The ESF 14 Assessment and Recovery Team will decide when the situation allows for structural damage assessments. Johnson County Damage Assessment teams will include Johnson County Planning and Development experts, in partnership with city and jurisdictional building officials. The Johnson County Planning and Development 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.

Joint Preliminary Damage Assessments (PDAs)

a) If the scope of damage dictates, a Preliminary Damage Assessment (PDA) will be initiated to determine the need for supplemental State and/or Federal disaster assistance. A PDA will normally be initiated by KDEM based on the results of local damage assessments and completed within 72 hours of the disaster onset.

b) PDAs may be conducted to document the need for Individual Assistance (IA) Programs and/or Public Assistance (PA) Programs.

c) A City and County staff member will accompany all PDA Teams. In most cases, these staff members will have been a member of the Disaster Assessment Team and should be familiar with the damaged area(s). During a PDA, the role of the City and County staff member is critical, as they are to ensure all damage is observed and documented by the County, KDEM, the Federal Emergency Management Agency (FEMA), the Small Business Administration (SBA) and any other agencies potentially providing assistance.

d) Based on the results of the PDA, KDEM may recommend that the Governor request a Presidential disaster declaration for IA or PA, or both.

e) The City and County will work closely with the KDEM to ensure all types of disaster assistance are considered during the PDA process. If Johnson County receives a Presidential Disaster Declaration based on a request from the Governor (see ESF 5 Emergency Management for information regarding the declaration process), several programs may be made

available to assist the City and County governments, residents and businesses. Even without a Presidential Disaster Declaration, there are programs that may assist those affected by the disaster.

Environmental Assessment

Assessing damage to the environment from a chemical and/or radiological disaster will be differentiated in the following categories:

a) Damage to Containment Structures

- Damage to chemical or radiological containment structures will be handled by specifically-trained hazardous material technicians or radiological specialists (see ESF 10 Hazardous Materials).

b) 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 (see ESF 11 Agriculture, Animal Welfare, and Natural Resources).

c) Biological

- In cooperation with the Kansas Department of Health and Environment (KDHE), local hospitals and other regional health departments, the County Health Department will provide disease monitoring. In addition, the County Health Department will coordinate the collection and testing of biological samples with KDHE and the Center for Disease Control (CDC) (see ESF 8 Public Health).

Recovery

a) Immediately after any disaster, response activities to save lives and protect property will have the highest priority. However, recovery activities can be conducted concurrently (with response) and should commence as soon as possible. Gradually, as the requirement for emergency response diminishes, the need for recovery activities will become the focal point.

b) Based on a comprehensive assessment of the situation, JCEM will coordinate with the appropriate agencies/ organizations to develop and implement the overall strategy and specific recovery initiatives necessary to meet the needs of the county.

c) The following tenets should guide the development of strategic priorities and recovery initiatives:

- All recovery initiatives will be based on and prioritized by the verified needs generated by disaster (identified through the disaster assessment process).

- A wide range of participants and stakeholders should be included in the collaboration and development of recovery initiatives. By engaging the appropriate decision makers and stakeholders a better understanding of the needs and issues can be achieved and more effective solutions can be identified.

- In addition to meeting the needs generated by a disaster, recovery initiatives should also seek to achieve sustainability through additional community goals and priorities (i.e. economic, social, environmental, etc.). By recognizing these types of opportunities, community goals can be strengthen or improved through the recovery process. Using this holistic approach will insure that the community's overall best interests are addressed.

- A unique opportunity to prevent and/or lessen the effects of future disasters is presented after a disaster. Opportunities for mitigation should be considered throughout the recovery process.

d) For recovery and mitigation activities, the ESF 14 Assessment and Recovery Team will:

- Work to establish a partnership with business and industry to help ensure all available programs are implemented to assist with economic stabilization and recovery;

- Serve as liaisons to County, State, and Federal, volunteer and private agencies providing assistance and implementing recovery programs. Depending on the type, scope and duration of the event, these agency representatives may become critical members of the City's recovery team;

- Work with State and Federal officials ensure that mitigation initiatives are considered in rebuilding and redevelopment when feasible and practical;

- Coordinate with neighborhood groups and volunteer agencies to ensure community needs related to the disaster have been identified and appropriate local, State and Federal assistance is made available to address important community issues.

