We encourage everyone to view the meeting live via YouTube.

Leavenworth County
Board of County Commissioners
Regular Meeting Agenda

300 Walnut Street, Suite 225
Leavenworth, KS 66048
November 5, 2025
9:00 a.m.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE/MOMENT OF SILENT PRAYER

III. ROLL CALL

IV. PUBLIC COMMENT: Public Comment shall be allowed at the beginning of each meeting and opened again at the end of the meeting after all regularly scheduled agenda items. Comments shall be limited to five minutes per person; however, commenters may speak for up to five minutes at both the beginning and end of each meeting. There should be not expectation of interaction by the Commission during this time. Everyone wishing to make comments either on items on the agenda or not are encouraged to provide their comments in writing no later than 8:00 a.m. the Monday immediately preceding the meeting. These comments will be included in the agenda packet for everyone to access and review. This allows the Commission to have time to fully consider input and request follow up if needed prior to the meeting. During times when the Courthouse is closed to the general public anyone wishing to make public comment will provide their comments in writing no later than 8:00 a.m. the Monday immediately preceding the meeting. The comment will be included and distributed with the normal meeting packet.

V. ADMINISTRATIVE BUSINESS:

a) County Clerk report

b) Operation Green Light for Veterans Proclamation

c) KAC voting delegates

VI. CONSENT AGENDA: The items on the Consent Agenda are considered by staff to be routine business items. Approval of the items may be made by a single motion, seconded, and a majority vote with no separate discussion of any item listed. Should a

member of the Governing Body desire to discuss any item, it will be removed from the Consent Agenda and considered separately.

a) Approval of the minutes of the meeting of October 29, 2025

b) Approval of the minutes of the work session of October 29, 2025

c) Approval of the schedule for the week of November 10, 2025

d) Approval of the check register

e) Approve and sign the OCB's

f) Approve the Emergency Operation Plan

VII. FORMAL BOARD ACTION:

a) Consider a motion to approve the Road and Bridge performance-based advancement plan pay schedule.

b) **Hearing of the proposed island annexation by the city of Easton, Kansas by Resolution 2025-01**

- Consider a motion that this island property is adjacent to 2 KDOT roadways and is not expected to impact County roadways or present any concerns regarding access or maintenance. Based on the totality of the record, I find that the proposed annexation will not hinder or prevent the proper growth and development of the area or that of any other incorporated city located within the County and I move that this Board adopt these findings **(requires 2/3 majority vote).**

- Consider a motion that based on the information that we have heard today, I find (state findings that do not support annexation). Based on the totality of the record, I find that the proposed annexation will hinder or prevent the proper growth and development of the area due to the clear and substantial manifest injury to affected properties and the community caused by (list what will cause manifest injury to the properties and community **(requires a majority vote).**

- Consider a motion to table the matter for future consideration to a date certain.

c) **Hearing of annexation of two (2) County owned lots into the city of Easton, Kansas by Resolution 2025-04**

- Consider a motion to consent to the annexation of these two County owned parcels, identified as parcel 052-064-19-0-10-08-005.01-0 and parcel 052-064-19-0-10-08-004.01-0 into the city limits of Easton and direct staff to file the County's consent to annexation within the city.

- Consider a motion to not the annexation consent form and deny the city's request to annex these two County owned parcels into the city limits of Easton.

- Consider a motion to table the matter for further consideration.

d) **Consideration of a revised contract with Mark Loughry for services as County Administrator**

- Consider a motion to approve the proposed agreement as presented and authorize the Chairman to sign the agreement on behalf of the Commission.

- Consider a motion to table the matter for future consideration.

- Deny the proposed agreement. If the Commission takes no action, the contract will not be adopted and the current agreement with Mr. Loughry will continue.

VIII. PRESENTATIONS AND DISCUSSION ITEMS: presentations are materials of general concern where no action or vote is requested or anticipated.

a) Mid-America Regional Council presentation

b) Executive session if needed

IX. ADJOURNMENT

LEAVENWORTH COUNTY COMMISSIONERS
MEETING SCHEDULE

Monday, November 3, 2025

Tuesday, November 4, 2025

Wednesday, November 5, 2025

9:00 a.m. Leavenworth County Commission meeting
- Commission Meeting Room, 300 Walnut, Leavenworth KS

Thursday, November 6, 2025

Friday, November 7, 2025

ALL SUCH OTHER BUSINESS THAT MAY COME BEFORE THE COMMISSION

ALL MEETINGS ARE OPEN TO THE PUBLIC

COMMENTS SHOULD BE OF GENERAL INTEREST OF THE PUBLIC AND SUBJECT TO THE RULES OF DECORUM

Operation Green Light for Veterans 2025 Proclamation

WHEREAS, the residents of Leavenworth County have great respect, admiration, and the utmost gratitude for all the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of those who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, Leavenworth County seeks to honor individuals who have made countless sacrifices for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veterans Service Officers in 29 states to help fellow former service members access more than $52 billion in federal health, disability and compensation benefits each year; and

WHEREAS, approximately 200,000 service members transition to civilian communities annually; and an estimated 20 percent increase of service members will transition to civilian life in the near future; and

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, active military service members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, the National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans; and

WHEREAS, Leavenworth County appreciates the sacrifices of our United States military personnel and believes specific recognition should be granted;

NOW, THEREFORE, BE IT RESOLVED, with designation as a Green Light for Veterans County, Leavenworth County hereby declares November 4-11, 2025, as a time to salute and honor the service and sacrifices of those transitioning from active service; and

BE IT FURTHER RESOLVED, that in observance of Operation Green Light, Leavenworth County will light the Courthouse in green; and

BE IT FURTHER RESOLVED, that Leavenworth County encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying green lights in a window of their place of business or residence from November 4-11, 2025.

NOW, THEREFORE, I Mike Smith, as Chairperson for the Leavenworth Board of County Commissioners set my hand and affix the seal of Leavenworth County, Kansas this 5th day of November, 2025.

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Mike Smith, Chairperson

*******October 29, 2025 ********

The Board of County Commissioners met in a regular session on Wednesday, October 29, 2025. Commissioner Culbertson; Commissioner Smith, Commissioner Reid, Commissioner Dove and Commissioner Stieben are present; Also present: Mark Loughry, County Administrator; Jon Khalil, Deputy County Counselor; John Jacobson, Planning and Zoning Director; Amy Allison, Planning and Zoning Deputy Director; Jamie Miller, EMS/Health Department Director; Bob Weber, Appraiser; Bill Noll, Infrastructure and Construction Services; Jamie VanHouten, Community Corrections Director; Chuck Magaha, Emergency Management Director

PUBLIC COMMENT:

There were no public comments.

ADMINISTRATIVE BUSINESS:

Mark Loughry reported Fort Leavenworth has asked for an extension on the EMS contract for ambulance services.

A motion was made by Commissioner Smith and seconded by Commissioner Dove to continue the EMS services to the end of the year.

Motion passed, 5-0.

Mr. Loughry reported an appointment is needed on the NEK-CAP board.

A motion was made by Commissioner Stieben and seconded by Commissioner Culbertson to reappoint Commissioner Dove to the NEK-CAP board.

Motion passed, 5-0.

The Board reviewed the Operation Green Light Proclamation for approval.

Mr. Loughry reported the last KDOT Local Consult was last night and Leavenworth County was well represented.

Commissioner Smith mentioned Bill Noll will be on the Infrastructure Committee for LCDC.

A motion was made by Commissioner Culbertson and seconded by Commissioner Stieben to accept the consent agenda for Wednesday, October 29, 2025 as presented.

Motion passed, 5-0.

Amy Allison presented Resolution 2025-35, a rezoning request from RR-5 to RR-2.5.

A motion was made by Commissioner Stieben and seconded by Commissioner Culbertson that the rezoning request complies with the Golden Factors and move to adopt Resolution 2025-35 and approve the rezoning as outlined in Case DEV-25-095 based on the recommendation of the Planning Commission and the findings as set forth in the staff report.

Motion passed, 5-0.

Ms. Allison presented Resolution 2025-36, a rezoning a request from RR-5 to RR-2.5.

Draft

A motion was made by Commissioner Stieben and seconded by Commissioner Culbertson that the rezoning request complies with the Golden Factors and move to adopt Resolution 2025-36 and approve the rezoning as outlined in Case DEV-25-104 based on the recommendation of the Planning Commission and the findings as set forth in the staff report.

Motion passed, 5-0.

Ms. Allison requested approval of a contract for a scanning project.

A motion was made by Commissioner Stieben and seconded by Commissioner Culbertson to approve a service contract with Page 44, LLC for Case DEV-25-120, Planning and Zoning Parcel Records and Subdivision Scanning project in the amount of $28,487.00.

Motion passed, 5-0.

Jamie Miller requested approval of a clinical agreement with Kansas University Physicians.

A motion was made by Commissioner Stieben and seconded by Commissioner Culbertson to approve and to authorize the chairperson to sign the clinical agreement between Kansas University Physicians, Inc. and Leavenworth County.

Motion passed, 5-0.

Bill Noll requested approval of a bid for trap rock.

A motion was made by Commissioner Stieben and seconded by Commissioner Culbertson to approve the bid from New Frontier Materials for trap rock for 2025-2026 in the amount of $58.00 per ton.

Motion passed, 5-0.

Bob Weber requested approval of Board Order 2025-13, granting a disaster relief tax abatement.

A motion was made by Commissioner Stieben and seconded by Commissioner Dove to approve Board Order 2025-13, granting a disaster relief tax abatement for tax I.D.'s 1-20685, 1-00898 and tax credit for tax I.D. 1-17161 which were substantially destroyed by fire.

Motion passed, 5-0.

Mr. Weber presented the quarterly report for the Appraiser's Office.

Mr. Miller presented the quarterly reports for EMS and the Health Department.

The Board recessed for five minutes.

Jamie VanHouten presented the quarterly report for Adult and Juvenile Community Corrections.

Mr. Noll discussed the Performance Plan Analysis for Public Works.

Draft

A motion was made by Commissioner and seconded by Commissioner Stieben that the Board recess for a closed executive meeting to allow the Commission to discuss the contract of the County Administrator which is a private personnel matter related to a specific non-elected employee in order to protect the privacy interests of the individuals discussed as permitted under the Kansas Open Meetings Act and that Board resume open meeting at 12:00 p.m. in the meeting room of the Board. Present in the executive meeting will be Commissioners Mike Smith, Jeff Culbertson, Vanessa Reid, Willie Dove, Mike Stieben and staff designated by the Commission to be present to participate in the discussion.

Motion passed, 5-0.

The Board has returned to regular session at 12:00 p.m. No action was taken, and no decisions were made. The subject was limited to matters related to specific non-elected personnel.

A motion was made by Commissioner Culbertson and seconded by Commissioner that the Board recess for a closed executive meeting to allow the Commission to discuss the contract of the County Administrator which is a private personnel matter related to a specific non-elected employee in order to protect the privacy interests of the individuals discussed as permitted under the Kansas Open Meetings Act and that Board resume open meeting at 12:15 p.m. in the meeting room of the Board. Present in the executive meeting will be Commissioners Mike Smith, Jeff Culbertson, Vanessa Reid, Willie Dove, Mike Stieben and staff designated by the Commission to be present to participate in the discussion.

Motion passed, 5-0.

The Board has returned to regular session at 12:15 p.m. No action was taken, and no decisions were made. The subject was limited to matters related to specific non-elected personnel.

A motion was made by Commissioner Stieben and seconded by Commissioner Culbertson to adjourn.

Motion passed, 5-0.

The Board adjourned at 12:16 p.m.

Draft

*******October 29, 2025 ********

The Board of County Commissioners met in a work session on Wednesday, October 29, 2025. Commissioner Culbertson; Commissioner Smith, Commissioner Stieben, Commissioner Reid and Commissioner Dove are present; Also present: Mark Loughry, County Administrator; Chuck Magaha, Emergency Management Director; Rachel Schuette, Emergency Management

The Board met in a work session to discuss the Emergency Operation Plan.

The Board ended the work session at 12:45 p.m.

Draft

LEAVENWORTH COUNTY COMMISSIONERS MEETING SCHEDULE

Monday, November 10, 2025

Tuesday, November 11, 2025 THE COURTHOUSE WILL BE CLOSED IN OBSERVANCE OF VETERAN'S DAY

10:30 a.m. Veteran's Day Parade
- Downtown Leavenworth

Wednesday, November 12, 2025

9:00 a.m. Leavenworth County Commission meeting
- Commission Meeting Room, 300 Walnut, Leavenworth KS

Thursday, November 13, 2025

Friday, November 14, 2025

ALL SUCH OTHER BUSINESS THAT MAY COME BEFORE THE COMMISSION

ALL MEETINGS ARE OPEN TO THE PUBLIC

COMMENTS SHOULD BE OF GENERAL INTEREST OF THE PUBLIC AND SUBJECT TO THE RULES OF DECORUM

START DATE: 10/24/2025 END DATE: 10/29/2025

TYPES OF CHECKS SELECTED: * ALL TYPES

CHECK RANGE SELECTED: * No Check Range Selected

WARRANT NUMBER	CHK TYPE	WARRANT DATE	VEND #/ PCH DOC #	VENDOR NAME/ ACCOUNT NUMBER	DESCRIPTION	AMOUNT	TOTAL
619	AP	10/29/2025	648	COMMERCE BANK-COMMERCIAL CARDS			
				5-198-5-18-201	EOC CC STATEMENT OCT	734.64	
				5-145-5-00-209	COA CC STATEMENT OCT	216.50	
				5-145-5-00-212	COA CC STATEMENT OCT	100.00	
				5-145-5-00-254	COA CC STATEMENT OCT	26.91	
				5-145-5-00-750	COA CC STATEMENT OCT	41.71	
				5-144-5-00-2	COA CC STATEMENT OCT	20.00	
				5-144-5-00-3	COA CC STATEMENT OCT	245.47	
				5-145-5-00-210	COA CC STATEMENT OCT HARMON	30.00	
				5-145-5-00-254	COA CC STATEMENT OCT HARMON	51.00	
				5-145-5-00-750	COA CC STATEMENT OCT HARMON	1,137.85	
				5-144-5-00-2	COA CC STATEMENT OCT CAMPBELL	956.01	
				5-144-5-00-3	COA CC STATEMENT OCT CAMPBELL	35.44	
				5-145-5-00-210	COA CC STATEMENT OCT RICHARDSO	30.00	
				5-145-5-00-750	COA CC STATEMENT OCT HAMBLETON	13.42	
				5-145-5-00-345	COA CC STATEMENT OCT KELLOGG	112.52	
				5-145-5-00-750	COA CC STATEMENT OCT KELLOGG	802.23	
				5-145-5-00-252	COA CC STATEMENT OCT HOWARD	51.96	
				5-145-5-00-210	COA CC STATEMENT OCT OWENS	90.00	
				5-145-5-00-750	COA CC STATEMENT PETERSON	99.25	
				5-145-5-00-213	COA CC STATEMENT OCT TUTTLE	149.92	
				5-001-5-05-205	EMS CC STATEMENT OCT	1.20	
				5-001-5-05-209	EMS CC STATEMENT OCT	55.00	
				5-001-5-05-210	EMS CC STATEMENT OCT	506.00	
				5-001-5-05-213	EMS CC STATEMENT OCT	192.61	
				5-001-5-05-216	EMS CC STATEMENT OCT	261.22	
				5-001-5-05-282	EMS CC STATEMENT OCT	477.20	
				5-001-5-05-301	EMS CC STATEMENT OCT	58.38	
				5-001-5-05-350	EMS CC STATEMENT OCT	78.20	
				5-001-5-05-381	EMS CC STATEMENT OCT	2,741.62	
				5-001-5-05-383	EMS CC STATEMENT OCT	266.87	
				5-001-5-05-209	EMS CC STATEMENT OCT WESTFALL	242.40	
				5-001-5-05-301	EMS CC STATEMENT OCT JOHNSON	36.00	
				5-001-5-05-306	EMS CC STATEMENT OCT JOHNSON	665.89	
				5-001-5-05-350	EMS CC STATEMENT OCT JOHNSON	478.73	
				5-001-5-05-381	EMS CC STATEMENT OCT JOHNSON	399.53	
				5-001-5-05-383	EMS CC STATEMENT OCT JOHNSON	130.63	
				5-001-5-05-280	EMS CC STATEMENT OCT JOHNSON	6.99	
				5-001-5-05-306	EMS CC STATEMENT OCT LEFTWICH	177.60	
				5-001-5-05-383	EMS CC STATEMENT OCT LEFTWICH	20.49	
				5-112-5-00-256	HEALTH CC STATEMENT OCT	977.90	
				5-001-5-21-200	HEALTH CC STATEMENT OCT	929.42	
				5-108-5-00-203	HEALTH CC STATEMENT OCT	241.11	
				5-108-5-00-204	HEALTH CC STATEMENT OCT	224.16	
				5-108-5-00-213	HEALTH CC STATEMENT OCT	70.00	
				5-108-5-00-219	HEALTH CC STATEMENT OCT	635.46	
				5-108-5-00-280	HEALTH CC STATEMENT OCT	1,326.97	
				5-108-5-00-301	HEALTH CC STATEMENT OCT	305.26	
				5-108-5-00-380	HEALTH CC STATEMENT OCT	196.12	
				5-108-5-00-384	HEALTH CC STATEMENT OCT	3,509.83	

START DATE: 10/24/2025 END DATE: 10/29/2025

TYPES OF CHECKS SELECTED: * ALL TYPES
CHECK RANGE SELECTED: * No Check Range Selected

WARRANT NUMBER	CHK TYPE	WARRANT DATE	VEND #/ PCH DOC #	VENDOR NAME/ ACCOUNT NUMBER	DESCRIPTION	AMOUNT	TOTAL
				5-108-5-00-601	HEALTH CC STATEMENT OCT	570.09	
				5-108-5-00-606	HEALTH CC STATEMENT OCT	365.73	
				5-001-5-42-301	PW CC STATEMENT OCT SAN	135.00	
				5-001-5-42-203	PW CC STATEMENT OCT SAN	137.50	
				5-001-5-42-285	PW CC STATEMENT OCT SAN	450.00	
				5-153-5-00-3	PW CC STATEMENT OCT	6,398.00	
				5-133-5-00-301	PW CC STATEMENT OCT	36.65	
				5-133-5-00-201	PW CC STATEMENT OCT	14.96	
				5-133-5-00-364	PW CC STATEMENT OCT	713.72	
				5-133-5-00-440	PW CC STATEMENT OCT	527.94	
				5-126-5-00-226	COMM CORR CC STATEMENT HERRERA	25.00	
				5-135-5-00-200	COMM CORR CC STATEMENT HERRERA	12.04	
				5-001-5-28-215	HR CC STATEMENT OCT	98.75	
				5-112-5-00-256	HR CC STATEMENT OCT	3,341.97	
				5-160-5-00-301	SW CC STATEMENT OCT ANDERSON	118.80	
				5-160-5-00-213	SW CC STATEMENT OCT ANDERSON	477.50	
				5-160-5-00-304	SW CC STATEMENT OCT ANDERSON	149.88	
				5-160-5-00-301	SW CC STATEMENT OCT SALDIVAR	791.99	
				5-160-5-00-208	SW CC STATEMENT OCT SALDIVAR	589.55	
				5-001-5-31-209	B&G CC STATEMENT OCT CUMMINGS	164.82	
				5-001-5-31-312	B&G CC STATEMENT OCT CUMMINGS	114.25	
				5-001-5-31-318	B&G CC STATEMENT OCT CUMMINGS	169.92	
				5-001-5-32-391	B&G CC STATEMENT OCT CUMMINGS	212.97	
				5-001-5-33-391	B&G CC STATEMENT OCT CUMMINGS	1,182.59	
				5-135-5-00-200	COM CORR CC STATEMENT IANNONE	40.43	
				5-136-5-00-207	COM CORR CC STATEMENT IANNONE	65.00	
				5-127-5-00-3	COMM COR CC STATEMENT OCT BERR	54.85	
				5-135-5-00-200	COMM COR CC STATEMENT OCT BERR	21.37	
				5-136-5-00-241	COMM COR CC STATEMENT OCT BERR	22.66	
				5-126-5-00-226	COMM CORR CC STATEMENT SKAGGS	35.00	
				5-135-5-00-200	COMM CORR CC STATEMENT SKAGGS	40.13	
				5-137-5-00-320	PW CC STATEMENT OCT	7,530.40	
				5-133-5-00-360	PW CC STATEMENT OCT	2,830.66	
				5-133-5-00-312	PW CC STATEMENT OCT	576.11	
				5-133-5-00-309	PW CC STATEMENT OCT	249.98	
				5-133-5-00-365	PW CC STATEMENT OCT	549.64	
				5-133-5-00-363	PW CC STATEMENT OCT	711.12	
				5-133-5-00-310	PW CC STATEMENT OCT	527.50	
				5-133-5-00-360	PW CC STATEMENT OCT	12.06	
				5-133-5-00-301	PW CC STATEMENT OCT	1,490.79	
				5-133-5-00-325	PW CC STATEMENT OCT	529.95	
				5-133-5-00-365	PW CC STATEMENT OCT	306.17	
				5-133-5-00-363	PW CC STATEMENT OCT	192.57	
				5-133-5-00-440	PW CC STATEMENT OCT	529.68	
				5-126-5-00-226	COM CORR CC STATEMENT OCT HARD	275.00	
				5-127-5-00-3	COM CORR CC STATEMENT OCT HARD	50.00	
				5-138-5-00-227	COM CORR CC STATEMENT OCT HARD	542.22	
				5-138-5-00-227	COM CORR CC STATEMENT OCT HARD	124.39	
				5-001-5-31-320	B&G CC STATEMENT OCT TOMLIN	19.47	
				5-001-5-33-391	B&G CC STATEMENT OCT FARR	311.23	

START DATE: 10/24/2025 END DATE: 10/29/2025

TYPES OF CHECKS SELECTED: * ALL TYPES
CHECK RANGE SELECTED: * No Check Range Selected

WARRANT NUMBER	CHK TYPE	WARRANT DATE	VEND #/ PCH DOC #	VENDOR NAME/ ACCOUNT NUMBER	DESCRIPTION	AMOUNT	TOTAL
				5-212-5-00-3	B&G CC STATEMENT OCT FARR	38.95	
				5-001-5-31-289	B&G CC STATEMENT OCT	404.00	
				5-001-5-31-290	B&G CC STATEMENT OCT	572.82	
				5-001-5-31-293	B&G CC STATEMENT OCT	814.41	
				5-001-5-31-297	B&G CC STATEMENT OCT	347.00	
				5-001-5-31-298	B&G CC STATEMENT OCT	300.00	
				5-001-5-31-312	B&G CC STATEMENT OCT	176.84	
				5-001-5-31-318	B&G CC STATEMENT OCT	148.64	
				5-001-5-31-320	B&G CC STATEMENT OCT	90.22	
				5-001-5-31-384	B&G CC STATEMENT OCT	148.64	
				5-001-5-31-390	B&G CC STATEMENT OCT	1,546.22	
				5-001-5-32-209	B&G CC STATEMENT OCT	1,250.96	
				5-001-5-32-297	B&G CC STATEMENT OCT	2,334.66	
				5-001-5-32-391	B&G CC STATEMENT OCT	475.79	
				5-001-5-33-209	B&G CC STATEMENT OCT	304.00	
				5-001-5-33-296	B&G CC STATEMENT OCT	1,856.62	
				5-001-5-33-297	B&G CC STATEMENT OCT	549.17	
				5-001-5-33-391	B&G CC STATEMENT OCT	3,662.76	
				5-001-5-14-229	B7G CC STATEMENT OCT	568.88	
				5-215-5-03-214	B&G CC STATEMENT OCT	1,721.80	
				5-001-5-06-301	CC STATEMENT OCT CHAMBERLAIN	47.54	
				5-001-5-06-202	CC STATEMENT OCT CHAMBERLAIN	61.67	
				5-001-5-06-219	CC STATEMENT OCT CHAMBERLAIN	160.00	
				5-001-5-06-211	CC STATEMENT OCT CHAMBERLAIN	163.35	
				5-001-5-07-202	CC STATEMENT OCT SO	975.00	
				5-001-5-07-362	CC STATEMENT OCT SO	4,200.00	
				5-194-5-00-3	SO CC STATEMENT OCT	64.51	
				5-001-5-07-202	CC STATEMENT OCT SO	90.00	
				5-001-5-07-208	CC STATEMENT OCT SO	18.00	
				5-001-5-07-301	CC STATEMENT OCT SO	9.78	
				5-001-5-07-354	CC STATEMENT OCT SO	63.65	
				5-001-5-07-357	CC STATEMENT OCT SO	34.98	
				5-001-5-07-359	CC STATEMENT OCT SO	136.28	
				5-001-5-07-202	CC STATEMENT OCT SO	280.00	
				5-001-5-07-350	CC STATEMENT OCT SO	214.95	
				5-001-5-07-353	CC STATEMENT OCT SO	95.43	
				5-001-5-07-357	CC STATEMENT OCT SO	68.70	
				5-001-5-07-359	CC STATEMENT OCT SO	50.89	
				5-001-5-07-362	CC STATEMENT OCT SO	191.84	
				5-001-5-07-202	CC STATEMENT OCT SO	520.18	
				5-001-5-07-203	CC STATEMENT OCT SO	90.00	
				5-001-5-07-218	CC STATEMENT OCT SO	8.74	
				5-001-5-07-302	CC STATEMENT OCT SO	164.34	
				5-001-5-07-356	CC STATEMENT OCT SO	27.37	
				5-001-5-07-202	CC STATEMENT OCT SO	95.88	
				5-001-5-07-210	CC STATEMENT OCT SO	57.00	
				5-001-5-07-211	CC STATEMENT OCT SO	2.40	
				5-001-5-07-301	CC STATEMENT OCT SO	411.42	
				5-001-5-07-353	CC STATEMENT OCT SO	145.88	
				5-001-5-07-357	CC STATEMENT OCT SO	112.81	

START DATE: 10/24/2025 END DATE: 10/29/2025

TYPES OF CHECKS SELECTED: * ALL TYPES
CHECK RANGE SELECTED: * No Check Range Selected

WARRANT NUMBER	CHK TYPE	WARRANT DATE	VEND #/ PCH DOC #	VENDOR NAME/ ACCOUNT NUMBER	DESCRIPTION	AMOUNT	TOTAL
				5-001-5-07-362	CC STATEMENT OCT SO	30.89	
				5-146-5-00-301	CC STATEMENT OCT TREAS	1,449.55	
				5-001-5-01-213	CCV STATEMENT OCT BOCC	197.82	
				5-001-5-01-203	CCV STATEMENT OCT BOCC	35.00	
				5-001-5-02-212	CC STATEMENT OCT CLERK	524.40	
				5-001-5-49-301	CC STATEMENT OCT CLERK	160.20	
				5-001-5-23-301	CC STATEMENT OCT CLERK	89.50	
				5-001-5-02-301	CC STATEMENT OCT CLERK	28.62	
				5-001-5-11-205	CC STATEMENT OCT KTAG	3.26	
				5-001-5-19-217	CC STATEMENT OCT DC	214.50	
				5-001-5-19-301	CC STATEMENT OCT DC	99.49	
				5-001-5-11-202	CC STATEMENT CAO OCT	1,480.00	
				5-001-5-11-211	CC STATEMENT CAO OCT	438.35	
				5-001-5-11-301	CC STATEMENT OCT GRAHAM	1,125.42	
				5-001-5-11-213	CC STATEMENT OCT GRAHAM	583.34	
				5-104-5-00-212	CC STATEMENT OCT GRAHAM	137.94	
				5-001-5-11-211	CC STATEMENT OCT GRAHAM	692.52	
				5-001-5-41-371	CC STATEMENT OCT APRAIS	521.94	
				5-001-5-41-301	CC STATEMENT OCT APRAIS	334.91	
				5-001-5-41-201	CC STATEMENT OCT APRAIS	83.26	
				5-108-5-00-606	HEALTH CC STATEMENT OCT	121.59	
				5-106-5-00-200	CC STATEMENT COMM CORR	450.00	
				5-127-5-00-3	COM CORR CC STATEMENT OCT	390.14	
				5-001-5-49-211	MONROE COMMERCE CARD CLERK	788.26	
					WARRANT TOTAL		90,451.49
620	AP	10/29/2025	1123	POMP'S TIRE SERVICE INC			
				5-137-5-00-321	TIRES	316.00	
				5-137-5-00-321	TIRES	3,120.00	
				5-133-5-00-309	TIRES AND A CREDIT	1,223.50	
				5-133-5-00-309	TIRES AND A CREDIT	200.00-	
					WARRANT TOTAL		4,459.50
621	AP	10/29/2025	8103	CHARTER COMMUNICATIONS			
				5-001-5-18-213	COMMUNICATION	169.98	
					WARRANT TOTAL		169.98
116719	AP	10/24/2025	1280	U S POSTMASTER			
			136379	5-001-5-49-345	2573793 RETURN/YELLOW ENVELOPE	3,670.00	
					WARRANT TOTAL		3,670.00
116720	AP	10/29/2025	7158	A-1 RENTAL			
				5-160-5-00-263	MONTHLY TOLIET RENTAL	125.00	
				5-133-5-00-214	TONGIE QUARRY AND SALT FACILIT	250.00	
				5-133-5-00-214	TONGIE QUARRY AND SALT FACILIT	125.00	
					WARRANT TOTAL		500.00
116721	AP	10/29/2025	1513	ADVANCED AUTOMOTIVE			
				5-001-5-05-213	VEHICLE MAINTENANCE AND SUPPLI	178.50	
				5-001-5-05-306	VEHICLE MAINTENANCE AND SUPPLI	432.44	
				5-001-5-05-213	VEHICLE MAINTENANCE AND SUPPLI	655.50	
				5-001-5-05-306	VEHICLE MAINTENANCE AND SUPPLI	581.48	
				5-001-5-05-213	VEHICLE MAINTENANCE AND SUPPLI	238.00	
				5-001-5-05-306	VEHICLE MAINTENANCE AND SUPPLI	75.63	
				5-001-5-05-213	VEHICLE MAINTENANCE AND SUPPLI	297.50	

START DATE: 10/24/2025 END DATE: 10/29/2025

TYPES OF CHECKS SELECTED: * ALL TYPES
CHECK RANGE SELECTED: * No Check Range Selected

WARRANT NUMBER	CHK TYPE	WARRANT DATE	VEND #/ PCH DOC #	VENDOR NAME/ ACCOUNT NUMBER	DESCRIPTION	AMOUNT	TOTAL
				5-001-5-05-306	VEHICLE MAINTENANCE AND SUPPLI	439.58	
				5-001-5-05-213	VEHICLE MAINTENANCE AND SUPPLI	416.50	
				5-001-5-05-306	VEHICLE MAINTENANCE AND SUPPLI	596.84	
				5-001-5-05-213	VEHICLE MAINTENANCE AND SUPPLI	178.50	
				5-001-5-05-306	VEHICLE MAINTENANCE AND SUPPLI	432.44	
				5-001-5-05-213	VEHICLE MAINTENANCE AND SUPPLI	178.50	
				5-001-5-05-306	VEHICLE MAINTENANCE AND SUPPLI	432.44	
				5-001-5-05-213	VEHICLE MAINTENANCE AND SUPPLI	357.00	
				5-001-5-05-306	VEHICLE MAINTENANCE AND SUPPLI	165.58	
				5-001-5-05-213	VEHICLE MAINTENANCE AND SUPPLI	478.50	
				5-001-5-05-306	VEHICLE MAINTENANCE AND SUPPLI	323.16	
				5-001-5-05-213	VEHICLE MAINTENANCE AND SUPPLI	666.40	
				5-001-5-05-306	VEHICLE MAINTENANCE AND SUPPLI	736.83	
					WARRANT TOTAL		7,861.32
116722	AP	10/29/2025	20588	ADVANTAGE PRINTING			
				5-001-5-23-301	ACCOUNT PAYABLE CHECKS	31.44	
					WARRANT TOTAL		31.44
116723	AP	10/29/2025	1537	AMERICAN RESPONSE VEHICLE INC			
				5-001-5-05-306	4 PUCK LIGHT DOOR WELL LIGHTS	257.00	
					WARRANT TOTAL		257.00
116724	AP	10/29/2025	840	BATEMAN LAW GROUP LLC			
				5-176-5-00-206	VTC DEFENSE FUND SEPTEMEBER	1,700.00	
				5-176-5-00-211	VTC DENFESE FUND ALL RISE TRAI	1,101.08	
					WARRANT TOTAL		2,801.08
116725	AP	10/29/2025	25797	BERRY TRACTOR & EQUIPMENT			
				5-133-5-00-227	BROOM RENTAL	2,525.00	
					WARRANT TOTAL		2,525.00
116726	AP	10/29/2025	198	COLLINS AUTOMOTIVE LLC			
				5-001-5-07-218	UNIT 124 VIN 2006	123.15	
					WARRANT TOTAL		123.15
116727	AP	10/29/2025	661	CDJ AUTOMOTIVE LLC			
				5-133-5-00-360	PAN TRANSMISSION	792.00	
					WARRANT TOTAL		792.00
116728	AP	10/29/2025	24545	CDW GOVERNMENT INC			
				5-001-5-18-301	MONITORS	363.57	
				5-001-5-18-301	MONITORS	363.57	
				5-001-5-18-301	MONITORS	261.52	
				5-115-5-00-409	LVO TB 14 G8 LAPTOP	1,313.76	
					WARRANT TOTAL		2,302.42
116729	AP	10/29/2025	559	CLAY E COBURN III			
				5-145-5-00-213	VEHICLE FLEET WASHES	58.00	
					WARRANT TOTAL		58.00
116730	AP	10/29/2025	508	DELTA INNOVATIVE SERVICES,INC			
				5-215-5-14-401	LV COUNTY COURTHOUSE ROOF REPL	79,577.46	
					WARRANT TOTAL		79,577.46
116731	AP	10/29/2025	446	EQUIPMENT SHARE INC			
				5-137-5-00-320	CASE TUBES AND HOSES	371.91	
				5-137-5-00-320	CASE TUBES AND HOSES	517.20	
				5-137-5-00-320	CASE TUBES AND HOSES	98.96	
					WARRANT TOTAL		988.07

START DATE: 10/24/2025 END DATE: 10/29/2025

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WARRANT NUMBER	CHK TYPE	WARRANT DATE	VEND #/ PCH DOC #	VENDOR NAME/ ACCOUNT NUMBER	DESCRIPTION	AMOUNT	TOTAL
116732	AP	10/29/2025	8686	EVERGY KANSAS CENTRAL INC			
				5-001-5-53-219	SERVICE LOACTION 23674 187TH S	574.88	
				5-160-5-00-210	5730690440,7282683762,40386930	28.54	
				5-160-5-00-210	5730690440,7282683762,40386930	112.46	
				5-160-5-00-210	5730690440,7282683762,40386930	322.58	
				5-195-5-00-290	COMMUNITY CORRECTION METER 545	309.80	
				5-001-5-32-392	JUSTICE CENTER	22,689.93	
				5-001-5-14-220	COURTHOUSE METER 40670606	11,312.86	
				5-001-5-05-215	STATION 1 1441295826	764.33	
				5-001-5-05-215	500 EISENHOWER	1,499.78	
					WARRANT TOTAL		37,615.16
116733	AP	10/29/2025	2588	FOLEY EQUIPMENT			
				5-133-5-00-360	GATE, SHOE, NUTS, WASHER, BOLT	1,493.44	
					WARRANT TOTAL		1,493.44
116734	AP	10/29/2025	774	G W VAN KEPPEL			
				5-133-5-00-360	ELECTRODE	388.82	
					WARRANT TOTAL		388.82
116735	AP	10/29/2025	617	GEIGER READY MIX			
				5-001-5-32-209	25498 KS RIVER GRAVEL	77.00	
					WARRANT TOTAL		77.00
116736	AP	10/29/2025	4465	GRONIS HARDWARE INC			
				5-001-5-07-357	TV MOUNT, MED SHOWER, STOCK, F	9.14	
				5-001-5-07-357	TV MOUNT, MED SHOWER, STOCK, F	4.70	
				5-001-5-07-357	TV MOUNT, MED SHOWER, STOCK, F	4.70	
				5-001-5-07-359	TV MOUNT, MED SHOWER, STOCK, F	14.16	
					WARRANT TOTAL		32.70
116737	AP	10/29/2025	145	PARK ENTERPRISE			
				5-133-5-00-363	4X4 TREATED LUMBER	2,845.70	
					WARRANT TOTAL		2,845.70
116738	AP	10/29/2025	191	HOME DEPOT USA			
				5-133-5-00-440	100 W ED 17	24.98	
				5-133-5-00-312	MULTI PURPOSE WIPES AND MAILBO	112.40	
				5-133-5-00-363	MULTI PURPOSE WIPES AND MAILBO	444.05	
					WARRANT TOTAL		581.43
116739	AP	10/29/2025	966	ATCHISON AUTO PARTS LLC DBA NA			
				5-137-5-00-320	NAPA AUTO PARTS	39.02	
				5-137-5-00-320	NAPA AUTO PARTS	42.47	
				5-137-5-00-320	NAPA AUTO PARTS	41.81	
				5-137-5-00-320	NAPA AUTO PARTS	146.26	
				5-137-5-00-320	NAPA AUTO PARTS	292.52	
				5-137-5-00-320	NAPA AUTO PARTS	292.52	
				5-137-5-00-320	NAPA AUTO PARTS	46.61	
				5-133-5-00-360	PARTS AND SHOP SUPPLIES	119.07	
				5-133-5-00-312	PARTS AND SHOP SUPPLIES	179.82	
					WARRANT TOTAL		1,200.10
116740	AP	10/29/2025	8569	KANEQUIP, INC			
				5-133-5-00-360	REMAN SENSOR, LABOR PARTS	20.00-	
				5-133-5-00-360	REMAN SENSOR, LABOR PARTS	3,231.32	
				5-133-5-00-360	REMAN SENSOR, LABOR PARTS	10.00-	
					WARRANT TOTAL		3,201.32

START DATE: 10/24/2025 END DATE: 10/29/2025

TYPES OF CHECKS SELECTED: * ALL TYPES
CHECK RANGE SELECTED: * No Check Range Selected