2. Johnson County

  a) During an activation of the Johnson County Emergency Operations Center, support agency staff is integrated with the support staff to provide support.

  b) During an emergency or disaster event, the Johnson County Emergency Operations Center Operations Section Chief will coordinate resource support with the Human Services Branch Chief.

  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 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 Johnson County Emergency Operations Plan.

  e) The Emergency Management Director (or his/her designee) shall be represented in ESF 5 (Information and Planning) and support disaster intelligence collection and analysis as relates to the ESF 14 scope.

  f) Individual organizations supporting ESF 14 will maintain contact with the Johnson County Emergency Operations Center ESF 14 liaison to advise them of status and response capabilities.

3. State of Kansas

  a) During an activation of the SEOC, KDEM 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 will report to the Human Services Branch Chief who reports to the Response Section Chief under the overall direction of the SEOC Manager.

c) The 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 City of Olathe Emergency Operation Plan.

Roles and Responsibilities

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.

Fire Department, Emergency Management Unit	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Maintain this ESF Annex as well as support the basic EOP. • Ensure each of the preparedness responsibilities identified for the City ESF 14 Team (listed above) are accomplished. • Maintain an inventory of agency resources. • Keep current emergency contact information in the EOC. • Ensure necessary supplements to the ESF 14 are developed and maintained (including emergency contact lists, resource lists, departmental plans, procedures and EOC job aids. • Ensure personnel receive training in disaster operations and the Incident Command System (ICS), per the National Incident Management System (NIMS). • Participate in disaster exercises.
Response	• Deploy trained individuals to the EOC and/or County EOC as needed. • Alert or activate off-duty or auxiliary personnel as needed. • Coordinate activities with other responding agencies.

	• Coordinate all ESF 14 activities.
	• Establish and maintain operational awareness of assessments and recovery through direct communication links with field units.
	• Conduct assessment and recovery data gathering and analysis and prioritize ESF 14 operational objectives.
	• Provide disaster assessment information to the EOC and County EOC.
	• Report pertinent information via WebEOC.
	• Receive, manage and track resource requests for ESF 14.
Recovery	• Coordinate the ESF 14 support of recovery activities.
	• Coordinate the restoration of ESF 14 resources and/or capabilities as needed.
	• Replenish supplies and repair damaged equipment.
	• Ensure ESF 14 team members and/or their agencies provide appropriate records of costs incurred.
	• Participate in countywide recovery planning and activities.
	• Prepare the documentation required to become eligible for reimbursement.
	• Conduct an ESF 14 after-action review.

Fire Department, Building Codes Division	
Mitigation	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Preparedness	• Assist with ESF 14 preparedness activities.
	• Maintain an inventory of agency resources.
	• Maintain emergency contact information.
Response	• Provide ESF 14 support in and following disasters.
	• Send agency representatives to the EOC as part of the ESF 14 Team when activated.
	• Participate in disaster assessment operations.
	• Assist with assessment and recovery data gathering and analysis.
Recovery	• Coordinate restoration of agency resources and/or capabilities as needed.
	• Assist with coordination of response activities with the EOC.
	• Continue participation in disaster assessment operations.

	• Ensure each of the response responsibilities is accomplished.
	• Participate in citywide recovery planning and activities.
	• Prepare the documentation required to become eligible for reimbursement.
	• Participate in after-action reviews.

Information Technology Solutions, Business Services Division	
Preparedness	• Identify and implement mitigation activities to prevent or lessen the impact of future incidents.
Response	• Assist with ESF 14 preparedness activities. • Maintain an inventory of agency resources. • Maintain emergency contact information.
Recovery	• Provide ESF 14 support during disasters. • Send agency representatives to the EOC as part of the ESF 14 Team when activated.
Mitigation	• Coordinate the restoration of agency resources and/or capabilities as needed. • Participate in citywide recovery planning and activities. • Prepare the documentation required to become eligible for reimbursement. • Participate in after-action reviews.

Financial Management

1. ESF 14 is responsible for coordinating with Resource Management to manage ESF 14 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 has 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 Resource Management or a designated Finance Service officer as soon as possible.

References

Johnson County Emergency Operations Plan, ESF 14 Assessment and Recovery, dated, 2016.

Please refer to the Basic Plan for additional References.

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.

EMERGENCY SUPPORT FUNCTION 15

Public Information

ESF 15 COORDINATORS: Fire Department, Fire Chief
Communication and Customer Service, *Director*
Public Works, *Director*
Police Department, *Police Chief*
Parks and Recreation, *Director*

PRIMARY AGENCIES: Fire Department, *PIO*
Communication and Customer Service, *Customer service*
Public Works, *PIO*
Police Department, *PIO*
Parks and Recreation, *PIO*

SUPPORT AGENCIES: Department Public Information Officers (PIOs)
Johnson County Emergency Communication Center
City Manager's Office
Legal
Public Works
Resource Management
Fire Department
Parks and recreation
Police Department
Information Technology

EOC ACTIVATION LEVEL   3

Purpose

The purpose of ESF 15 is to disseminate information on emergencies to the public through the news media in City of Olathe.

Scope

This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the City's Emergency Operations Center (EOC). ESF 15 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations.

This ESF identifies the key policies, concepts of operations, roles and responsibilities and capabilities associated with public information dissemination in the City during and after a disaster.

During disasters, the general public will need and rely on information provided about the situation and instruction on proper response actions. Well-developed public information, education strategies, and communications plans help to ensure that lifesaving measures, evacuation routes, threat and alert systems and other public safety information are coordinated and communicated to numerous audiences in a timely, consistent manner.

The media will rely on information about emergency situations and disasters. The local media, particularly television and radio, will perform an essential role in providing emergency instructions and current information to the public. Depending on the severity of the disaster, or the media's perception of the severity of the disaster, regional and national media will also cover the event and request information and comment from local officials.

Specifically, this ESF addresses the following items:

- Actions that will be taken to provide timely, accurate, continuous and accessible public information regarding disasters.
- Actions that will be taken to control rumors.
- Identify roles and responsibilities of a PIO.
- How responders and local officials will collaborate with the media.

Alerts and Notifications

1. The Emergency Management Director (or his/her designee) will notify the ESF 15 Coordinator of EOC activations. If the disaster has the potential to severely impact the City, the Emergency Management Director will request ESF 15 representatives to respond to the EOC.

2. Upon instructions to activate or placement of ESF 15 on standby, Communications 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.

3. As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist.

4. JCDEM will be kept informed of situations that require (or may potentially require) countywide coordination and/or the activation of the County EOC.

5. All requests for outside public assistance (State, Federal, etc.) shall be routed to the EOC.

6. In the event the EOC is not operational (e.g. during a quickly occurring disaster), the requests should be routed directly to the Emergency Management Director (or his/her designee).

Situations and Assumptions

A. Assumptions

1. City, County and other resources can be overwhelmed during a disaster.

2. During a disaster, some services normally provided by the City will not be provided.

3. Public demand for information can become overwhelming during a disaster.

4. Requests for emergency assistance from the City will be resolved at the lowest level direction and control facility with appropriate response resource capabilities. Unresolved assistance requests will normally flow upward from the City to the Johnson County EOC to obtain augmented resources from the County, State and/or Federal sources as needed.

B. Situations

1. Depending on the severity of the disaster, various communication methods may not be fully functional

2. The public needs timely, accurate, continuous and accessible information regarding disasters.

Concept of Operations

A. General

1. ESF 15 is organized consistent with the 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 City Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) 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 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 Communications will act as the lead agency for ESF 15. Depending on the severity of the situation, other local public information officers and City staff will assist with media advisories and releases. Lead or support agency public information staff will operate from the on a 24-hour schedule to help maintain the flow of public information.