WARRANT NUMBER	CHK TYPE	WARRANT DATE	VEND #/ PCH DOC #	VENDOR NAME/ ACCOUNT NUMBER	DESCRIPTION	AMOUNT	TOTAL
116741	AP	10/29/2025	13089	KANSAS CITY KS COMMUNITY COLLE			
				5-001-5-05-202	SPONSOR PHIPPS 0235939 SPONSOR	1,113.00	
				5-001-5-05-202	SPONSOR PHIPPS 0235939 SPONSOR	1,113.00	
					WARRANT TOTAL		2,226.00
116742	AP	10/29/2025	8466	KANSAS DEPT OF HEALTH & ENVIRO			
				5-210-5-00-2	ANNUAL WATERWATER PERMIT FEES	185.00	
				5-212-5-00-2	PAYMENT OF ANNUAL WATERWATER N	185.00	
					WARRANT TOTAL		370.00
116743	AP	10/29/2025	1351	LEAVENWORTH ASPHALT MATERIALS			
				5-133-5-00-362	BM2	8,343.50	
				5-133-5-00-362	BM2	13,075.11	
				5-133-5-00-362	BM2	9,352.68	
				5-133-5-00-362	BM2	12,963.39	
				5-133-5-00-362	BM2	12,181.86	
				5-133-5-00-362	BM2	7,894.18	
				5-133-5-00-362	BM2	5,580.06	
					WARRANT TOTAL		69,390.78
116744	AP	10/29/2025	4755	LEAVENWORTH PAPER AND OFFICE S			
				5-145-5-00-301	EZPEEL MAILING SEALS	85.50	
					WARRANT TOTAL		85.50
116745	AP	10/29/2025	485	THE MASTER'S TOUCH LLC			
				5-001-5-03-237	TAX STATEMENTS AND POSTAGE	14,043.54	
				5-001-5-03-237	TAX STATEMENTS AND POSTAGE	8,458.72	
					WARRANT TOTAL		22,502.26
116746	AP	10/29/2025	232	MHC KENWORTH-OLATHE			
				5-133-5-00-360	REMAN BRAKE KITS AND TEMP SENS	97.24	
				5-133-5-00-360	REMAN BRAKE KITS AND TEMP SENS	292.70	
					WARRANT TOTAL		389.94
116747	AP	10/29/2025	13900	MID-CONTINENTAL RESTORATION CO			
				5-215-5-14-401	JOB 01 24 14892 28 DAY RENTAL	2,200.00	
				5-215-5-14-401	JOB 01 24 14892 28 DAY RENTAL	2,200.00	
					WARRANT TOTAL		4,400.00
116748	AP	10/29/2025	105	MIDWEST MOBILE RADIO SERVICE			
				5-133-5-00-360	PORTABLE RADIO BATTERY	148.84	
					WARRANT TOTAL		148.84
116749	AP	10/29/2025	2059	MIDWEST OFFICE TECHNOLOGY INC			
				5-145-5-00-208	COLOR COPIER CONTRACT	682.47	
				5-001-5-07-219	CANON COPIER 4JB07726	67.79	
					WARRANT TOTAL		750.26
116750	AP	10/29/2025	931	MIDWEST TRUCK EQUIPMENT, INC.			
				5-133-5-00-360	SINGLE AXIS JOYSTICK	349.30	
					WARRANT TOTAL		349.30
116751	AP	10/29/2025	2666	LORELEI MULLINS			
				5-001-5-11-211	HIDDEN DANGERS STRANGULATION T	16.54	
					WARRANT TOTAL		16.54
116752	AP	10/29/2025	2666	CYNTHIA GRIPPIN			
				5-001-5-11-205	MILEAGE REIMBURSEMENT FOR HIDD	82.60	
				5-001-5-11-211	MILEAGE REIMBURSEMENT FOR HIDD	24.27	
					WARRANT TOTAL		106.87
116753	AP	10/29/2025	2666	DANIEL BAUMCHEN			

START DATE: 10/24/2025 END DATE: 10/29/2025

TYPES OF CHECKS SELECTED: * ALL TYPES
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WARRANT NUMBER	CHK TYPE	WARRANT DATE	VEND #/ PCH DOC #	VENDOR NAME/ ACCOUNT NUMBER	DESCRIPTION	AMOUNT	TOTAL
				5-133-5-00-201	68TH ANNUAL MO SOCIETY OF PROF	130.76	
					WARRANT TOTAL		130.76
116754	AP	10/29/2025	2666	KENNETH CAMPBELL			
				5-133-5-00-203	REIMB OF CDL EXAM FEE CLASS A,	15.00	
				5-133-5-00-203	REIMB OF CDL EXAM FEE CLASS A,	16.00	
				5-133-5-00-203	REIMB OF CDL EXAM FEE CLASS A,	8.00	
				5-133-5-00-203	REIMB OF CDL EXAM FEE CLASS A,	2.00	
					WARRANT TOTAL		41.00
116755	AP	10/29/2025	2666	TROY CHOWNING			
				5-133-5-00-203	CDL PERMIT	16.75	
					WARRANT TOTAL		16.75
116756	AP	10/29/2025	2666	BRANDON COLE			
				5-133-5-00-203	CDL EXAM FEE	15.00	
				5-133-5-00-203	CDL EXAM FEE	8.00	
					WARRANT TOTAL		23.00
116757	AP	10/29/2025	2666	BILL NOLL			
				5-133-5-00-201	2025 68TH ANNUAL MO SOCIETY OF	131.60	
					WARRANT TOTAL		131.60
116758	AP	10/29/2025	2666	DEMARJE SMITH			
				5-133-5-00-203	REIMBURSEMENT OF CDL	42.03	
					WARRANT TOTAL		42.03
116759	AP	10/29/2025	195	NEW DIRECTIONS			
				5-112-5-00-220	EE BENEFITS	8,004.96	
					WARRANT TOTAL		8,004.96
116760	AP	10/29/2025	196	OLSSON,INC			
				5-001-5-06-206	ZONING PORTION	10,213.75	
				5-133-5-00-213	PROFESSIONAL SERVICES RENDERED	6,002.50	
					WARRANT TOTAL		16,216.25
116761	AP	10/29/2025	418	PENSKE COMMERCIAL VEHICLES US			
				5-133-5-00-360	FILL NECK, CLAMPS, ORINGS, DEF	108.89	
				5-133-5-00-360	FILL NECK, CLAMPS, ORINGS, DEF	3.54	
				5-133-5-00-360	FILL NECK, CLAMPS, ORINGS, DEF	2.43	
				5-133-5-00-360	FILL NECK, CLAMPS, ORINGS, DEF	356.38	
					WARRANT TOTAL		471.24
116762	AP	10/29/2025	482	HANK PRICE			
				5-001-5-31-290	COURTHOUSE ENTRYWAY AND JC WIN	1,750.00	
				5-001-5-32-269	COURTHOUSE ENTRYWAY AND JC WIN	2,370.00	
					WARRANT TOTAL		4,120.00
116763	AP	10/29/2025	1717	SEIFERT'S FLOORING			
				5-001-5-32-280	601 SOUTH 3RD	4,788.00	
					WARRANT TOTAL		4,788.00
116764	AP	10/29/2025	6148	LEAV CO SHERIFF DEPT			
				5-001-5-07-202	FLAHERTY, SHERELEY, PLFUMM	100.95	
				5-001-5-07-302	FLAHERTY, SHERELEY, PLFUMM	179.09	
				5-001-5-07-354	FLAHERTY, SHERELEY, PLFUMM	59.98	
					WARRANT TOTAL		340.02
116765	AP	10/29/2025	1494	STRAIGHT-LINE STRIPING INC			
				5-133-5-00-313	PAINT	30,204.90	
				5-133-5-00-313	PAINT	45,742.40	
				5-133-5-00-313	PAINT	500.00	

START DATE: 10/24/2025 END DATE: 10/29/2025

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WARRANT NUMBER	CHK TYPE	WARRANT DATE	VEND #/ PCH DOC #	VENDOR NAME/ ACCOUNT NUMBER	DESCRIPTION	AMOUNT	TOTAL
					WARRANT TOTAL		76,447.30
116766	AP	10/29/2025	113	SUMNERONE INC			
				5-133-5-00-301	CANON SN 2UA00860	57.66	
					WARRANT TOTAL		57.66
116767	AP	10/29/2025	207	KATHRYN KAY LUNA			
				5-176-5-00-205	VTC MENTOR COORDINATOR	1,300.00	
					WARRANT TOTAL		1,300.00
116768	AP	10/29/2025	261	TELEFLEX FUNDING LLC			
				5-001-5-05-381	FIELD SUPPLIES	598.00	
					WARRANT TOTAL		598.00
116769	AP	10/29/2025	668	TIREHUB INC			
				5-133-5-00-309	TIRES	746.22	
				5-133-5-00-309	TIRES	321.84	
					WARRANT TOTAL		1,068.06
116770	AP	10/29/2025	1241	VANCE BROS LLC			
				5-133-5-00-303	ROAD SEAL	134,894.54	
				5-133-5-00-303	ROAD SEAL	60,281.22	
					WARRANT TOTAL		195,175.76
116771	AP	10/29/2025	392	VANDERBILT'S			
				5-133-5-00-364	SAFETY BOOTS FOR JORDAN SPEIDE	159.99	
					WARRANT TOTAL		159.99
116772	AP	10/29/2025	2	WATER DEPT			
				5-195-5-00-290	COMM CORR 520 S 3RD ST	56.31	
					WARRANT TOTAL		56.31
116773	AP	10/29/2025	2007	WIRENUTS			
				5-001-5-33-209	COA MATRSHALL ADDITIONAL CAMER	4,797.19	
					WARRANT TOTAL		4,797.19
116774	AP	10/28/2025	8686	EVERGY KANSAS CENTRAL INC			
				5-108-5-00-219	HEALTH EVERGY SERVICE	1,124.83	
				5-108-5-00-606	HEALTH EVERGY SERVICE	374.94	
					WARRANT TOTAL		1,499.77
					GRAND TOTAL		660,225.52

START DATE: 10/24/2025 END DATE: 10/29/2025

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CHECK RANGE SELECTED: * No Check Range Selected

FUND SUMMARY

001	GENERAL	142,033.32
104	DRUG PROSECUTOR'S FUND	137.94
106	OPIOID SETTLEMENT	450.00
108	COUNTY HEALTH	9,066.09
112	EMPLOYEE BENEFIT	12,324.83
115	EQUIPMENT RESERVE	1,313.76
126	COMM CORR ADULT	335.00
127	COMM CORR ADULT NON GRANT	494.99
133	ROAD & BRIDGE	373,371.11
135	COMM CORR OPIOID	113.97
136	COMM CORR JUVENILE	87.66
137	LOCAL SERVICE ROAD & BRIDGE	12,855.68
138	JUV INTAKE & ASSESSMENT	666.61
144	PALS (PETS AND LOVING SENIORS	1,256.92
145	COUNCIL ON AGING	3,779.24
146	COUNTY TREASURER SPECIAL	1,449.55
153	PUBLIC WORKS,EQUIP.RESERVE FUND	6,398.00
160	SOLID WASTE MANAGEMENT	2,716.30
176	VETERANS TREATMENT COURT (16.753)	4,101.08
194	VIOLENT OFFENDERS	64.51
195	JUVENILE DETENTION	366.11
198	SPECIAL GRANTS	734.64
210	SEWER DISTRICT 1: HIGH CREST	185.00
212	SEWER DISTRICT 2: TIMBERLAKES	223.95
215	CAPITAL IMPROVEMENTS	85,699.26
	TOTAL ALL FUNDS	660,225.52

EMERGENCY OPERATIONS PLAN
2025

Leavenworth County, Kansas

Submitted by:

EFM Integrated, LLC
100 Riverfront Road
Suite A
Lawrence, Kansas 66044

March 2025

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BASIC PLAN

1.0 Introduction

The Leavenworth County Emergency Operations Plan (CEOP) describes the responsibilities, management, and coordination of resources and personnel during a disaster. This plan was originally developed by committees comprised of members and managers of the departments and agencies with key roles during emergencies.

Disaster management has changed since the September 11, 2001 terrorist attacks on the United States. These new threats have compelled the federal, state and local officials to redefine the complex nature of 21st century preparedness and develop a unified and coordinated approach to disaster management. The CEOP has been developed based on this approach as provided in the Kansas Planning Standards, State of Kansas Emergency Plan, the National Response Framework, and the National Incident Management System (NIMS), which has been adopted and incorporated by Leavenworth County as the primary tool for coordination and response during a disaster.

1.1 Table of Contents

The NavBar (left) serves as the Table of Contents for the online plan. This section serves as a placeholder to maintain the numbering system indicated in the State of Kansas Planning Standard. The Table of Contents is provided in print format.

1.2 Promulgation Document

1.3 Approval and Implementation

This plan supersedes previous Emergency Operations Plans and annexes for Leavenworth County. It incorporates guidance from the Kansas Division of Emergency Management (KDEM) as well as lessons learned from disasters and emergencies that have threatened Leavenworth County. The Coordinator for each Emergency Support Function has been delegated the authority and responsibility of reviewing, modifying, and preparing for implementation of their respective support functions. The plan includes the following:

- Defines emergency response in compliance with the State mandated Emergency Operations Plan process.
- Establishes emergency response policies that provide departments and agencies with guidance for the coordination and direction of county plans and guidelines.
- Aligns the basic structures, processes and protocols of the National Response Framework (NRF) guidelines into the plan.
- Incorporates NIMS concepts and guidelines into the County Emergency Operations Plan (CEOP) utilizing integrated command and control guidelines for local, regional and/or national response collaboration in the event of a disaster.
- Provides a basis for unified training and response exercises.

Ultimate responsibility for this Emergency Operations Plan resides with the Leavenworth County Board of County Commissioners (BOCC). The BOCC has delegated Plan management responsibilities to the Leavenworth Emergency Management Director. Plan updates and changes will be made in real time, and users are expected to review the plan on a routine basis to stay abreast of changes and additions. In the interest of public safety, this plan is not intended for use by any organization other than the Leavenworth County Emergency Management Department, and Leavenworth County, Kansas.

Departmental Concurrence is not available except online.

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Hazardous materials planning in conjunction with SARA Title III has been incorporated into the various annexes, and in particular, ESF 10. Guidance for hazardous materials planning is provided in NRT-1 (updated 2001), and NRT-1A, which are included in the References section of this online program.

LEPC Concurrence is not available except online.

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2.0 Purpose, Scope, Situation Overview, and Assumptions

2.1 Purpose (KPS 1)

The purpose of this County Emergency Operations Plan (CEOP) is to establish a comprehensive all-hazards approach to disaster management across a spectrum of activities including prevention, preparedness, response and recovery, in accordance with the Leavenworth County Emergency Management resolution (No. 1995-16). The primary intent of the EOP is to serve as a multi-faceted policy document, where pertinent information regarding disaster operations and planning can be accessed easily. Additional purposes of this document include, but are not limited to the following:

- Assist in the preservation of life and property of Leavenworth County citizenry and residents.
- Establish the capabilities for protecting the population from the effects of a disaster.
- Designate the agencies and personnel necessary which have the capabilities/responsibilities to mobilize in a disaster situation.
- Provide prompt and effective response to disasters.
- Provide for the recovery to normal operations after a disaster.
- Provide for mitigation and/or mitigation guidance in regard to disasters.

The CEOP provides the framework for interaction with municipal governments; the private sector; and non-governmental organizations (NGOs) in the context of disaster prevention, preparedness, response, and recovery activities. The EOP also serves as the foundation for the development of detailed supplemental plans and guidelines to effectively and efficiently implement disaster management activities and assistance in the context of specific types of disasters. The EOP, using the NIMS, establishes mechanisms to:

- Maximize the integration of disaster related prevention, preparedness, response, and recovery activities.
- Improve coordination and integration of county, municipal, private sector, and non-governmental organization partners.
- Maximize efficient utilization of resources needed for effective disaster management and Critical Infrastructure/Key Resources (CI/KR) protection and restoration.
- Improve disaster management communications and increase situational awareness across jurisdictions and between the public and private sectors.
- Facilitate emergency mutual aid and emergency support to municipal governments.
- Provide a proactive and integrated response to disasters.
- Address linkages to other disaster management and emergency response plans developed for specific types of disaster or hazards.

A number of plans are linked to the CEOP in the context of response to a a disaster, but remain as stand alone documents that provide detailed protocols for first responder activities normally managed by county agencies without the need for supplemental coordination. The CEOP also incorporates other existing emergency response and disaster management plans (with appropriate modifications and revisions) as integrated components, operational supplements, or supporting tactical plans.

2.2 Scope (KPS 2, 3)

This EOP contains the Basic Plan, Appendices, Emergency Support Function (ESF) Annexes, Support Annexes, Incident Annexes, and References that provide direction for Emergency Management and other managers. Although not a component of the Plan, Emergency Operations Guides (EOGs), checklists, and other documents that support the ESF’s contain technical and detailed operational information for departments and individuals to carry out assigned roles and responsibilities.

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The Basic Plan describes the structure and processes comprising a county approach to disaster management designed to integrate the efforts of municipal governments, the private sector, and non-governmental organizations. The Basic Plan includes the: legal authority, purpose, situation, assumptions, and concept of operations, organization, and assignment of responsibilities, administration, logistics, planning and operational activities to protect the citizens of Leavenworth County.

This plan has been developed as a guide for emergency operations in a disaster, and not for normal day to day operations. The normal day to day operations of the Leavenworth County Government, its departments and agencies are covered by the individual organization’s Standard Operating Guidelines (SOGs).

Each agency, department, or division of county government maintaining operations outside of the emergency operations center is required to have their own emergency plan. These internal plans are referenced in the appropriate annex, and are considered addendum's to this plan.

Facilities within Leavenworth County that store, manufacture, or package hazardous materials, are mandated by federal law to prepare a risk management plan if the reportable quantity (RQ) thresholds of extremely hazardous chemicals are exceeded. These plans are in effect for the protection against, and response to, disasters that occur within their specific property. Outside of that area, the jurisdiction is that of the local government and Leavenworth County.

Briefly stated, the Leavenworth County Emergency Operations Plan is meant to protect life and property through the use of preparedness, planning, training, mitigation, response and recovery operations for all citizens within Leavenworth county.

The CEOP considers relevant natural (natural) and technological (chemical) hazards and addresses the four phases of emergency management: Mitigation; Preparedness; Response; and Recovery. These phases are addressed to the extent possible based on existing resources and current capabilities. The EOP considers relevant hazards that are identified in the Leavenworth County Hazard Analysis.

Through the use of this plan, the population and property of Leavenworth County are better prepared to respond and recover when disaster strikes.

2.3 Situation Overview (KPS 5 thru 8)

Leavenworth County covers approximately 468 square miles in the northeastern part of Kansas. The U.S Census Bureau estimated a population of 84,670 persons in 2024 with an average density of 177.9 persons per square mile. Approximately 77.53 of the land area in Leavenworth County is grassland and cropland. Most of the development and population within the County reside in the incorporated towns.

The County seat is the city of Leavenworth, the largest community in the County. The governing body of Leavenworth County is a Board of five County Commissioners, elected to staggered four year terms. The County Commission also represents the County on multiple boards to include the Port Authority, Leavenworth County Development Corporation, and the Mid-America Regional Council. Incorporated towns in Leavenworth County are as follows: Lansing, Leavenworth, Tonganoxie, Basehor, Linwood, and Easton.

The climate of Leavenworth County is characterized by low precipitation, rapid evaporation, and a wide range of temperature. The summer days generally are hot but, due to the movement of wind and the low humidity, the nights are relatively cool. The winters are moderately cold, but generally free from excessive snowfall and damp cloudy days. Temperatures occasionally climb above 100 degrees Fahrenheit during the summer months, with moderate to cold winters with temperature lows averaging under 20 degrees Fahrenheit.

There are no tribal lands located within Leavenworth County.

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Major highway in Leavenworth County include: US 24, US 73, Interstate 70, K 16, K32, K 92, and K192. Rail service is provided by Union Pacific.

Medical facilities located in the County include: St. John Hospital, and Dwitght D. Eisenhower VA Medical Center in Leavenworth County. All hospitals accommodate rotary wing emergency transportation and the Fort Leavenworth Sherman Army Air Field can provide services for fixed wing resources if needed. Some health care services such as mental health may be provided by the Guidance Center (Leavenworth). As a member of the Metro Healthcare Coalition, Leavenworth County may utilize additional hospitals from other participants. Additional facilities are listed in ESF 8.

Leavenworth County is served by twelve (12) fire departments. These include the municipal fire departments of Leavenworth and Tonganoxie, 1 Fire District, 8 township departments and Fort Leavenworth Military Installation. A variety of inter-local agreements are in existence.

The Leavenworth County Sheriff's Office is the primary law and public safety agency in the County, and is responsible for 911 emergency dispatch, that is located in the Leavenworth County Law Enforcement Center, 601 S. 3rd Street, Suite 2007, Leavenworth, Kansas 66048. There are four local municipal police departments in the towns of Basehor, Lansing, Leavenworth, and Tonganoxie. The Kansas Highway Patrol is primarily responsible for managing highway traffic safety on state and federal highways.

The primary emergency operations center is located in the Leavenworth County Courthouse, 300 Walnut Street, Leavenworth, Kansas. The secondary EOC is located at the Tonganoxie Annex, 725 Laming Rd, Tonganoxie, Kansas. Leavenworth County Emergency Management also has access to a 28ft mobile command center featuring a four-man communications center and a twelve-man conference center.

The Leavenworth County Public Works Department facility is located at 23690 187th, in Leavenworth, Kansas. This department, comprised of 60+ employees, is responsible for improvements to public streets, roads, bridges, rights way, and traffic safety. In all, the Public Works department maintains over 770 miles of road in Leavenworth County.

There are eleven elementary schools, five middle schools, and four high schools in Leavenworth County. School buses transport the students. Private schools are comprised of Xavier Elementary School, St. Paul Lutheran School, Genius of Tonganoxie and other Catholic elementary schools . The University of St. Mary is located in the City of Leavenworth and has multiple undergraduate, graduate, and doctoral programs available to prospective students. Kansas City Kansas Community College resides at two different locations in the City of Leavenworth.

The primary industry in Leavenworth County is agriculture.

Libraries: Leavenworth Public Library, Lansing Community Library, Basehor Community Library, Tonganoxie Community Library and Linwood Library.

Museums: C.W. Parker Carousel Museum 320 S. Esplanade St, Leavenworth, KS 66048, The Frontier Army Museum 100 Reynolds Ave., Leavenworth, KS 66027.

Parks: Haymarket Square, Waggin' Tails Dog Park, 10th Avenue Park, Bob Dougherty park, Buffalo Bill Cody Park, David Brewer Park, Gazebo Park, Havens Park, Hawthorn Park, Jefferson Park, Kane Park, Leavenworth Landing Park, North Esplanade Park, Ray Miller Park, South Esplanade Park, Southside Park, Sportsfield, Stubby Park, Union Park, V.A. Park, Wollman Park, Riverfront Park Campground, Hollie Park, Leavenworth Skate Park, Three-Mile Creek Trail.

Reference the Leavenworth County Mitigation Plan and Hazard Analysis for other information.

2.3.1 Capability Assessment

The EOP is designed to address hazards that require disaster response. The hazards are identified through a risk assessment and prioritized on the basis of impact and likelihood of occurrence. This approach

allows the county to address the specific considerations of unique hazards, while strengthening of the functions common to most disasters.

- Mitigation consists of those activities designed to prevent or reduce losses from disasters.
- Preparedness activities are focused on the development of plans and the various capabilities required for effective disaster response.
- Response is the set of activities focused on saving lives and minimizing damage of a disaster once it is anticipated or immediately after it occurs.
- Recovery consists of those activities that continue beyond response to restore the community to pre-disaster or improved conditions.

The County and its mutual aid partners have the resources and ability to respond to many types of emergencies before it calls on the resources of other local, state, and federal emergency response partners.

Continual activities include development of typed resources which identifies local equipment, personnel, and training at the county level.

For a summary of Leavenworth County's prevention, protection, response, and recovery capabilities regarding defined planning hazards, the 2024 Capability Assessment can be accessed at www.datacounts.net/hsgp. For viewing permission to the website, contact Emergency Operations of the Kansas Highway Patrol at (785) 296-6800.

2.3.2 Hazard Analysis (KPS 9)

The information developed in the Hazard Analysis and hazardous materials prioritization assessment (risk and vulnerability) provides the basis for SARA Title III requirements for emergency planning and Community Right to Know, and is based on a multi-hazard approach, providing both the factual basis to set priorities for planning and the necessary documentation for supporting future hazard planning, response, and mitigation efforts. Hazard maps are included in the Hazard Analysis and also provided as attachments to the ESFs. The Leavenworth Hazard Analysis is provided under separate cover and can be accessed from the following link.

- Natural Hazards: potential weather events include floods, windstorms, extreme cold/heat, drought, snow, ice, or tornado.
- Geologic Hazards: include earthquake, land subsidence.
- Vector Hazards: biological hazards or infectious disease outbreaks.
- Technological Hazards: fire and explosions including industrial, structural, or range land fire, dam/levee failure, and hazardous materials incidents at fixed sites or during transport.
- Transportation Hazards: events involving aircraft, rail systems, motor vehicles, or pipelines.
- Civil/Societal Hazards: terrorism or civil disturbance, and utility or infrastructure emergencies involving failure or disruption of electrical, telephone, computer, water, fuel, sewer or sanitation systems.

2.3.3 Mitigation Plan (KPS 10 thru 18)

The Hazard Mitigation Plan for Leavenworth County is a guide for citizens to prepare for possible natural disaster events by taking action to help mitigate the effects of potential hazards. Hazard maps are included in the Mitigation Plan and also provided as attachments to the ESFs. The Leavenworth Region L County Mitigation Plan- is provided under separate cover and can be accessed through the Leavenworth County Sheriff Web Site.: www.lvsheriff.og

2.3.4 Continuity of Government/Operations Plan

The Continuity of Government Plan (COG) for Leavenworth County is a guide for government and citizens to respond to a disaster by maintaining continuity of critical services through a crisis.

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The Leavenworth County COG Plan is provided under separate cover and designated "For Official Use Only" (FOUO). This Plan is considered an internal decisional document with national and domestic security protections afforded under applicable U.S. statutes. Additionally, due to the inclusion of personal information about Department/Agency employees, COG/Operations Plans shall be protected by the Freedom of Information Act, Exemptions 3, 4, and 6.

2.4 Access and Functional Needs (KPS 19, 20)

The State of Kansas Vulnerable Needs System has been discontinued as of the writing of this CEOP. The Kansas Department of Aging and Disability Services currently provides educational preparedness guides in conjunction with FEMA for disaster kits, making a disaster plan, and how to stay informed about disasters (www.kdads.gov).

The EOP will comply with Title II of the ADA to the maximum extent feasible when developing emergency management programs, services, and activities by using its available resources. Once those resources are used, or it is confirmed that those necessary resources do not exist in the county, then regional resources will be pursued to fulfill that need. If regional resources cannot meet the need, then state level resources will be requested. Coordination with the State ADA Coordinator will be conducted through the EOC via WebEOC and the State Emergency Operations Center (SEOC) to obtain advice and assistance during disaster operations.

Facilities within Leavenworth County who work, house and care for members of the functional needs population should have policies, plans, and resources in place for immediate evacuation of their facilities. In the event of a disaster the Primary and Support Agencies will make every effort, within the scope and nature of the emergency or disaster operations, to assist with the evacuation of people with disabilities.

To provide coordinated assistance Emergency Management will rely on assistance and guidance from the Kansas Department for Children and Families (SRS Regional Staff) and the American Red Cross for shelter management. Based on current policy service animals for those with disabilities are permitted in ARC shelters. Basic strategy addressing physical, programmatic, and communications needs of individuals with disabilities and children is covered in the Vulnerable Populations Annex.

2.5 Planning Assumptions (KPS 4)

No guarantee of a perfect response system is expressed or implied by this plan or any of its appendices, Emergency Support Functions (ESFs), implementing instructions, or guidelines. Since Leavenworth County Government assets and systems are vulnerable to natural and technological disasters, they may be overwhelmed. Leavenworth County will make its best effort to respond based on the situation, information, and resources available at the time of the disaster.

It is assumed that:

- Leavenworth County would continue to be exposed to the hazards noted in the hazard and vulnerability analysis and elsewhere in this Plan, as well as others that may develop in the future.
- County and local government officials recognize their authority and responsibilities regarding the public safety and well being, and their responsibilities in the implementation of the Emergency Operations Plan.
- If properly implemented, this plan will abate or mitigate disaster related losses and damage.
- Some situations may occur after the implementation of warning and other preparedness measures, but others may occur with little or no warning.
- In the event of severe devastation throughout Leavenworth County, fundamental resources such as water, food, first aid supplies, utilities, fuels, shelter and sanitation supplies and basic survival supplies may be needed. Leavenworth County does not have sufficient supplies and equipment for long term use.

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- The arrival of state and/or federal assistance may be delayed for several days after the occurrence.
- Special purpose facilities (fire, school, drainage, water and sewer, hospital, flood control districts) may develop mitigation, preparedness, response and recovery planning and capabilities for their own jurisdictions.
- The Executive may respond with County resources to requests for assistance from cities and special purpose districts when lives or public property is at stake, and resources permit.
- The Executive may choose to invoke the emergency powers granted by resolution.
- Emergency plans and guidelines have been prepared by those emergency response agencies having primary operational responsibilities, and are evaluated and updated as necessary.
- Leavenworth County will be unable to satisfy emergency resource requests during a major emergency or disaster.
- Leavenworth County residents, businesses and industry should assume utilization of their own resources and be self sufficient following a disaster event for a minimum of three days. Priority of response will be to life safety, protection of public property, the economy and the environment. Reestablishment of government functions and basic infrastructure (utilities, transportation, and economy) will be critical to returning to a normal situation.
- A free market economy and existing distribution systems will be maintained as the primary means for continuing operation of the County's economic and private sector systems.
- Normal business guidelines may require modification to provide essential resources and services.
- Disasters occurring near or across jurisdictional borders will require multijurisdictional coordination, communications and/or response.
- Although natural and technological hazards are addressed separately, most response activities in any specific situation overlay those of another situation.
- Technological accidents may occur at any time. The initial response will be by the normal departmental response based on incident type (fire, police, emergency medical, and public works). Specialized training in hazardous materials response is provided by a small number of State response teams. During times of disaster these teams may be overloaded by multiple events.
- Leavenworth County uses a mix of land line and cellular telephone systems and several radio systems (repeater and direct) to meet its primary communications needs. Communications may be a problem in any major emergency or disaster, as these systems get loaded beyond their designed capacities and/or experience physical disruption or loss of staff.
- Continuing terrorist attacks upon the U.S. is considered possible. Although specific attack objectives cannot be predicted with assurance, it is assumed that military and governmental centers, concentrations of industry and population, will be principal targets. In acts of terrorism, it is unlikely that warning will be issued. The first terrorist event may serve to warn other areas.

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3.0 Concept of Operations

3.1 Normal Operations (KPS 34, 35)

A basic premise of emergency management is disasters are generally handled at the lowest jurisdictional level possible, i.e., police, fire, public health, medical, emergency management, and other personnel. Accordingly, to protect life and property from the effects of a disaster, government is responsible for emergency management activities. When operating under such conditions, Leavenworth County Emergency Management (LCEM) will utilize available resources from within the County, including voluntary, regional (MARC), and private assets before requesting outside assistance. Upon documenting that the response exceeds local capacity, assistance will be requested from other jurisdictions (regional) and the Kansas Division of Emergency Management (State). Upon a Presidential declaration, assistance as requested by the state may be provided through Federal Emergency Support Functions (ESFs) and/or other resources.

The normal day to day operations of the Leavenworth County Government, its departments, and agencies are covered by the individual organization's Standard Operating Guidelines (SOGs).

The readiness state for day to day operations generally includes training and exercises, maintenance of plans, SOGs, and Memorandums of Understanding (MOUs), and monitoring of weather or other disturbances and events that create a threat.

Most agencies and organizations within Leavenworth County and its municipalities have emergency functions to perform in addition to their other duties. Each agency and/or organization with ESF responsibilities, in conjunction with support agencies and organizations develop and maintain Standard Operating Guidelines. These guidelines provide for detailed direction and coordination of ESF responsibilities and critical emergency tasks.

Organizational responsibilities are included in each ESF. In the event a MOU becomes necessary coordination will be handled through the Chairperson of the County Commission, Emergency Management Director, and/or the agency or organization's designee with ESF responsibilities.

3.2 Emergency Operations (KPS 37 thru 40)

The Leavenworth County Emergency Management Director is the 24-hour contact responsible for coordination, preparedness, operation, and execution of actions which must be taken to combat the effects of natural or technological disasters; and for the purpose of rendering duties for the protection of lives and property.

Police, fire, public health and medical, emergency management, public works, environmental response, and other personnel are often the first to arrive and the last to leave a disaster site. In some instances, a county agency in the area may act as a first responder, and the assets of county agencies may be used to advise or assist municipal officials in accordance with agency authorities and guidelines. Mutual aid agreements provide mechanisms to mobilize and employ resources from neighboring jurisdictions to support the Incident command. When resources and capabilities are overwhelmed at the local level the County may request State assistance under a disaster or emergency declaration.

Leavenworth County utilizes the Incident Command System (ICS) for on scene direction and control operations.

- Command-Overall management of the disaster is provided by the first responder on the scene until command is relinquished to a more senior/higher ranking individual in accordance with incident command system (ICS) policies.
- ICS Functions-ICS functions include, but are not necessarily limited to the following: Operations,

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Finance, Planning, Logistics, and Finance/Administration. These functions will be in accordance with accepted ICS practices and Standard Operating Guidelines, and fall under the purview of the Incident Commander.
- NIMS operating (ICS) guidelines are provided in ESF 5–Emergency Management.

Departments, organizations, and agencies within the Leavenworth County Government are required to provide assistance to the Leavenworth County Emergency Management Director by utilization of personnel, equipment, supplies, facilities, and other resources as directed by Leavenworth County Resolutions and State of Kansas statutes, laws, and regulations.

Outside responders will utilize the Incident Command System and be incorporated into said system by the use of agency/department liaisons.

Coordination between the disaster scene and the EOC will be accomplished with direct radio or telephone communications between the Incident Commander and the Emergency Management Director or agency representatives. The relationship between the two main elements of a response; the operations at the EOC, and the operations at the disaster site are interfaced. This is accomplished through the use of communications and delegation of responsibilities. Utilizing the Incident Command System, this interface takes place under the normal operation of the incident command system. It is the responsibility of the onsite Incident Commander to forward pertinent information to the EOC through whatever channels are necessary.

The Leavenworth County Emergency Management Director, upon notification, is responsible for the activation of the EOC. The Director assembles the EOC staff, initiates the necessary functional guidelines and initiates scaling down and eventual deactivation of the EOC when the situation no longer warrants an active Emergency Operations Center.

The EOC will be activated/deactivated in specific levels depending upon the severity of the disaster and the need for resources. These levels are designated: Level I, Level II, and Level III. These response levels (EOC Staffing Guidelines) are provided in ESF 5-Emergency Management, Attachment 5.15.

Initial staffing of the EOC will be the Emergency Management Director, the Leavenworth County Sheriff’s Department Shift Supervisor, and the 911 Dispatcher, (or designated representatives). This is the minimum staffing for the EOC. Depending upon the magnitude of the situation, the EOC staffing will be expanded as needed. The EOC function chart is provided in ESF 5-Emergency Management.

Representatives from agencies and organizations that are responsible for emergency support functions may staff the EOC. The Emergency Management Director provides direction and coordination for the EOC. Emergency operations will generally be conducted within the EOC. Either full or partial activation may be required based on the severity of the emergency situation. However, if the situation warrants, the EM Coordinator may request that the agency or organization with ESF responsibility report to the site of the emergency.

The officials, agencies, and departments listed below have a vital service to perform in the event of a disaster. The Leavenworth County departments/agencies are required to render assistance in accordance with the appropriate county resolution. Those agencies/departments not part of the county government have a Memorandum of Understanding (MOU) or agreements on file with the Leavenworth County Office of Emergency Management. In addition, upon concurrence, this document will serve as an MOU.

3.3 Coordinator, Primary, and Support Agencies (KPS 36)

The definitions and responsibilities for the ESF Coordinator, Primary Agency and Support Agencies are provided in the “Introduction to the ESFs”.

Coordination between the disaster scene and the EOC is accomplished with direct radio or telephone

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communications between the Incident Commander and the Emergency Management Director or agency representatives. The relationship between the two main elements of a response; the operations at the EOC, and the operations at the disaster site are interfaced. This is accomplished through the use of communications and delegation of responsibilities. Utilizing the Incident Command System, this interface takes place under the normal operation of this IC system. It is the responsibility of the onsite Incident Commander to forward pertinent information to the EOC through whatever channels are necessary.

In response to a disaster the Leavenworth County Emergency Management Director, as authorized by the Board of County Commissioners, is responsible for Plan activation, and will coordinate the emergency response effort within the political jurisdictions of the incorporated and unincorporated areas of the county.

The Emergency Operations Plan will be implemented and activated in accordance with pre-established guidelines. The Plan may be implemented in part, or in whole, depending on the level of response for the disaster.

- A Disaster Declaration may be authorized by the Chief Executive of the affected political subdivision within the county when it appears that response and recovery efforts will exceed local capabilities. The declaration of a local disaster emergency will activate the response and recovery aspects of any local and inter-jurisdictional disaster emergency plans which are applicable to such county or city, and will initiate the rendering of aid and assistance there under. Any Disaster Declaration will be filed promptly with the County Clerk of the affected jurisdiction, the Leavenworth County Emergency Management Department, and the State of Kansas Division of Emergency Management.
- Key information will be distributed via WebEOC and/or situation reports on pre-established email rosters.
- The declaration of a local disaster emergency in Leavenworth County remains in effect for a period of seven days unless earlier terminated or renewed by consent of the Board of Commissioners. The proclamation may be extended by reissuing the legal instrument.
- The County Attorney acts as legal advisor on items related to public safety, and assists in resolution of legal problems that may arise due to disaster situations. The County Attorney acts as legal advisor on items related to law enforcement, and legal problems that may arise due to disaster situations.
- If an accident or emergency is determined to be beyond the normal capabilities of local government, a local proclamation of emergency is made by the executive heads of the involved governments. If the emergency or disaster is beyond the normal capabilities of county government a local proclamation of emergency is made by the county commissioners to request State assistance. The county proclamation is a prerequisite for state and federal assistance.
- A State Disaster Declaration is issued by the Governor of the State of Kansas and would activate the State Emergency Operations Plan. For the State to initiate a disaster declaration, the local jurisdiction will have implemented and exhausted local and regional resources and declared a disaster for the County.

3.4 Functional Needs Populations

Relative to ADA, this EOP uses the words "vulnerable", "functional", “special”, and “sensitive” interchangeably.

Functional Needs Populations-Types of impairments which should be considered include, but are not limited to, having cognitive impairments, physical disabilities, having limited English proficiency, who are deaf or hard of hearing, are totally or legally blind, may live independently, in community based/assisted living settings, in long term care facilities, or may be homeless. These disabilities may be permanent or temporary, visible or not readily identified, chronic, episodic, psychiatric, physical, mental, or psychological.

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The EOP will comply with Title II of the ADA to the maximum extent feasible when developing emergency management programs, services, and activities by using its available resources. Once those resources are used, or it is confirmed that those necessary resources do not exist in the county, then regional resources will be pursued to fulfill that need. If regional resources cannot meet the need, then state level resources will be requested. It may be necessary for the county to address some ADA issues as outlined in the "ADA Checklist for Emergency Shelters". This process will allow for immediate decision making in times of disaster to effectively address exceptional circumstances and request outside assistance (see the EOP References Tab for the ADA Checklist)

The Vulnerable Populations Plan is provided as Incident Annex IA-6.

3.5 Household Pets and Service Animals

The County recognizes the elements of the Kansas Planning Standard for Animal Sheltering of household pets, and has implemented an Animal Sheltering Plan as Incident Annex IA-4 to this CEOP.

The sheltering of domestic or household animals will be accomplished by each individual owner working with private veterinarians and animal care facilities in coordination with the Primary Agencies for ESF 6-Mass Care and ESF 11-Agriculture. Additionally, livestock and equine (horse) care is the responsibility of the individual owners. Reference the FAD Plan, and Attachment 6.14-Animal Health, for county guidelines regarding centralized veterinary service activities to address domestic animal needs.

Service animals will be allowed access to any facility that is established as a shelter for ADA populations. The region has limited primary or excess capabilities in this area and the County will seek these resources when applicable.

3.6 Pre-Staging Resources

Based on the forecast of an imminent emergency, it may be necessary to stage resources in advance, to better position them geographically for a timely response into an affected area. That decision will be made with the concurrence of the EOC Team Coordinators. Once that mission has been tasked, the resources should be prepared for deployment and sent to the identified staging area. The staging area designated must be under the direct supervision of a Staging Area Director, provide the necessary logistical support to accommodate the deployed resources for a prolonged time period, and provide a for the safety and security of the deployed resources. Once deployed to a staging area, resources will be considered in “active mission” status. Staged resources will only be released into an affected area after confirming mission orders have been issued from the EOC.

Pre-staging is accomplished depending on the type of disaster (technological or natural) and county and the departments that would be involved. Pre-staging areas in Leavenworth County would generally be located at facilities which may have a loading dock. These facilities could include the following:

- Leavenworth County Fairgrounds, 22618 McLouth Rd, Tonganoxie, Kansas 66086

If security is needed at staging areas, Leavenworth County will exhaust local resources, mutual aid and then request support from the SEOC. Refer to ESF 7, which is structured to provide direct and active support to emergency response and recovery efforts during the response and recovery phases following a disaster. Private companies requesting security support will be responsible for costs associated with assistance.

County receiving and distribution is addressed in ESF 7-Resource Support.

Reference ESF 12 for emergency fuel resources.

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3.7 Other Response/Support Agency Plans

Each department, agency, office, and division of the Leavenworth County Government is charged with the development of plans to be activated and used in the event of an emergency situation and/or disaster. These entities, including; schools, nursing homes, hospital, medical facilities, industry, and other emergency response organizations, will develop, maintain, and periodically test, review, and update their respective plans. This is to include:

- Standard Operating Guides (SOGs)-the SOGs from the various response agencies will correspond with their respective ESF or Annex. As the SOGs are changed or updated, those changes, where deemed appropriate, will be changed in the EOP. When plans and SOGs are updated it is recommended they each support this plan.
- Resource Lists-resource lists and checklists used and developed by the response agencies, should be written in such a manner as to correspond to, and emphasize the CEOP.

Other plans that may affect this plan include:

- SNS Plans-Health Department
- Disease Containment Plan-Health Department
- Biological Incident Annex-Health Department
- Hospital EOP-Hospital
- Foreign Animal Disease Plan-Emergency Management
- COOP Plan-County Government
- Mitigation Plan-Emergency Management
- The US Army Corps of Engineers Dam Failure Emergency Action Plans (EAP) are included by reference, and are maintained in the Emergency Management Office under separate cover.
- Logistic Staging Plan
- Debris Management Plan

3.8 NIMS Typed Resources (KPS 55)

The Kansas Division of Emergency Management (KDEM), in partnership with the Kansas Homeland Security Regions, launched a new comprehensive resource management tool in September of 2011. The Comprehensive Resource Management and Credentialing System (CRMCS) tool allows county emergency managers and emergency response agencies the ability to credential personnel, provide information on availability of assets and personnel during an emergency, the ability to track those assets on scene, and complete disaster visibility via the internet. The resource information is collected and stored in the web based resourceMGR web™ (RMW)/interTRAX® exchange system. Resources in the RMW system will be typed by the FEMA Tier I NIMS standards. Assets that fall outside those standards will be identified and given state specific Tier II types as defined by the subject matter experts in the appropriate discipline/Emergency Support Function (ESF).

Leavenworth County Emergency Management will manage the CRMCS tool and will provide local department/agency access to the system for data entry of resources and assets. It is the intent of the county to monitor data entry and modify content as needed. The status of data entry will be reviewed annually.

3.9 Mutual Aid Agreements (KPS 49)

Mutual aid is provided per Kansas Statute 48-950: all political subdivisions within the state, upon enactment of this act, are automatically a part of the Kansas mutual aid system. A political subdivision may elect not to participate or to later withdraw from the system by adoption of an appropriate resolution by its governing body declaring that it elects not to participate in the statewide mutual aid system and providing a copy of the resolution to the division. This act does not preclude participating political

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subdivisions from entering into supplementary agreements with another political subdivision and does not affect any other agreement to which a political subdivision may currently or in the future be a party under other Kansas statutes.

Leavenworth County has adopted KSA 12-16,117, which provides automatic mutual aid, as needed.

The State of Kansas, under K.S.A 48-3201, participates in the interstate Civil Defense and Disaster Compact which authorizes entry into supplementary bilateral or multilateral agreements to establish a legal framework for mutual defense and disaster assistance.

At the Federal level, mutual aid assistance is available through the Emergency Management Assistance Compact (Public Law 104-321). EMAC is the all hazard- all disciplines mutual aid compact that offers assistance during governor-declared states of emergency or disaster through a responsive, system that allows assisting states to send personnel, equipment, and other resources to other states.

3.10 Damage Assessment

ESF 5-Emergency Management coordinates with ESF 3-Public Works and Engineering, and ESF 14-Long Term Community Recovery, and supporting agencies to begin disaster recovery operations once the disaster area is stable and the immediate threat has passed. ESF 3-Public Works and Engineering is responsible for damage assessment reporting with assistance from the County Appraiser for government, public, private, and not-for-profit property within the first 12 to 36 hours of an event.

A Rapid Impact Assessment (RIA), or windshield assessment, will be completed within a few hours of the disaster, while detailed assessments may take days or weeks. As information becomes available, assessment updates will be made to the Leavenworth County EOC and passed through to KDEM. Centralized reporting through the EOC eliminates duplicates and allows for review of data.

A RIA is a quick evaluation of what has happened and used to help prioritize response activities, allocate resources and determine the need for outside assistance. During rapid assessments, emphasis will be placed on collecting and organizing information in a manner that will facilitate timely decision making. This will allow both field personnel and the EOC to:

- Make informed operational decisions regarding public safety
- Set response priorities
- Allocate resources and personnel to the areas of greatest need
- Identify trends, issues and potential problem areas
- Plan for ongoing operations

It is anticipated that most rapid assessment information will be forwarded to the EOC from the field by phone and radio. In most cases, rapid assessment information will come from first responders already in the field. But if the situation dictates, personnel may be deployed specifically to conduct damage assessments and to report information to the EOC as quickly as possible. Leavenworth County Emergency Management will report and work closely with the KDEM throughout the disaster assessment process. Leavenworth County Disaster Assessment Teams and the County EOC will use disaster assessment forms consistent with those developed by KDEM to provide a standard reporting method for assessment activities that meet State and Federal requirements.

If the nature of the disaster dictates, rapid assessments will include structural safety evaluations to determine building integrity and protect the safety of emergency responders. This type of technical guidance will be provided to first responders as long as necessary.

If necessary, rapid assessments will also include safety inspections of critical facilities and infrastructure, such as hospitals, the EOC, potential shelters, evacuation routes, and others as needed. Rapid assessments will also include utility safety checks for electric hazards and combustible gas. The structural integrity of

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emergency shelters and other emergency facilities will be determined by a team composed of representatives from the Public Works, County Appraiser, the American Red Cross, fire departments and other essential personnel as identified by the EOC.

Based on information gathered during the rapid assessment phase, ESF-14 will coordinate with ESF 3 to decide when and where to conduct detailed disaster assessments. Both rapid and detailed disaster assessments will consider private property damage (i.e., losses by persons and damage to residences and small businesses), as well as public damage (i.e., damage to infrastructure, including but not limited to roads, bridges, utilities, government facilities and private not for profit entities).

The RIA will enhance initial response activities. Damage assessment also provides the necessary documentation to assist in the decision making process when requesting a State and Presidential Disaster Declaration. If it appears that the County may meet the threshold for federal disaster assistance, the Leavenworth County Office of Emergency Management will complete a formal Preliminary Damage Assessment (PDA). Damage assessment guidelines and forms are provided in ESF 3-Public Works and Engineering and ESF 14-Long Term Community Recovery.

It is the responsibility of the Leavenworth County Public Works Department to provide centralized and coordinated removal and disposal of debris associated with disaster situations. The Director of Public Works is charged with overall responsibility for the county. Refer to ESF 3-Public Works, which provides coordination, resources, and criteria for debris cleanup activities for access to the impacted area(s).

3.11 State and Political Subdivision Limitation of Liability

Kansas Statute 48-915 (Immunity from liability of the state, local governments and certain individuals; Kansas tort claims act, applicability):

- Neither the state nor any political subdivision of the state, nor the agents or representatives of the state or any political subdivision thereof, shall be liable for personal injury or property damage sustained by any person appointed or acting as a volunteer worker, or member of any agency, engaged in emergency management activities. The foregoing shall not affect the right of any person to receive benefits or compensation to which such person otherwise may be entitled under the workers compensation law or any pension law or any act of congress.
- Whenever a proclamation is issued declaring a state of disaster emergency pursuant to K.S.A. 48-924, and amendments thereto, neither the state nor any political subdivision of the state nor, except in cases of willful misconduct, gross negligence or bad faith, the employees, agents, or representatives of the state or any political subdivision thereof, nor any volunteer worker, or member of any agency, engaged in any emergency management activities, complying with or reasonably attempting to comply with this act, or any proclamation, order, rule and regulation promulgated pursuant to the provisions of this act, or pursuant to any ordinance relating to blackout or other precautionary measures enacted by any political subdivision of the state, shall be liable for the death of or injury to persons, or for damage to property, as a result of any such activity performed during the existence of such state of disaster emergency or other such state of emergency.
- Any member of a regional medical emergency response team created under the provisions of K.S.A. 48-928, and amendments thereto, shall be deemed a state employee under the Kansas tort claims act, K.S.A. 75-6101, et seq., and amendments thereto.

Kansas Statute 48-922 (Purchase of accident insurance for volunteer workers by cities; coverage; immunity; definitions):

- The governing body of any city which has a disaster agency pursuant to K.S.A. 48-929, and amendments thereto, or is participating in an interjurisdictional arrangement under an interjurisdictional disaster agency pursuant to K.S.A. 48-930, and amendments thereto, may purchase accident insurance for the protection of those volunteer workers engaged in emergency management

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activities sustaining injury or death by accidental means as a result of such emergency management activities as the volunteer worker may be called on to perform when called into services in such capacity. The governing body of such city may purchase accident insurance from private insurance companies in such amounts and for such coverages as the city governing body may deem necessary and pay for such insurance out of the emergency management fund. The purchase of such insurance shall not constitute a waiver of the immunity of the city from any action or suit provided for in K.S.A. 48-915, and amendments thereto.

- As used in this section: (1) "Volunteer workers" means those natural persons who volunteer their services for the purpose of engaging in emergency management activities under a disaster agency established and maintained under K.S.A. 48-929 or 48-930, and amendments thereto; and
- “Injury" means and includes all injuries to a volunteer worker received by accidental means while such volunteer worker is actually engaged in performing duties arising out of and in the course of such emergency management activities.

3.12 Public Safety Enforcement Actions

For information regarding public safety enforcement actions during crisis disaster in Leavenworth County, refer to ESF 13-Public Health and Safety and the Terrorism Incident Annex. For Official Use Only (FOUO) documents should not be submitted to media.

3.13 State of Kansas Intelligence Fusion Center (KPS 53, 54)

The Leavenworth County Emergency Management Department will act as liaison between the county and the State of Kansas Fusion Center. As necessary, dissemination of information will be in accordance with ESF 2-Communications and ESF 15-External Affairs/Emergency Public Information. For Official Use Only (FOUO) documents should not be submitted to media.

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4.0 Organization and Assignment of Responsibilities

4.1 County Government (KPS 24)

The County Chairperson, a Municipal Mayor, City Manager, or the jurisdiction's designated Chief Executive, is responsible for the public safety and welfare of the people within that jurisdiction. Summarized below are the responsibilities of the Chief Executive:

- Coordinate resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from disasters involving hazards including terrorism, natural disasters, accidents, and other contingencies.
- Dependent upon law, has extraordinary powers to supersede laws and ordinances, such as implement curfews, direct evacuations, and, in coordination with the health authority, order quarantines.
- Provides leadership and plays a key role in communicating with the public, and in helping people, businesses, and organizations cope with the consequences of any type of disaster within the jurisdiction.
- Negotiates and enters into mutual aid agreements with other jurisdictions to facilitate resource sharing.
- Requests state and, if necessary, federal assistance through the Governor when the jurisdiction's capabilities have been exceeded or exhausted.

The Leavenworth County Board of Commissioners has charged the Emergency Management Director with the responsibility for coordination, preparedness, operation, and execution of actions that must be taken to combat the effects of natural or technological disasters to protect life and property.

4.1.1 Emergency Support Functions (ESFs) (KPS 32)

The EOP applies a functional approach that groups the capabilities of municipal and county departments and agencies, and the American Red Cross into ESFs to provide the planning, support, resources, program implementation, and emergency services that are most likely to be needed during a disaster. The County response to actual or potential disasters is typically provided through the full or partial activation of the ESF structure as necessary. The ESFs serve as the coordination mechanism to provide assistance to municipal governments or to county departments and agencies conducting tasks of primary county responsibility.

Each ESF is composed of primary and support agencies. The EOP identifies primary agencies on the basis of authorities, resources, and capabilities. Support agencies are assigned based on resources and capabilities in a given functional area. The resources provided by the ESFs reflect the resource typing categories identified in the NIMS. ESFs are expected to support one another in carrying out their respective roles and responsibilities. Additional discussion on roles and responsibilities of ESF coordinators, primary agencies, and support agencies can be found in the introduction to the ESF Annexes.

Note that not all incidents result in the activation of ESFs. It is possible that an Incident can be adequately addressed by agencies through activation of certain EOP elements without the activation of ESFs. Similarly, operational security considerations may dictate that activation of EOP elements be kept to a minimum, particularly in the context of certain terrorism prevention activities.

The following listing of emergency support functions provides a summary of responsibilities for the Primary Agency. Supporting information, applicable regulations, and documentation for each ESF may be provided as an Attachment to the specific ESF, in the appendix and/or under separate cover for "Official Use Only". Maintenance of communication for point of contact is by use of the established communication network described in ESF 2.

ESF Summaries

4.1.2 Incident Command System

The Incident Command System (ICS) is the model tool for command, control, and coordination of a response and provides a means to coordinate the efforts of individual agencies as they work toward the common goal of stabilizing the disaster and protecting life, property, and the environment.

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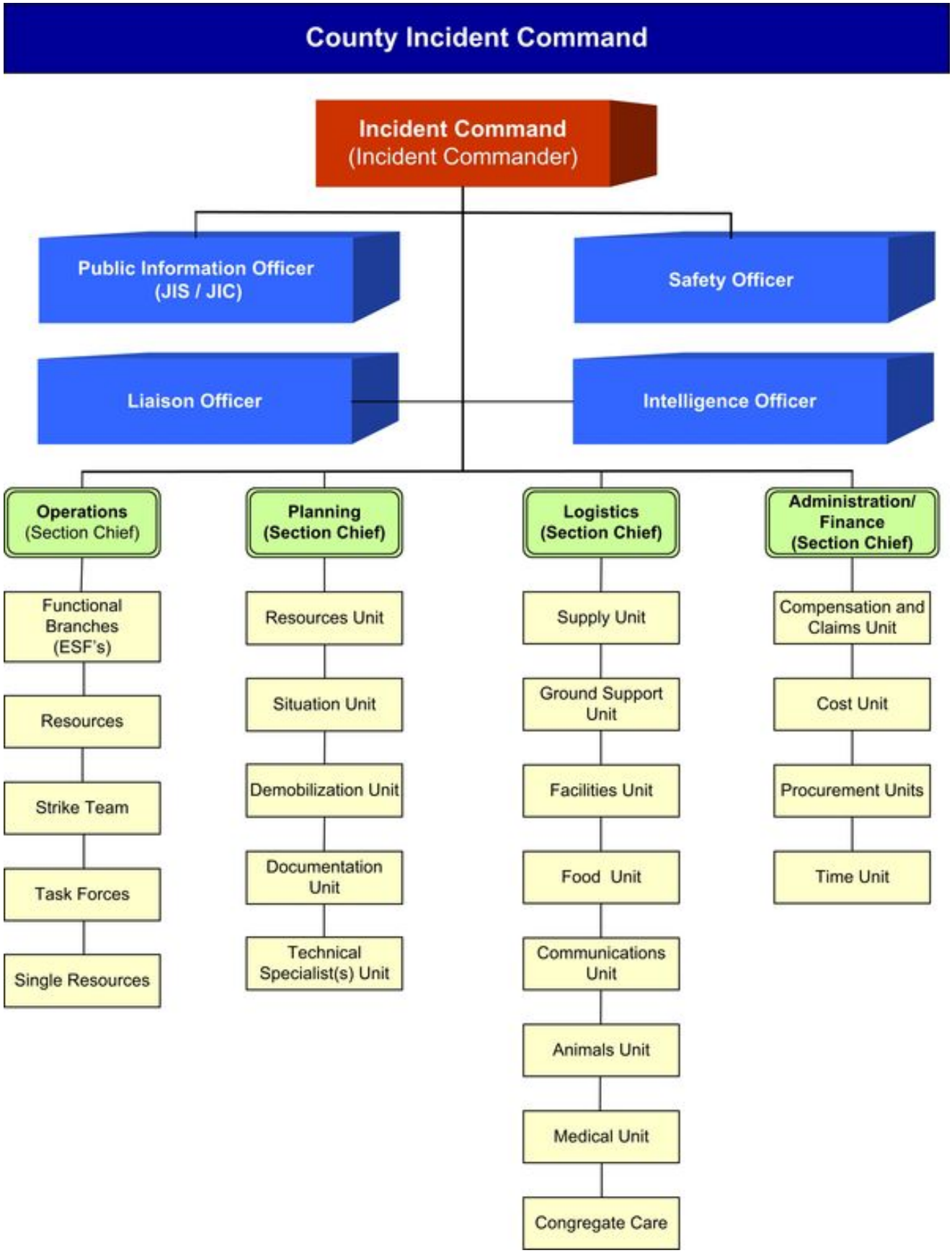
County Organization Chart-Incident Command



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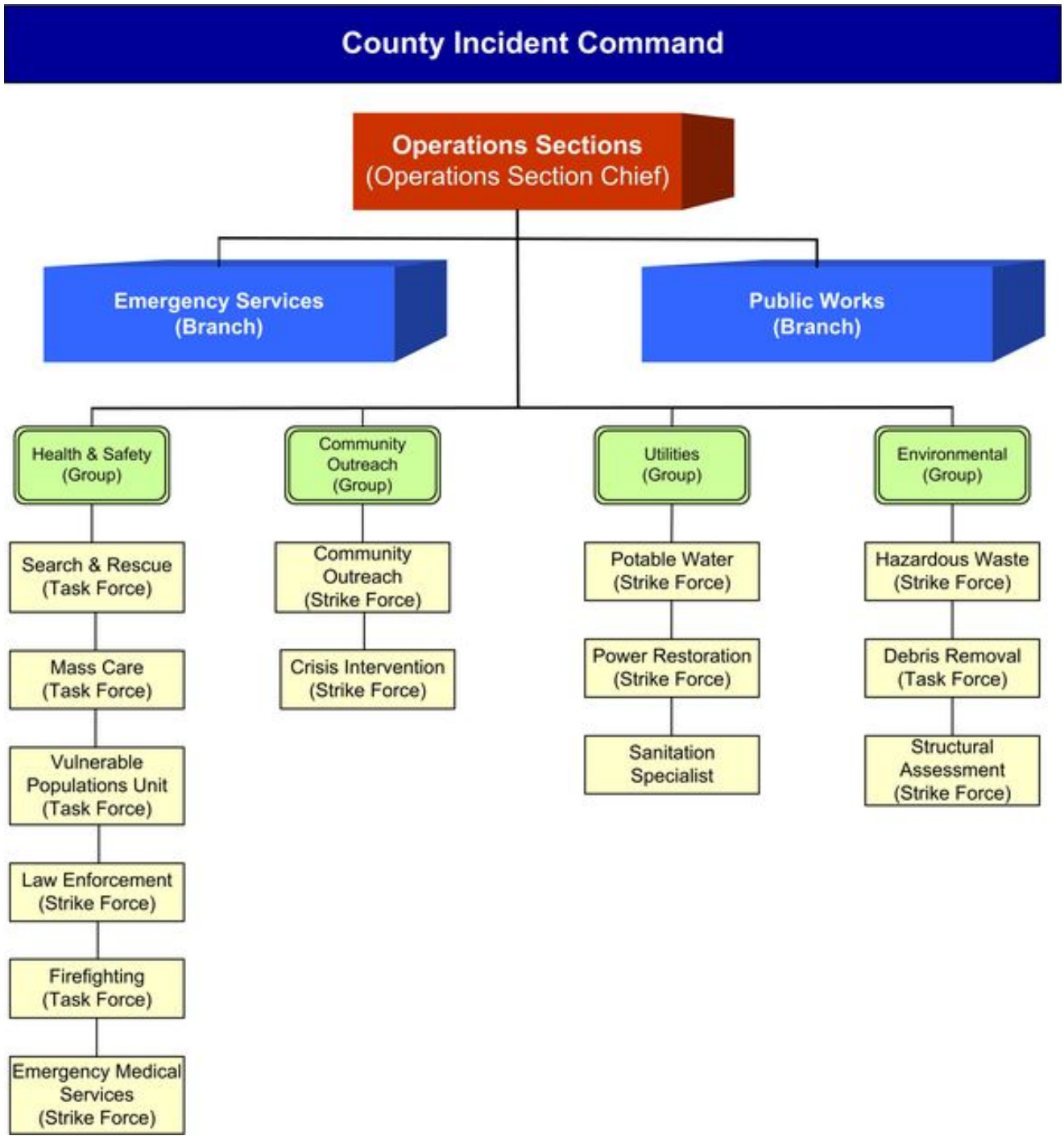
County Branch Operations Organizational Chart



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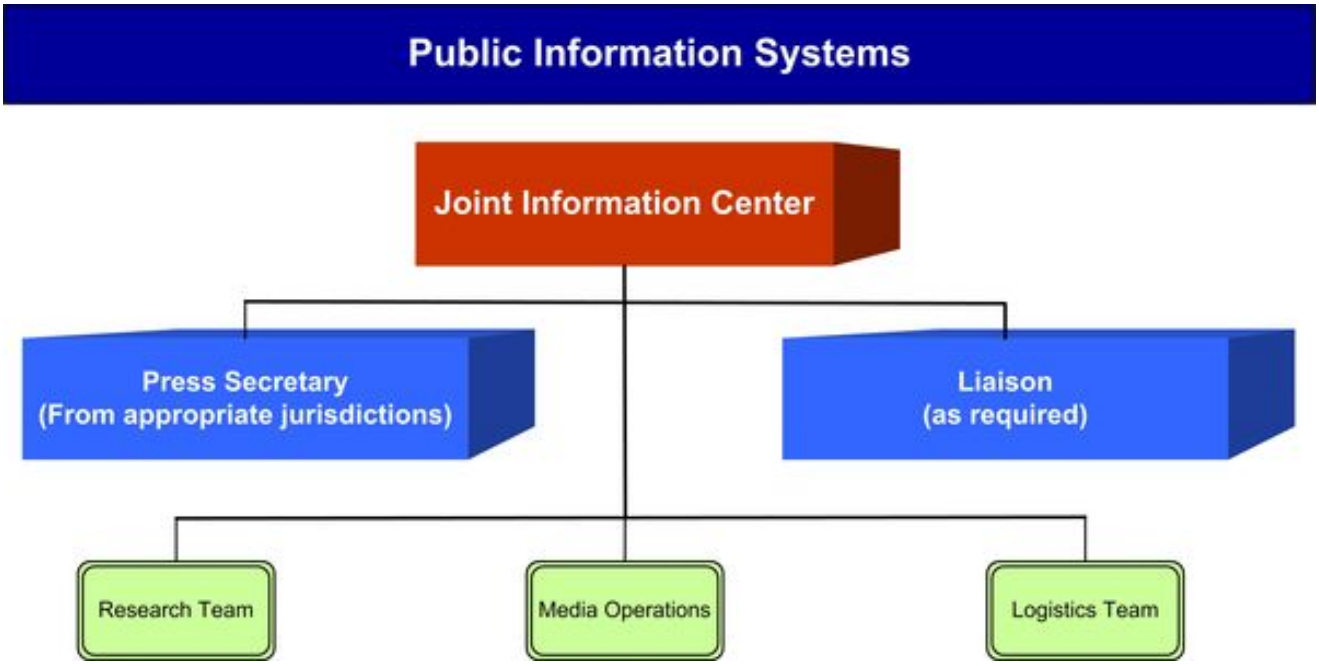
County Public Information Services



4.2 Municipal Government (KPS 25)

A city's response to a disaster in its jurisdiction may be conducted from a local emergency operations center as designated by the Chief Executive of that city. In those emergencies affecting multiple jurisdictions, the County EOC will be activated and communications established with each affected city to coordinate response. City representatives may be present in the County EOC.

The County EOC may be activated in response to single jurisdiction emergencies at the request of the affected city and on approval of County Emergency Management.

4.3 Non-Governmental Organizations and Volunteer Agencies (KPS 28)

Non-Governmental Organizations (NGOs) collaborate with first responders, governments and other agencies and organizations to provide relief services to sustain life, reduce physical and emotional distress, and promote recovery when assistance is not available from other sources. For example, the American Red Cross is an NGO that provides relief at the local level and also supports ESF 6-Mass Care, Housing, and Human Services. Community based organizations receive government funding to provide essential public health services.

The Leavenworth Chapter of the American Red Cross was closed after the last update to the Leavenworth County CEOP. As of the writing of this plan, operations are coordinated through the St. Joseph, Missouri office. When a disaster threatens or strikes, the Red Cross provides shelter, food, and health and mental health services to address basic human needs. The core of Red Cross disaster relief is the assistance given to individuals and families affected by disaster to enable them to resume their normal daily activities independently.

The Red Cross also feeds emergency workers, handles inquiries from concerned family members outside the disaster area, provides blood and blood products to disaster victims, maintains field canteens, provides counseling, coordinates VOLAG’s, and helps those affected by disaster to access other available resources.

The National Voluntary Organizations Active in Disaster (NVOAD) is a consortium of more than thirty

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recognized national organizations of volunteers' active in disaster relief. Such entities provide significant capabilities to disaster management and response efforts at all levels. For example, the wildlife rescue and rehabilitation activities conducted during a pollution emergency are often carried out by private, nonprofit organizations working with natural resource trustee agencies.

For additional information regarding volunteer activities during a disaster in Leavenworth County, refer to the Emergency Support Functions (ESFs) or the specific Incident Annex.

4.4 Private Sector Emergency Management Responsibilities (KPS 27)

Owners/operators of certain regulated facilities or hazardous operations may bear certain emergency management responsibilities under the law for preparing for and preventing disasters from occurring, and responding to a disaster once it occurs. For example, some facilities are required by law or regulation to report stored chemicals (Tier II), maintain emergency (disaster) preparedness plans, guidelines, and perform assessments, prompt notifications, and training for a response to a disaster.

The private sector will be a resource for goods, services, and potential manpower in the event of a disaster. The continued analysis of prevention and preparedness will forecast the need for these categories. Effort should then be made to have a contractual relationship in place prior to a disaster. The Hazard Analysis and EOC Resource Guide maintain information relevant to private sector owner/operators, public utilities, and other resources that may be available in a disaster.

4.5 Citizen Involvement (KPS 33)

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

The U.S. Citizen Corps brings these groups together and focuses efforts of individuals through education, training, and volunteer service to help make communities safer, stronger, and better prepared to address the threats of terrorism, crime, public health issues, and disasters.

Citizen Corps Councils implement Citizen Corps programs, which include Community Emergency Response Teams (CERTs), Medical Reserve Corps, Neighborhood Watch, Volunteers in Police Service, and the affiliate programs; provide opportunities for special skills and interests; develop targeted outreach for special needs groups; and organize special projects and community events.

Citizen Corps Affiliate Programs expand the resources and materials available to communities through partnerships with programs and organizations that offer resources for public education, outreach, and training; represent volunteers interested in helping to make their communities safer; or offer volunteer service opportunities to support first responders, disaster relief activities, and community safety efforts.

Other programs unaffiliated with Citizen Corps also provide organized citizen involvement opportunities in support of response to disasters.

The Citizen Corps works through a Citizen Corps Council that bring together leaders from law enforcement, fire, emergency medical and other emergency management, volunteer organizations, elected officials, the private sector, and other community stakeholders. Both the Medical Reserve Corps (MRC) and the Mid-America Regional Council (MARC) will help provide cohesion between neighboring counties and avoid competition for the same resources.

Refer to ESF 6-Mass Care, Housing, and Human Services for additional information regarding the roles of Volunteer Agencies, the Private Sector, and Citizen Involvement during crisis response.

4.6 Special Districts (KPS 26)

The Mid-America Regional Council (MARC) may provide valuable resources pertaining to multiple

disciplines in Safety and Security.

4.7 School Districts (KPS 30)

School Districts in the County, although not a primary resource, may provide valuable transportation and sheltering resources.

4.8 Hospitals (KPS 29)

Hospitals will provide the County Health Department with access to the EM Resources emergency bed tracking system.

4.9 Tribal Government (KPS 23)

There are no tribal jurisdictions within Leavenworth County.

4.10 State Government (KPS 22)

When an emergency exceeds the local government's capability to respond, assistance can be requested from the State of Kansas Adjutant General's Division of Emergency Management. The State's role is to supplement and facilitate local efforts before, during, and after emergencies. The State must be prepared to maintain or accelerate services and to provide new services to local governments when local capabilities fall short of disaster demands.

The 2022 Kansas Response Plan is provided under the "EOP References" tab in the Toolbar.

4.11 Federal Government (KPS 20)

The federal government recognizes the roles and responsibilities of state and local authorities in domestic disaster management. Initial responsibility for managing domestic disasters generally falls on state and local authorities. The federal government will assist state and local authorities when their resources are overwhelmed, or when federal interests are involved.

The National Response Framework (NRF) was established to develop a national comprehensive all-hazards approach to domestic disaster management across a spectrum of activities including prevention, preparedness, response, and recovery for assistance to state and local jurisdictions.

Additionally, Homeland Security Presidential Directive-5 directs federal agencies, states and local jurisdictions to adopt and implement a National Incident Management System (NIMS). This system provides a consistent nationwide approach for federal, state, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic disasters, regardless of cause, size, or complexity. To provide for interoperability and compatibility among federal, state, and local capabilities, the NIMS will include a core set of concepts, principles, terminology, and technologies covering the Incident command system; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of disaster information and disaster resources.

4.12 Primary and Secondary Agencies Matrix

The Primary and Secondary Agencies Matrix identifies primary agencies (on the basis of authorities, resources, and capabilities) and support agencies (based on resources and capabilities in a given functional area) for each Emergency Support Function. ESF agencies are expected to support one another in carrying out their respective roles and responsibilities.

The Primary and Secondary Agencies Matrix is provided in the appendix.

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5.0 Direction, Control, and Coordination

5.1 County Level (KPS 44 thru 46)

The Chairperson of the County Commission is responsible for guiding emergency management activites activites for Leavenworth County. The Chairperson provides direction to the Emergency Management Director.

The final responsibility for emergency management functions belongs to the Leavenworth County Board of County Commissioners and local government officials. Although these officials are legally responsible for policy level decisions, the Leavenworth County Emergency Management Director is empowered by the County Commissioners and municipal governments for the overall coordination of emergency management duties to include mitigation, preparedness, response, and recovery activities in Leavenworth County, Kansas.

ESF 2-Communications plans, coordinates and implements communications support to county disaster response element, including emergency warnings, communications equipment, and communication services from local, county and state agencies, voluntary groups, the telecommunications industry and the military. The ESF Primary Agency will coordinate with Support Agencies and State and Federal officials in directing communication resources and prioritizing the needs for communication services.

5.2 Interstate Civil Defense and Disaster Compact (KPS 49)

The purpose of this compact is to provide mutual aid among the states in meeting any emergency or disaster from enemy attack or other cause (natural or otherwise) including sabotage and subversive acts and direct attacks by bombs, shellfire, and atomic, radiological, chemical and bacteriological means, and other weapons. The prompt, full and effective utilization of the resources of the respective states, including such resources as may be available from the United States government or any other source, are essential to the safety, care and welfare of the people thereof in the event of enemy action or other emergency, and any other resources, including personnel, equipment or supplies, will be incorporated into a plan or plans of mutual aid to be developed among the civil defense agencies or similar bodies of the states that are parties hereto. The Coordinators of civil defense of party states will constitute a committee to formulate plans to take necessary steps for the implementation of this compact.

Leavenworth County participates in the SLA Program (State and Local Assistance) Program with Kansas Division of Emergency Management, which provides support to other Kansas jurisdictions within the State of Kansas.

5.3 Emergency Management Assistance Compact (EMAC) (KPS 50)

The EMAC (PL 104-321) is a mutual aid agreement and partnership among states to allow for the exchange of resources when state and local resources are overwhelmed and federal assistance is inadequate or unavailable.

Requests for EMAC assistance are legally binding, contractual arrangements which requires soliciting states to be responsible for reimbursing all out of state costs and be liable for the actions and safety of out of state personnel.

Providing assistance to other states through EMAC is not an obligation. Kansas became a signatory to the compact in 2000 (KSA 48-9a01).

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6.0 Information Collection, Analysis, and Dissemination

6.1 Information Dissemination Methods and Protocols (KPS 41)

The public information activities will be directed by the Leavenworth County Public Information Officer (PIO). The PIO is responsible for the collection, coordination, and dissemination of emergency public information to the residents and populace of Leavenworth County. The PIO is appointed by the Leavenworth County Board of County Commissioners (BOCC), is the official spokesperson for disasters, and is a member of the Emergency Operations Center staff.

The PIO will appoint a support staff as needed to assist in the public information functions and verify the capability of 24-hour operations. Additional information regarding information dissemination methods and protocols during a disaster is provided in the Emergency Support Functions (ESFs) or the specific Incident Annex.

6.2 Critical Information Needs and Collection Priorities (KPS 42)

Emergency response collection priorities are based on immediate danger to life and health (IDLH), security of the incident, and environmental impact. Response organizations, and those agencies and departments having specific duties and tasks related to the emergency situation will coordinate releases of information through the PIO. It is the policy of the BOCC that the Public Information Officer (PIO) is the only designee who is authorized to release emergency information to the media or public, and will focus on specific event-related information. The public information program requires a coordinated flow of information from every level of government and private agency through a central release point to verify that only accurate information is presented. The Leavenworth County Sheriff and or his/her designee will provide a PIO to address Law Enforcement activities to he Media. The PIO is responsible for the close coordination and exchange of information with key staff and department heads, including collection, compiling, and verifying information at the Inquiry Center (Rumor Control) before authorizing releases.

6.3 Long Term Information Collection, Analysis, and Dissemination Strategies

Over the last few years, there has been tremendous activity and progress in the homeland security arena. Now, as we assess where we are, we need to create and reinforce a common operating picture to provide consistency in operational systems. This includes an emphasis on planning and management; timely, factual, and consistent information collection and sharing; consistent standards and guidelines; efficient use of resources; and comprehensive lists of assets. Consistency in these functions will allow stakeholders to work together in a coordinated, efficient manner that prepares the County for disaster response. Methods to achieve an effective strategy include the following:

- Prevention through analysis of risk. The County must be committed to providing a coordinated approach to the identification, prioritization, and protection of critical infrastructure and key resources, and that information must be shared with important stakeholders and emergency response personnel.
- Enhance interoperability capacity. The county will continue to expand and integrate communications between government and private sectors for information sharing.
- Implement a resource management database. A database will be used to identify strengths and weaknesses in response and help determine future resource needs and human resources.
- Implement and utilize the CRMCS system to track resources. This database will be used to identify strengths and weaknesses in response and help determine future resource needs.
- Strengthen and expand partnerships for prevention and preparedness. The objective is to create a comprehensive set of partners; bring different perspectives, skills, and strengths to the table; increase compliance with state and federal regulations; and minimize duplication of effort-which contributes to information collection, analysis, and dissemination of information to enhance emergency preparedness.

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6.4 General Public Collaboration (KPS 43)

The process for the dissemination of information to the general public and vulnerable populations is as follows:

- General Public-The general public will be informed of pertinent information from the PIO by various means. This includes but not limited to television media, written media (newspapers), radios, signage, social media, and public address systems.
- Vulnerable Needs Populations-Types of impairments which have to be considered include, but are not limited to, having cognitive impairments, physical disabilities, having limited English proficiency, who are deaf or hard of hearing, are totally or legally blind, may live independently, in community based/assisted living settings, in long term care facilities, or may be homeless. These disabilities may be permanent or temporary, visible or not readily identified, chronic, episodic, psychiatric, physical, mental, or psychological. The intent of Title II, ADA will be considered when developing emergency management programs, services, and activities accessible to and usable by individuals with disabilities without causing undue financial or administrative hardship on state or local governments when providing the emergency and disaster related response and recovery operations and services.
- Nursing Homes-The Nursing Homes will be notified of important information by the means described above or by individual telephone calls to nursing home facilities.
- Specialized Information Protocol-Relative to the methods described in this Plan, additional information regarding reentry into a disaster area, security for restricted access, emergency assistance and information on casualties will be handled by the most expedient means possible.
- Pre Scripted Information-Camera ready copy and pre-scripted releases can be provided by the county and can be readily disseminated to the appropriate television stations, radio stations and print media as necessary. Television and radio stations in the area maintain a selection of public service announcements related to emergency preparations. Information regarding specific activities of the Public Information Office and pre-scripted announcements are provided in ESF 15-External Affairs/Emergency Public Information.

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7.0 Communications (KPS 51)

The possibility of a state emergency or federal disaster occurring with little warning requires that government and community agencies take automatic, predetermined actions under varying conditions. However, with advance warning, an established system of preparedness will assist with response actions. Communications functions are outlined in ESF 2-Communications.

7.1 Communication

Effective communications are essential to the success of any emergency operation. The Leavenworth Emergency 911 Communications center conducts emergency communications on a daily basis. These organizations have communication with other jurisdictions in addition to the departments within Leavenworth County.

7.2 Warning

Efficient warning guidelines are also vital to emergency operations. In most situations the Leavenworth County Sheriff's Communications Center has the capability to warn city and county public safety agencies on a 24-hour basis. Warnings can be transmitted and received via radio or telephone.

Upon receipt of a warning, the Leavenworth County Sheriff's Office activates the system from the Emergency Communications Center, or Leavenworth County Emergency Management may activate from the EOC.

KDEM may be of assistance with radio or telephone warnings and updates to other agencies and organizations.

The Leavenworth County Emergency Communications (911) Center is the primary warning point for Leavenworth County. Upon notification of an emergency situation or disaster, the center will notify the Leavenworth County Emergency Management Director or duty officer.

The Leavenworth County Emergency Management Director is responsible for coordination, preparedness, operation, and execution of actions which must be taken to combat the effects of natural or technological Incidents; and for the purpose of rendering duties for the protection of lives and property.

Leavenworth County utilizes the Incident Command System (ICS) for on scene direction and control operations.