5. Depending on the severity of the disaster, the Fire Department may activate a 24-hour citizen information center to handle citizens' inquiries.
In a catastrophic disaster, ESF 7 Resource Management, ESF 14 Assessment and 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 City of Olathe officials and citizens aware of current events.

6. Public Announcement and media releases

7. Vulnerable Needs

B. Direction and Control

1. The ESF 15 Coordinating Agency is Communications which is appointed by the Fire Department, in coordination with local planning partners. The staff serving as ESF 15 Coordinator is appointed by and located in the Communications. 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 Fire Department, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within City of Olathe.

3. The ESF 15 system operates at two levels: 1) EOC Operations; 2) Field Operations.

4. The Fire Department 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. City

a) The Communication and Customer Service Department is the primary agency for coordinating ESF 15 Public Information.

b) ESF 15 applies to all agencies and organizations with assigned disaster responsibilities in the EOP.

c) The ESF #15 Coordinator and the support agencies are critical members of the Emergency Management Team and will work within the EOC structure described in ESF 5 Emergency Management.

d) Close coordination is maintained with County, State and Federal officials to determine potential needs for support and the most expeditious means of acquiring that support.

e) The EOC will serve as the central location for interagency coordination and decision-making, including all activities associated with ESF 15.

f) The EOC will establish and maintain communication with the County EOC for resource requests.

g) The ESF 15 coordinator shall assume the responsibilities of Lead PIO. A support staff of trained departmental PIOs will assist the Lead PIO as required.

h) When emergency incidents arise which call for the establishment of an Information Officer at the scene of an emergency, the Incident Commander on-scene is responsible for establishing this function. Once the Information Officer function has been established, it is the responsibility of the on-scene Information Officer to contact other PIOs when deemed necessary and appropriate.

i) During a disaster, all City departments will direct all public information releases to the Lead PIO.

j) The Lead PIO is the official spokesperson for the City elected officials and the City Manager's Office.

k) The Lead PIO will ensure coordination of public information releases among surrounding local, County, State and Federal jurisdictions and/or agencies, and volunteer and private organizations.

l) The Lead PIO will appoint a support staff comprised of trained departmental PIOs (herein referred to as the ESF #15 team) to ensure the capability of an Emergency Public Information component to provide 24-hour support.

m) A Joint Information System (JIS) provides the mechanism to organize, integrate and coordinate information to ensure timely, accurate, accessible, and consistent messaging across multiple jurisdictions and/or disciplines with non-governmental organizations and the private sector. A JIS includes the plans, protocols, procedures, and structures used to provide public information. Federal, State, tribal, territorial, regional or local Public Information Officers and established Joint Information Centers (JICs) are critical supporting elements of the JIS.

n) A Joint Information Center (JIC) is a central location that facilitates operation of the Joint Information System. The JIC is a location where personnel with public information responsibilities perform critical emergency information functions, crisis communications and public affairs functions. JICs may be established at various levels of government or at incident sites, or can be components of Multi-agency Coordination Systems. A single JIC location is preferable, but the system is flexible and

adaptable enough to accommodate virtual or multiple JIC locations, as required.

o) The Lead PIO will activate the JIC as required, and manage its overall operations. A JIC should be established as soon as possible.

p) PIOs will maintain a current media directory with points of contact for radio, television, newspaper and other media outlets.

q) The Lead PIO will determine a primary and alternate media briefing area.

r) Periodic news briefings will be necessary during a disaster.

s) If a County JIC is established, the Lead PIO will assign a City PIO as a liaison.

t) The Lead PIO will activate and coordinate community relations efforts to identify public informational needs and best vehicles of dissemination.

u) The ESF 15 Coordinator will develop, maintain and share with City department PIOs pre-scripted information that is ready for rapid dissemination.