7.3 Command

Overall management of the incident is provided by the first responder on the scene until command is relinquished to a more senior/higher ranking individual in accordance with ICS policies.

7.4 Other ICS Functions

Other ICS functions include, but are not limited to: operations, planning, logistics, and finance/administration will be in accordance with accepted ICS practices and Standard Operating Guidelines, and fall under the purview of the Incident Commander. NIMS operating (ICS) guidelines are provided in ESF 5-Emergency Management.

Departments, organizations, and agencies within the Leavenworth County Government are required to provide assistance to the Leavenworth County Emergency Management Director by utilization of personnel, equipment, supplies, facilities, and other resources as directed by Leavenworth County Resolutions and State of Kansas statutes, laws, and regulations.

Outside responders will utilize the Incident Command System and be incorporated into said system by the

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use of agency/department liaisons.

Coordination between the disaster scene and the EOC will be accomplished with direct radio or telephone communications between the Incident Commander and the Emergency Management Director or agency representatives. The relationship between the two main elements of a response; the operations at the EOC, and the operations at the disaster site are interfaced. This is accomplished through the use of communications and delegation of responsibilities. Utilizing the Incident Command System, this interface takes place under the normal operation of this IC system. It is the responsibility of the onsite Incident Commander to forward pertinent information to the EOC through whatever channels are necessary.

7.5 Communication Plans (KPS 52)

For the purpose of communications interoperability planning and implementation, the State of Kansas has adopted a regional approach. Planning and project regions are defined by the seven Kansas Homeland Security Regions, and the jurisdictions they contain. Each region has developed a governing council comprised of multi-disciplinary membership. The regional councils identify and leverage common solutions to critical needs. Along with the regional councils, the Kansas Adjutant General's Department has employed seven regional coordinators, one for each region. The coordinators assist local officials in coordinating homeland security activities and act as a state liaison to establish response community partnerships at the local, regional, state, and federal levels.

Currently, there are two statewide communications projects within the state of Kansas. Both projects complement each other and share existing infrastructure. The primary state agency responsible for the projects is the Kansas Department of Transportation (KDOT).

Although regional projects have been developed, few of the regions have written multi-jurisdictional and multi-disciplinary SOP's to govern the use of the systems. In most cases, the projects have recently been initiated and the regions are still acquiring and installing equipment.

Leavenworth County is a member of the Mid-American Regional Council (MARC) which serves as the coordinating agency for the Kansas City Regional 911 System. As such, Leavenworth County is a part of a 911 Interlocal Cooperation Agreement. This agreement covers the coordination of 911 communication for 9 counties and and focuses its efforts for region-wide modernization of the 911 communications equipment, operational, administrative, and maintenance costs of the system, and establishing a committee dedicated to ongoing management and planning for the regional 911 communications system.

7.5.1 800 MHz Conventional and Digital Trunking Radio System (DTRS)

The Kansas Department of Transportation (KDOT) currently maintains seventy-six tower sites spread throughout the state. These sites were constructed to support the 800 MHz radio system used by KDOT and the Kansas Highway Patrol (KHP).

7.5.2 MOTOBRIDGE

Utilizing the same tower sites as the DTRS, the Kansas Department of Transportation; in cooperation with the Kansas Highway Patrol and local emergency response agencies, is constructing a fixed site interoperability gateway solution. Emergency responders can use this system to connect disparate radio systems together during a time of need.

The system uses MOTOBRIDGE technology that uses nationally recognized interoperability channels in the VHF low band, VHF high band, UHF, 700 MHz, and 800 MHZ spectrum, which will allow a responder that uses equipment on one radio spectrum to be connected with that of another.

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7.6 Communications Systems

Warnings can be received via telephone or facsimile from the Kansas Emergency Management. Warnings can also be received by means of the following: Text, Mass notification, or EMAIL

- Regional National Weather Service
- Attack warnings by the National Warning System (NAWAS) direct from the North American Air Defense Command (NORAD), located near Colorado Springs, Colorado, or from the alternate warning center, National TWO Warning Center, near Washington, D.C.

7.6.1 Emergency Alerting System (EAS)

Telephone or facsimile from the Kansas Division of Emergency Management. Upon receipt of information, Emergency Communications will issue the appropriate warning, using necessary systems. Warnings will continue until such time as they are no longer required.

7.7 External Notifications

The primary point for initiating external notification processes is the Leavenworth County Sheriff's Office. Upon notification of an emergency situation, the communications center will notify the Leavenworth County Emergency Management Director. Upon receipt of information, the Director will institute the external notifications system as appropriate. Warning Notifications are provided at the appropriate point in the process by the notification system in ESF 2-Communications.

There are several methods used to warn the populace of Leavenworth County in the event of an emergency or disaster:

- Outdoor Warning Systems-fixed warning sirens are located throughout Leavenworth County. The Leavenworth County Sheriff's Office, Leavenworth County Emergency Management Department, and the Leavenworth Police Department can each activate the warning system, however most of time, this actions will be carried out by the Emergency Manager
- TV Group Alert-there is presently an override warning system available to assist in notifying residents of Leavenworth County through IPAWS.
- Door to Door-personnel for conducting door to door notification of warning will be utilized from the uniformed members of the Sheriff's Office and local law enforcement departments within Leavenworth County.
- Weather Radio-weather alert radio/pagers are presently utilized to warn the schools, hospital, and nursing homes in the county.

In some areas, due to their remoteness and rural surroundings, additional warning must be provided. Methods utilized for this include vehicle mounted public address systems and door to door notification. The following are the departments and their assignments regarding the responsibilities of notification: Area Fire department or local law enforcement in the warning are of the population.

For additional information regarding communication support during crisis Incidents in Leavenworth County, refer to the Emergency Support Functions (ESFs) or the specific Incident Annex.

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8.0 Administration, Finance, and Logistics

8.1 Documentation

Each agency, department, or division of the Leavenworth County government, maintaining facilities outside of the Emergency Operations Center, is required to have their own emergency plan with guidelines for safeguarding documents, data, and reports. These internal plans are considered addenda to this plan.

Each Emergency Support Function (ESF) has specific requirements for documentation, reporting, and tracking of information required.

Primary and Support Agencies, per each ESF are responsible for safeguarding government resources.

Funding for disaster operations will be accomplished by the local jurisdiction in which the disaster occurs. In the event Leavenworth County resources are needed and used during the disaster situation, the County Clerk will verify the proper paperwork before the Country Treasurer allocates the funds out of the out of the general revenue fund, and any other funds as determined by the Chairman of the Leavenworth County Board of County Commissioners.

Tracking local/county disaster costs-each department/agency executive and elected officials within Leavenworth County are charged to track non-federally declared disaster expenditures. The mechanism to track disaster related federally declared disaster costs include use of ICS Reporting Forms, modified for Leavenworth County use.

During an actual disaster each ESF department/agency is responsible for allocating, tracking and submitting response costs to the Leavenworth County Emergency Management Department for filing, as well as when the disaster is declared at the Federal level, the disaster costs logs documentation is processed through the Leavenworth County Emergency Management Department. Paperwork is process by the County Clerk and given to the Leavenworth County Treasurer, who is responsible for coordination and disbursement of disaster relief funds.

When major disaster assistance activities may be carried out by contract or agreement with private organizations, firms, or individuals, preference will be given, to the extent feasible and practicable, to those organizations, firms, and individuals, residing or doing business within Leavenworth County. Under disaster or emergency conditions, the Emergency Management Manager may utilize the most expedient means possible in securing purchases; this includes and is not limited to suspending the normal and usual county bidding and purchasing policies.

Resources obtained through mutual aid are considered local resources and must be exhausted before requesting state or federal assistance.

8.1.1 Recordkeeping (KPS 48)

Deliberate financial tracking is required to provide state and federal reimbursement in the event of a Presidential disaster declaration. During response and recovery operations, agencies will:

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

Under the provisions of EMAC, Kansas is responsible for the reimbursement of expenses incurred by responding states during the delivery of mutual aid or for the out of state sheltering or repatriation of

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Kansas residents. Kansas is likewise responsible for the computation and submission of bills for reimbursement of expenses incurred while responding to a requesting state.

8.1.2 Paper Based Emergency Information Management

Records and reports generated by the Leavenworth County Emergency Management Department are retained in hardcopy format for ten years.

8.1.3 Record Storage

Presently, written (paper) documents are accessible by the Emergency Management Department. (No microfilm or microfiche system is in place for emergency management usage).

8.1.4 Record Retention

Retention of records involving an emergency or disaster will be maintained for a period of ten (10) years from the date of occurrence by the Leavenworth County Emergency Management Department. In addition, records regarding hazardous materials exposures will be maintained by the office for a period of the life of the person(s) exposed plus twenty (20) years.

8.1.5 ICS Forms

Records for personnel, equipment, communication and other response activities are recorded on ICS forms during an emergency or disaster.

8.1.6 Consumer Protection

Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the County Attorney's Office referring to Consumer Fraud Protection for investigation.

8.1.7 Nondiscrimination

There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of emergency management functions. The policy applies equal to government, contractors, and labor unions.

Duplication of benefits-no person, business concern, or other entity will receive assistance for loss if they have received financial assistance under any other program, or has received insurance or other compensation.

It is the responsibility of the elected officials to verify legal documents of both a public and private nature recorded by a designated official (i.e. city clerk, tax appraiser, tax collector) be protected and preserved in accordance with applicable state and local laws (e.g., ordinances, resolutions, and minutes of meetings, land deeds, and tax records).

8.1.8 After Action Review

In consultation with appropriate support agencies, the agency having primary lead responsibility will develop a written critique report following the conclusion of disaster, emergency, or exercise, which will be provided to the Emergency Management Director.

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

8.2 Finance (Disaster Assistance Programs)

A Federal Disaster Declaration is issued by the President of the United States. There are two types of disaster declarations available to the President; Emergency and Major Disaster. A brief description is as

follows:

Emergency

“Any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States."

Major Disaster

“Any natural catastrophe including hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm or drought, or, regardless of any 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 to supplement the effects and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby."

Based on the Governor’s request, the President may declare that a major disaster or emergency exists, thus activating an array of federal programs to assist in the response and recovery effort.

8.2.1 Assistance Available

Not all programs are activated for every disaster. The determination of which programs are activated is based on the needs found during damage assessment and any subsequent information that may be discovered. FEMA/EPR disaster assistance falls into three general categories:

- Individual Assistance-aid to individuals and households.
- Public Assistance-provides aid to public (and certain private non-profit) entities for certain emergency services and the repair or replacement of disaster damaged public facilities.
- Hazard Mitigation Assistance-funding for measures designed to reduce future losses to public and private property. Some declarations will provide only individual assistance or only public assistance. Hazard mitigation opportunities are assessed in most situations.

The Public Assistance program is the largest program from an expenditure perspective, and requires a state to meet the following criteria for evaluating a Governor’s request for a disaster declaration:

Major Disaster

FEMA identified two specific financial thresholds, as well as several other less specific criteria, such as severe local impact, previous actions taken that helped mitigate the disaster damages, and the overall impact of multiple recent disasters in the state. Any or all of these, as well as “other relevant information”, can be used to determine whether a disaster declaration should be recommended under the Public Assistance program. Based on the preliminary damage assessment, an estimate of total damages is made. The calculated 2024 per capita estimate of damage must exceed $1.89 with the State of Kansas. Leavenworth County as of 2024 would need to have met a Public Damage of $386,478.32 (2024 per capita threshold represents the disasters declared from October 1, 2022 through September 30, 2023). The state cost share in a federally declared disaster is determined by the FEMA/State Agreement and is specific to each disaster.

Small Disaster

To better use disaster resources and devolve major management responsibility for the Public Assistance program to the states, the Director of FEMA implemented a pilot project in 2000 to allow those states that have the capability to do so to manage the Public Assistance segment of their own small disasters. Small disasters are defined as those whose estimated infrastructure damages do not exceed an estimate of $15 million (Public Assistance projects) and do not exceed $2 per capita statewide. National Response Framework (NRF) Implementation-the NRF can only be implemented by a Federal Disaster Declaration.

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This request must come from the Governor of the State of Kansas.

8.2.2 Response and Recovery Costs

Funding for disaster operations will be accomplished by the local jurisdiction in which the disaster occurs. In the event Leavenworth County resources are needed and used during the disaster situation, funds will be allocated out of the (County's General Revenue Funds), and any other funds as determined by the Chairman of the Leavenworth County Board of County Commissioners.

During response and recovery operations each ESF Department/Agency is responsible for allocating, tracking and submitting response costs to the (County Emergency Management Office) for filing, or if the disaster is declared at the federal level, the disaster costs logs documentation is processed through the (Leavenworth County Treasurer) who is responsible for coordination and disbursement of disaster relief funds.

When disaster assistance activities may be carried out by contract or agreement with private organizations, firms, or individuals, preference will be given, to the extent feasible and practicable, to those organizations, firms, and individuals, residing or doing business within Leavenworth County. Under disaster or emergency conditions, the Emergency Management Director may utilize the most expedient means possible in securing purchases; this includes and is not limited to suspending the normal and usual county bidding and purchasing policies.

Resources obtained through mutual aid are considered local resources and must be exhausted before requesting state or federal assistance. Mutual Aid Agreements and Memorandums of Understanding are in effect with surrounding jurisdictions.

8.2.3 Public Assistance Programs

The State of Kansas Public Assistance Program provides supplemental federal disaster grant assistance for the repair, replacement, or restoration of disaster damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations. The federal share of assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration. The state determines how the non-federal share (up to 25%) is split with the applicants.

Eligible applicants include the states, local governments, Indian tribes and certain private non-profit organizations (PNP).

Eligible PNP facilities must be open to the public and perform essential services of a governmental nature. Eligible PNP facilities generally include the following:

- Medical facilities, such as hospitals, outpatient and rehabilitation facilities.
- Custodial care facilities that provide institutional care for persons who require close supervision and some physical constraints in their daily activities.
- Educational facilities, such as primary and secondary schools, colleges and universities.
- Emergency facilities, such as fire departments, rescue squads, and ambulance services.
- Utilities, such as water, sewer, and electrical power systems.
- Museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, shelter workshops and facilities which provide health and safety services of a governmental nature.

To be eligible, the work must be required as the result of the disaster, be located within the designated disaster area, and be the legal responsibility of an eligible applicant. Work that is eligible for supplemental federal disaster grant assistance is classified as either emergency work or permanent work.

Emergency Work

- Debris removal from public roads and rights of way and private property when determined to be in the public interest.

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- Emergency protective measures performed to mitigate immediate threats to the public, including search and rescue, warning of hazards, and demolition of unsafe structures.

Permanent Work

Work to restore an eligible damaged facility to its pre-disaster design. Work ranges from minor repairs to replacement.

Categories of Permanent Work

- Roads, bridges and associated features, such as shoulders, ditches, culverts, lighting and signs.
- Water control facilities including drainage channels, pumping facilities, and the emergency repair of levees. Permanent repair of Flood Control Works is the responsibility of the U.S. Army Corps of Engineers and the Natural Resources Conservation Service. Buildings including their contents and systems.
- Utility Distribution Systems, such as water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities.
- Public parks, recreational facilities and other facilities, including playgrounds, swimming pools and cemeteries.

8.2.4 Individual Assistance Activities

The State of Kansas, through the Division of Emergency Management, in cooperation with the federal government administers the Individual & Households/Other Needs Assistance Program (ONA) which provides financial assistance to individuals or households who sustain damage or develop serious needs because of a natural or man made disaster. The funding share is 75% federal funds and 25% state funds.

The ONA program provides grants for necessary expenses and serious needs that cannot be provided for by insurance, another federal program, or other source of assistance.

Current maximum allowable amount for any one disaster to individuals or families is $29,900. Program funds for disaster related necessary expenses and serious needs, including the following categories:

- Personal Property
- Transportation
- Medical and Dental
- Funeral
- Essential Tools
- Flood Insurance
- Moving and Storage

In accordance with the Stafford Act, the program is initiated by inclusion in the Governor’s request for a presidential declaration.

The Individual & Households, Other Needs Assistance Program (ONA) provides financial assistance to individuals or households who sustain damage or develop serious needs because of a natural or man made disaster. The funding share is 75% federal funds and 25% state funds. The ONA program provides grants for necessary expenses and serious needs that cannot be provided for by insurance, another federal program, or other source of assistance.

The ONA Program is not intended to indemnify a victim against disaster losses or to purchase or replace items or provide services that could be characterized as non-essential, luxury, recreational, or decorative. The program provides individuals or households with assistance to recover from a disaster and establish a habitable and sanitary living environment.

FEMA's Flood Mitigation Assistance program (FMA) provides funding to assist states and communities in implementing measures to reduce or eliminate the long term risk of flood damage to buildings,

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manufactured homes, and other structures insurable under the National Flood Insurance Program (NFIP). FMA was created as part of the National Flood Insurance Reform Act of 1994 (42 U.S.C. 4101) with the goal of reducing or eliminating claims under the NFIP.

Other FEMA flood assistance programs include: Hazard Mitigation Grant Program (HMPG), Severe Repetitive Loss (SRL), Repetitive Flood Claims (RCL), and the Pre-Disaster Mitigation (PDM).

The SBA Disaster Assistance Program provides low interest loans to businesses following a Presidential Disaster Declaration (PDA). The loans target businesses that need to repair or replace uninsured disaster damages to property they own, including real estate, machinery and equipment, inventory and supplies. Businesses of any size are eligible, as well as non-profit organizations.

The Community Development Block Grant (CDBG) program provides grants to local governments for community and economic development projects that primarily benefit low and moderate income people. The CDBG program also provides grants for post disaster hazard mitigation and recovery following a PDA. Funds can be used for activities such as acquisition, rehabilitation or reconstruction of damaged properties and facilities and for the redevelopment of disaster areas.

8.2.5 Education Process

Leavenworth County Emergency Management coordinates and prepares for all-hazards disaster planning, community education, warning, training, grant funding, response and disaster recovery efforts to prepare and protect the citizens of Leavenworth County before, during and after disasters.

Following a local disaster declaration, local government official and emergency responders are notified to track expenses incurred as a result of the event. Section 8.2.3 outlines eligible public assistance applicants and eligible public assistance work. Following notification from the Kansas Division of Emergency Management that a Presidential Disaster Declaration has been obtained, an Applicant’s Briefing will be scheduled within Leavenworth County for possible Public Assistance applicants. A Public Assistance Briefing notice will be mailed to possible applicants, such as schools, municipalities, townships, and certain private non-profit organization. Leavenworth County Emergency Management will go over all details of the application process and what is eligible for the applications with attendees.

8.2.6 Property Insurance Claims

Insurance is the primary cost recovery mechanism available to the public and private sectors in the event of a disaster. Property insurance claims, where applicable, must be processed with the insurance company and provided to the FEMA Public Assistance Coordinator as soon as possible. The PAC will obtain an insurance specialist to review the documentation and determine the amount of insurance proceeds available on the recovery project. If the facility is rented, a copy of the lease or rental agreement may be necessary.

FEMA must reduce all PA project grants for insured property by the amount of actual insurance proceeds received or by the amount of proceeds that can be reasonably anticipated from a review of the insurance policy. This reduction will be made prior to project approval.

8.2.7 Household Pets and Service Animals

The Leavenworth County Animal Sheltering Plan is provided as Incident Annex IA-4. Information regarding eligible reimbursement cost for animal shelter implementation during a disaster s is as follows:

On October 6, 2006, the PETS Act was signed into law, amending Section 403 of the Stafford Act. Section 403, as amended by the PETS Act, authorizes FEMA to provide rescue, care, shelter, and essential needs for individuals with household pets and service animals, and to the household pets and animals themselves following a major disaster or emergency.

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The following link provides a synopsis of the FEMA Public Assistance Program and eligibility requirements.

Eligible Costs Related to Pet Evacuation and Sheltering is not available except online.

8.3 Logistics

Resource Shortfalls

Resources needed for ongoing preparedness and mitigation activities, including training, drills, and exercises, and responsibility for identification of emergency response related resource shortfalls (pre-disaster), are addressed by SOP's of individual departments and organizations with responsibilities assigned in this plan. Many of the resources listed below would be critical in both an immediate response and long term recovery period within the county. These critical resources may include:

- Personnel
- Equipment
- Facilities
- Information
- Commodities
- Temporary housing units
- Tarps/plastic
- Bottled water/ice
- Generators
- Portable toilets/dumpsters

8.3.1 State Aid/Resources

If regional resources are inadequate, state resources are requested as follows:

A State Disaster Declaration is issued by the Governor of the State of Kansas. The Kansas Emergency Operations Plan may be implemented by contacting the State of Kansas Division of Emergency Management. This should be done as soon as it is determined that the Incident requires the intervention of the State Government.

For the State to initiate a disaster declaration, the local jurisdiction will have implemented and exhausted local and regional resources and declared a disaster for the County.

When seeking a State Disaster Declaration, it is necessary for the local jurisdiction to contact the State of Kansas Division of Emergency Management to implement the request process for State assistance.

State funds are not generally available for reimbursement for county disaster costs. In the event of a federal disaster declaration, and as determined by the FEMA/State Agreement, the state may pay a portion of the non-federal cost share.

State of Kansas resources become available during a State Declared Disaster.

A State Disaster Declaration allows local governments to suspend bidding guidelines when the nature of the disaster requires expedient response.

When major disaster assistance activities may be carried out by contract or agreement with private organizations, firms, or individuals, preference will be given, to the extent feasible and practicable, to those organizations, firms, and individuals, residing or doing business within Leavenworth County. Under disaster or emergency conditions, the Emergency Management Director may utilize the most expedient means possible in securing purchases; this includes and is not limited to suspending the normal and usual County Bidding and Purchasing Policies.

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8.3.2 General Resource Availability

Primary and Support agencies are identified in each ESF relative to potential hazards and specific manpower and equipment needs for emergency response. Each organization/agency maintains emergency response plans, SOP's, or SOG's which are incorporated into this plan by reference. These documents may contain listings of resources which are available as part of each organization/agencies effort to execute its plan. Specialized equipment and personnel are also available through state and county regional response groups that assist with a variety of FEMA typed resources during a disaster, including groups such as Regional IMT, Regional Search and Rescue, HazMat, etc.

Leavenworth County does not have a full certified HazMat Team and relies on assistance from the State of Kansas Fire Marshal's Office, Hazardous Materials Division to support hazardous materials incidents, accidents, and acts of terrorism.

The county is an ongoing participant in the CRMCS and is continually updating resource and credentialing inventory to aid with regional response efforts, and will revise county level information at each Plan update.

8.3.3 Vulnerable Populations

There is one ADA compliant shelter facilities in Leavenworth County with limited specialized equipment.

Outside of private medical entities, Leavenworth County does not have any personnel trained or assigned specifically to support children, individuals with disabilities, or others with access and functional needs. The county will continue to accommodate functional needs individuals, as it has in the past. The county will use its available resources, and any regional resources that may be available at the time of the event, or, when needed, will ask for deployment of state level resources.

There may be currently unidentified resources in the region which will be added as a resource when identified in the future.

Information regarding specialized equipment, facilities, personnel, and emergency response organizations currently available to support children, individuals with disabilities, and others with access and functional needs are provided in the Leavenworth County Vulnerable Populations Plan as Incident Annex IA-6.

8.3.4 Mutual Aid

Resources obtained through Mutual Aid are considered local resources and must be exhausted before requesting State or Federal assistance. Mutual Aid Agreements are in effect with adjacent counties. Leavenworth County has adopted by resolution, KSA 12-16,117 which provides automatic mutual aid, as needed.

The listed agencies/departments in this plan have a vital service to perform in the event of a disaster. The Leavenworth County departments/agencies are required to render assistance in accordance with the appropriate county resolution. Those agencies/departments not part of the county government have a Memorandum of Understanding (MOU) or agreements on file with the Leavenworth County Department of Emergency Management. In addition, upon concurrence, this document will serve as an MOU.

For additional information regarding administrative protocols during crisis Incidents in Leavenworth County, refer to the Emergency Support Functions (ESFs) or the specific Incident Annex.

8.3.5 Tracking Resource Costs

Each Primary Agency is responsible for procurement and accounting of costs of resources (goods and services) in support of mission assignments.

Ideally the training for and the use of CRMCS will facilitate cost tracking.

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The County utilizes the National Incident Command Management System (NIMS) Incident Command System (ICS) forms to track resources and personnel during disaster response. Reference ESF 5–Emergency Management.

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9.0 Plan Development and Maintenance

9.1 Plan Review, Coordination, and Evaluation (KPS 56)

The Leavenworth County Emergency Operation Plan is the principal source of documentation of emergency management activities. Most agencies within the county government has some level of responsibility for developing and maintaining their portion of this plan. Overall coordination of this review and submittal process will be carried out by the Leavenworth County Emergency Management Director. The noted requirements per the 2019 Kansas Planning Standards will be reviewed in order to verify existing EOP documents and provide ammendments where necessary for each ESF.

The EOP is maintained by Leavenworth County Emergency Management through EFM's online Hazard Vulnerability and Assessment Tool (HZVAT); a software program developed to house emergency plans and reports. The fact that EFM Integrated, LLC and the Kansas Division of Emergency Management have assisted in the initial development of this plan, it is not meant to be interpreted as relieving agency chiefs of their responsibilities for emergency planning on a continual basis. Major changes involving emergency management policy will be approved by the agencies Directors. Plan updates, and routine changes such as corrections, updated staffing lists, telephone lists, map annotations, reporting requirements, etc. will be made by the Leavenworth County Emergency Management Director.

Each agency, department, or organization with responsibilities under this plan will develop and maintain written guidelines for carrying out their assigned tasks. Those Standard Operating Guidelines, policies, and practices will be considered supplements to this plan.

The EOP incorporates by reference, other existing emergency response and Incident management plans (with appropriate modifications and revisions) as integrated components, operational supplements, or supporting tactical plans. Cities having county recognized plans will conduct operations within their own city limits pursuant to those plans. Emergency operations in cities not having such plans and in the unincorporated areas of the county, as well as emergency support activities by agencies of Leavenworth County government, will be conducted in accordance with the provisions and policies contained in this plan

9.1.1 Reviews and Revisions (KPS 56)

This plan, ESF's, annexes, appendices, and guidelines will be updated annually by each Primary Agency. Additionally, portions of this plan including guidelines will be thoroughly reviewed and updated as necessary. The Leavenworth County Emergency Management Director will verify that this review process is carried out on a timely basis. Resubmission and approval of this Plan with KDEM will be completed every five years. Verification requirements include the following:

- One exercise based on this plan must be conducted every year. (Note: one actual emergency situation which tests the resources of the plan may be substituted for an actual exercise. This use of an actual Incident instead of an exercise may only be done every other year.)
- An update to this plan must be completed annually, or based on a review of the text and any problem(s) identified in an actual Incident or exercise. A report of the review, and any updates to this plan must be submitted to the Kansas Division of Emergency Management when completed.
- ESF 10 must be reviewed annually pursuant to "EPCRA, Public Law 99-499, Section 303 [42 U.S.C. 11003]"

9.1.2 Organization/Agency Responsibilities (KPS 56)

Primary and support agencies will provide summary recommendations as part of the submission of final record keeping and reporting. In order to enhance the ability to respond and mitigate cost, agencies should review their plan, allocation of resources, methods of communication, and overall interaction with other

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agencies. Recommendations for improvement should result from the review and should be implemented within the agency. Recommendations which apply outside the agency should be forwarded to the Emergency Management Director for consideration.

9.2 Plan Distribution

Upon approval of this Emergency Operations Plan by the State of Kansas, a user name and password will be distributed to the following departments, agencies, and personnel for access to the online emergency plan:

- Leavenworth County Emergency Operations Center
- Board of County Commissioners
- Leavenworth County Sheriff's Office
- Leavenworth County Clerk
- Leavenworth County Fire Districts
- Leavenworth County EMS
- Leavenworth County Public Health
- Leavenworth County Public Works
- Leavenworth County Clerk
- (City) Fire Departments

In addition to the above listed departments, those persons/departments who appear on the concurrence page may also receive access. Additions to the list(s) will be distributed to the appropriate agency/department involved within Leavenworth County as deemed necessary and appropriate by the Leavenworth County Emergency Management Director.

9.3 Public Access (KPS 56)

Portions of this EOP may be made available to the public upon request through the Leavenworth County Emergency Management Department, and may also be available in limited form through the county website.

9.4 Training and Exercise (KPS 57)

It is the responsibility of the Leavenworth County Emergency Management Director to develop and implement a comprehensive, all-hazard, risk based training and exercise program. To accomplish this task, the State of Kansas Division of Emergency Management should be utilized to the greatest extent possible.

The training needs, requirements, programs, and schedules will vary by department and agency within Leavenworth County. This training will be made available through the Leavenworth County Emergency Management Director to required personnel and departments.

National Incident Management System (NIMS)-county emergency management will determine the appropriate level of instruction for each member of the emergency response organization, including department/field personnel. The determination will be based on the individual’s potential assignment during emergency response.

9.4.1 Agency Exercise Programs (KPS 56, 57)

Volunteer Training-Emergency Management volunteer members of the Leavenworth County Emergency Management Department will be required to successfully complete training and education as required for their specific position.

Hazardous Materials Training-the Local Emergency Planning Committee (LEPC) through the

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Leavenworth County Emergency Management Director is responsible for encouraging, supporting, and participating in a full range of training and exercise programs for hazardous materials emergency response personnel, to increase the skills and coordination of local response needs.

In addition to the Emergency Management functions regarding exercises and testing, the schools, nursing homes, licensed daycare centers; airports, correctional facilities, and hospital located in Leavenworth County, Kansas are required to conduct specific exercise programs.

9.4.2 Jurisdictional Training and Exercises (KPS 57)

The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities and performance based exercise program that provides a standardized policy, methodology, and terminology for exercise design, development, conduct, evaluation, and improvement planning.

HSEEP provides tools and resources to facilitate the management of self sustaining exercise programs including the Training and Exercise Planning Workshop (TEPW) User Handbook, which provides the necessary information and documentation to assist the Leavenworth County Emergency Management Department in conducting annual workshops for overall exercise coordination. The TEPW is a living document that should be updated and refined annually. As a current Member of the Mid-America Regional Council, Leavenworth County and its agencies are also provided multiple opportunites annually to particpate in training exercises and workshops with partner jurisdictions.

The HSEEP evaluation methodology is an analytical process used to assess the demonstration of capabilities during exercises. According to this methodology, exercise evaluation incorporates three distinct levels of analysis: task level analysis, activity level analysis, and capability level analysis. This information is then reviewed by participants, and finalized to develop the After Action Report and Improvement Plan (AAR/IP).

The AAR captures observations of an exercise and makes recommendations for post exercise improvements; and an IP identifies specific corrective actions, assigns these actions to responsible parties, and establishes target dates for action completion. The finalized corrective actions captured in the AAR/IP should be tracked through continual updates as part of the exercise program.

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10.0 Authorities and References

10.1 Local (KPS 56)

The Leavenworth County Board of Commissioners (BOCC) is charged with overall responsibility for emergency management, and will appoint an Emergency Management Director to serve at the will of the BOCC. The Emergency Management Director is delegated sufficient authority to effect coordination and accomplish actions required incident to the functions and duties described in the resolution.

Each political subdivision will have the emergency management power and authority to: appropriate and expend funds; execute contracts; obtain and distribute equipment, materials, and supplies; provide for the health and safety of persons and property, including emergency assistance to victims; direct and coordinate development of emergency management plans and programs in accordance with federal and state policies and plans; appoint, employ, remove or provide, with or without compensation, chiefs of services, warning personnel, rescue teams, auxiliary fire and police personnel, and other emergency management workers; establish a primary and one or more secondary control centers to serve as command posts; and acquire, temporarily or permanently, by purchase, lease or otherwise identify sites required for installation of temporary housing units and prepare or equip such sites. (KSA 48-904 through 48-936, as amended).

Departments, organizations, and agencies within the Leavenworth County Government have the authority, and are tasked, to provide assistance to the Leavenworth County Emergency Management Director by utilization of personnel, equipment, supplies, facilities, and other resources as directed by Leavenworth County Resolutions and State of Kansas statutes, laws, and regulations.

The function of government will be the same with the responsibility of disaster related policy decisions given to the Leavenworth County Emergency Management Department and other emergency operational groups defined in this Plan. Due to the unique requirements placed on Leavenworth County during a crisis, additional guidance and resources need to be allocated. This is the responsibility and authority of the Leavenworth County Emergency Management Department with supplemental assignments given to existing agencies and/or personnel.

10.2 State

- KSA 48-201 through 48-406.
- Kansas Division of Emergency Management, Kansas Planning Standards (KPS), 2019.
- Executive Order 05-03. This Executive Order designates the National Incident Management System (NIMS) as the standard for Incident management in the State of Kansas.
- KSA 48-904 through 48-936, as amended. This state statute establishes the duties, roles and responsibilities for emergency management within the state, and establishes basic requirements for counties to establish and maintain emergency management programs. It outlines the organization, policies and procedures governing the Kansas Division of Emergency Management (KDEM), establishes the powers and authorities of the Governor, state and local officials to deal with emergencies/Incidents before, during and after their occurrence.
- KSA 65-5701 through 65-5711. This state statute is the state level implementation of SARA, Title III. It defines the HAZMAT roles and responsibilities of state agencies, makes counties HAZMAT emergency planning districts and establishes a Local Emergency Planning Committee (LEPC) in each county.
- Kansas Statutes Annotated (KSA), 48-9a01. This Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership that allows states to assist one another during emergencies. EMAC establishes a firm legal foundation for states to send assistance to, and receive assistance from other states.

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- KSA, 12-16, 117. This state statute empowers municipalities (counties and cities) to establish policies regarding the rendering of aid to other municipalities during times of declared emergencies/Incidents. It streamlines the process of mutual aid over the “inter-local agreement” mechanism contained in KSA 12-2901.
- Kansas Administrative Regulation (KAR) 56-2-1 through 56-2-2. This regulation defines the requirements of local emergency management agencies. It establishes the minimum functions of such agencies, the minimum support counties must provide to such agencies and the minimum qualifications of county emergency management Coordinators.

10.3 Federal

- Federal Civil Defense Act of 1950, Public Law 81-920, as amended.
- Disaster Relief Act of 1974, Public Law 93-288, as amended.
- Emergency Management and Assistance, 44 USC 2.1 (October 1, 1980).
- Federal Emergency Management Agency (FEMA), Objectives for Local Emergency Management, CPG 1-5, July 1984.
- Federal Emergency Management Agency, Emergency Planning Job Aid Manual, SM 235, September 1990.
- Federal Emergency Management Agency, Emergency Planning Job Redesign, March 1996.
- Federal Emergency Management Agency, Guide for The Review of State and Local Emergency Operations Plans, CPG 1-8, September 1990.
- Federal Emergency Management Agency, Emergency Operating Centers Handbook, CPG 1-20, May 1984. Change 1, May 1989.
- Federal Emergency Management Agency, Guide for the Development of a State and Local Continuity of Government Capability, CPG 1-10, July 1987.
- Federal Emergency Management Agency, Guide for Increasing Local Government Civil Defense Readiness during Periods of International Crisis, SLG 100, May 1990.
- Department of Homeland Security, National Response Plan, NRP, December 2004. This plan establishes a comprehensive all-hazards approach to enhance the ability of the United States to manage domestic Incidents. It forms the basis of how federal departments and agencies will work together and how the federal government will coordinate with state, local, and tribal governments and the private sector during Incidents. It establishes protocols to help protect the nation from terrorist attacks and other major disasters.
- Homeland Security Presidential Directive-5, Management of Domestic Incidents. This directive is intended to enhance the ability of the United States to manage domestic Incidents by establishing a single, comprehensive National Incident Management System (NIMS).
- Homeland Security Presidential Directive-8, National Preparedness. This directive establishes policies to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies by requiring a national domestic all-hazards preparedness goal, establishing mechanisms for improved delivery of federal preparedness assistance to state and local governments, and outlining actions to strengthen preparedness capabilities of federal, state, and local entities.
- National Incident Management System (NIMS). A system mandated by HSPD-5 that provides a consistent nationwide approach for federal, state, local and tribal governments; the private sector; and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic Incidents, regardless of cause, size, or complexity.
- Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135. This Act established the Department of Homeland Security with the mandate and legal authority to protect the American people from terrorist attacks, major disasters, and other emergencies.
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C.,

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Public Law 93-288 as amended by Public Law 100-707. This act provides the authority for the provisioning of disaster relief and assistance by the federal government. It also establishes roles and responsibilities for state and local governments during federally declared emergencies and disasters.

- Emergency Management and Assistance, 44 C.F.R., Chapter 1. (Oct. 1, 1992). This portion of the US Code implements the Stafford Act and delineates the organization, policies and procedures governing the activities and programs of the Federal Emergency Management Agency and other federal agencies, and further defines the role of state and local government in the Emergency Management structure.
- Emergency Planning and Community Right to Know Act of 1986. (Public Law 99-499, October 17, 1986), Title III of the Superfund Amendments and Reauthorization Act (SARA). This federal legislation outlines the requirements for emergency planning and notifications pertaining to emergencies involving hazardous materials (HAZMAT).
- FEMA State and Local Guide (SLG) 101. Establishes non-regulatory guidance on the conduct of the emergency planning process and the development of Emergency Operations Plans.
- PETS Act 2006 - Public Law 109-308 (October 6, 2006).

10.4 Plan References

Planning Tools, Computer Software, Technical Reference Documents, the Glossary, and Acronyms used in the preparation of this EOP are provided under the "EOP References" tab in the online program.

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APPENDICES TO THE BASIC PLAN

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Appendices

County Support Matrix is not available except online.
EOP Update Meeting With ESF Partners is not available except online.
2009 Kansas Adjutant General's Capabilities Assessment is not available except online.

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EMERGENCY SUPPORT FUNCTIONS (ESFs)

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Introduction to the ESF Annexes

An Emergency Support Function (ESF) is a grouping of government and certain private sector capabilities into an organizational structure set up to provide the support, resources, program implementation, and services that are needed to save lives, protect property and the environment, and restore essential services and critical infrastructure as part of the response and recovery from a disaster. The ESFs serve as the primary operational level mechanism to provide assistance to state, local, and tribal governments or to federal departments and agencies conducting missions of primary federal responsibility.

The ESF structure provides a modular structure to describe the precise components of each support function. For example, a large scale natural disaster or terrorist event may require the activation of all ESFs. A localized flood or tornado might only require activation of a select number of ESFs. Based on the nature and severity of the disaster, ESFs provide appropriate resources to support the County Emergency Operations Plan (CEOP).

Under the EOP, each ESF is structured to provide optimal support of evolving disaster management requirements. ESFs may be activated as a precautionary measure or for emergency or disaster implementation of the EOP. ESF activities and involvement vary throughout a disaster from high visibility, high intensity activities during the early response, to program implementation and management during recovery, to a stage of declining requirements and deactivation as ESFs or ESF components complete the mission.

County Emergency Response Agencies referenced in the introduction section of each ESF are provided under the “Contingency and Sensitive Needs Resources” tab of the program navigation menu.

Purpose

This section provides an overview of the ESF structure, common elements of each of the ESFs, and the basic content contained in each of the ESF Annexes.

Background

The ESFs provide the structure for coordinating interagency support for an emergency or disaster. The ESF structure includes mechanisms used to provide County support to municipalities, for both declared disasters and emergencies. The ESF structure provides mechanisms for interagency coordination during all phases of disaster management. Some departments and agencies provide resources for response, support, and program implementation during the early stage of a disaster, while others are more prominent in the recovery phase.

ESF Notification and Activation

The Incident Command, in coordination with the Emergency Operations Center (EOC) develops and issues operation orders to activate individual ESFs based on the scope and magnitude of the threat or disaster.

ESF primary agencies are notified of the operations orders and time to report to the site of the disaster or to the EOC.

ESF primary agency notifies and activates support agencies as required for the threat or disaster, including support of specialized teams. Each ESF is required to develop Standard Operating Guidelines (SOGs) and notification protocols and to maintain current rosters and contact information.

ESF Roles and Responsibilities

Each ESF Annex identifies the ESF coordinator and the primary and support agencies pertinent to the ESF. Several ESFs incorporate multiple components, with primary agencies designated for each component to promote seamless integration of and transition between preparedness, prevention, response,

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recovery, and mitigation activities. ESFs with multiple primary agencies designate an ESF coordinator for the purposes of pre-disaster planning and coordination. Following is a discussion of the roles and responsibilities of the ESF coordinator and the primary and support agencies.

ESF Coordinator

The ESF Coordinator has ongoing responsibilities throughout the prevention, preparedness, response, recovery, and mitigation phases of disaster management. The role of the ESF Coordinator is carried out through a Unified Command approach as agreed upon collectively by the designated primary agencies. The ESF Coordinator organizes the appropriate agencies and directs their planning activities. Responsibilities of the ESF Coordinator include the following:

- Pre-disaster planning and coordination of the ESF.
- Maintaining ongoing contact with ESF primary and support agencies.
- Conducting periodic ESF meetings and conference calls.
- Recruit new members for the ESF planning team, from the public and private sectors.
- Maintain current contact information for each member of the ESF planning team.
- Coordinates with the EOC to confirm representation of the ESF in the EOC.
- Coordinating efforts with corresponding private sector organizations.
- Coordinating ESF activities relating to disaster planning and critical infrastructure preparedness as appropriate.
- Coordinates the collection of post disaster information as required.

Primary Agency

The Primary Agency has specific authority, resources, and capabilities to accomplish the ESF mission. When an ESF is activated in response to a disaster, the primary agency is responsible for the following:

- Orchestrate support within their functional area for an affected location.
- Provide staff for the operations functions at fixed and field facilities.
- Notify and request assistance from support agencies.
- Provide information on ESF status in relation to disaster operations.
- Manage mission assignments and coordinate with support and municipal agencies.
- Work with appropriate private sector organizations to maximize use of available resources.
- Participate in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities.
- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities.
- Assess the need for and request the procurement of goods and services as needed.
- Verify financial and property accountability for ESF activities.
- Plan for short and long term disaster management and recovery operations.
- Maintain trained personnel to support inter-agency emergency response and support teams.

Support Agency

The Support Agency has specific capabilities or resources that support the Primary Agency in executing the mission of the ESF. When an ESF is activated in response to a disaster, support agencies are responsible for the following:

- Conduct operations as outlined by the designated ESF primary agency, using their own authorities, subject matter experts, capabilities, or resources.
- Participate in planning for short and long term disaster management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first responder standards.
- Assist in the conduct of situational assessments.

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- Furnish available personnel, equipment, or other resources.
- Provide input to periodic readiness assessments.
- Participate in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities.
- Identify new equipment or capabilities to prevent or respond to threats and hazards, or to improve the ability to address existing threats.
- Nominate new technologies through the primary agency, for review and evaluation by the emergency management department that have the potential to improve performance within or across functional areas.
- Provide information or intelligence regarding their agency’s area of expertise.

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ESF 1-Transportation

ESF Coordinator

Director of Emergency Management

Primary Agency

Leavenworth Council on Aging
Leavenworth Public Schools-USD 453
Leavenworth County Emergency Management

Support Agency

Leavenworth County Public Works Department
Leavenworth County Sheriffs Office
Leavenworth County / City Fire Departments
Leavenworth County / City Managers and Elected Officials
State Regional HazMat Teams
County and Municipal Public Information Officers
Greater Kansas City and Northwest Missouri Chapter of the American Red Cross
Mid America Regional Council (MARC)-LEPC

Purpose, Scope, Policies/Authorities

Purpose (KPS 98)

This ESF implements Annex 1 to the Emergency Operations Plan. ESF 1 supports and assists municipal, county, private sector, and voluntary organizations requiring transportation for an actual or potential disaster by providing guidelines for the movement of response vehicles, and personnel, to and from the affected area. It focuses on the transportation routes and resources for moving people, equipment, materials, and supplies, in support of the total response.

Scope (KPS 99)

This ESF is structured to manage and coordinate transportation resources during a disaster. Activities include: reporting damage to transportation infrastructure as a result of the disaster; coordinating alternate transportation services; and coordinating the restoration and recovery of the transportation infrastructure.

The Leavenworth County Transportation Coordinator will coordinate activities of this ESF with the assistance from Emergency Management and support agencies, to prioritize the allocation of available resources and collect, analyze, and distribute information on the impact and status of the transportation infrastructure.

ESF 1 includes planning for the evacuation of citizens due to natural or man made disasters.

Policies/Authorities (KPS 100)

Emergency response and recovery operations will be conducted in general accordance with the National Incident Management System (NIMS).

Succession of authority will be managed internally for the Primary and each Support Agency. Chain of Successions will be provided from the Primary and each Support Agency to Leavenworth County Emergency Management (LCEM).

Kansas Statute 48-950 provides for all political subdivisions within the State of Kansas to be

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automatically included as a part of the Kansas mutual aid system.

The designated coordinator will maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 Resource Support policies and guidelines and report these records to the Primary Agencies.

Primary and Support Agencies will provide summary recommendations as part of the submission of final record keeping and reporting. In order to enhance the ability to respond and mitigate cost, agencies should review their plan, allocation of resources, methods of communication, and overall interaction with other agencies. Recommendations for improvement should result from the review and should be implemented within the agency. Recommendations which apply outside the agency should be forwarded to the Emergency Management Director for consideration.

State and Federal Authorities (KPS 101 & 102)

State and Federal authorities are provided in the 2022 Kansas Response Plan (pg 88) in the EOP References tab.

Concept of Operations

General (Command, Control and Notification) (KPS 103)

The emergency functions detailed in this plan could play a role in successfully carrying out an evacuation in Leavenworth County. The overall responsibility for issuing evacuation orders rests with the chief elected executives of the affected political subdivisions; however, the on scene command authority can make a decision to evacuate when there is an immediate need to protect lives and provide for public safety. Coordination of evacuation support efforts will be carried out by the Emergency Management Director or the EOC Staff.

During an emergency event, in the EOC, Leavenworth County Emergency Management will have access to the KC Scout System (a MODOT-KDOT partnership). This system is a bi-state traffic management system, developed to provide real time access to view highway systems in the metro. The KC Scout System can be viewed at www.kcscout.com.

The Leavenworth County Board of County Commissioners is the primary entity responsible for declaring disasters and enabling the appropriation of transportation resources from the public and private sectors.

The Primary Agencies are responsible for overall transportation efforts in support of emergency operations. Evacuations will begin by the order of the Chairman of the Leavenworth County Board of County Commissioners. In situations where rapid evacuation is critical to the continued health and safety of the population, the on scene command authority (Incident Commander) may issue the evacuation order. In cases of a hazardous materials disaster the Incident Commander may be either a Law Enforcement Officer or member of a Fire Department. However, the Chairman of the Leavenworth County Board of County Commissioners will be advised immediately.

The Primary Agencies will coordinate with Support, State, and Federal Agencies in directing transportation resources and prioritizing the needs for transportation services. Key information will be distributed via WebEOC and/or situation reports on pre-established email rosters. (KPS 104)

Initial Notification (KPS 106)

The Board of County Commissioners maintains overall authority for the initial notification process. The Leavenworth County Emergency Management Director and the Coordinator of the Sheriff’s Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, EOC operations become the responsibility of the Leavenworth County Emergency Management Director. Notification activities will be coordinated

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through the communications facility. The EOC Organization and Assignment of Responsibilities for Notification are provided in ESF 2-Attachment 2.6.

Leavenworth County is one of nine counties that is a member of the Mid-America Regional Council (MARC). As a member Leavenworth County participated in the Metropolitan Emergency Managers Committee of the Mid-America Regional Council Regional Mass Evacuation Plan. This document may provide supplemental information of resources available to assist with the support of ESF 1. An attachment of this plan has been included as a reference for this CEOP.

Information Management (KPS 105)

The Primary Agencies are responsible for information management in support of this ESF. It is anticipated that when mobilizations and/or evacuations are completed the majority of the requests for transportation will be initiated by other ESFs to assist in providing aid to those in need.

This ESF will be activated at the discretion of Leavenworth County Emergency Management. During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event.

The Primary Agencies will work directly with the Operations Chief for information management and reporting of ESF activities.

Information will be reported through the Incident Command System. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will attend planning meetings and report on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Transportation Incident Implementation (KPS 107 & 108)

The concept of disaster management guidelines and concepts regarding technological hazards involving transportation disasters for highway, railroad, pipeline, and water, is applicable to other natural disasters, as the situation may warrant.

Primary and Support Agencies will maintain communications between Local, State and Federal liaisons and Incident Command to coordinate response in the field.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

Requests for equipment, resources or assistance will be made by the Primary Agency to the Incident Command System. Each request will be assessed by the Incident Command and a status response will be made as soon as possible. The Incident Command will maintain a listing of requests and will assign a priority to each. Administration and support responsibilities include the following:

- Each Support Agency will be responsible for the notification, coordination, scheduling and reporting of support staff and 24-hour staffing.
- Shift hours will be at the discretion of the representing agency. When possible, shift hours will correlate with general staff briefings. During each activation, general staff briefings will be established

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based on the threat.
- Any required resources to support this ESF must be coordinated, allocated, and managed through this ESF if possible.
- In cases where the required resource cannot be obtained through this ESF, request will be forwarded to the EOC and coordinated through ESF 7 for allocation.
- Once procured through ESF 7, the management of the resource (financial record keeping, reporting, tracking, etc.) will be coordinated through this ESF. Management of the resource will be documented using ESF 7 policies and guidelines.
- The ESF representative will attend planning meetings and report on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Air Traffic Management

The concept of air traffic management procedures and concepts regarding transportation is applicable to other man made and natural disasters, as the situation may warrant.

Local airport authorities are responsible to monitor and oversee air space within and surrounding the disaster impacted area, along with air transportation issues during an emergency.

Airport authorities may delegate use of specified air space for law enforcement and response (search and rescue, etc.).

As one of several larger airports in the region, the Sherman Army Airfield (Fort Leavenworth) may be utilized for transportation of vital equipment and supplies.

Traffic Management

The Leavenworth County Sheriff’s Office is responsible for conducting actual evacuation efforts, for designating evacuation routes, providing traffic and movement control, barricade placement, and coordination of road closures and alternate routes. The process and protocols are in accordance to agency SOGs.

As an active member of MARC, Leavenworth County will adhere to the protocol set forth in the Kansas City Regional Mass Evacuation Plan provided as Attachment 1.8. Therefor, as established in the plan, formal evacuee tracking may be conducted at a designated Regional Medical Assembly Center if feasible. However, in a no-notice / limited-notice incident where the preservation of life and safety are paramount, it is likely that tracking may not be possible.

The Leavenworth County Sheriff's Office will coordinate with State and KDOT authorities for traffic control of State and Federal highways.

Evacuations (KPS 109-111)

The Leavenworth County Emergency Management Director is responsible for advising the County Commissioners and City Governments on the evacuation decision, coordinating evacuation support activities, providing for special transportation, and managing resources.

The emergency functions detailed in this ESF plays a role in successfully carrying out an evacuation in Leavenworth County. The overall responsibility for issuing evacuation advisories rests with the Chief Executives of the affected political subdivisions; however, the on scene Incident Commander (IC) can make a decision to initiate voluntary evacuation when there is an immediate need in order to protect lives and provide for public safety. Coordination of a major evacuation support effort may be carried out by the Emergency Management Director.

The Incident Command Team is tasked to develop and implement an Emergency Action Plan (EAP) based on disaster specific parameters for evacuation, including special procedures, routes, lane reversal/closures, etc. in coordination with KHP and State authorities as the situation may warrant.

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Evacuation procedures are based on the hazard specific parameters for natural, technological (chemical), and civil hazards as they impact the County. (KPS 112)

Sheltering in place would be the primary option if moving the affected population would cause undue hardship or endangerment. In the event of natural hazards, sheltering in place may be the default option. Sheltering in place would normally be for a short amount of time, where food and water needs would not be critical. ESF 6-Mass Care, Housing and Human Services, Attachment 6.11-Shelter anticipates protective actions to be taken in response to disasters.

There are numerous transportation routes throughout the county that may become critical during emergency situations. For a map of Leavenworth County reference Attachment 1.3-Primary and Alternate Transportation Routes, KDOT Highways and County Roads Map.

Although private automobiles are the preferred method of evacuation, there will be individuals and groups who require assistance in relocating from an evacuation area. Prioritization of assistance to evacuees, such as those with functional needs, may take into consideration immediate medical needs (medication, late stages of pregnancy), mobility of evacuees (confined to bed or cannot walk), and potentially their cognitive ability. These factors will help determine the methods by which emergency responders may try to transport these individuals during an event. Transport methods will be at the discretion of the responding agencies applicable to this ESF. Consideration of resources such as vans (preschools / churches) and public transit (bus systems / school districts), and the potential to for neighbor-to-neighbor assistance will be used to the degree that it is available.

Evacuation may be only one protective alternative. Care must be exercised so as not to pose more danger to the affected population. Some considerations are as follows:

- Weather conditions
- Evacuation routes, their capacities and susceptibilities to hazards
- The availability and readiness of shelters
- Modes of transportation for evacuees and for those unable to provide their own transportation
- The location of functional needs groups who pose unique problems, as the evacuation itself could be more life threatening to these groups than the initial hazards
- Physical barriers, lack of transportation and time consumption

Natural Hazards

In tornadoes or other violent weather, there are a number of actions which should be taken. In general, when climatic conditions for a tornado exist, the National Oceanic and Atmospheric Administration (NOAA) office will issue a tornado watch. If the watch area includes Leavenworth County, that information will be transmitted to the public by both radio and television via the Emergency Alert System (EAS) and cable television (TV) override system. During a tornado watch condition, people can continue their normal activities. If a tornado is sighted, a tornado warning will be issued. A warning period could be extended due to an additional sighting or if tornado conditions persist in the area. These decisions will be made by the LCEM Coordinator with cooperation from the EOC Staff, the National Weather Service and local storm spotters.

In the event of flooding or flash flooding, some low lying areas may have to be evacuated. Warnings will be provided in accordance with ESF 2-Communications. Small scale evacuations will be coordinated through the EOC. Law Enforcement personnel will have the primary responsibility for on scene control. However, the Emergency Operations Center (EOC) will normally have been activated because of the primary hazard event.

Overall, executive direction and control of the disaster and any ensuing evacuation will be coordinated from the EOC. Other considerations and criteria include:

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Technological Hazards

In cases of a hazardous materials disaster the Incident Commander may be either a law enforcement officer or member of a fire department until the LCEM Coordinator arrives at the scene to assume command. However, the Chairman of the Leavenworth County Board of County Commissioners or designee will be advised of the situation as soon as possible.

Evacuation of an area within 2,000 feet of the disaster site (or in accordance with the facilities Risk Management Plan (RMP)) will be accomplished immediately by law enforcement officers upon the declaration of a disaster or emergency by the Incident Commander. The routes of evacuation and staging areas for the evacuees will be determined by the Leavenworth County Sheriff's Office Coordinator or the senior law enforcement person at the Command Post with the assistance of the Incident Commander. Once a 2,000 foot radius area from the disaster site has been evacuated, law enforcement personnel will stand ready to evacuate additional areas if required. This will be accomplished by orders from the Incident Commander through the Law Enforcement Liaison at the Command Post. However, the Emergency Operations Center (EOC) will normally have been activated because of the primary hazard event. Overall, executive direction and control of the disaster and any ensuing evacuation will be coordinated from the EOC.

There presently exist several industrial facilities within Leavenworth County that use, store, or transport hazardous and extremely hazardous chemicals. The Risk Management Plans (RMP) for these facilities are on file with the Leavenworth County Emergency Management Director. These plans, although not specifically included in this plan, are considered a reference. In the event that any additional industrial firm locates to Leavenworth County, they will be required to submit their own evacuation plan to the Leavenworth County Emergency Management Director.

Radiological Hazards

There are many ways an individual can be exposed to radioactive materials, but it is assumed that the most likely scenario would be a transportation accident. In Leavenworth County various forms of transportation may be used to transport these materials. Radiological response is considered part of hazardous materials response. Assistance to Leavenworth County would likely be conducted by the Task Force 3 -KC Metro Region team (Sponsoring Agency- Olathe Fire Department), or other State resources as necessary.

Civil Hazards

Most businesses, schools, hospitals, nursing homes, etc., have developed internal plans for providing expedient shelter within their facilities. While the county does not have any designated shelters for protection from natural or technological hazards, it does coordinate the activation of shelters for the purpose of providing mass care & shelter for persons displaced from their homes. (For more information, see ESF 6 Mass Care, Housing, and Human Services)

Warning and Evacuation Notification (KPS 113)

The Public Information Officer (PIO), for the County and Municipalities, are responsible for dissemination of emergency related information when activated. Overall duties and responsibilities for communications and warnings are provided in ESF 2-Communications for the general and functional needs populations in the county. Additional information related to public information is provided in ESF 15-External Affairs/Emergency Public Information.

Evacuees with pets

Information regarding specialized equipment, facilities, personnel, and emergency response organizations currently available to support children, individuals with disabilities, and others with access and functional needs are provided in the Leavenworth County Vulnerable Populations Plan as Incident Annex IA-6.

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Civil hazards and Functional Needs Populations

Facilities within Leavenworth County such as schools, licensed daycare facilities, hospital, and nursing homes are required to develop and maintain Emergency Operations Plans that includes evacuation plans for and resources necessary to protect students, staff, and facilities. Although not specifically included in this plan, they are attached by reference. The County will provide evacuation support resources, as available.

Reference the County “Contingency and Sensitive Needs Populations Resources” link under the Reports heading in the Menu toolbar.

The guidance for routes of reentry, reentry criteria, and special permission for reentry to the impacted area for emergency workers and displaced or evacuated citizens will be disaster specific and consider the type of hazard. The specific criteria will developed by the Executive Staff of the EOC based on recommendations made by Public Works Department cleanup crews, health and safety considerations, and other pertinent functions of the response effort. The authority to reenter an evacuated area will be provided from the EOC and will be communicated in writing to the agency in control of the evacuated area and notice provided to the Public Information Officer for general dissemination. (KPS 114)

Transportation Infrastructure (KPS 115)

It is the responsibility of the Primary Agencies to monitor and report status of and damage to transportation systems and infrastructure as a result of a disaster.

Pertinent information is forwarded to the EOC through protocols established in ESF 2-Communications. Generally, this will be via 2-way radio communications. Required information will be posted by the EOC using the WebEOC interface. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to support continuity and reporting.

Individual Agency reporting requirements will be established by each primary and support agency to meet the needs of their respective organization.

The ESF representative will attend planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Continuity of Operations (KPS 116)

ESF 1 identifies temporary transportation solutions implemented by others when systems or infrastructure are damaged, unavailable, or overwhelmed.

ESF 7-Resource Support will supply information pertaining to potential volunteer groups, contract vendors, and other entities that may be able to supplement resources. Responsibilities for transportation include:

- Accomplishing necessary actions to assist with emergency evacuation and re-entry of impacted areas.
- Processing transportation assistance requests that have been funneled through other ESF’s
- Prioritizing and allocating public and private resources for transportation to and from the impacted areas.

Immediately following a severe storm or disaster, the Primary Agencies will assess the overall status of the transportation system in the county and begin determination of potential needs and resources.

ESF 1 Primary and Support Agencies are responsible for compiling information from a variety of sources, including key transportation associations and transportation providers to report specific damages sustained, ongoing recovery efforts, alternatives planned or implemented by others, and assessments of the impact.

Attachment 1.4 provides primary highway evacuation routes in the County. (KPS 117)

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Actions

Preparedness

- Pre-disaster planning and coordination is the responsibility of the Primary Agencies and should occur on a regularly scheduled basis via periodic ESF meetings and conference calls.
- Primary and Support Agencies continually review their roles and responsibilities for this emergency support function. Assignment of duties within each agency will be reviewed and training for each will be organized and implemented.
- Any changes within the support agency that affect the ability to perform support function responsibilities will be communicated in writing to County Emergency Management.
- Ongoing contact with ESF Primary and Support Agencies will be maintained by County Emergency Management.
- The Primary Agencies will continue efforts to coordinate with corresponding inter-governmental, non-governmental organization, and private sector preparedness efforts to support this ESF.
- Review and reissue inventory protocols for assessment, allocation, and coordination of communications assets in the event of a domestic disaster.
- ESF 7-Resource Support will supply information pertaining to potential volunteer groups, contract vendors, and other entities that may be able to supplement local resources.

Response

- Primary and Support Agencies are responsible for initiating and managing tasks as defined by their operational plans in support of this ESF.
- Information management from the ESF to the EOC will be coordinated through the Primary Agencies.
- Organize and coordinate direction to resources within their functional area. Provide staff for the operations at fixed and field facilities and maintaining trained personnel to support the response.
- In a timely fashion, notify and request assistance from Support Agencies in order to manage mission assignments. Work with appropriate private sector organizations to maximize use of available resources.
- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities.
- Assess the need for, and request, goods, services and alternative forms of transportation as needed.
- Verify financial and property accountability for ESF activities.
- Immediately following the occurrence of a disaster, assess the overall status of the areas within the county and begin determination of potential needs and resources.
- Continue planning for short term and long term disaster management and recovery operations.
- Primary and support agencies maintain communications between local State and Federal liaisons and Incident Command to coordinate response in the field.

Recovery

- Primary and Support Agencies continue with activities as directed by Incident Command. In addition, the support agency will initiate any recovery activities assigned to it by this ESF.
- Completes post disaster reporting and evaluates the disaster to identify lessons learned.
- Primary and Support Agencies maintain communications between damage assessment teams to coordinate prioritization of repair and restoration of transportation infrastructure (reference ESF 14 for damage assessment procedures).
- Guidance for allowing reentry to the impacted area will be disaster specific and consider the type of hazard. The specific criteria will developed by the Executive Staff of the EOC based on recommendations made by Public Works, Health and Safety, and other pertinent functions. The authority to reenter an evacuated area will be provided from the EOC and will be communicated in writing to the agency in control of the evacuated area and notice provided to the Public Information Officer for general dissemination.

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Prevention/Mitigation

- Primary and Support Agencies finalize reporting and make recommendations for mitigation measures. Measures could include actions to protect their facilities, resources, and mitigate the effects of future disasters on this ESF.
- Viable recommendations should be formulated and proposed for acceptance and funding through the appropriate process.

Reference the ESF 1 Checklist for other Actions for this ESF.

Responsibilities (KPS 118)

Primary and Support Agencies

- This ESF is coordinated through the designated representative of the Primary Agencies to include Leavenworth County Emergency Management.
- Support Agencies work with the Primary Agencies and County Emergency Management for purposes of pre-disaster planning and post disaster coordination of the issues addressed by this ESF.
- The Primary Agencies work with the Coordinator for planning efforts of this ESF.
- During post disaster operations, each support agency is responsible for coordinating their individual plans, guidelines, and reporting of ESF activities to the Emergency Operations Center through the Primary Agencies.

Leavenworth County Elected/Appointed Officials

- Responsible for the overall mobilization of county capabilities.

Leavenworth County Sheriff's Office

- Responsible for conducting actual evacuation efforts, for designating evacuation routes, providing traffic and movement control, and establishing security for the evacuated area. If necessary, they will also assist in warning the public.

Leavenworth County and City Fire Departments

- Responsible for fire incidents and on scene control. They are also responsible for fire security in evacuated areas and assistance in warning the public.

Public Information Officers

- Responsible for dissemination of emergency information advising the public of what evacuation actions to take.

American Red Cross

- The Leavenworth Chapter of the American Red Cross is no longer operational. The duties previously executed by this chapter will be coordinated with Greater Kansas City and Northwest Missouri Chapter. The Red Cross Disaster Program Manager provides the Disaster Specialist. ARC will be responsible for coordinating reception and care activities to include establishing registration of evacuees, lodging, and feeding facilities.

Other County Agencies

- Support the evacuation of an area by maintaining routes and providing manpower and equipment to transport evacuees. They will also assist law enforcement in property protection and perimeter and traffic control for applicable modes of transportation. Additionally, Law Enforcement will provide manpower and equipment, assist in evacuation, and conduct search and rescue operations, and assist with transportation and provide communications.

Leavenworth County Emergency Management Department

- Responsible for coordinating hazardous material disasters.

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ESF 1 Checklist is not available except online.

Attachments

Forms and Logs-reference ESF 5-ICS Forms

Special needs populations-reference the County “Contingency and Sensitive Needs Populations” link under the Reports heading in the Menu toolbar.

Attch 1.1 Suppliers and Service Contracts is not available except online.
Attch 1.2 Equipment and Equipment Operators is not available except online.
Attch 1.3 Primary/Alternate Transportation Routes is not available except online.
Attch 1.4 Evacuation Route Map is not available except online.
Attch 1.5 Population Density Map is not available except online.
Attch 1.6 KDOT Traffic Count Map is not available except online.
Attch 1.7 KDOT Railroad Map is not available except online.
Attch 1.8 MARC Regional Evacuation is not available except online.
Attch 1.9 Airports is not available except online.

Mile Markers

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ESF 2-Communications

ESF Coordinator

Leavenworth County Sheriff

Primary Agency

Leavenworth County Sheriffs Office

Support Agency

Leavenworth County Emergency Management
Radio Amateur Civil Emergency Service (RACES)
Radio and Telephone Service Providers
Mid America Regional Council (MARC)-LEPC

Purpose, Scope, Policies/Authorities

Purpose (KPS 123)

ESF 2 implements Annex 2 to the Emergency Operations Plan. The purpose of this annex is to organize and coordinate information and guidance for the use of available communications and warning systems within Leavenworth County and to augment communications with responding partners such as the Mid America Regional Council. This ESF has been established to institute communications support to municipal, county, and private sector response efforts during a disaster.

Scope (KPS 124)

This ESF is structured to coordinate and manage information transfer and involves the technology associated with the representation, transfer, interpretation, and processing of data among persons, places, and machines. It includes transmission, emission, or reception of signs, signals, writing, images, and sounds or intelligence of any nature by wire, radio, optical, or other electromagnetic systems.

This ESF plans, coordinates and implements communications support to county disaster response elements. This ESF will coordinate emergency warnings, communications equipment, and communication services from local, county and state agencies, voluntary groups, the telecommunications industry and the military.

This ESF will serve as the focal point of response communications activity in Leavenworth County before, during, and after activation of the EOC. Disasters can cause widespread damage to public and commercial telecommunication transmission facilities. Surviving county communications assets, as well as the telecommunications industry, will be needed to assure a rapid, effective response.

This ESF will initiate or relay warnings to the public and advise appropriate departments upon activation of the EOC. It will notify or warn each support agency of the pending situation and in coordination with ICS, establish methods of communication for probable situations including type of emergency, projected time, area to be affected, anticipated severity, forthcoming warnings and actions necessary.

Policies/Authorities (KPS 125)

Emergency response and recovery operation policies will be conducted in general accordance with the National Incident Management System (NIMS).

The primary point for initiating external notification processes is the (Leavenworth Sheriff's Office, 601 South 3rd Street, Leavenworth Kansas 66048). Upon notification of an emergency, the communications center will contact the Leavenworth County Emergency Management Director. Upon receipt of

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information, the Director will institute the external notification system as appropriate and as provided in this ESF.

The responsibility for the operation and maintenance of equipment in the EOC is under the direction and control of the Leavenworth County BOCC. The Communications Coordinator is responsible to report on the operations and maintenance of equipment within the EOC. The Leavenworth County Sheriff's Office is responsible for the operation and maintenance of their equipment.

Kansas Statute 48-950 provides for all political subdivisions within the State of Kansas to be automatically included as a part of the Kansas mutual aid system.

Any resources required to support this ESF must be coordinated, allocated, and managed with documentation. At a minimum, the type, quantity, place of use, and allocating agency should be recorded and submitted to the Incident Command.

In cases where the required resource have not been pre-approved or agency approval cannot be obtained by this ESF, a request will be forwarded to the EOC and coordinated through ESF 7 for consideration. Once procured through ESF 7, the management and documentation of the resource (financial record keeping, reporting, tracking, etc.) will comply with this ESF and ESF 7.

Primary and support agencies will provide summary recommendations as part of the submission of final record keeping and reporting. In order to enhance the ability to respond and mitigate cost, agencies should review their plan, allocation of resources, methods of communication, and overall interaction with other agencies. Recommendations for improvement should result from the review and should be implemented within the agency. Recommendations which apply outside the agency should be forwarded to the Emergency Management Director for consideration.

State and Federal Authorities (KPS 126 & 127)

State and Federal authorities are provided in the 2022 Kansas Response Plan(pg 105) in the EOP References tab.

Concept of Operations

General (Command, Control, and Notifications) (KPS 128, 133)

The Leavenworth County Emergency Management Director, under the supervision of the Leavenworth County BOCC, has overall authority for the EOC and the EOC communications center in the event of a disaster. Once the notification network is activated within the county, the operation becomes the responsibility of the Leavenworth County Emergency Management Director. The EOC assigns the function of Communications Coordinator who is responsible for activities within the communications center. Additionally, the Communications Coordinator is responsible for activation of warning functions.

During normal day to day operations of the communications center, the responsibility of communications coordinator falls under the authority of the Leavenworth County Sheriff Communications Supervisor. In the event of a disaster a Communications Supervisor will be designated by the Leavenworth County Emergency Management Director and will report to the EOC. In most cases this will be the responsibility of the senior dispatcher on duty or the Communications Supervisor.

Radio officers and operators from various support agencies will operate their own communications equipment within the EOC, and will be responsible for knowing the guidelines outlined in this annex and its attachments.

Succession of authority will be managed internally for the Primary and each Support Agency. Chain of Successions will be provided from the Primary Agency and each Support Agency to Leavenworth County Emergency Management (LCEM).

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The Primary Agency will coordinate with Support Agencies and State and Federal officials in directing communication resources and prioritizing the needs for communication services. Key information will be distributed via WebEOC and/or situation reports on pre-established email rosters. (KPS 129)

Initial Notification (KPS 131)

The Leavenworth County Board of County Commissioners maintains overall authority for the initial notification process. The Leavenworth County Emergency Management Director and the Communications Supervisor of the Sheriff's Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the Leavenworth County Emergency Management Director. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities for Notification are provided as Attachment 2.6.

Leavenworth County Emergency Management maintains an Emergency Points of Contact for agencies/departments through the Mid-America Regional Council (MARC) Regional Resource Annex. The Emergency Management Director has login access through the MARC website.

Information Management (KPS 130)

The Primary Agency is responsible for information management in support of this ESF during an emergency.

This ESF will be activated at the discretion of Leavenworth County Emergency Management. During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event.

The Primary Agency will work directly with the Operations Chief for information management and reporting of ESF activities.

Information will be reported through the Incident Command System. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF. Standardized Message Handling Guidelines to be used are included as Attachment 2.5.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will attend planning meetings and report on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

County Warning Point (KPS 132, 133)

The emergency communications and 24-hour warning point is located in Leavenworth County Sheriff's Office, 601 South 3rd Street, Leavenworth, Kansas 66048. Normal day to day communications are handled through the Law Enforcement Justice Center 911 and Dispatch Office. Sufficient communications and warning equipment/capabilities are available to organize and coordinate the communications necessary for most emergency and non-emergency situations between law enforcement, fire, and EMS.

The Emergency Management Director determines whether to activate ESF 2 based upon information from initial reports and other local authorities. For incidents where ESF 2 is not activated, the Director may elect to use the existing resources of the EOC to organize and coordinate communications support.

Public Information and Warning (KPS 135)

The Public Information Officer (PIO) is responsible for dissemination of emergency related information

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when activated. Overall duties and responsibilities for communications and warnings are provided in Attachment 2.6-Organization and Assignment of Responsibilities of Notification. Additional information related to public information is provided in ESF 15-External Affairs/Emergency Public Information.

Leavenworth County uses emergency warning systems such as sirens and/or other audible alerts (EAS, etc.), to warn residents of impending danger. In these situations, local TV stations are notified to institute open captioning and public notice announcements, in accordance with the CEOP Basic Plan. Law enforcement and fire departments may tasked in this CEOP Basic Plan and the respective ESF plans to be prepared to conduct loud speaker announcements, vehicular siren notifications, and door to door alerts. Emergency management or the tasked ESF Coordinator may use the Vulnerable Population Voluntary Registry to identify the concentration areas in order to prepare contingency planning for vulnerable population residents.

The following types of equipment are located in the Emergency Operations Center and are utilized for numerous types of activities and are available in the event of a disaster situation. The EOC contains updated maps of the State of Kansas, Leavenworth County, and cities within Leavenworth County. It also includes status boards required for tracking disaster events and actions. (KPS 135)

- Fax Machine
- NAWAS Phone
- Dedicated telephones and lines
- Computer with Internet access
- Mass notification system
- Contact, resource lists, etc.
- Televisions with cable access through Media contacts
- Various radio systems
- Social Media

Notification guidance systems in place for emergency conditions are provided in Attachment 2.7-Warning and Communications Protocols.

The primary point for initiating external notification processes is the Leavenworth County Justice Center in Leavenworth, Kansas. Upon the notification of an emergency situation, the communications center will notify the Leavenworth County Emergency Management Director. Upon receipt of information, the Director will institute the external notifications system as appropriate and as provided in this ESF. Information regarding the Outdoor Warning System is provided as Attachment 2.10.

Emergency radio communications capabilities are provided in Attachment 2.3, with other communications system elements for local, regional, NGO, and State agencies in Attachments 2.1 through 2.1.8.

A list of Communications Equipment is provided in Attachment 2.13.

EOC information displays and software are provided in Attachment 2.14.

Communications system backup capabilities are provided in Attachment 2.15.

The Emergency Alerting System (EAS) provides warning through the State Emergency Alerting System (EAS) to radio and television stations for transmission to the listening and viewing public.

The National Weather Service (NWS) provides current weather information and warnings that are received over the NWS teletype circuit. Radio broadcasts are issued over NOAA (National Oceanic and Atmospheric Administration) weather radio. In addition, NWS will issue weather warning over the NAWAS lines.

As a member of MARC and the Communications Subcommittee, Leavenworth County Emergency

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Management participates as part of the Integrated Warning Team (IWT). This group is dedicated to maximizing the efficacy of the Metropolitan Emergency Radio System (MERS) between all participating agencies. This team consists of emergency managers, National Weather Service forecasters, and members of the Kansas City area broadcast media. This team has also advocates the used of the Integrated Public Alert and Warning System (IPAWS). The warning system can send messages to citizens mobile phone devices through Wireless Emergency Alerts (WEA) and Commercial Mobile Alert System (CMAS). (KPS 133)

Incident Communications (KPS 134)

This ESF is coordinated through the designated representative of the Primary Agency. Support Agencies will work with the Primary Agency and LCEM for purposes of pre-disaster planning and post disaster coordination of the issues addressed by this ESF. During post disaster operations, each Support Agency is responsible for coordinating their individual plans, guidelines, and reporting of ESF activities to the Emergency Operations Center through the Primary Agency.

The EOC is the single point of contact in the disaster area to coordinate communications. The EOC coordinates with the Primary and Support Agencies to promote continuity, prioritize requests and recommend solutions in accordance with the Leavenworth County Emergency Management EOC Operations Guideline.

The established plans, guidelines, and protocols for emergency communications are included in this Annex as Attachment 2.7-Warning and Communications.

Communications personnel have been trained and are knowledgeable in the communications guidelines and practices to be utilized during both normal operations and disaster operations. During an emergency situation the various code systems used for brevity will be discontinued and normal speech and vocabulary will be used to clarify communications comprehension. In addition, local time will be used during transmissions, logs and communications.

ADA Accommodation

Local resources are limited. In the event an individual or volunteer with communications disabilities is assigned to work in the EOC, the Leavenworth County Emergency Management Director will work with the respective local ADA Coordinator, if available, as well as directly with the State ADA Coordinator, to comply with the intent, purpose, and requirements of the ADA as the statute applies to communications accessibility during disaster operations. Coordination with the State ADA Coordinator will be conducted through the EOC via WebEOC and the State Emergency Operations Center (SEOC) to obtain advice and assistance during disaster operations.

Communications Infrastructure (KPS 136 & 137)

It is the responsibility of the Primary Agency to forward pertinent information to the EOC through protocols established in this ESF. Generally, this will be via 2-way radio communications. Required information will be posted by the EOC using the WebEOC interface. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated location, to provide continuity and reporting.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will attend regularly scheduled planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Several types of records are maintained by and stored in the Leavenworth County Emergency Management Department as the result of EOC activation.

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Event and Communication Log-completed forms, reports, communications logs, and event logs are maintained by the Communications Center for normal day to day operations. In the event of an emergency situation, records, reports, and logs will be maintained by the Leavenworth County Emergency Management Department. These records and reports are vital for documenting emergency actions for possible post emergency investigation, funding requests, and for after action reports.

Manpower-records documenting the number of people involved in communication activities, whether paid or volunteer, for possible reimbursement under Presidential disaster declarations or in the event of litigation will be maintained after the disaster by the Leavenworth County Emergency Management Department.

All public Safety agencies in the County are on the same digital 800 system through Leavenworth County and KDOT tower sites to include two of the seven school districts. Rural Water districts rely of cellular phones for communication. These agencies have access to the communication system but currently are not using it. At the current, Leavenworth County assesses that there are no known critical infrastructure that are unable to communicate with their local communities.

Requests for equipment, resources or assistance will be made by the Primary Agency to the Incident Command System. Each request will be assessed by the Incident Command and a status response will be made as soon as possible. The Incident Command will maintain a listing of requests and will assign a priority to each. Administration and support activities include the following:

- Shift hours will be at the discretion of the representing agency. When possible, shift hours will correlate with general staff briefings. During each activation, general staff briefings will be established based on the threat.
- The EOC Operations Guide will be the guiding document for EOC policies and Guidelines.
- Any required resources to support this ESF must be coordinated, allocated, and managed through this ESF if possible.
- In cases where the required resource cannot be obtained through this ESF, request will be forwarded to the EOC and coordinated through ESF 7 for allocation.
- Once procured through ESF 7, the management of the resource (financial record keeping, reporting, tracking, etc.) will be coordinated through this ESF. Management of the resource will be documented using ESF 7 policies and guidelines.

Continuity of Operations-Communications Failure

The Primary Agency is responsible to monitor conditions in order to preserve, maintain, and/or resume its capability to function effectively in the event of the threat or occurrence of any disaster or emergency that could potentially disrupt governmental operations and services.