v) Methods of communication are dependent on the disaster and technology that is available during and after the disaster. Communication methods can consist of media briefings, press releases, website postings, social media, cable television interruptions, Emergency Alert System (EAS) messages, text messages, OCEANS telephone messages, door-to-door warnings, fliers, public address announcements, etc.

w) All alerts and updates will originate from the primary City of Olathe social media pages. Department pages will direct the public there for consistency.

x) Public communication methods may require support for special needs populations. The Lead PIO will identify these needs during mitigation and reassess the need for accessible public information throughout and after the disaster. Call-centers must also be capable of communicating with these populations. The following is a non-inclusive list of considerations for special populations:

y) Deaf/Hearing Impaired: Paging systems, text messaging, web-site postings, interpreters, television closed-captioning, etc.

z) Blind/Visually Impaired: The Emergency Alerting System (EAS) provides audio alerting via local media outlets. Some disaster planning information is available in Braille.

aa) Non-English speaking: Many media outlets provide closed-captioning in Spanish. Interpreters need to be considered for use.

bb) Correctional facilities: The Johnson County Sheriff's Office and the Johnson County Department of Corrections coordinate this communication.

cc) Other: Other special needs communication methods need to be considered by the ESF 15 Team.

dd) The ESF 15 Team will be directly involved in communication dissemination to the public after disasters. Staff will fully mobilize and disseminate emergency instructions and information to the public in the following order of priority:

- Lifesaving/health preservation instructions.

- Emergency status information.

- Other useful information originated by the government or in response to media inquiries.

ee) Lifesaving/health preservation instructions.

ff) Emergency status information.

gg) Other useful information, originated by the government or in response to media inquiries.

hh) In both response and recovery phases, the ESF 15 team will coordinate with on-scene PIOs or utilize a media-briefing center at the EOC.

ii) The ESF 15 team will be available to advise their managers, department heads and elected officials on communication with the media and the public. All information releases should be coordinated with the EOC before dissemination.

jj) The ESF 15 team will conduct tours for VIPs and elected officials, as appropriate.

kk) During the recovery phase, attention will be focused on restoring channels of communication with the public. Appropriate information will continue to be released, particularly on the restoration of essential services, travel restrictions and the availability of assistance programs.

ICS Organizational Chart Sample (Initial Response to Incident)
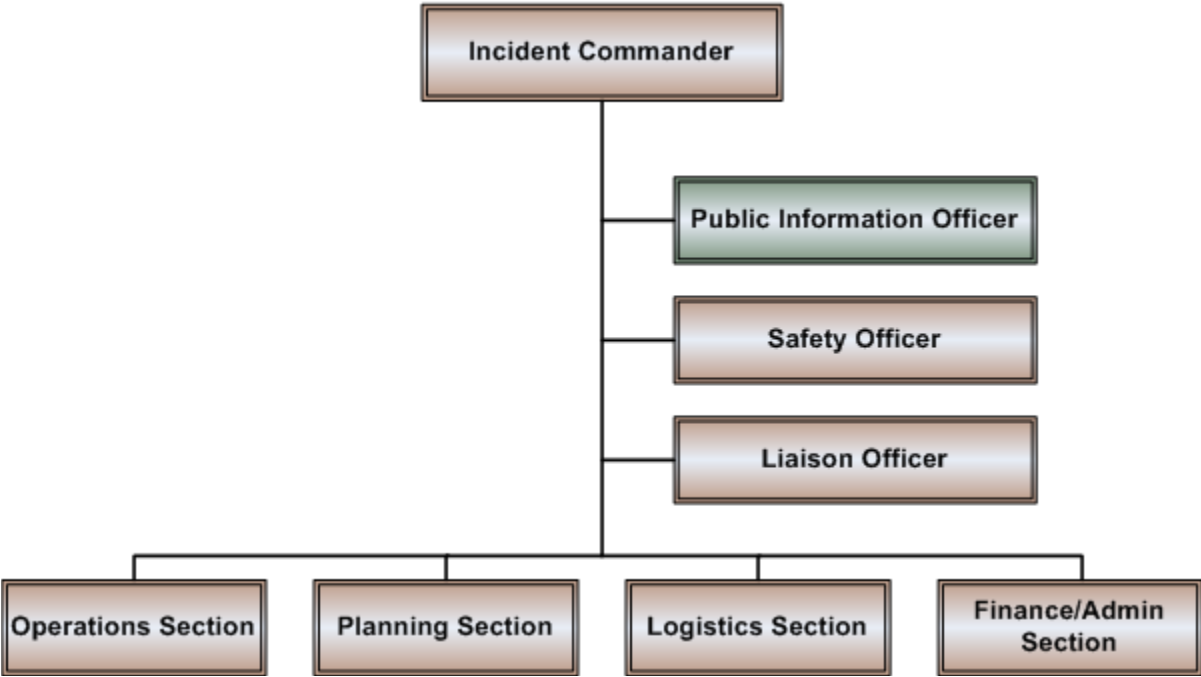
ICS Organizational Chart Sample (Large-Scale Incidents)
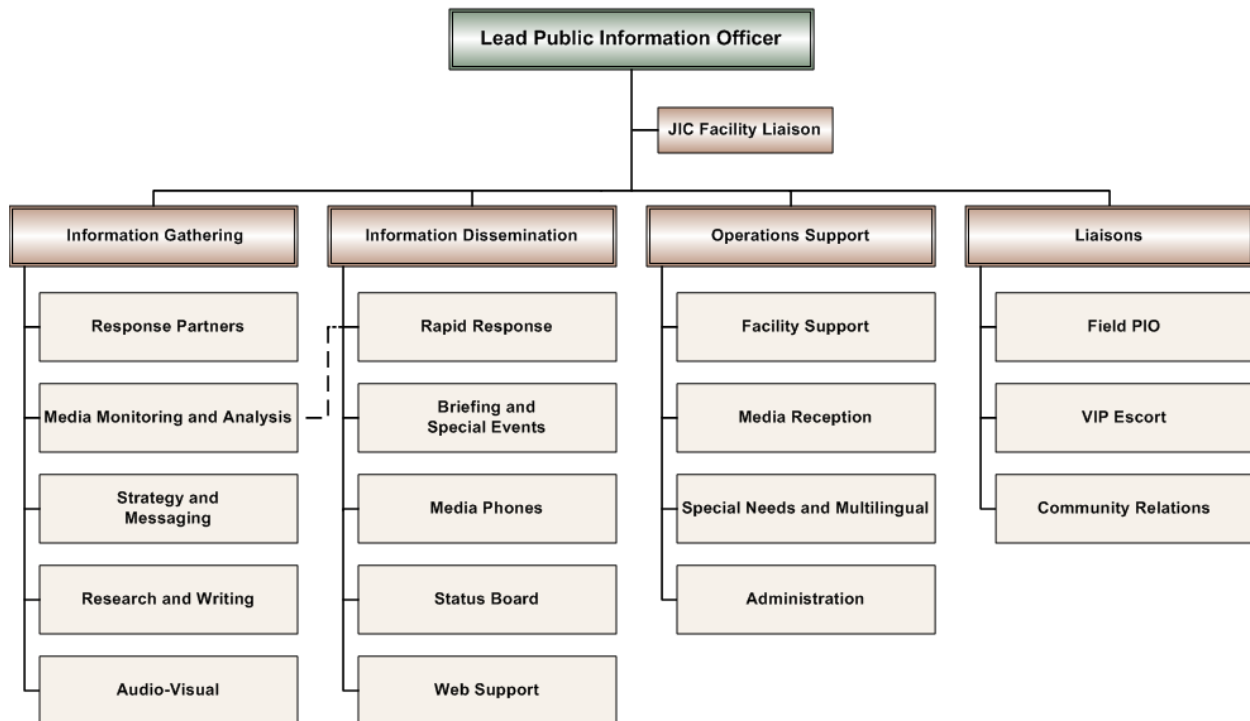
2. Johnson County