The Leavenworth County Sheriff's Office maintains the operational capability of radio communications on primary public safety including fire, police, emergency medical services and 800 Talk Groups. It is responsible to augment backup public radio communications systems in the event of failure or reduced effectiveness of primary systems. It maintains emergency power capability for existing communications systems.

The public safety 911 communications dispatch may be augmented by fielding teams of Amateur Radio Emergency Service Operators to handle radio traffic which is in excess of normal capabilities. The operators may provide their own equipment in the field, at the dispatch site, and EOC.

Commercial and private lined telephone, cellular phone and facsimile may be used for local and long distance emergency communications. The NAWAS (National Warning System) is based on land lines. The NOAA (National Oceanic Atmospheric Association) weather wire through ACCESS teletype land lines.

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WebEOC can be accessed through the internet. Emergency Management may use wireless internet for WebEOC when other systems fail.

When relocation is necessary the County COG/Operations Plan is implemented. This plan is provided under separate cover and designated “For Official Use Only”.

Continuous Operations

Agreements relating to the lease, rent, and mutual aid agreements for the augmentation of communications equipment and services will be maintained by the Leavenworth County Emergency Management Department.

Temporary communications capabilities may include Support Agencies operating their respective tactical radio frequencies. Citizen’s Band (CB) radio may also be used for emergency communications; however, current planning has not incorporated this capability. RACES and American Red Cross may implement “Health and Welfare” communications using the sponsored National Traffic System (NTS).

Actions

Preparedness

- Pre-disaster planning and coordination is the responsibility of the Primary Agency and should occur on a regularly scheduled basis via periodic ESF meetings and conference calls.
- Primary and Support Agencies continually review their roles and responsibilities for ESF 2.
- Assignment of duties within each agency will be reviewed and training for each will be organized and implemented.
- Any changes within the support agency that affect the ability to perform ESF 2 will be communicated in writing to County Emergency Management.
- Coordinate inter-governmental, non-governmental organization, and private sector preparedness efforts to support this ESF.
- Review and reissue inventory protocols for assessment, allocation, and coordination of communications assets in the event of a domestic disaster.
- Ongoing contact with ESF primary and support agencies will be maintained by County Emergency Management.
- The Primary Agency continue efforts to coordinate with corresponding private sector organizations.

Response

- Primary and Support Agencies initiate and manage tasks as defined by their operational plans in support of this ESF.
- Coordination of information from the ESF to the EOC is through the Primary Agency.
- Organize and coordinate direction to resources within their functional area. Provide staff for the operations at fixed and field facilities and maintaining trained personnel to support the response.
- In a timely fashion, notify and request assistance from support agencies in order to manage task assignments. Work with appropriate private sector organizations to maximize use of available resources.
- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities.
- Assess the need for and requesting goods and services as needed.
- Verify financial and property accountability for ESF activities.
- Immediately following the occurrence of a disaster, assess the overall status of the areas within the county and begin determination of potential needs and resources.
- Continue planning for short term and long term disaster management and recovery operations.

Recovery

- Primary and Support Agencies continue with activities as directed by Incident Command. In addition,

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the support agency will initiate any recovery activities assigned to it by this ESF.
- Assists in the evaluation of damaged critical infrastructure assets and recommends a strategy for restoration of communication service and assets.
- Completes post disaster reporting and evaluates the disaster to identify lessons learned.

Prevention/Mitigation
- Primary and Support Agencies finalize reporting, and make recommendations for mitigation measures. Measures could include actions to protect their facilities, resources, and mitigate the effects of future disasters on this ESF.
- Viable recommendations should be formulated and proposed for acceptance and funding through the appropriate process.

Reference ESF 2 Checklist for other Actions.

Responsibilities

Primary and Support Agencies
- Attend scheduled meetings to verify planning functions are carried out to support this ESF.
- Assess the need for and prioritize the deployment of services based on available resources and critical needs as they relate to agency responsibility. Also develop guidelines to obtain private sector support as required.
- Assemble a list of communications related assets available to support recovery, and coordinate this information with the EOC.
- Request volunteer agencies and private resources with assets to contribute those assets to the response effort.
- Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.
- Participate in drills and exercises to evaluate local communications capability.
- Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies and guidelines and report these records to the Primary Agency.

Leavenworth County Emergency Management/County Communication Center
- Deploy a representative to the EOC to serve as the Primary Agency or ESF Coordinator.
- Provide communications support to the EOC and the field.
- Work to provide communications interoperability among field response units.

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

Emergency Medical Services (EMS)
- Provide emergency communication support.

Leavenworth County Townships and City Fire Departments
- Deploy a representative to the EOC.
- Provide communications support to the EOC and the field.
- Work to provide communications interoperability among field response units.

Hospitals and Medical Centers
- Maintain a communications link with the County EOC.

Information Technology
- Provide landline and cellular telephone services to support emergency response and recovery activities.
- Provide computer hardware, software and network support for emergency operations.

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- Assist the EOC Coordinator in providing GIS mapping support for first responders and EOC staff.

Leavenworth County and Municipal Law Enforcement Agencies
- Support the communications needs of emergency response agencies in the field.
- Maintain a communications link with the County EOC.

Private Telecommunications Providers
- Provide backup communications for the County as requested.
- Provide priority service for the EOC and other critical emergency response elements.
- All major responders should have access to G.E.T.S. for priority telephone service

Leavenworth County Public Health Department
- Provide communications support as requested.

Leavenworth County Public Works Department
- Provide field communications capabilities.
- Maintain a communications link to the EOC.

Leavenworth County School Districts
- Augment the County's emergency communications capabilities.

ESF 2 Checklist is not available except online.

Attachments (KPS 133)

Sample Forms and Logs-reference ESF 5-ICS Forms

Attch 2.1 Kansas Interoperable Communications Matrix is not available except online.
Attch 2.1.1 Kansas Interoperability-Cross Patch Frequencies is not available except online.
Attch 2.1.2 Kansas Highway Patrol-Radio Frequencies is not available except online.
Attch 2.1.3 KDOT-Radio Fequencies is not available except online.
Attch 2.1.4 Kansas Wildlife and Parks-Radio Frequencies is not available except online.
Attch 2.1.5 Class I Railroads-Radio Frequencies is not available except online.
Attch 2.1.6 Medical Helicopters-Radio Frequencies is not available except online.
Attch 2.1.7 Board of Medical Services-Radio Frequencies is not available except online.
Attch 2.1.8 Other State Agencies-Radio Frequencies is not available except online.
Attch 2.2 Emergency Points of Contact is not available except online.
Attch 2.3 Emergency Communications Capabilities is not available except online.
Attch 2.4 Message and Handling Form/Log is not available except online.
Attch 2.5 Message Handling Guidelines is not available except online.
Attch 2.6 Organization and Assignment of Responsibilities for Notification is not available except online.
Attch 2.7 Warning and Communications is not available except online.
Attch 2.8 Kansas Association of Broadcasters is not available except online.
Attch 2.9 Map of Repeater Locations and Communication Coverage Areas is not available except online.
Attch 2.10 Weather Warning Chart and Outdoor Warning System is not available except online.
Attch 2.11 Kansas-Amateur Radio Repeaters is not available except online.
Attch 2.12 ARES-NTS Manual is not available except online.
Attch 2.13 Communications Equipment List is not available except online.
Attch 2.14 Information displays, Computer Hardware and Software is not available except online.
Attch 2.15 Communications Backup Systems is not available except online.
Attch 2.16 Leavenworth RACES Plan is not available except online.
Attch 2.17 Radio Towers Locations Map is not available except online.

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ESF 3-Public Works and Engineering

ESF Coordinator

Leavenworth County Public Works Director
Leavenworth County Appraiser

Primary Agency

Leavenworth County Public Works Department
Leavenworth County Appraisers Office

Support Agency

Leavenworth County Emergency Management
Municipal Public Works Departments

Purpose, Scope, Policies/Authorities

Purpose (KPS 143)

This ESF implements Annex 3 to the Emergency Operations Plan. This ESF anticipates operational guidance for the use of assets, resources, and personnel from the Leavenworth County Public Works. The general mission of this ESF is to remove debris from streets, eliminate hazards, manage storm damage, organize and coordinate rapid restoration of water/sewer services, repair essential services, immediately organize and coordinate damage assessment information and cooperate with other emergency agencies.

Scope (KPS 144)

This ESF is structured to manage and coordinate public works and engineering-related support for the changing requirements of disaster management to include preparedness, prevention, response, recovery, and mitigation actions. Activities within the scope of this function include:

- Pre and post disaster assessments of infrastructure
- Execution of emergency contracts to support life saving and life sustaining services
- Providing technical assistance to include engineering expertise, construction management, contracting and real estate services
- Providing emergency repair of damaged infrastructure and critical facilities
- Implementing and managing the Leavenworth County Public Works Department and Engineering recovery programs
- Accurate assessment of total damages including insured and uninsured losses
- Assessing and prioritizing affected area needs
- Preparation of preliminary damage assessment reports
- Deploying human and material resources to meet specified needs
- Document government expenses in response and recovery operations to determine the need for state and federal assistance

The Leavenworth County Public Works Department Director is responsible for preparing and maintaining current inventories of equipment, supplies, and private contractors.

Policies/Authorities (KPS 145)

Requests for equipment, resources or assistance will be made by the Primary Agencies designee to the Incident Command System. Each request will be assessed by the Incident Command and a status response will be made as soon as possible. The Incident Command will maintain a listing of requests and will assign a priority to each.

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Shift hours will be at the discretion of the representing agency. When possible, shift hours will correlate with general staff briefings. During each activation, general staff briefings will be established based on the threat.

The EOC Operations Guide will be the guiding document for EOC Policies and Guidelines.

Any required resources to support this ESF must be coordinated, allocated, and managed through this ESF if possible.

In cases where the required resource cannot be obtained through this ESF, request will be forwarded to the EOC and coordinated through ESF 7 for allocation. Once procured through ESF 7, the management of the resource (financial record keeping, reporting, tracking, etc.) will be coordinated through this ESF. Management of the resource will be documented using ESF 7 policies and guidelines.

Kansas Statute 48-950 provides for all political subdivisions within the State of Kansas to be automatically included as a part of the Kansas mutual aid system.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will be expected to attend planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

It is the responsibility of the designated team members to utilize the appropriate forms and maintain current and accurate records of damage and hours and type of work expended on damage assessment responsibilities. This is necessary to insure the proper reports may be completed properly for federal and state reimbursement functions.

The designated Director will maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies and guidelines and report these records to the Primary Agencies.

Primary and Support Agencies will provide summary recommendations as part of the submission of final record keeping and reporting. In order to enhance the ability to respond and mitigate cost, agencies should review their plan, allocation of resources, methods of communication, and overall interaction with other agencies. Recommendations for improvement should result from the review and should be implemented within the agency. Recommendations which apply outside the agency should be forwarded to the Emergency Management Director for consideration.

Emergency response and recovery operations conducted under ESF 3 will be in accordance with the National Incident Management System (NIMS).

State and Federal Authorities (KPS 146 & 147)

State and Federal authorities are provided in the 2022 Kansas Response Plan (pg 112) in the EOP References tab .

Concept of Operations

General (Command, Control, and Notification) (KPS 148)

There are multiple Primary Agencies listed for this ESF. The designated lead agency will be determined by the major needs for the type and location of the disaster.

This ESF is coordinated through the designated representative of the Primary Agencies and Leavenworth County Emergency Management (LCEM). Support Agencies will work with the Primary Agency and LCEM for purposes of pre-disaster planning and post disaster coordination of the issues addressed by this ESF. During post disaster operations, each Support Agency is responsible for coordinating their individual

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plans, guidelines, and reporting of ESF activities to the Emergency Operations Center through the Primary Agency.

It is the responsibility of the Public Works Department to provide centralized and coordinated removal and disposal of debris associated with disaster situations. The department supervisor is charged with overall responsibility for this task. Incident Annex IA 5-Debris Management provides coordination, resources, and criteria for debris cleanup activities.

Each Primary and Support Agency will participate in necessary training and exercises to promote continuity. Training will be performed in the form of meetings, workshops, exercises, peer to peer, and policy development.

The Primary Agencies and LCEM will review this ESF annually to verify its accuracy for implementation. The actual date of review will be based on the adoption date of the EOP and will be once a year.

County Liasion (KPS 149)

The Primary Agencies are responsible for information management in support of this ESF during an emergency. Key information will be distributed via WebEOC and/or situation reports on pre-established email rosters.

Initial Notification (KPS 151)

The Board of County Commissioners maintains overall authority for the initial notification process. The Leavenworth County Emergency Management Director and the Appointed official of the Sheriff's Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the Leavenworth County Emergency Management Director. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities of Notification are provided as Attachment 2.6.

Leavenworth County Emergency Management maintains an Emergency Points of Contact for agencies/departments through the Mid-America Regional Council (MARC) Regional Resource Annex. The Emergency Management Director has login access through the MARC website.

Information Management (KPS 150)

It is the responsibility of the Primary Agencies to collect, process, and disseminate pertinent information through protocols established in ESF 2-Communications. Generally, this will be via 2-way radio communications. Required information will be posted by the EOC using the WebEOC interface. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity and reporting.

Information will be reported through the Incident Command System. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will attend planning meetings and report on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

ESF 3-Public Works and Engineering is responsible for post emergency damage assessment in

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coordination with ESF 14. The Leavenworth County Public Works Department Supervisor is responsible for the following functions and actions:

- Serves as a part of the Leavenworth County Damage Assessment Team as detailed in Attachment 3.2-Damage Assessment and Recovery
- Any other actions or functions that are required by the EOP or Incident Command for which the Public Works Department may provide support or resources
- Serve as the liaison to the County Clerk, Treasurer, or Appraiser for disaster costs and accounting
- Involved in cost recovery through the Federal Highway Authority

It is the responsibility of the Leavenworth County Public Works and County Emergency Management Department to determine temporary debris storage sites and the best and most viable KDHE licensed locations to serve as the ultimate disposal site(s). With limited capacity to conduct structural (public and private) or environmental assessments, the County will coordinate with the County Engineer to source the appropriate entities from the Building Contractors Association. (KPS 155- 158)

Protective Actions (KPS 152)

Leavenworth County participated in the 2024 Region L Hazard Mitigation Plan. After a review of the document, it does not appear that the plan identified any specific "critical infrastructure" within the 100-year floodplain. Based on the HAZUS model 97 buildings were deemed to be located in the 1 percent annual chance floodplain (pg 330). The plan also identifies the critical facilities located within the county (pg 888) and anticipates that at some point in the future at least one critical infrastructure may reside within a floodplain. At that time any protection actions will be identified and included in the response plan. The plan in its entirety can be reviewed at the following link:

https://www.leavenworthcounty.org/eoc/documents/Plans/2Final%20Region%20L%20HMP.pdf

The Leavenworth County Public Works and Municipal Public Works departments will work with Leavenworth County Emergency Management to coordinate protection of critical infrastructure during periods of flood including but not limited to:

- Establish detour routings
- Provide barricades for traffic control points; assist in traffic control as requested
- Provide sandbagging assistance activity, emergency dike repair, and clearance of floating debris obstructing free water flow
- Reference the Leavenworth County Mitigation Plan, Public Works, and Debris Management attachments of this ESF for additional information.

Existing emergency power systems for equipment will be checked and refueled daily during Increased Readiness situations. A list of emergency power systems will be kept up to date.

Debris Management

It is the responsibility of the Public Works Department to provide centralized and coordinated removal and disposal of debris associated with disaster situations. The department supervisor is charged with overall responsibility for this task. Incident Annex IA 5-Debris Management provides coordination, resources, and criteria for debris cleanup activities.

- Construction, demolition and land clearing (CDL)
- Recyclables (metals, plastic, paper, glass)
- Household and Hazardous Materials (HHW)
- Organics (compostable wood and vegetative debris, clean wood)
- Soil
- Ash
- Vehicles

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- Tires
- White goods

The following agencies will provide technical assistance to coordinate debris management with Leavenworth County:

- The Kansas Department of Health and Environment (KDHE) will designate sites for disposal of hazardous wastes. In selecting sites, pollution control and proximity to the source of material will be the primary criteria. Disposal sites must be approved by the department to avoid potential water pollution.
- The Kansas Department of Transportation (KDOT) may provide manpower and equipment for debris removal upon request.
- Kansas Highway Patrol (KHP) will assist city and county law enforcement agencies as needed and provide traffic control on state owned roads within the county.
- The Kansas National Guard (KNG) may be requested by contacting the Kansas Division of Emergency Management (KDEM) to assist in cleanup work on public property through use of their manpower and equipment.

Hazardous Materials

The Leavenworth Fire Department, in coordination with ESF 10, provides response for hazardous materials disasters. During cleanup operations the County Public Works and municipal Public Works Departments anticipate the following:

- Render coordinating assistance to the Incident Commander as requested to mobilize and coordinate relief operations.
- To reduce risk, manpower and equipment should be selected before the need so the personnel have an understanding of hazardous materials and effective protective options.
- The contaminated equipment may pose a threat if not recognized and decontaminated before it is moved out of the contamination area.

The Primary Agencies are responsible for prioritizing debris removal activities. The first priorities of debris removal are lifeline routes for law enforcement, fire, and EMS vehicles, and other critical services or location. Second priority will be for the access to utilities, emergency, and disposal facilities for health and public safety. Third priority is for other areas. The debris removal will only take place on the right away of public roads; other removal will be in conjunction with “hold harmless agreements” to enter private property.

Hazardous Buildings Assessment

The Primary Agencies are responsible for rapid assessment activities and may request city and town building inspectors to assist the Public Works Department with damage assessment. The assessment team may be asked to take a lead role regarding inspections and damage assessment of buildings to determine potential demolition of unstable structures, emergency stabilization of damaged structures, and other actions to assist with rescue, and protect lives and property. High priority will be given to critical facilities such as hospitals, extended care facilities, and mass care shelters.

Damage assessment is addressed in ESF 14-Long-Term Community Recovery. ESF 3 coordinates with ESF 14 for damage assessment during a disaster. Also reference the attachments for other forms and guidance.

The county will implement emergency powers, on an as needed basis, for condemnation and demolition of damaged and/or dangerous structures.

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Continuity of Operations/Repair/Restore (KPS 158)

The Continuity of Government/Operations (COG) for county operations is implemented when an agency or agencies are overwhelmed, or their facility is damaged and unavailable for service. The COG Plan is provided under separate cover (reference Section 2.3.4 of the Basic Plan).

The mission of the Public Works Department is to remove debris from streets, eliminate hazards, manage storm damage, organize and coordinate rapid restoration of water/sewer services, repair essential services, immediately organize and coordinate damage assessment information and cooperate with other public and private agencies for infrastructure repair.

County/city governments are responsible for certain allocation of resources during a disaster. As a function of government, the policy decision as to support should be based on existing agreements that outline specific responsibilities for funding, man-power, and equipment. Leavenworth County participates in the State compact mutual aid agreement with the surrounding Counties which will allow any County or City within its boundaries to receive assistance through mutual aid from one of these other counties.

When an emergency extends beyond the capabilities or resources of County or Cities, action should be taken as outlined in the Leavenworth County COG Plan:

- Notify the Executive Group and the Emergency Management Director to coordinate additional support.
- Request assistance from State and/or other agencies/organizations required at the scene. State guidelines (KDEM) require that assistance requests to the state be submitted through the Emergency Management Director.

Priorities are determined jointly by the Incident Command, the BOCC, Public Health, and other agencies pertinent to the specific disaster. The supporting appendices to this ESF provide additional information related to ESF 3 personnel, duties, damage assessment, and training. The supporting attachments also include personnel, equipment, sanitation issues, training, and damage assessment. Additional ESF criteria include the following:

- This ESF will support infrastructure risk and vulnerability assessments.
- This ESF outlines the guidelines for post disaster assessments of infrastructure to help determine critical needs and potential workloads.
- Policies and guidelines will be established to identify structural and nonstructural mitigation measures, including protective measures to minimize adverse effects or protect resources prior to a disaster.
- Execution of emergency contracting support for life saving and life sustaining services, to include providing potable water, ice, emergency power, and other emergency commodities and services.
- This ESF anticipates assistance in monitoring and stabilization of damaged structures, demolition of structures designated as immediate hazards to public health and safety, and provides the structural specialist expertise to support inspection of mass care facilities and urban search and rescue operations.
- This ESF anticipates emergency repair of damaged infrastructure and critical public facilities (temporary power, emergency water, sanitation systems, etc.), supporting the restoration of critical flood control, and other water infrastructure systems. As appropriate, this ESF requests technical support to help facilitate efforts to obtain necessary regulatory (cultural and environmental) clearances for infrastructure restoration activities.
- Anticipates technical assistance to include engineering expertise, construction management, contracting, inspection of private/commercial structures, and real estate services.
- Manage, monitoring, and/or provide technical advice in the clearance, removal, and disposal of contaminated and uncontaminated debris from public property and the reestablishment of routes into impacted areas. The scope of actions related to contaminated debris may include waste sampling, classification, packaging, transportation, treatment, demolition, and disposal of contaminated debris

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and soil. The management of contaminated debris is coordinated with the Hazardous Materials ESF 10. For purposes of this ESF, contaminated debris is intended to mean debris (e.g., general construction debris/rubble) that is being addressed within the debris zone and to support the overall objectives, such as clearing roads and public property. Waste management related to hazardous site remediation is addressed under ESF 10-Oil and Hazardous Materials.

The Utilities will take steps to promote continued operation of community water, power, gas, and other distribution systems, facilities, and installations.

If service capability shortages or overload conditions appear imminent, the Utilities, in coordination with the Executive Board, will initiate curtailment guidelines.

Actions

Preparedness

- Pre-disaster planning and coordination is the responsibility of the Primary Agency and should occur on a regularly scheduled basis. Schedule to include conducting periodic ESF meetings and conference calls.
- Primary and Support Agencies continually review their roles and responsibilities for ESF 3.
- Assignment of duties within each agency will be reviewed and training for each will be organized and implemented.
- Any changes within the support agency that affect the ability to perform ESF 3 will be communicated in writing to County Emergency Management.
- Ongoing contact with ESF primary and support agencies will be maintained by County Emergency Management.
- The Primary Agency continue efforts to coordinate with corresponding private sector organizations.
- Coordinate ESF activities relating to disaster planning and critical infrastructure preparedness as appropriate.

Response

- Primary and Support Agencies initiate and manage tasks as defined by their operational plans in support of this ESF.
- Coordination of information from the ESF to the EOC is through the Primary Agency.
- Organize and provide direction to resources within their functional area.
- Provide staff for the operations at fixed and field facilities and maintaining trained personnel to support the response.
- Notify and request assistance from support agencies in order to manage task assignments.
- Work with appropriate private sector organizations to maximize use of available resources.
- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities.
- Assess the need for and requesting goods and services as needed. Verify financial and property accountability for ESF activities.
- Immediately following the occurrence of a disaster, assess the overall status of the areas within the county and begin determination of potential needs and resources.
- Continue planning for short term and long term disaster management and recovery operations.

Recovery

- Primary and Support Agencies continue with activities as directed by Incident Command. In addition, the support agency will initiate any recovery activities assigned to it by this ESF.
- Assist in the evaluation of damaged critical infrastructure assets. Recommend a strategy for restoration of communication service and assets.
- Implements COG for preparation and return to normal operations.

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- Completes post disaster reporting and evaluates the disaster to identify lessons learned.

Prevention/Mitigation

- Primary and Support Agencies finalize reporting and make recommendations for mitigation measures. Measures could include actions to protect their facilities, resources, and mitigate the effects of future disasters on this ESF. Viable recommendations should be formulated and proposed for acceptance and funding through the appropriate process.
- Primary and Support Agencies begin instituting mitigation measures to protect their facilities, resources, and other issues defined by this ESF.

Reference ESF 3 Checklist for other Actions.

Responsibilities (KPS 159)

Primary and Support Agencies

- It is the responsibility of the Leavenworth County Public Works Supervisor and Appraiser who are also a members of the EOC Staff, for coordinating public works activities and resources during the different stages of a disaster.
- Succession of authority will be managed internally for the Primary and each Support Agency. Chain of Successions will be provided from the Primary and each Support Agency to LCEM.
- Attend scheduled meetings to verify planning functions are carried out to support this ESF.
- Assemble a list of public works and engineering related assets available to support the recovery and coordinate this information with the EOC. Request volunteer agencies and industrial resources with communications assets to contribute assets to the response effort.
- Assess the need for and prioritize the deployment of services based on available resources and critical needs as they relate to your area of responsibility.
- Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.
- Participate in drills and exercises to evaluate local communications capability.
- Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies and guidelines and report these records to the Primary Agency.

Leavenworth Public Works Department

- Coordinate with each Support Agency through scheduled meetings to verify planning functions are carried out to support this ESF
- Coordinate meetings, plans, exercises, training, and other activities with the private sector, and the ESF 3 support agencies
- Oversee the coordination and management of resources, facilities and equipment related to this ESF
- Develop maintenance and protection arrangements for public works and engineering response and recovery
- Maintain records of expenditures and document resources utilized during response and recovery efforts

Municipal Public Works Departments

- Provide a representative to the County EOC to coordinate ESF 3 activities.
- Work with the other members of the County EOC team to set priorities and assign resources Deploy public works and engineering resources to assist first responders as required by the event.
- Assess the structural integrity of critical infrastructure.
- Repair county roads, streets, public buildings and infrastructure as required.
- Provide appropriate protective measures to protect critical infrastructure. Work with local contractors to establish and implement procedures to stabilize and demolish publicly owned buildings.
- Coordinate debris management operations.

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Leavenworth County and City Building Officials

- Assist in determining priorities for inspection of critical facilities.
- Determine whether buildings are habitable and usable for their intended purpose.
- Inspect public buildings and potentially unsafe commercial and residential properties.
- Issue permits to facilitate essential repairs.
- Coordinate the demolition of private, residential structures.

Leavenworth County and City Fire Departments

- Provide guidance regarding on scene safety issues pertinent to the public works and engineering function.

Public Utilities

- Provide personnel and resources to assist with public works and engineering functions.

Leavenworth County Public Health Department

- Work with the ESF 3 Coordinator in monitoring the air quality near debris disposal operations.
- Work with the Environmental Protection Agency to augment local air quality monitoring resources.

Leavenworth County Sheriff's Office

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

ESF 3 Checklist is not available except online.

Attachments

Sample Forms and Logs-reference ESF 5-ICS Forms

Attch 3.1 Public Works is not available except online.
Attch 3.2 Damage Assessment and Recovery is not available except online.
Attch 3.3 Initial Incident Report Forms is not available except online.
Attch 3.4 Disaster/Event Report is not available except online.
Attch 3.5 Damage Assessment Team Log is not available except online.
Attch 3.6 Right of Entry Agreement is not available except online.
Attch 3.7 Heavy Construction Equipment is not available except online.
Attch 3.8 Construction Equipment is not available except online.
Attch 3.9 Construction Materials Resources is not available except online.
Attch 3.10 Suppliers and Services/Contracts is not available except online.
Attch 3.11 Debris Notification Form is not available except online.
Attch 3.12 Landfills Location Map is not available except online.
Attch 3.13 MARC - Plan Bulldozer Regional Mutual Aid Agreement is not available except online.
Attch 3.14 Leavenworth County Temporary Debris Management Sites is not available except online.
Attch 3.15 Leavenworth County Debris Management Plan 2021 is not available except online.

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ESF 4-Firefighting

ESF Coordinator

Leavenworth County Fire Association Chairman

Primary Agency

City of Leavenworth Fire Services

Support Agency

Leavenworth County Emergency Management
Fort Leavenworth Fire Department
Leavenworth County Emergency Medical Service (EMS)
Mid America Regional Council (MARC)-LEPC
Kansas Department of Wildlife and Parks (KDWP)

Purpose, Scope, Policies/Authorities

Purpose (KPS 164)

This ESF implements Annex 4 to the Emergency Operations Plan. ESF 4 anticipates a comprehensive structure to coordinate appropriate utilization of local fire resources prior to, during, and after the impact of a disaster. This will include but is not limited to the detection and suppression of urban, rural, and wildfire resulting from, or occurring coincidentally with a natural or man made disaster. Trained firefighting resources are limited and could be quickly consumed by a disaster. Therefore, it is imperative that the EOP provide direction and prioritization for these resources.

Scope (KPS 165)

This ESF is structured to manage and coordinate firefighting resources in the detection and suppression of fires, rescue situations, and when mobilizing and coordinating personnel, equipment, and supplies in support of local entities. ESF 9-Search and Rescue, and ESF 10-Oil and Hazardous Materials are integral components of the function of this ESF's support agencies.

Policies/Authorities (KPS 166)

There are multiple Primary Agencies (fire departments) listed for this ESF. The lead agency will be determined by the major needs for the type and location of the disaster.

ESF 4 applies to agencies and organizations with assigned emergency responsibilities as described in the CEOP.

The ESF 4 Coordinator and the support agencies are critical members of the EOC Team and will work within the EOC structure described in ESF 5–Emergency Management.

Fire departments located in the County train their personnel in the Incident Command System (ICS) and the National Incident Management System (NIMS) to provide coordination during emergency situations.

Shift hours will be at the discretion of the representing agency. When possible, shift hours will correlate with general staff briefings. During each activation, general staff briefings will be established based on the threat.

Medical Monitoring-human health risk can be identified in two major categories regarding emergency response activities. The first category is occupational diseases and generally includes respiratory exposure to harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors. The recommended medical monitoring procedures are provided in OSHA 29 CFR 1910.120, hazardous waste operations and

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emergency response.

The second category is zoonotic diseases. Zoonotic diseases, or zoonoses, are those diseases which can be passed from animals (both domestic and wild) to people. Some of the major diseases include rabies, anthrax, intestinal parasites (roundworms, hookworms, etc.), salmonella, lime disease and others. The Foreign Animal Disease Plan maintained under separate cover, provides appropriate protective procedures for animal disease exposure.

State and Federal Authorities (KPS 167 & 168)

State and Federal authorities are provided in the 2022 Kansas Response Plan (pg 123) in the EOP References tab.

Concept of Operations

General (Command, Control, and Notifications) (KPS 169 & KPS 173)

The Primary Agencies are responsible for overall firefighting efforts in support of emergency operations. The allocation of resources during emergencies and the forecasting of needed resources is the responsibility of the Incident Commander. When an emergency extends beyond the normal capabilities or resources of the responding departments, the resource management aspects will be conducted by ESF 7-Resource Management.

A summarization related to coordination, communications, certifications, evacuations, etc. are provided in Attachment 4.1-Fire Service.

Succession of authority will be managed internally for the Primary and each Support Agency. Chain of Successions will be provided from the Primary and each Support Agency to Leavenworth County Emergency Management (LCEM).

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will be expected to attend planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

The Leavenworth County Emergency Management Director is responsible as the liaison for communication and information management to all supporting entities to include State and adjacent firefighting officials in support of this ESF during a disaster. Key information will be distributed via WebEOC and/or situation reports on pre-established email rosters. (KPS 170)

This ESF will be activated at the discretion of Leavenworth County Emergency Management. During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event.

The Primary Agencies will work directly with the Operations Chief for information management and reporting of ESF activities. (KPS 170)

Initial Notification (KPS 172)

The Board of County Commissioners maintains overall authority for the initial notification process. The Leavenworth County Emergency Management Director and the designee of the Sheriff’s Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the Leavenworth County Emergency Management Director. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities for Notification are provided as Attachment 2.6.

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Leavenworth County Emergency Management maintains an Emergency Points of Contact for agencies/departments through the Mid-America Regional Council (MARC) Regional Resource Annex. The Emergency Management Director has login access through the MARC website.

Information Management (KPS 171)

This ESF is coordinated through the designated representative of the Primary Agencies and LCEM. Support Agencies will work with the Primary Agencies and LCEM for purposes of pre-disaster planning and post disaster coordination of the issues addressed by this ESF. The Primary Agency coordinates verification of planning efforts for this ESF. During post disaster operations, each Support Agency is responsible for coordinating their individual plans, guidelines, and reporting of ESF activities to the Emergency Operations Center through the Primary Agency.

LCEM will work closely with the ESF Primary and Support Agencies to verify continuity across planning efforts. During disaster operations, the Primary Agencies will work directly with the Operations Chief located at the Emergency Operations Center for information management and reporting of ESF activities.

This ESF will interface with ESF 8-Public Health and Medical Services in coordinating medical assistance and transportation of victims beyond initial collection points.

This ESF will coordinate response efforts with the other ESF's during a disaster with special efforts related to coordination with ESF 9-Search and Rescue, and ESF 10-Oil and Hazardous Materials. In a disaster situation it is assumed that:

- Available local firefighting resources will be committed, and additional help will be needed from around the state.
- Coordination and direction of the local efforts, including volunteers, will be required.
- Fire resources will be tasked with a variety of missions, many of which will not directly relate to fire suppression.

Information will be reported through the Incident Command System. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or assigned area, to promote continuity.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will attend planning meetings and report on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Mutual Aid (KPS 177)

Kansas Statute 48-950 provides for all political subdivisions within the State of Kansas to be automatically included as a part of the Kansas mutual aid system. Also reference the Fire Service Response and Coverage section.

Functional Needs Populations

Facilities within Leavenworth County such as schools, licensed daycare facilities, hospital, and nursing homes are required to develop and maintain working evacuation plans for their facilities. Although not specifically included as a part of this plan, they are considered an addendum to it.

Facilities that care for vulnerable populations will communicate via radio or telephone with the EOC through 911 Dispatch when outside assistance is required.

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Incident Response Coordination

The Primary Agencies will jointly implement, evaluate, and coordinate the emergency situation with on scene incident command to make strategic decisions, identify resource needs and secure resources required for field operations and emergency contingencies resulting from cascading hazards.

Fire Service Response and Coverage (KPS 174 -178)

There is a countywide mutual aid inter-local agreement in place for all fire districts to support each other during fire and emergency response activities. The Leavenworth County Mutual Aid Association Auto Aid Agreement (PPG 3300.01) has been included for reference as Attachment 4.6. Fire units are dispatched via radio, or available communications, to provide backfill to areas requiring coverage.

It is the responsibility of the Primary Agencies to forward pertinent information to the EOC through protocols established in ESF 2-Communications. Generally, this will be via 2-way radio communications. Required information will be posted by the EOC using the WebEOC interface. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area to provide continuity and reporting.

Primary and alternate means of communications, protocols and equipment during a disaster operation are under the control of the individual agencies and department's Fire Chief. In the event of a response requiring the combined efforts of two or more fire protection departments, the responsibility is that of the Incident Commander. This can be accomplished through common tactical and command frequencies and through the use of the cross band repeater for inter-agency communications of mutual aid resources.

Leavenworth County has a deployable wildland task force that consist of five fire departments in the County. Kickapoo TWSP, Fairmount TWSP, Stranger TWSP, Tonganoxie TWSP and Tonganoxie City Fire are all part of the task force. This task force is used on regular bases to assist with in County Fires. Leavenworth County also has a mutual aid assist agreement that when grass fires occur, the response when red flag warning are issued, or high fire index, that four fire departments are dispatched. All of the departments involved with wildland/fire apparatus is in the CRMCS program. The county fire departments have 14 tenders, 18 brush units, 5 UTVs suppression units, and 19 engines. An auto aid plan is in place for the County with adjoining Counties committed to assist when an event should happen.

Information related to fire districts, coverage, HazMat, rescue, inventories, resources, and organizational guidelines are provided as Attachments to this ESF.

Actions

Preparedness

- Pre-disaster planning and coordination is the responsibility of the Primary Agencies and should occur on a regularly scheduled basis. Schedule to include conducting periodic ESF meetings and conference calls.
- Primary and Support Agencies continually review their roles and responsibilities for this ESF.
- Assignment of duties within each agency will be reviewed and training for each will be organized and implemented. Any changes within the support agency that affect the ability to perform this ESF will be communicated in writing to County Emergency Management.
- Ongoing contact with ESF Primary and Support Agencies will be maintained by County Emergency Management.
- The Primary Agencies will continue efforts to coordinate with corresponding private sector organizations.
- Coordinate ESF activities relating to disaster planning and critical infrastructure preparedness as appropriate.
- Coordinate intergovernmental, nongovernmental organization, and private sector preparedness efforts to support this ESF.

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- Review and reissue inventory protocols for assessment, allocation, and coordination of communications assets in the event of a domestic disaster.

Response

- Primary and Support Agencies initiate and manage tasks as defined by their operational plans in support of this ESF.
- Coordination of information from the ESF to the EOC will be provided through the Primary Agencies.
- Organize and provide direction to resources within their functional area.
- Provide staff for the operations at sites and maintaining trained personnel to support the response.
- In a timely fashion, notify and request assistance from support agencies in order to manage mission assignments.
- Work with appropriate private sector organizations to maximize use of available resources.
- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities.
- Assess the need for and requesting goods and services as needed. Coordinate financial and property accountability for ESF activities.
- Immediately following the occurrence of a disaster, assess the overall status within the county and begin determination of potential needs and resources.
- Continue planning for short term and long term disaster management and recovery operations.

Recovery

- Primary and Support Agencies continue with activities as directed by Incident Command. In addition, the support agency will initiate any recovery activities assigned to it by this ESF.
- Assist in the evaluation of damaged critical infrastructure assets. Recommend strategies for restoration of communication service and assets.
- Completes post disaster reporting and evaluates the disaster to identify lessons learned.

Prevention/Mitigation

- Primary and Support Agencies finalize reporting and make recommendations for mitigation measures. Measures could include actions to protect their facilities, resources, and mitigate the effects of future disasters on this ESF. Viable recommendations should be formulated and proposed for acceptance and funding through the appropriate process.
- Primary and Support Agencies begin instituting mitigation measures to protect their facilities, resources, and other issues defined by this ESF.

Reference the ESF 4 Checklist for other Actions.

Responsibilities (KPS 179)

Primary and Support Agencies

- Attend scheduled meetings to promote planning functions in support of this ESF.
- Assess the need for and prioritize the deployment of services based on available resources and critical needs.
- Assemble a complete list of available firefighting resources within the county, surrounding counties, and municipalities that may be available for response and coordinate this information with the EOC.
- Request volunteer and private agencies with assets to contribute those assets to response efforts.

District Fire Chief and/or District Fire Department

- Provide a representative to the EOC to coordinate ESF 4 activities.
- Work with the other members of the EOC team to set priorities and assign resources.
- Coordinate with the field to assess resource requirements.
- Request outside assistance and activate fire mutual aid agreements.

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- Serve as the Incident Commander and provide firefighting services.
- Gather and report information regarding firefighting activities to the County EOC.
- If available and requested, deploy firefighting resources to assist other fire departments

Leavenworth County Public Works Department
- Provide resources and personnel to support emergency firefighting operations.

Leavenworth County Sheriff's Office
- Assist with traffic control and security at the fire scene(s).

Police Departments (Basehor, Bonner Springs, Lansing, Leavenworth, Tonganoxie)
- Assist with traffic control and security at the fire scene(s).

Private Sector
- Provide equipment and personnel to support emergency firefighting operations.

ESF 4 Checklist is not available except online.

Attachments

Sample Forms and Logs-reference ESF 5-ICS Forms.

Reference the "Policies and Authorities" section of ESF 4 for Medical Monitoring.

Attch 4.1 Fire Service Protocols is not available except online.
Attch 4.2 Fire Resources is not available except online.
Attch 4.3 Fire District Map 2025 is not available except online.
Attch 4.3 District and Stations White is not available except online.
Attch 4.4 Service Providers and Contractors is not available except online.
Attch 4.5 Equipment and Equipment Operators is not available except online.
Attch 4.6 Leavenworth County Mutual Aid Association Automatic Aid Agreement is not available except online.
Attch 4.7 Leavenworth County Water Pull Sites is not available except online.

Request landowner agreements of pre identified pull sites

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ESF 5-Information and Planning

ESF Coordinator

Director of Emergency Management
Deputy Director of Emergency Management

Primary Agency

Leavenworth County Emergency Management

Support Agency

Leavenworth Board of County Commissioners (BOCC)
Leavenworth County / City Managers and Elected Officials
Mid America Regional Council (MARC)-LEPC

Purpose, Scope, Policies/Authorities

Purpose (KPS 184)

This ESF implements Annex 5 to the Emergency Operations Plan. The ESF is responsible for supporting overall activities of the County for disaster management. This ESF provides the core management and administrative functions in support of this ESF, and anticipates operational guidance to those who are assigned to work in this Emergency Support Function. The mission of this ESF is to collect, process, and disseminate information about an actual disaster or potential disaster situation, and facilitate the overall activities of response and recovery. It also is used to make appropriate notifications and interface with other local and state entities.

Scope (KPS 185)

This ESF is structured to manage and coordinate overall information and planning activities from the EOC in support of response and recovery operations. The ESF assimilates disaster information when the EOC is activated from county/municipal representatives and activated ESFs. Activities within the scope of this function include:

- Support other ESFs across the spectrum of domestic disaster management from prevention to response and recovery
- Facilitate information flow in the pre-disaster prevention phase to place assets on alert, or to pre-position assets for quick response
- Coordinate those functions that are critical to support and facilitate multi-agency planning and coordination for operations involving potential and actual disasters
- Utilizing alert and notification measures to assist in disaster action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for State assistance, resource acquisition and management (to include allocation and tracking), worker safety and health, facilities management, financial management, and other support as required

Policies/Authorities (KPS 186)

Emergency response and recovery operations will be conducted in general accordance with the National Incident Management System (NIMS).

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will attend planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

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Requests for equipment, resources or assistance will be made by the Primary Agency to the Incident Command System. Each request will be assessed by the Incident Command and a status response will be made as soon as possible. The Incident Command will maintain a listing of requests and will assign a priority to each.

Leavenworth County is limited on staffing, and in the event of a disaster or emergency condition beyond the capabilities of the county, a Regional Incident Management Team (IMT) may be requested through the State or mutual aid IMTs in the Metro. Resources may also be requested from the Mid-America Regional Council and its members.

Kansas Statute 48-950: provides for all political subdivisions within the State of Kansas to be automatically included as a part of the Kansas mutual aid system.

When major disaster assistance activities may be carried out by contract or agreement with private organizations, firms, or individuals, preference will be given, to the extent feasible and practicable, to those organizations, firms, and individuals, residing or doing business within Leavenworth County. Under disaster or emergency conditions, the Emergency Management Director may utilize the most expedient means possible in securing purchases; this includes and is not limited to suspension of the normal and usual County Bidding and Purchasing Policies.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will be expected to attend planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7-Resource Support policies and guidelines and report these records to the Primary Agency.

Primary and support agencies will provide summary recommendations as part of the submission of final record keeping and reporting. In order to enhance the ability to respond and mitigate cost, agencies should review their plan, allocation of resources, methods of communication, and overall interaction with other agencies. Recommendations for improvement should result from the review and should be implemented within the agency. Recommendations which apply outside the agency should be forwarded to the Emergency Management Director for consideration.

State and Federal Authorities (KPS 187 & 188)

State and Federal authorities are provided in the 2022 Kansas Response Plan (pg 132) in the EOP References tab.

Concept of Operations

General (Command, Control, and Notifications) (KPS 189)

The Leavenworth County Emergency Management Director (LCEM) is responsible for organizing and coordinating the emergency management function for Leavenworth County during emergency or disaster operations.

Succession of authority will be managed internally for the Primary and each Support Agency. Chain of Successions will be provided from the Primary and each Support Agency to LCEM.

Standard Operating Guidelines (SOGs) will be developed to support each task identified in this ESF and to support the additional items listed below:

- Call Down Roster
- Resource Lists (Internal)

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- Resource Lists (External)
- Resource Shortfalls
- Responding to requests
- Requesting assistance
- Maintaining critical elements of information
- Briefing requirements and format

The EOC activation checklist is provided as an Attachment to this ESF.

The Primary Agency is responsible for information management in support of this ESF during a disaster. Key information will be distributed via WebEOC and/or situation reports on pre-established email rosters.

This ESF will be activated at the discretion of Leavenworth County Emergency Management. During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event. Activation of this ESF will be coordinated through the Primary Agency.

The Primary Agency will work directly with the Operations Chief for information management and reporting of ESF activities.

ESF 5 serves as the support ESF for Primary and Support Agencies across the spectrum of disaster management. ESF 5 activities include those functions that are critical to support and facilitate the EOP and its components. This includes alert and notification, deployment and staffing, incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for assistance, resource acquisition, tracking, and management, worker safety and health, facilities management, financial management, and other support as required.

The primary point for initiating external notification processes is the Leavenworth County Emergency Management Office in Leavenworth, Kansas. Upon the notification of an emergency situation, the communications center will notify the Leavenworth County Emergency Management Director. The Leavenworth County Emergency Management Office, with backup from the Sheriff's Office and Leavenworth Police Department, is responsible for activation of the outside warning system. (KPS 190)

Initial Notification (KPS 192 & 198)

The Board of County Commissioners maintains overall authority for the initial notification process. The Leavenworth County Emergency Management Director and the designee of the Sheriff’s Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the Leavenworth County Emergency Management Director. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities of Notification are provided as Attachment 2.6.

Leavenworth County Emergency Management maintains an Emergency Points of Contact for agencies/departments through the Mid-America Regional Council (MARC) Regional Resource Annex. The Emergency Management Director has login access through the MARC website.

Information Management (KPS 191)

The Primary Agency will manage and report through the Incident Command System. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

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The ESF representative will attend planning meetings and report on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

This ESF is coordinated through the designated representative of the Primary Agency. It will coordinate support and mutual aid agencies in directing resources and response activities. The Primary Agency is the Coordinator for verifying that planning efforts for this ESF are accomplished. During post disaster operations, each Support Agency is responsible for coordinating their individual plans, guidelines, and reporting of ESF activities to the Emergency Operations Center through the Primary Agency.

This ESF serves as the support ESF for Primary and Support Agencies across the spectrum of disaster management. These ESF activities include those functions that are critical to support and facilitate the EOP and its components. This includes alert and notification, deployment and staffing, incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for assistance, resource acquisition, tracking, and management, worker safety and health, facilities management, financial management, and other support as required. (KPS 193)

Incident Assessment (KPS 194)

Upon activation of all or part of the EOP, Leavenworth County Emergency Management will implement the following initial actions:

- Alert threatened populations and initiate evacuation as necessary.
- Confirm that appropriate first responders have been deployed to the scene of the emergency as applicable.
- Notify county agency/department personnel and begin implementing established call down procedures to essential staff.
- Instruct appropriate county department and partner emergency services to activate necessary resources.
- Determine which county or other agency/organization has assumed incident command and establish communication with the Incident Command Post (ICP).

If an emergency or disaster is determined beyond the normal capabilities of local government, a local proclamation of emergency is made by the legislative heads of the involved governments. If the emergency or disaster is beyond the normal capabilities of county government a local proclamation of emergency is made by the county commissioners to request State assistance. The county proclamation is a prerequisite for state and federal assistance.

It is the responsibility of the Primary Agency to disseminate pertinent information to the EOC through protocols established in ESF 2-Communications. Generally, this will be via 2-way radio communications. Required information will be posted by the EOC using the WebEOC interface. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated location, to provide continuity and reporting.

Leavenworth County utilizes the Incident Command System (ICS) for on scene direction and control operations.

Command-overall management of the disaster is provided by the first responder on the scene until command is relinquished to a more senior/higher ranking individual in accordance with ICS policies.

Other ICS Functions-other ICS functions, to include, but not necessarily limited to: Operations, Planning, Logistics, and Finance/Administration will be in accordance with accepted ICS practices and Standard Operating Guidelines, and fall under the purview of the Incident Commander.

Outside responders will utilize the Incident Command System and be incorporated into said system by the use of agency/department liaisons.

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Incident Command (KPS 195)

Disaster operations are conducted in general accordance with the National Incident Management System (NIMS). The ICS and NIMS Overview is provided as Attachment 5.1. Documentation activities during disaster response will utilize the ICS response forms which are provided as Attachment 5.2.

This ESF and the EOP are organized to complement the National Incident Management System (NIMS). This ESF structure supports the general staff functions described in the NIMS which correlate to the County level functions. In general the functions include the following:

Command Support (KPS 196) Operations Planning Logistics Finance/Administration

The initial command will be assumed by the first responder managing the response on scene. That individual will assume the role of Incident Commander (IC) and manage the response from the on scene Incident Command Post (ICP) in accordance with NIMS ICS structure. The ICP will be primarily focused on tactical on scene management but may perform an EOC like function in smaller scale incidents or during the initial phase of the response to larger, more complex events.

Coordination between the disaster scene and the EOC will be accomplished with direct radio or telephone communications between the Incident Commander and the Emergency Management Coordinator or agency representatives.

At a minimum, the IC will determine disaster objectives and strategies; develop an Incident Action Plan (IAP); determine the ICS roles that need to be filled to deliver an expeditious response; and coordinate on scene response activities. If the event and response are complicated enough to warrant multi-agency or other types of command, the IC will coordinate with a jurisdictional EOC.

The on scene IC can also request limited or full activation of the county EOC, if in their judgment, the situation warrants an activation or the situation has the potential to escalate to a major or catastrophic emergency. Authorization for activation of the EOC should be approved by one of authorized persons, as identified in this ESF, if time and circumstances permit.

Volunteer Management

Management of unaffiliated volunteers requires a cooperative effort by county and municipal governments; voluntary and community based organizations, such as the Citizen Corps Council; faith based organizations; the private sector; and the media.

LCEM supports the Volunteer and Donations Coordinator and voluntary organizations. The affected governments, in partnership with voluntary organizations, are responsible for developing plans that address the management of unaffiliated volunteers during disaster response and recovery. (Reference the Volunteer and Donations Management Support Annex)

Emergency Operation Center (EOC) (KPS 198-200)

Initial staffing of the EOC will be the Emergency Management Director, the Leavenworth County Sheriff’s Major, and the 911 Supervisor, (or designated representative). This is the minimum staffing for the EOC. Depending upon the magnitude of the situation, the EOC staffing will be expanded as needed which may include requesting staffing resources from the Mid-America Regional Council. The Leavenworth County EOC organizational chart is provided as Attachment 5.8. The functions of the EOC include:

<u>The functions of the EOC include:</u>

- Provide technical information on plans, SOGs, research and support.
- Collect, process, and disseminate essential information to the EOC staff.
- Develop and brief, briefings, displays, and plans.
- Consolidate key information into reports and other materials; describe and document overall response

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activities and inform appropriate authorities of the status of the overall response operations.
- Maintain displays of key information such as maps, charts and status boards, and computer bulletin boards or electronic mail, as available.
- Establish a pattern of information flow and support of the action planning process initiated by the Command Staff.
- Provide logistical support for EOC staffing and facility needs.
- Establish historical records collection process and event reconstruction.
- Issue request from the Governors' office for Federal assistance to the President under the Stafford Act are coordinated through LCEM.
- Generate various Reports and Releases to support operations.
- Coordinate Incident Action Planning to support operations.
- Support the implementation of mutual aid agreements to promote a seamless resource response to affected jurisdictions.
- Maintain an on call workforce of trained and skilled reserve employees to provide the capability to perform essential emergency management functions on short notice and for varied duration.

General EOC operations include the following:
- This ESF will collect, sort and process information received from various sources and present condensed and updated information to the Operations Officer.
- Oversee message flow within the EOC, displaying information data, tracking mission assignments, and providing technical data in support of disaster operations.
- Coordinate and secure SOPs from agencies and organizations with primary responsibilities for ESFs.
- Maintain the EOC and secure an alternate location for emergencies.
- Notify appropriate agencies and organizations regarding EOC activation and necessary response.
- Prepare timely situation reports for local authorities, EOC, SOC, and other appropriate personnel.
- Secure and disseminate necessary information in support of ESFs
- Establish activation and operational times of the EOC.
- Establish a duty roster, phone lists, message flow and tracking.
- Monitors potential or developing disasters and supports the efforts of municipal and field operations.
- Coordinates operations and situational reporting to the State EOC.

The following types of equipment are located in the Emergency Operations Center and are utilized for numerous types of activities, and are available in the event of a disaster situation. The EOC contains updated maps of the State of Kansas, Leavenworth County, and cities within Leavenworth County including the general area. It also includes status boards required for tracking significant events/actions. The EOC also contains additional equipment, including:

- Additional telephones and lines
- Computer with Internet access
- Contact, resource lists, etc.
- Televisions with cable access
- Various radio systems

EOC Activation

The Leavenworth County Emergency Management Director, is responsible for the activation of the EOC. The Director and or designee assembles the EOC staff, initiates the necessary functional guidelines and also initiates scaling down and eventual deactivation of the EOC when the situation no longer warrants an active Emergency Operations Center.

The EOC will be activated/deactivated in specific levels depending upon the severity of the disaster and the need for resources. These operations levels are designated: Level I, Level II, and Level III. Operations levels are further detailed in Attachment 5.15-EOC Staffing Guidelines.

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The primary EOC is located at the Leavenworth County Courthouse, 300 Walnut Street, Leavenworth, Kansas. In the event that the Primary EOC is rendered or deemed unusable, emergency operations will relocate to the Alternate Emergency Operations Center. The Alternate EOC is located at the Tonganoxie Annex, 725 Laming Rd, Tonganoxie, Kansas. A map detailing the locations of the Primary and Alternate EOCs is provided as Attachment 5.10. (KPS 197)

Shift hours will be at the discretion of the representing agency. Where possible, shift hours will correlate with general staff briefings. During each activation, general staff briefings will be established based on the threat.

Any required resources to support this ESF must be coordinated, allocated, and managed through this ESF if possible.

In cases where the required resource cannot be obtained through this ESF, request will be forwarded to the EOC and coordinated through ESF 7 for allocation.

Once procured through ESF 7, the management of the resource (financial record keeping, reporting, tracking, etc.) will be coordinated through this ESF. Management of the resource will be documented using ESF 7 policies and guidelines. (KPS 202)

The Leavenworth County Emergency Management Office will determine when the immediate emergency response has largely concluded and the county can transition from crisis mode and short term recovery to long term recovery. This will include actions such as deactivation of the EOC, return of borrowed equipment and supplies, financial settlement, and restoration and rebuilding. Demobilization of the EOC may include:

- Developing and implementing a demobilization plan
- Collection of documentation, (i.e., Logs, sign in sheets, messages forms) generated during the event.
- Compile a list of the names and addresses of volunteers and vendors that donated their time, resources, and/or services.
- Conduct an inventory of EOC supplies and identify items needed to replenish the EOC supply cabinets. Include in the inventory any recommendations for additional supplies that should be added to the items already maintained.
- The return of items used during EOC operations to their appropriate locations. (KPS 203 & 204)

The EOC staff will provide information and recommendations to senior officials through the IC or as directed, to help determine a course of action to respond to, contain, and recover from an emergency. The ICS 209-Incident Status Summary form is the preferred method to provide situation reports to senior staff and officials. (KPS 201)

Public Information

The Public Information Officer (PIO) is responsible for the formulation and release of information about the disaster to the news media, the public, and other appropriate agencies and organizations through the EOC.

Public information coordination is activated at the discretion of the Leavenworth County Emergency Management Director, depending on the resources needed to adequately manage the event. (Reference ESF 15-External Affairs/Emergency Public Information)

Actions

Preparedness

- Pre-disaster planning and coordination is the responsibility of the Primary Agency and should occur on a regularly scheduled basis. Schedule to include conducting periodic ESF meetings and conference calls.

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- Primary and Support Agencies continually review their roles and responsibilities for this ESF.
- Assignment of duties within each agency will be reviewed and training for each will be organized and implemented.
- Any changes within the Support Agency that affect the ability to perform this ESF will be communicated in writing to County Emergency Management.
- Ongoing contact with ESF Primary and Support Agencies will be maintained by County Emergency Management.
- The Primary Agency will continue efforts to coordinate with corresponding private sector organizations.
- Coordinate ESF activities relating to disaster planning and critical infrastructure preparedness as appropriate.

Response

- Primary and Support Agencies initiate and manage tasks as defined by this operational plan in support of the EOP.
- Coordination of information from the EOC to components of the EOP is through the Primary Agency.
- Organize and provide direction to resources as part of the Incident Command function.
- Provide staff for the operations at sites and maintaining trained personnel to support the response.
- Notify and request assistance from other agencies to manage the overall response and recovery effort.
- Work with appropriate private sector organizations to maximize use of available resources.
- Supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and activities.
- Assess the need for and request goods and services as needed. Promote financial and property accountability for ESF activities.
- Immediately following a disaster assess the overall status within the county and begin determination of potential needs and resources.
- Continue planning for short term and long term disaster management and recovery operations.

Recovery

- Primary and Support Agencies continue with activities as directed by Incident Command. In addition, the support agency initiates any recovery activities assigned to it by this ESF.
- Assist in the evaluation of damaged critical infrastructure assets. Recommend a strategy for restoration of communication service and assets.
- Complete post disaster reporting and evaluates the disaster to identify lessons learned.

Prevention/Mitigation

- Primary and Support Agencies finalize reporting and make recommendations for mitigation measures. Measures could include actions to protect their facilities, resources, and mitigate the effects of future disasters on this ESF. Viable recommendations should be formulated and proposed for acceptance and funding through the appropriate process.
- Primary and Support Agencies begin instituting mitigation measures to protect their facilities, resources, and other issues defined by this ESF.

Reference the ESF 5 Checklist for other Actions.

Responsibilities

Primary and Support Agencies (KPS 205)

- Attend scheduled meetings to verify planning functions are carried out to support this ESF.
- Identify and provide staff representatives to support the ESF and other operational information related to these activities.
- Request volunteer agencies and private resources with assets to contribute those assets to the response

effort.
- Assess the need for and prioritize the deployment of services based on available resources and critical needs as they relate to your area of responsibility.
- Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.
- Participate in drills and exercises to evaluate local communications capability.
- Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies and guidelines and report these records to the Primary Agency.

Organizational responsibilities are depicted in the EOC Function Chart-Attachment 5.11.

County Executive
- Responsible for the overall coordination of response and recovery operations. The Chairman of the BOCC, or designee, may serve as the EOC Team Leader in coordination with the Emergency Management Director.

EOC Manager
- Responsible for site management and advising the County Executive. The EOC Manager will normally be the Emergency Management Director, or be a designee of the Emergency Management staff.

EOC Support Coordinator
- Responsible for collection, analysis and dissemination of information to the EOC staff. The EOC maintenance, Security, Technology, Communications, Radio, and EAS Operations coordinate and issue situation reports, bulletins and advisories, assist with science and technology support (GIS mapping, modeling) and providing support for action planning and resource tracking.

EOC Liaison Officer
- Responsible for Legal liaison and dissemination of information to the public. The Safety and Public Information Officers are supported through this function. This position may be filled by the County Attorney or legal advisor, or as designated by the BOCC.

Operations Chief
- Responsible for coordinating support to Incident Commanders or Supervisors in the field from the EOC. The Operations Chief is generally a representative of the primary response agency with overall disaster management responsibilities in the field.

Logistics Chief
- Responsible for resource management and responding to resource requests from the EOC. During most events, the Operations Chief may be responsible for the Logistics Chief duties. During more complex emergencies, a separate Logistics Coordinator may be assigned.

Planning Chief
- Responsible for situation analysis and anticipating future response and recovery needs from the EOC. During most events, the Planning Chief may be responsible for the Operations Chief duties. During more complex emergencies, a separate Planning Chief will be assigned.

Administration and Finance Chief
- Responsible for staff scheduling, administrative support, EOC documentation, procurement and finance issues from the EOC. This will generally be a member of the Emergency Management staff. During large or complex emergencies, a representative or representatives from other agencies or departments may fulfill this role.

In addition to these EOC positions comprising the basic direction and control organizational structure, members of the following groups will lead the Emergency Support Function (ESF) Annexes activated for

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the event. Members of these work groups will be dictated by the type, scope and severity of the disaster, and may include appropriate state and federal representation operating as a Unified Command.

Human Services Branch

- ESF 6-Mass Care, Housing and Human Services
- ESF 11-Agriculture and Natural Resources (excluding Foreign Animal Disease)
- ESF 14-Long term Community Recovery and Mitigation

Emergency Services Branch

- ESF 8-Public Health and Medical Services
- ESF 9-Search and Rescue
- ESF 10-Oil and Hazardous Materials
- ESF 13-Public Safety and Security

Infrastructure Branch

- ESF 1-Transportation
- ESF 2-Communications
- ESF 3-Public Works and Engineering
- ESF 12-Energy and Utilities

ESF 5 Checklist is not available except online.

Attachments

Attch 5.1 ICS and NIMS Overview is not available except online.
Attch 5.2 ICS Response Forms Guide is not available except online.
Attch 5.2.1 ICS Forms-Table of Contents is not available except online.
Attch 5.2.2 Incident Briefing (201) is not available except online.
Attch 5.2.3 Incident Objectives (202) is not available except online.
Attch 5.2.4 Organization Assignment List (203) is not available except online.
Attch 5.2.5 Division Assignment (204) is not available except online.
Attch 5.2.6 Incident Radio Plan (205) is not available except online.
Attch 5.2.7 Medical Plan (206) is not available except online.
Attch 5.2.8 Incident Organization Chart (207) is not available except online.
Attch 5.2.9 Safety Plan (208) is not available except online.
Attch 5.2.10 Incident Status Summary (209) is not available except online.
Attch 5.2.11 Resource Status Change (210) is not available except online.
Attch 5.2.12 Incident Check-In List (211) is not available except online.
Attch 5.2.13 General Message Form (213) is not available except online.
Attch 5.2.14 Unit Log (214) is not available except online.
Attch 5.2.15 Operational Planning Worksheet (215) is not available except online.
Attch 5.2.16 IAP Safety Analysis (215A) is not available except online.
Attch 5.2.18 Support Vehicle Inventory (218) is not available except online.
Attch 5.2.19 Resource Status Card (219) is not available except online.
Attch 5.2.20 Air Operations Summary (220) is not available except online.
Attch 5.2.21 Demobilization Checkout (221) is not available except online.
Attch 5.2.23 Incident Personnel Performance Rating (225) is not available except online.
Attch 5.3 EOC Activation/Deactivation Checklist is not available except online.
Attch 5.4 Increased Readiness Report is not available except online.
Attch 5.5 Security Log is not available except online.
Attch 5.6 Situation Report is not available except online.
Attch 5.7 Emergency Management Incident Report is not available except online.
Attch 5.8 Emergency Government Organizational Chart is not available except online.

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Attch 5.9 EOC Layout Diagram is not available except online.
Attch 5.10 Primary and Alternate EOC Location Map is not available except online.
Attch 5.11 EOC Functions Chart is not available except online.
Attch 5.12 Sample Emergency Declaration (KPS A5-1) is not available except online.
Attch 5.13 Emergency Disaster/Event Flow Chart is not available except online.
Attch 5.15 EOC Staffing Guidelines is not available except online.
Attch 5.16 FEMA- 321 Public Assisstance Digest is not available except online.
Attch 5.17 FEMA Public Assistance Guide is not available except online.
Attch 5.18 FEMA Application Guide to the Individuals and Households Program is not available except online.
Attch 5.19 FEMA Equipment Rates 2017 is not available except online.
Attch 5.20 MARC LEPC List is not available except online.

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ESF 6-Mass Care, Housing and Human Services

ESF Coordinator

Leavenworth County Resource Coordinator

Primary Agency

Greater Kansas City and Northwest Missouri Chapter of the American Red Cross

Support Agency

Leavenworth County Emergency Management
Radio Amateur Civil Emergency Service (RACES)
Leavenworth County School Districts
Emergency Medical Service Providers
Leavenworth County Health Department
County and Municipal Law Enforcement Agencies
Volunteer Agencies
Greater Kansas City and Northwest Missouri Chapter of the American Red Cross
Kanza Mental Health and Guidance Center of Northeast Kansas
Kansas State Animal Response Team -KSART
Mid America Regional Council (MARC)-LEPC

Purpose, Scope, Policies/Authorities

Purpose (KPS 210)

This ESF implements Annex 6 to the Emergency Operations Plan. The purpose of this ESF is to coordinate activities involved with the emergency provision of temporary non-medical shelters, housing, and human services to include emergency mass feeding and disaster welfare information of individuals and/or families impacted by a disaster.

Scope (KPS 211)

This ESF is structured to manage, coordinate, and promote delivery of services and the implementation of programs to assist individuals, households and families impacted by a potential or actual disaster. This includes economic assistance and other services for individuals impacted by the disaster. Activities within the scope of this function include:

- Mass Care: Coordination of non-medical mass care services to include sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on victims to family members, and coordinating bulk distribution of emergency relief items.
- Housing: Coordination of provision of assistance for short and long term housing needs of victims.
- Human Services: Providing victim related recovery efforts such as counseling, identifying support for persons with functional needs, expediting processing of new Federal benefits claims, assisting in collecting crime victim compensation for acts of terrorism, and expediting mail services in affected areas.

Policies/Authorities (KPS 212)

It is the responsibility of the Primary Agency to forward pertinent information to the EOC through the Incident Command System. Generally, this will be via 2-way radio communications. EOC information

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will be reported through the WebEOC. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center to promote continuity.

Support Agencies will work with the Primary Agency and Leavenworth County Emergency Management (LCEM) for purposes of pre-disaster planning and post disaster coordination of the issues addressed by this ESF. The Primary Agency is the coordinator for verifying planning efforts for this ESF. During post disaster operations, each Support Agency is responsible for coordinating their individual plans and guidelines and reporting of ESF activities to the Emergency Operations Center through the Primary Agency.

Requests for assets, resources or assistance will be made by the Primary Agency to the Incident Command System. Each request will be assessed by the Incident Command and a status response will be made as soon as possible. The Incident Command will maintain a listing of requests and will assign a priority to each.

In cases where the required resource cannot be obtained through this ESF, request will be forwarded to the EOC and coordinated through ESF 7 for allocation. Once procured through ESF 7, the management of the resource (financial record keeping, reporting, tracking, etc.) will be coordinated through this ESF. Management of the resource will be documented using ESF 7 policies and guidelines.

Food safety is the responsibility of Leavenworth County Public Health Department.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will attend planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Any required resources to support this ESF must be coordinated, allocated, and managed through this ESF if possible.

Management of the resource will be documented using ESF 7 policies and guidelines.

Primary and Support Agencies will provide summary recommendations as part of the submission of final record keeping and reporting. In order to enhance the ability to respond and mitigate cost, agencies should review their plan, allocation of resources, methods of communication, and overall interaction with other agencies. Recommendations for improvement should result from the review and should be implemented within the agency. Recommendations which apply outside the agency should be forwarded to the Emergency Management Director for consideration.

Medical Monitoring-human health risk can be identified in two major categories regarding emergency response activities. The first category is occupational diseases and generally includes respiratory exposure to harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors. The recommended medical monitoring procedures are provided in OSHA 29 CFR 1910.120, hazardous waste operations and emergency response.

The second category is zoonotic diseases. Zoonotic diseases, or zoonoses, are those diseases which can be passed from animals (both domestic and wild) to people. Some of the major diseases include rabies, anthrax, intestinal parasites (roundworms, hookworms, etc.), salmonella, lime disease and others. The Foreign Animal Disease Plan maintained under separate cover, provides appropriate protective procedures for animal disease exposure.

State and Federal Authorities (KPS 213 & 214)

State and Federal authorities are provided in the 2022 Kansas Response Plan (pg 140) in the EOP References tab.

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Concept of Operations

General (Command, Control and Notifications) (KPS 215)

Leavenworth County Emergency Management, in coordination with the Greater Kansas City Northwest Missouri Chapter of the American Red Cross, is responsible for the overall coordination of mass care and shelter required for response and recovery from a disaster. Shelter and mass care provisions designating key position responsibilities, actions, and forms are included as attachments to this annex.

This ESF will coordinate the initial staffing added and relief staff and the restocking of shelter supplies. Coordinate the provision of food and water to mass feeding sites. This will include procuring food from the USDA, Donated Goods, and private vendors. Coordinate sanitation provisions and inspections, and garbage removal from mass feeding sites.

This ESF will assist in the coordination of mass feeding sites established by the American Red Cross and volunteer agencies. When possible, mass feeding activities will include feeding of disaster victims and critical workforce personnel.

Coordinate, in cooperation with ESF 8-Public Health and Medical Services, for the provision of medical services up to advanced first aid and mental health services in shelters; utilizing trained and qualified personnel in shelters with sufficient numbers to care for people needing assistance.

This ESF will generate, procure, and regularly update a list of public and private agencies that have a mission to provide mass feeding in times of disaster. The list will provide specific information, to include:

- Number of persons each agency can feed two meals a day
- How long this level of feeding can be sustained
- Number of staff or volunteers available for cooking and/or serving
- Major equipment lists, e.g., field ranges, mobile feeding units, refrigeration, vehicles, etc.

Maintain a listing of volunteer organizations active in mass care in the disaster area (VOAD). The list will contain the following information:

- Type of services provided by each volunteer agency
- Number of volunteers in the area
- Resources each agency has available
- Names and contact means of key persons in each organization
- Logistical abilities of each organization, i.e. self contained, need transportation, etc.

Each Primary and Support Agency will participate in necessary training and exercises to promote continuity. Training will be performed in the form of meetings, workshops, exercises, peer to peer, and policy development.

The Primary Agency, in coordination with the ARC, will review this ESF annually to verify its accuracy for implementation. The date of review will be based on the adoption date of the EOP.

The Mass Care program designating key position responsibilities, actions, and forms is provided as Attachment 6.10-Mass Care.

Succession of authority will be managed internally for the Primary and each Support Agency. Chain of Successions will be provided from the Primary and each Support Agency to LCEM.

Information will be reported through the WebEOC. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center to promote continuity.

Individual Agency reporting requirements will be established by each primary and support agency to meet the needs of their respective organization.

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The ESF representative will attend planning meetings and brief the Operations Chief on the level of preparedness and activities of this ESF to include the Primary and Support Agencies.

Coordination (KPS 216)

The Primary Agency is responsible for information management in support of this ESF during a disaster. Key information will be distributed via WebEOC and/or situation reports on pre-established email rosters.

This ESF will be activated at the discretion of Leavenworth County Emergency Management. During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event. Activation of this ESF will be coordinated through the Primary Agency.

Coordination is through the designated representative of the Primary Agency and LCEM. It will coordinate with support and mutual aid agencies in directing resources for response and recovery activities.

The Primary Agency will work directly with the Operations Chief for information management and reporting of ESF activities.

Initial Notification (KPS 218)

The Board of County Commissioners maintains overall authority for the initial notification process. The Leavenworth County Emergency Management Director and the designee of the Sheriff's Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the Leavenworth County Emergency Management Director. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities for Notification are provided as Attachment 2.6.

Leavenworth County Emergency Management maintains an Emergency Points of Contact for agencies/departments through the Mid-America Regional Council (MARC) Regional Resource Annex. The Emergency Management Director has login access through the MARC website.

Information Management (KPS 217)

The Primary Agency will report through the Incident Command System when processing and disseminating information. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will attend planning meetings and report on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Sheltering (KPS 219, 220, 221)

Sheltering is the responsibility of ESF 6. Emergency shelter includes the use of designated shelter sites in existing structures within the affected area(s), as well as additional sites designated by Leavenworth County government. Criteria for selecting shelters are provided in Attachment 6.15-Guide for Shelter Facilities, and will be selected to the maximum extent feasible for individuals with disabilities.

The primary focus is on mass care, sheltering activities and the coordination of volunteer agency activities involved in mass care as directed by the American Red Cross (reference Attachments 6.10 and 6.11 for general protocols and concepts). Shelters should be managed in accordance with applicable American Red Cross regulations and guidelines with local personnel assigned to assist the Red Cross as needed.

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Shelters will be selected on the basis of suitability of the facility and its location within the county. Factors such as a sufficient area for sleeping, restrooms, showers, kitchen facilities, parking and accessibility for persons with disabilities will be taken into account. The decision as to which shelter(s) will be activated in a particular situation will be coordinated with the ARC, Leavenworth County Emergency Management, and the cities and the organizations providing the facilities.

In allocating space for facilities, restrooms, showers, parking, accessibility, etc., consideration should include the following:

- Reception and registration
- Emergency medical care
- Sleeping-40 square feet per person
- Counseling/interviewing space
- Feeding
- Shelter manager’s office
- Storage for food and supplies
- Child activities
- Storage for personal belongings
- Restrooms and Showers

Shelter management teams will be responsible for the cleanliness of kitchens, restrooms and sleeping areas, and the disposal of trash. Additional resources such as portable toilets, etc., should be requested through and coordinated with the EOC.

The structural integrity of emergency shelters and other emergency facilities will be determined by each city having jurisdiction, and by the Kansas Disaster Team through the Regional Coordinator. ESF 3-Public Works and Engineering supports ESF 6 by maintaining public buildings and expropriated private structures that have been determined necessary to house County evacuees.

ESF 6 intends to utilize the National Shelter System (NSS) program as a supplement to shelter planning. The NSS is a web based comprehensive database that provides information for shelters posted to the NSS during response to disasters and emergencies. Reports from the NSS will detail the location and capacities of shelters (evacuation, general, ADA compliant, pet friendly, medical, etc.) open, on standby, or closed. The information in the NSS is submitted by the local, State, and Community Organizations active in disasters entities operating these shelters.

Emergency Shelters (KPS 222)

This ESF coordinates the activities of public shelters that fall under American Red Cross Shelter guidelines. This includes shelters formed before, during, and after the event. Shelters will be opened and closed in accordance with public need as assessed by the American Red Cross and LCEM. Reception operations, as needed, will be carried out in accordance with ARC standards (ARC 3000 Series).

Guidance for the use, identification, opening, staffing and managing emergency shelters and temporary reception centers are provided as attachments 6.10-Social Services, 6.11-Shelter Operational Concepts, 6.12-Shelter Organization Chart and Responsibilities, and 6.14-Guide for Selecting Human Shelter Facilities.

The local jurisdiction should provide staff to coordinate and assist the Red Cross during shelter activation and assist the Red Cross as needed to verify that adequate food supplies, equipment, staff and services are available to launch and sustain shelter operations. This will include coordinating needs and requests with the City, County, and/or Emergency Operations Center (EOC) Logistics staff.

Reference Attachment 6.15 for ARC guidance for service animals in shelters.

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Tiered Emergency Shelters (KPS 223)

A short term shelter would be defined as any building capable of sheltering people for less than seventy-two hours. An example would involve one opened during weather conditions where evasive action is necessary for a limited period of time.

Long term shelters would be needed to shelter people for extended periods of time (more than seventy-two hours) as a result of situation that would take longer to resolve.

The ARC will take the lead to immediately provide feeding, shelter, and emergency first aid services, if possible. The ARC will plan to provide these services without external support for at least the first three days, or however long resources dictate, following the onset of the event. An independent ARC relief operation will be established to support this response. If this overwhelms local ARC state capabilities, state and national ARC resources will be requested.

A sustained operational period for the shelter requires daily upkeep of the facility and for the ongoing acquisition of equipment and supplies. Since it is their “temporary home”, shelter residents should assist with housekeeping and cleaning activities. Staff normally responsible for the facility (e.g., school janitorial services) may be available to support operations. County Health can address food, water safety and sanitation issues in shelters.

The Leavenworth County Commissioners may authorize use of county facilities and resources in support of mass care. In addition, they may enter into contracts with local businesses or agencies for additional resources or facilities.

Shelter Accessibility and Status Reporting

This ESF will continuously monitor occupancy levels and ongoing victims’ needs, and provide information regarding daily listing of “open” and “closed” shelters to the EOC. Shelter listings will include staffing and resource information. See Attachments for registration and shelter tracking forms.

Although medical facilities (i.e., nursing homes, residential care facilities, hospices, etc.) should be able to care for their own populations, if dictated by the situation, the Leavenworth County Public Health Department will provide assistance in opening and maintaining shelters for those with sensitive needs, as available.

Possible shelter and/or feeding sites may include, but is not limited to: local colleges, public and private schools, county fairgrounds, community centers, and churches that have general purpose or community rooms and kitchens. The County Fairgrounds could be used for tent or RV camping.

The primary communications link between designated shelters and the EOC will be via telephone. When possible, volunteer amateur radio operators will provide additional communication support.

ADA, Functional Needs Populations, Cultural Accommodations (KPS 228,237)

Planning for responsibilities and requirements of ESF 6 shelter selection, as outlined in Title II, ADA Guidelines for shelter site selection and operation will be prioritized and instituted to the maximum extent feasible in the jurisdiction.

ESF 6 may provide resources and technical assistance in support of local governments and Community Organizations Active in Disasters (COADs) when conventional and non-conventional congregate care systems and shelter in place activities are not available, or are in need of additional resources. Congregate care facilities are accessible to individuals with disabilities, whenever possible. Non-conventional sheltering may include:

- Hotels, motels, and other single room facilities.
- Temporary facilities such as tents, pre-fab module facilities and trains.
- Functional needs shelters and medical support shelters.

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- Professional care of children.

Public shelters selected for long term operations, at a minimum, must provide occupants with a safe place to sleep along with some provisions for food. Large urban disaster shelters also have the challenge of trying to meet a diversity of human needs. The shelter should provide accommodation for single men, single women, and families. Functional needs and accessibility should be accommodated as best as possible depending on architectural barriers present at each shelter location.

Upon determining the need to shelter in place for local shelters, long term care facilities, local community infrastructures, and facilities with functional needs and access considerations the protocol for Leavenworth County would include disseminating information using door to door notification, local and metro news media, NOAA radio, social media, Leavenworth County mass notification system which is tied into IPAWS through Alert Sense. Email notification and telephone communications through available listings to include long term care facilities and hospitals throughout the County.

Initial efforts aimed at evacuation will attempt when feasible to place displaced citizens within their original jurisdictional boundaries as prescribed so as to help mitigate potential cultural challenges. Consideration will also be given at both fixed and mobile feeding operations in order to not only include provisions for those with special dietary needs due to nutritional requirements but also cultural sensitivities.

Care and Shelter-Unaccompanied/Unsupervised Children (KPS 225, 230, 246,247, 248)

Plan to help with the reunification of families who are separated during the disaster:

- Establish a tracking system to maintain information on missing persons.
- Use the registration lists from community shelters to help locate displaced family members.
- If a child arrives at the shelter without a parent, get the parent’s name and try to locate the parent. Plan for a qualified staff person to supervise the child until such a time that the parent or guardian can be located.
- If the child is not picked up within 12 hours, because parent has been hurt or killed contact Child Protective Services (CPS) through the City and/or County Emergency Operations Center (EOC).
- Consider mental health support for children.