a) During an activation of the Johnson County Emergency Operations Center, primary and support agency staff is integrated with the EP 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 Johnson County Emergency Operations Center will act as the central coordinating facility for receiving and disseminating public information. Information flow to the Johnson County Emergency Operations Center will occur directly from news media reports and citizen public information phone calls. Information will flow from the Johnson County Emergency Operations Center in the form of media briefings, news releases and situation reports. Information will also flow from ESF 15 to the State of Kansas EOC.

d) The 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 Johnson County CEOP.

3. State of Kansas

a) During an activation of the SEOC, 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 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 EOC.

Roles and Responsibilities

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.

Communication and Customer Service	
Mitigation	•
Preparedness	• Maintain this ESF Annex as well as support the basic EOP. • Maintain an internal department disaster action plan. • Ensure each of the preparedness responsibilities identified for the City ESF 15 Team (listed above) are accomplished. • Maintain an inventory of agency resources. • Provide current emergency contact information to the Fire Department, Emergency Management Division.

	• Maintain and develop protocols and guidelines for JIC operations. • Identify media briefing areas. • Develop and maintain pre-scripted disaster information, especially press releases. • Ensure personnel receive training in disaster operations, WebEOC and the Incident Command System (ICS), per the National Incident Management System (NIMS). • Ensure that department PIOs are well versed with this ESF. • Participate in disaster exercises.
Response	• Coordinate all ESF 15 activities. • Deploy trained individuals to the EOC and/or County EOC as needed. • Alert or activate off-duty or auxiliary personnel as needed. • Coordinate activities with other responding agencies. • Conduct specific response actions as dictated by the situation. • Activate the JIC as required and manage its operation. • Determine from the IC if there are any limits on information release. • Manage media and public inquiries. • Coordinate and manage the dissemination of public information. • Monitor media reporting for accuracy. • Monitor Social Media • Deploy and maintain emergency landing page on OlatheKS.org • Maintain status reports for each operational period. • Ensure that all required agency forms, reports and documents are completed prior to demobilization. • Have debriefing session with the IC and/or EOC prior to demobilization. • Receive, manage and track resource requests for ESF 15. • Collect and analyze information relevant to ESF 15 and report in WebEOC and EOC documents.
Recovery	• Coordinate the ESF 15 support of recovery activities. • Coordinate the restoration of ESF 15 resources and/or capabilities as needed. • Replenish supplies and repair damaged equipment.

	• Ensure ESF 15 team members and/or their agencies provide appropriate records of costs incurred. • Conduct an ESF 15 after-action review.

Police and Fire Department PIOs	
Mitigation	•
Preparedness	• Assist with ESF 15 preparedness activities. • Maintain an inventory of agency resources. • Maintain emergency contact information. • Maintain contacts and working relationships with media outlets. • Ensure personnel receive training in disaster operations, WebEOC and the Incident Command System (ICS), per the National Incident Management System (NIMS). • Participate in disaster exercises
Response	• Provide ESF 15 support in disasters. • Assist with the coordination of response activities with the Lead PIO and ESF 15 team. • Send agency representatives to the EOC or County EOC as requested. • Assist with VIP and governmental tours.
Recovery	• Coordinate the restoration of agency resources and/or capabilities as needed. • Participate in recovery planning and activities. • Prepare the documentation required to become eligible for reimbursement. • Participate in after-action reviews

Financial Management

1. ESF 15 is responsible for coordinating with Resource Management to manage ESF 15 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 has 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 Resource Management or a designated Finance Service officer as soon as possible.

References

Johnson County Emergency Operations Plan, ESF 15 Public Information, dated 2016.

Please refer to the Basic Plan for additional References.

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.

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CITY OF OLATHE

Emergency Operations Center
100 E. Santa Fe
Olathe, Kansas 66061