Support activities provided outside the county, including shelter facilities, equipment, supplies, transportation, etc. are provided through the Mid-America Regional Council (MARC), and State and Federal resources as applicable to the response. (KPS 228)

Shelter Sanitation (KPS 224)

This ESF will coordinate sanitation provisions and inspections, and garbage removal from mass feeding sites and shelters. Shelter sanitation will be conducted in accordance with ARC guidelines.

Coordination of emergency public information regarding availability and location of mass care facilities is the responsibility of the Leavenworth County Public Information Officer (PIO). Duties and responsibilities of the PIO are provided in ESF-15 External Affairs/Emergency Public Information.

Shelter Security (KPS 226, 227, 229)

Security will be coordinated with ESF 13-Public Safety and Security for mass care facilities provided by either the Sheriff’s Office (unincorporated areas), city police (incorporated areas), and/or private security. Leavenworth County Law Enforcement has written policies for dealing with sex offenders, and parolees in Shelters. General rules are to segregate these persons from the general population in the shelter situation. A list of sexual offenders is maintained in the online law enforcement database. In the event the database is not accessible, law enforcement will rely on "self reporting" procedures.

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The Emergency Shelter Teams will periodically update evacuees on current conditions and status of the disaster. ESF 6-Mass Care, Housing, and Human Services will coordinate public information dissemination with ESF 15-External Affairs/Emergency Public Information.

Housing Authority-Short and Long Term Housing) (KPS 231 & 232)

The Leavenworth County Housing Authority (operated by the City of Leavenworth), located at 200 Shawnee in the City of Leavenworth, is the sole housing authority for the County that provides Section 8 and low rent housing to low income individuals and families. ESF 14-Long Term Community Recovery coordinates with ESF 6-Mass Care, Housing, and Human Services and ESF 8-Public Health and Medical Services, to identify long term recovery needs and incorporates these into recovery strategies.

Leavenworth has two options for low-income housing managed by the City:

Planters II is a 105-unit, 10-story, high-rise public housing apartment building at 200 Shawnee Street in downtown Leavenworth. It is intended for persons over the age of 62 or persons with medically-certified disabilities. Residents pay 30% of their gross monthly income for rent. Total tenant income must be below 80% of the community's median income, which for a single occupancy is about $39,900 for one and $45,700 for two. There is usually a waiting list, ordered on a first-come basis. There are 100 one-bedroom apartments, nine of which are fully handicapped-accessible (e.g. drop down counter tops, extra wide doorways with pocket doors, extra bathroom accommodations) and four 2-bedroom apartments and a resident manager's apartment.

Section 8 (Housing Choice Voucher Program) is a tenant-based rental assistance program for low and moderate-income households. Qualified applicants receive a voucher and enter into a lease with a participating property owner within Leavenworth County. The City of Leavenworth manages up to 300 voucher holders through the Section 8 program.

Although these facilities should be able to care for their own populations, if dictated by the situation, the ARC and Leavenworth County Emergency Management will provide assistance in opening and maintaining shelters for those in need, as available.

Emergency Relief Supplies (KPS 233, 234, 235)

The Salvation Army and other volunteer groups may provide food, water, cots and other essential emergency items. These groups will work closely with the County EOC to identify individuals and families in need of assistance, as well as appropriate methods of distribution in the event they cannot reach shelters. The ARC will provide daily, overall direction of mass care operations, including the assignment of personnel and verify that requests for assistance are met, documented and prioritized.

This ESF will coordinate the initial staffing added and relief staff and the restocking of shelter supplies. Coordinate the provision of food and water to mass feeding sites. This will include procuring food from the USDA, Donated Goods, and private vendors.

This ESF will assist in the coordination of mass feeding sites established by the American Red Cross and volunteer agencies. When possible, mass feeding activities will include feeding of disaster victims and critical workforce personnel.

This ESF will generate, procure, and regularly update a list of public and private agencies that have a mission to provide mass feeding in times of disaster. The list will provide specific information, to include:

- Number of persons each agency can feed two meals a day
- How long this level of feeding can be sustained
- Number of staff or volunteers available for cooking and/or serving
- Major equipment lists, e.g., field ranges, mobile feeding units, refrigeration, vehicles, etc.

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Emergency Relief and Unmet Planning Needs (KPS 236)

Unmet Needs refers to those needs of individuals that are not met, or cannot be met, through a variety of service organizations i.e., Red Cross, Salvation Army, or Federal, State, local government programs. Typical unmet needs may include: financial assistance, housing, food, transportation, home furnishings, medical, debris removal, and counseling.

During disasters, especially in the recovery phase, it is critical that a collaborative effort be established between government and the private non-profit community to identify and assist with unmet need victims. Federal and state entities have specific guidelines and areas which can provide assistance, but this assistance is designed to meet minimum short term needs, i.e. to make those impacted safe, sanitary and secure. Volunteer organizations, interfaith groups, social service organizations, community action agencies and locally based state agencies all come together to define a complete assistance package for those impacted by the disaster. These local groups have various compositions and names, but all are designed to provide the same delivery of services.

This ESF will maintain a listing of volunteer organizations active in mass care in the disaster area for distribution of emergency relief items, infant care supplies, and other necessities, as available. The list, which is maintained in the EOC, includes the following information:

- Type of services provided by each volunteer agency
- Number of volunteers in the area
- Resources each agency has available
- Names and contact means of key persons in each organization
- Logistical abilities of each organization, i.e. self contained, need transportation, etc.

Insurance is the primary source of recovery from disasters. If you are uninsured or under insured, available assistance will depend on the scope and magnitude of the disaster. If the event is below federal government disaster declaration thresholds, assistance may be available from non-governmental organizations (NGOs), and members of Voluntary Organizations Active in Disaster (VOAD). Unmet needs are also those aspects of individual disasters like homelessness and cold weather shelters. Unmet needs should identify and assess individual and family disaster related unmet needs and apply the resources as available. Some resources can include:

- FEMA’s Individuals and Households Program (IHP)
- U.S. Small Business Administration (SBA)

The State of Kansas Vulnerable Needs System (http://www.helpmekansas.org/) also provides preparedness guides in conjunction with FEMA for disaster kits, making a disaster plan, and how to stay informed about disasters.

Initial humanitarian assistance (food, water, clothing, first aid, crisis counseling, emergency cleanup assistance, etc.) will be provided by the ARC, Salvation Army and other volunteer groups. If necessary, support in this area will be requested from the private sector.

ESF 11-Agriculture and Natural Resources anticipates support to ESF 6 through an integrated response. ESF 11 assists ESF 6 in coordinating county guidelines for centralized veterinary service activities to address animal needs.

Companion animals, due to health concerns, are generally not accepted in ARC shelters. Only service animals (seeing eye dogs, etc.) are allowed in ARC affiliated shelters. The county recognizes the varying and special requirements of individuals that require and utilize service animals. The county is committed to providing for the physical and mental health needs of these evacuees, and that the individuals and service animals remain together to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services and in accordance with the requirements of the Americans with

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Disabilities Act (ADA). (KPS 255)

Functional Needs Coordination (KPS 237,238)

The EOP will comply with Title II of the ADA when developing emergency management programs, services, and activities by using its available resources. Once those resources are used, or it is confirmed that those necessary resources do not exist in the county, then regional resources will be pursued to fulfill that need. If regional resources cannot meet the need, then state level resources will be requested. Coordination with the State ADA Coordinator will be conducted through the EOC via WebEOC and the State Emergency Operations Center (SEOC) to obtain advice and assistance during disaster operations.

Facilities within Leavenworth County who work, house and care for members of the functional needs population should have policies, plans, and resources in place for immediate evacuation of their facilities. In the event of a disaster the Primary and Support Agencies will make every effort, within the scope and nature of the emergency or disaster operations, to assist with the evacuation of people with disabilities.

Kansas Functional Needs Registry Program (KPS 239, 240, 241)

The Vulnerable Needs Registry program sponsored by the Kansas Division of Emergency Management is a free registry designed to assist emergency management in planning efforts to help individuals with vulnerable needs. A person is considered vulnerable if they may need assistance during an emergency due to a disability. Each County has access to the vulnerable population voluntary confidential registry of persons with disabilities that allows for the planning and prioritizing those facilities that work with or house vulnerable population members (http://www.kdheks.gov/disability/fnr.htm). The following website allows residents with special needs the opportunity to provide information to assist emergency management agencies in planning to meet the needs of vulnerable populations before, during, and after emergencies (http://www.helpmekansas.org).

ESF 1-Transportation can identify various forms of transportation for emergency or disaster evacuation operations, including accessible forms of transportation (i.e., vehicles equipped with wheelchair lifts) to help evacuate people with disabilities.

LCEM serves as Primary Agency for ESF 14-Long Term Community Recovery, and coordinates ESF 6-Mass Care, Housing, and Human Services, ESF 8-Public Health and Medical Services, and ESF 13-Public Safety and Security to identify long term recovery needs of functional needs and institutionalized populations and incorporates these activities into recovery strategies.

ESF 8 will coordinate with ESF 6 for sensitive needs populations. Although medical facilities (i.e., nursing homes, residential care facilities, hospices, etc.) should be able to care for their own populations, if dictated by the situation, the Leavenworth County Public Health Department will provide assistance in opening and maintaining shelters for those with sensitive needs, as available.

Accountability: Disaster Survivors and Volunteers (KPS 242, 244, 245)

The purpose of screening & registration is to be able to identify evacuees with functional needs or concerns, respond to inquiries about the status of evacuees, monitor health concerns, and provide a basis for post emergency followup support.

The ARC may assist local government in the registration of evacuees who are housed in ARC shelters. The ESF 6 Team should coordinate with other organizations that operate shelters to confirm that evacuees occupying those facilities are registered and information is provided to the EOC. Shelter registration and tracking forms are provided as Attachment 6.13.

The Primary Agency will appoint a Volunteers Management Team (VMT), as necessary, in response to the specific event. The VMT will maintain records of volunteer time and expenditures and document in accordance with ESF 7-Resource Support policies and guidelines.

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Coordination of emergency mental health services is provided in ESF 8, Attachment 8.3-Mental Health. In general, these services will be provided by the Mental Health and Guidance Center of Northeast Kansas.

ESF 5-Emergency Management, in coordination with the PIO will be responsible for status reports to the public regarding potential injured and missing persons relative to the disaster. Registration and tracking of injured or missing persons will be administered by each shelter, and casualty information will be provided to the EOC. The PIO and support staff will evaluate and release information to the public, as appropriate to the situation. The ARC may also provide electronic registration to their website. The registry allows victims of natural disasters to register their name, location, wellness status, and contact information, while allowing loved ones to search for them.

Hazard Materials Situations (Radiological) (KPS 249, 250, 251)

Leavenworth County does not have the capability to accept and care for evacuees from nuclear facilities, or radiological emergencies except as provided for in ESF 10-Oil and Hazardous Materials.

In the event of a disaster with the potential for contaminated victims who may be seeking shelter, a hazardous materials team, Health Department or Emergency Medical Personnel, or other appropriately trained county or city representative will be sent to the shelter to screen evacuees. Those found to be contaminated will be isolated in a separate holding area until properly decontaminated or transported elsewhere for decontamination and/or treatment.

Animal Sheltering (KPS 252, 253)

The County recognizes the elements of the Kansas Planning Standard under Animal Sheltering. The County currently does not have a formal Animal Shelter Plan. This may be due to a lack of personnel, finances, and other critical resources. Animal sheltering considerations and planning is outlined in the Animal Shelter Annex. Guidelines and supporting documents for registration, return, sheltering, relocation, and disposal unclaimed of pets is outlined in this Annex. (KPS 255-258).

Animal shelters are designated by pre-existing agreements with local entities (Attachment 6.18). Additional animal sheltering may be coordinated with the American Red Cross. Participating facilities may coordinate operations with the ARC and execute those to the extent of their capabilities. (KPS 256)

ESF 6-Mass Care, Housing, and Human Services, in coordination with and ESF 11-Agriculture and Natural Resources, maintains responsibility for animal welfare. The county has guidelines in place for evacuation and centralized care of domestic animals for pets in a disaster. Attachment 6.14-Animal Health coordinates the effective use of public and private partnerships for the care and well being of animals during and after a natural or technological disaster. Consideration for co-habitation of pets with pet owners is based on shelter capabilities and well being of occupants.

Leavenworth County will rely upon assistance from the Kansas State Animal Response Team (KSART) as a support agency in the CEOP. KSART, a State resource aimed at assisting in time of major disaster and emergency and to provide a means of preparedness and response in accordance with the PETS Act, an amendment to the Robert T. Stafford Relief and Emergency Assistance Act. In addition to response, Leavenworth County will Coordinate with local entities, the American Red Cross, and the Kansas State Animal Response Team to facilitate the registering and return of animals. (KPS 257)

The previous Kansas Animal Response Team was comprised of the regional teams; KC Metro, North East, South Central, South East, and South West and have formed together as one unit as of 2019.

Actions

Preparedness

- Pre-disaster planning and coordination is the responsibility of the Primary Agency and should occur on

a regularly scheduled basis. Schedule to include conducting periodic ESF meetings and conference calls.
- Primary and Support Agencies continually review their roles and responsibilities for this ESF.
- Assignment of duties within each agency will be reviewed and training for each will be organized and implemented.
- Any changes within the Support Agency that affect the ability to perform ESF 6 will be communicated in writing to County Emergency Management.
- Ongoing contact with ESF Primary and Support Agencies will be maintained by County Emergency Management.
- The Primary Agency will continue efforts to coordinate with corresponding private sector organizations.
- Coordinate inter-governmental, non-governmental organization, and private sector preparedness efforts to support this ESF.
- Review and reissue inventory protocols for assessment, allocation, and coordination of communications assets in the event of a domestic disaster.

Response
- Primary and Support Agencies initiate and manage tasks as defined by their operational plans in support of this ESF.
- Coordination of information from the ESF to the EOC is through the Primary Agency.
- Organize and provide direction to resources within their functional area.
- Provide staff for the operations at fixed and field facilities and maintaining trained personnel to support the response.
- The Primary Agency is responsible for notifying and requesting assistance from support agencies in order to manage task assignments. Work with appropriate private sector organizations to maximize use of available resources.
- Provide guidance for identifying potential housing resources.
- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities.
- Assess the need for and requesting goods and services as needed. Promote financial and property accountability for ESF activities. Immediately following the occurrence of a disaster, assess the overall status of the areas within the county and begin determination of potential needs and resources.
- Anticipates support for crisis counseling, disaster unemployment assistance, and disaster legal services.
- Continue planning for short term and long term disaster management and recovery operations.

Recovery
- Primary and Support Agencies continue with activities as directed by Incident Command. In addition, the support agency initiates any recovery activities assigned to it by this ESF.
- Assist in the evaluation of damaged critical infrastructure assets. Recommend a strategy for restoration of communication service and assets. Work with Federal, State, and local authorities on the development of a recovery plan, as appropriate.
- Completes post disaster reporting and evaluates the disaster to identify lessons learned.

Prevention/Mitigation
- Primary and Support Agencies finalize reporting and make recommendations for mitigation measures. Measures could include actions to protect their facilities, resources, and mitigate the effects of future disasters on this ESF.
- Viable recommendations should be formulated and proposed for acceptance and funding through the appropriate process.

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Reference the ESF 6 Checklist for other Actions.

Responsibilities

Primary and Support Agencies (KPS 261)

- Attend scheduled meetings to promote planning functions in support of this ESF. Participate in drills and exercises to evaluate local capability.
- Identify and provide staff representatives to support the ESF and other operational information related to these activities.
- Identify and request the aid of volunteer agencies and private resources with assets which could contribute to the response effort.
- Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies and guidelines and report these records to the Primary Agency.

Leavenworth County Emergency Management Department

- Coordinate with each Support Agency through regular meetings to promote planning functions in support of this ESF.
- Coordinate with the Primary Agency plan for the allocation of resource materials in sufficient numbers at the ESF location. These materials would include:
- Shelter listings for each agency with names and numbers of each shelter manager, as available.
- Listing of bulk food providers and contact personnel and phone numbers.
- Locations of mass feeding sites and the names of site managers.
- Provide a system for recording incoming requests for sheltering and mass feeding, response assignments and actions taken.
- Assist in maintaining records of expenditures and document resources utilized during response and recovery efforts.

Leavenworth County Public Health Department

- Assist in locating health and welfare workers to augment personnel assigned to shelters.
- Support disaster mental health services.
- Provide technical assistance and recommendations for shelter, feeding and warehouse operations related to food, vector control, water supply and waste disposal
- Assist with the provision of medical and first aid supplies for shelters and first aid stations.

Leavenworth County School Districts

- Support sheltering activities with personnel and facilities. Pre-arrange any agreements necessary with cooperation from the American Red Cross.

Law Enforcement (Leavenworth Sheriff, Lansing, Leavenworth, and Basehor Police Departments)

- Provide security at BOE facility shelters as required.
- Provide communications support.
- Provide traffic flow and parking assistance around mass care facilities.

Greater Kansas City and Northwest Missouri Chapter of the American Red Cross

- Deploy a liaison to the County EOC to coordinate ESF 6 activities.
- Open and manage shelters.
- Provide food, clothing, emergency medical care and other urgent disaster related needs. Provide technical guidance to County and City officials and agencies.
- Deploy trained personnel to manage mass care operations.
- Assess staffing, equipment and supply requirements and relay resource needs to government officials and agencies.
- Inspect shelters and maintain updated shelter lists and agreements.

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- Implement procedures for registration, tracking, feeding, and other mass care functions.
- Coordinate the activities of the other volunteer agencies providing assistance

Salvation Army and Volunteer Groups

- Assist with mass feeding activities as determined by the execution of this ESF.
- In catastrophic events, provide emergency shelter assistance.
- Screen, place and manage emergent (spontaneous) volunteers and establish a donations management operation.
- Serve as liaison to government officials and agencies

Emergency Medical Services (EMS)

- Assist with transportation and emergency medical care.

Leavenworth Municipal, Disrict, and Township Fire Departments

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

Hospitals and Clinics

- Provide open lines of communication are maintained between the hospitals, the EOC and mass care facilities.
- Provide personnel and resources to support ESF 6 operations.

Radio Amateur Civil Emergency Service (RACES)

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

Mental Health Agencies (Mental Health and Guidance Center of Northeast Kansas) (KPS 243)

- Deploy personnel to provide crisis counseling services to those affected by the event.
- Make trained staff available to provide mental health services in shelters and at various assistance centers.

Other Volunteer Agencies

- Support ESF 6 activities by providing food, comfort and hygiene items, crisis counseling services, assistance with emergency repairs and cleanup, temporary housing resources, child and elder care, functional needs assistance and other humanitarian assistance required by the situation.

ESF 6 Checklist is not available except online.

Attachments

Reference the "Policies and Authorities" section for Medical Monitoring.

Attch 6.1 Credentialing and Tier Typed Resources is not available except online.
Attch 6.2 ICS Structure Diagram is not available except online.
Attch 6.3 Local Reception and Care Facilities is not available except online.
Attch 6.4 Interpreters is not available except online.
Attch 6.5 ADA Compliant Shelters is not available except online.
Attch 6.6 Shelter Agreements is not available except online.
Attch 6.7 Shelter Manager Contacts is not available except online.
Attch 6.8 Health Care and Veterinary Personnel Contacts is not available except online.
Attch 6.9 Volunteer Organization Contacts is not available except online.
Attch 6.10 Mass Care Protocols is not available except online.
Attch 6.11 Shelter Operational Concepts is not available except online.
Attch 6.12 Shelter Organizational Chart and Responsibilities is not available except online.
Attch 6.13 Shelter Forms and Logs is not available except online.

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Attch 6.14 Guide for Shelter Facilities is not available except online.
Attch 6.15 ARC Shelter Service Animals is not available except online.
Attch 6.16 MARC Potential Shelter Resources is not available except online.
Attch 6.17 ARC Guidelines and Forms Link is not available except online.
Attch 6.18 Leavenworth County Animal Shelter Locations is not available except online.
Attch 6.19 Leavenworth County Animal Shelter List is not available except online.

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ESF 7-Logistics

ESF Coordinator

Director of Emergency Management

Primary Agency

Leavenworth County Emergency Management

Support Agency

Leavenworth County Treasurer
Leavenworth Board of County Commissioners (BOCC)
Leavenworth County Clerk
Saint Johns Hospital
Mid America Regional Council (MARC)-LEPC
Leavenworth County Administration
Leavenworth County Public Works Department

Purpose, Scope, Policies/Authorities

Purpose (KPS 266)

This ESF implements Annex 7 to the Emergency Operations Plan. This ESF anticipates operational guidance to those who are assigned to work in this Emergency Support Function. This ESF has been established to manage and coordinate logistical and resource support to local entities in supporting emergency response and recovery efforts during disasters.

Scope (KPS 267)

This ESF is structured to manage and coordinate direct and active support to emergency response and recovery efforts during the response and recovery phases following a disaster.

Manage and coordinate support in the location, procurement, issuance and accounting for most goods and services such as emergency relief supplies, facility space, office equipment, field equipment, office supplies, telecommunications, contracting services, transportation services, security services, and personnel required to support immediate response activities.

Manage and coordinate support for requirements not specifically identified in other ESFs, including excess and surplus property, donations, and volunteer assistance coordination. Resource support may continue until the disposition of excess and surplus property, if any, is completed.

Policies/Authorities (KPS 268)

This ESF is coordinated through the designated representative of the Primary Agency. Support Agencies will work with the Primary Agency for purposes of pre-disaster planning and post disaster coordination of the issues addressed by this ESF. During post disaster operations, each Support Agency is responsible for coordinating their individual plans and guidelines, and reporting of ESF activities to the Emergency Operations Center through the Primary Agency.

Emergency response and recovery operations conducted under ESF 7 will be in accordance with the National Incident Management System (NIMS).

Countywide resources committed to this ESF will be allocated and coordinated by this ESF. The primary source of equipment, supplies, and personnel will be primary and support agency resources and local sources outside the impacted area. Support that cannot be provided from these sources will be provided

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through commercial resources by either procurement or donation.

Each Primary and Support Agency will participate in necessary training and exercises to promote continuity. Training will be performed in the form of meetings, workshops, exercises, peer to peer, and policy development.

The Primary Agency will review this ESF annually to verify its accuracy for implementation. The date of review will be based on the adoption date of the EOP.

The inventory, storage, maintenance, and replacement of administrative and logistical support items will be the responsibility of each county agency and department. If additional resources of these types of materials are needed, they can be requested through the Emergency Operations Center. If the EOC or County Government is unable to meet these requests, then prearranged agreements with other suppliers in the local area will be considered for activation.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will be expected to attend planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Primary and Support Agencies will provide summary recommendations as part of the submission of final record keeping and reporting. To enhance the ability to respond and mitigate cost, agencies should review their plan, allocation of resources, methods of communication, and overall interaction with other agencies. Recommendations for improvement should result from the review and should be implemented within the agency.

State and Federal Authorities (KPS 269 & 270)

State and Federal authorities are provided in the 2022 Kansas Response Plan (pg 150) in the EOP References tab.

Concept of Operations

General (Command, Control, and Notifications) (KPS 271, 272,)

The Primary Agency will have overall responsibility for the coordination of resource support operations in the county by interaction between county, state, and federal emergency support agencies; and serve as the primary resource adviser to the executive group and recommend actions to be taken.

This ESF will plan, coordinate and manage resource support and delivery in response to and recovery from a major disaster or catastrophe.

This ESF will manage and coordinate supplies and equipment from county and municipal stocks, commercial sources and donated goods.

ESF Support Agencies will furnish resources as required.

Succession of authority will be managed internally for the Primary and each Support Agency. Chain of Successions will be provided from the Primary and each Support Agency to Leavenworth Emergency Management (LCEM). Position responsibilities are included in this ESF as Attachment 7.1-Resource Management.

The Primary Agency is responsible for information management in support of this ESF during a disaster. Key information will be distributed via WebEOC and/or situation reports on pre-established email rosters.

This ESF will be activated at the discretion of LCEM. During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event. Activation of this ESF will be coordinated through the Primary Agency.

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The Primary Agency will work directly with the Operations Chief for information management and reporting of ESF activities.

It is the responsibility of the Primary Agency to forward pertinent information to the EOC through protocols established in ESF 2-Communications. Generally, this will be via 2-way radio communications. Required information will be posted by the EOC using the WebEOC interface. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to provide continuity and reporting.

Initial Notification (KPS 274)

The Board of County Commissioners maintains overall authority for the initial notification process. The Leavenworth County Emergency Management Director and the designee of the Sheriff's Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the Leavenworth County Emergency Management Director. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities for Notification are provided as Attachment 2.6.

Leavenworth County Emergency Management maintains an Emergency Points of Contact for agencies/departments through the Mid-America Regional Council (MARC) Regional Resource Annex. The Emergency Management Director has login access through the MARC website.

Information Management (KPS 273)

Information will be reported through the Incident Command System. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will attend planning meetings and report on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Credentialing (KPS 275, 276)

Leavenworth County participates in the State of Kansas (KDEM) Comprehensive Resource Management and Credentialing System (CRMCS) to credential and train personnel, identify specialized capabilities, and identify and type equipment assets for regional planning in the event of a disaster.

Leavenworth County Emergency Management manages the CRMCS program and provides the necessary resources to input data into the system. This information will be reviewed and updated on an annual basis.

ESF-7 will determine and coordinate what personnel and facilities will be needed to handle the flow of resources into and through the jurisdiction (i.e., warehouses, receiving areas, checkpoints, etc.). ESF 7 will coordinate with ESF 3-Public Works and Engineering, ESF 5-Emergency Management, ESF 8-Public Health and Medical Services, and ESF 13-Public Safety and Security for an integrated approach to entry and travel through disaster areas.

The phased reentry plan will govern the order in which particular groups of people are allowed to reenter areas previously evacuated because of a disaster or threat of disaster. The plan may provide different reentry procedures for different types of disasters. The plan will:

- Recognize the role of emergency management, local government & law enforcement in making

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decisions regarding the timing and implementation of reentry plans for a disaster; and
- Provide emergency management, local government and law enforcement with sufficient flexibility to adjust the plan as necessary to accommodate the circumstances of a particular emergency.
- Utilize the CRMCS System to develop a reentry credentialing process as part of the phased reentry plan.

The ESF 7 Resource Support Coordinator will work with the other members of the EOC Team to determine the appropriate facilities and methods for the timely distribution of resources.

The ESF 7 Resource Support Coordinator will confirm checkpoints and facilities are notified of incoming supplies, equipment and other resources, as well as their priority designation.

Checkpoints and applicable facilities (e.g., warehouses, distribution points) will provide reports on resources passing through or arriving to allow the Resource Support Coordinator to track the location of resources and timeliness of delivery.

If necessary, traffic may be rerouted or delayed to accommodate the timely distribution of emergency resources and supplies.

Resource Directories (KPS 277)

ESF 7 will require support from both governmental and private sector agencies/departments. Resource categories and local sources will be listed in the Leavenworth County CRMCS database or Plan Bulldozer for vehicles, equipment inventory, facilities, external services, and personnel in greater metropolitan area. Other related information may be provided in the Mid-America Regional Council (MARC) Regional Resource Annex, if available. The Chamber of Commerce for the Leavenworth and Lansing area provides listings of current businesses for potential resources (www.llchamber.com). For other guidelines reference Attachment 7.1-Resource Management.

Resources Request and Management (KPS 278, 279,280)

A local disaster declaration will be made if the disaster overwhelms County capabilities. The specific process is detailed in the counties ordinance, which is mandated by State Statute (K.S.A 48-932)…“A state of local disaster emergency may be declared by the chairman of the board of county commissioners of any county, or by the mayor or other principal executive officer of each city of this state having a disaster emergency plan, upon a finding by such officer that a disaster has occurred or the threat thereof is imminent within such county or city. No state of local disaster emergency will be continued for a period in excess of seven (7) days or renewed, except with the consent of the board of county commissioners of such county or the governing body of such city, as the case may be Any order or proclamation declaring, continuing or terminating a local disaster emergency will be given prompt and general publicity and will be filed promptly with the county clerk or city clerk, as the case may be.” The specific process is detailed in the counties rules and regulations.

This process allows the County Executive to request a State emergency declaration which implements the State Emergency Operations Plan. Assistance and expenditures may be submitted to the State for reimbursement for a State declared disaster.

When it becomes clear that local resources will be insufficient to handle the situation, the issuance of a local emergency/disaster declaration is the mechanism for obtaining assistance from other government agencies.

At any point during the development of an emergency situation, the local jurisdiction may determine it cannot handle the situation without the use of outside resources. Such resources may be obtained through the invocation of existing, routine mutual aid agreements without declarations of emergency/disaster; however, significant augmentation of resources or activation of state and federal assistance (as provided under K.S.A. 48-9, K.S.A. 12-16, 117 or the Stafford Act) must be accompanied by a properly executed

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emergency declaration by the chief elected official of the local jurisdiction.

This declaration may be made by the mayor of a city which operates under the current, recognized County Emergency Operations Plan. For situations existing in cities without such a plan or in the unincorporated areas of the county, the declaration will be made by the Chairman of the Board of County Commissioners (BOCC). State declarations are requested by the County Emergency Management office through the KDEM and are made by the Governor upon KDEM's recommendation, when significant involvement of state resources or personnel is anticipated.

Requests for federal assistance may be made only by the Governor through the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA). Major disasters are declared by the President upon a request by the Governor and with the recommendation of FEMA. Presidential declarations activate the full range of disaster assistance outlined in the Stafford Act. Other federal declarations can be made by the Administrator of the Small Business Administration (SBA) for loan programs to persons affected by disasters and by the Secretary of Agriculture (agricultural disaster situations). Common to all requests for emergency/disaster declarations is the requirement that the requesting jurisdiction has exhausted its available resources to handle the situation. (See ESF-14 Long-term Community Recovery and Mitigation.)

Distribution and Deployed Resource Support (KPS 281- 283)

Points of distribution will be established as required by the disaster. Guidelines for location/relocation of resources, supplies, equipment, staging areas, capability, access, prioritization of resources donated goods, etc. are provided as Attachments to this ESF.

Essential resources (personnel, critical supplies, heavy equipment, etc.) will be relocated if it is determined that an immediate or potential threat exists to the area. Essential resources will be reallocated based upon need and the amount of immediately available resources. Specific needs will be determined by the number of people injured and level of protection for critical facilities. No local resource (such as a fire department) will be required to leave their area unprotected. If, in the opinion of the jurisdiction officials, an area is secure and there is adequate manpower and equipment to protect that jurisdiction, then the response of local resources may occur. Each jurisdiction must follow their primary directive of providing the resources necessary to protect the lives and property of their citizens.

Criteria for relocating critical facilities and/or operations are provided in the Leavenworth County COG Plan.

The County has its own fueling system in three locations in the County; Resources for fuel can be delivered via remotely, or a static location site. The Cities of Basehor, Lansing, Leavenworth and Tonganoxie also have fueling sites that are static that we can retrieve fuel both Diesel and unleaded fuel. Lodging will be arranged either locally at hotels in the Cities or in close proximity of the KC Metro Area.

The County will coordinate with supporting organizations within and surrounding the jurisdiction to meet all logistical needs. This includes faith-based organizations, local volunteer groups, and Operation BBQ, which will assist with food distribution.

Designated distribution areas include the County Shop, County Quarry, and the intersection of US-73 Highway & Millwood Road in Lowmont. A full list of distribution sites is provided in Attachment 7.1.2.

Local lodging options will be prioritized and expanded as needed. Details on hotel and lodging locations can be found in Attachment 7.5.

In a major emergency with an extensive influx of resources, supplies and personnel, the ESF 7 Resource Coordinator in coordination with the EOC Team may direct that facilities be designated for emergency use such as:

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Mobilization Center

A designated location for receiving and processing resources and personnel prior to their deployment to a Staging Area or disaster site. The Mobilization Center may also be required to provide briefings, lodging and feeding for arriving personnel.

Staging Areas

Used to assemble personnel and equipment for immediate deployment to an operational site in the affected area(s). Potential Staging Areas will be dictated by the locations and the scope of the disaster, but may include the county fairgrounds, camping sites, schools and recreational facilities. For further explanation of staging areas, Leavenworth County has included a copy of the Leavenworth County Responder Reception Center (RRC) and Disaster Logistics Stagin Area (DLSA) as attachment 7.10.

Warehouses and other facilities

Store or stage supplies and equipment for both short and long term emergency use.

Criteria used for the selection of resource staging areas will include proximity to the affected area, transportation access, communications capability, storage space and conditions, security, etc.

Volunteer and Donations Management (KP 284 & 286)

Affiliated volunteers include agencies such as the American Red Cross, Salvation Army and United Way, which may provide manpower and essential services to assist in the recovery process. These services include food, shelter, clothing and hygiene items, donations management, volunteer coordination, vouchers and mental health counseling.

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

Management of unaffiliated volunteers and donations requires a cooperative effort by county and municipal governments; voluntary and community based organizations, such as the Citizen Corps Council; faith based organizations; the private sector; and the media.

The affected governments, in partnership with voluntary organizations, are responsible for developing plans that address the management of unaffiliated volunteers during disaster response and recovery. ESF 7 supports the Volunteer and Donations Coordinator and voluntary organizations. For more information reference the Volunteer and Donations Management Support Annex.

Emergency Management will work closely with affiliated and unaffiliated agencies to avoid unnecessary procurement.

Leavenworth County Emergency Management utilizes the Salamander and Rapid Tag systems to track volunteer hours during an emergency/disaster event. (KPS 285)

Tracking Resources (KPS 287 & 288)

In emergency operations, each responding entity will be responsible for conserving and controlling its own resources.

ESF 7 coordinates with ESF 12-Energy and Utilities, and local energy industries, to assist with the location and distribution of critical fuel, lubricant, and electrical power to meet resource needs during a disaster. Reference ESF 12 for fuel strategy, and Attachment 12.5 for the Bulk Fuel Storage Map.

Each ESF will maintain records of expenditures and document resources used from mobilization through demobilization in accordance with ESF 7 policies and guidelines and report these records to the Primary

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Agency. Documentation will be completed utilizing standard ICS reporting forms (reference ESF 5).

When resources are no longer needed, the Incident Commander will confirm the order to demobilize.

Emergency Contracting (KPS 289, 290,291,& 292)

Procurement will be made in accordance with current local, state and federal laws and regulations that include emergency guidelines under Kansas Statute and Leavenworth County policies, Resolutions, and ordinances.

Emergency Management is tasked to establish emergency procurement procedures that will provide the required resources during an emergency/disaster as rapidly as possible. Purchase price and contract costs will be the responsibility of the requesting agency, or in the time of emergency, the Leavenworth County Emergency Management Department. These costs, however, may be submitted for reimbursement, pending the issuance of a State or Federal Disaster Declaration.

Emergency contracts and agreements for additional resources or services will be coordinated by ESF 7-Resource Management when activated.

The proclamation of a State of Local Emergency by the Board of County Commissioners or a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

Actions

Preparedness

- Pre-disaster planning and coordination is the responsibility of the Primary Agency and should occur on a regularly scheduled basis. Schedule to include conducting periodic ESF meetings and conference calls.
- Primary and Support Agencies continually reviews their roles and responsibilities for this ESF.
- Assignment of duties within each agency will be reviewed and training for each will be organized and implemented.
- Any changes within the support agency that affect the ability to perform this ESF will be communicated in writing to County Emergency Management.
- Ongoing contact with ESF primary and Support agencies will be maintained by County Emergency Management.
- The Primary Agency will continue efforts to coordinate with corresponding private sector organizations.
- Coordinate inter-governmental, non-governmental organization, and private sector preparedness efforts to support this ESF.
- Review and reissue inventory protocols for assessment, allocation, and coordination of communications assets in the event of a domestic disaster.

Response

- Primary and Support Agencies initiate and manage tasks as defined by their operational plans in support of this ESF.
- Coordination of information from the ESF to the EOC is through the Primary Agency.
- Organize and provide direction to resources within their functional area. Provide staff for the operations at fixed and field facilities and maintaining trained personnel to support the response.
- In a timely fashion, notify and request assistance from support agencies to manage mission assignments. Work with appropriate private sector organizations to maximize use of available resources.
- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities.

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- Assess the need for and requesting goods and services as needed.
- Support financial and property accountability for this ESF's activities.
- Immediately following the occurrence of a disaster, assess the overall status of the areas within the county and begin determination of potential needs and resources.
- Continue planning for short term and long term disaster management and recovery operations.

Recovery
- Primary and Support Agencies continue with activities as directed by Incident Command. In addition, the Support Agency will initiate any recovery activities assigned to it by this ESF.
- Assist in the evaluation of damaged critical infrastructure assets. Recommend a strategy for restoration of communication service and assets.
- Complete post disaster reporting and evaluates the disaster to identify lessons learned.

Prevention/Mitigation
- Primary and Support Agencies finalize reporting and make recommendations for mitigation measures. Measures could include actions to protect their facilities, resources, and mitigate the effects of future disasters on this ESF.
- Viable recommendations should be formulated and proposed for acceptance and funding through the appropriate process.

Reference ESF 7 Checklists for other Actions.

Responsibilities (KPS 293)

Primary and Support Agencies
- Attend regular meetings to promote planning functions in support of this ESF.
- Assess the need for and prioritize the deployment of services based on ESF 7 area of responsibility.
- Locate, procure, and issue resources to other County agencies for use in emergency operations necessary to support the County Emergency Operations Plan or to promote public safety.
- Locate and coordinate the use of available space for disaster management activities.
- Coordinate and determine the availability and provision of consumable non-edible supplies stocked in distribution facilities and supply centers when available.
- Procure required stocks from vendors or suppliers when County items are not available.
- Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies.

Leavenworth County Treasure Office
- Assist with the financial aspects of meeting resource requests, including record keeping and budgeting for procurement.

Greater Kansas City and Northwest Missouri Chapter of the American Red Cross
- Provide personnel and resources to support emergency operations.

Leavenworth County Council on Aging
- Provide specially trained personnel, as well as supplies, equipment and transportation resources for the area's senior population.

Building and Logistics
- Assist in locating and if necessary assisting with the management of facilities needed to support emergency resource support operations.

Leavenworth County Clerk
- Assist with record keeping and information management.

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Leavenworth Sheriff's Office
- Provide traffic control and security for distribution and warehousing facilities.
- Provide resource requests to be routed to the EOC with adequate detail.
- Provide personnel, supplies and equipment from existing inventories as needed to support emergency operations.

Facilities Management
- Provide knowledgeable staff to assist in locating facilities needed to support emergency resource support operations (i.e., warehouses, staging areas, etc.)

Leavenworth Municipal, District, and Township Fire Departments
- Provide guidance regarding on safety issues pertinent to facilities utilized for the resource support function.
- Provide for resource requests to be routed to the EOC with adequate detail.
- Provide personnel, supplies and equipment from existing inventories as needed to support emergency operation.

Leavenworth Housing Authority
- Provide assistance in locating suitable housing resources for those affected by the event.

Legal Department
- If requested, provide advice to the Resource Support Coordinators on contracts, emergency hiring, and other legal issues.
- When necessary, serve as a liaison with the State Attorney General’s Office and Federal Office of the Inspector general.

Other Volunteer Agencies
- Provide personnel and supplies to support emergency operations.

Private Sector
- Provide personnel and supplies to support emergency operations.

Leavenworth County Public Health Department
- Provide resources (personnel, supplies, equipment, services, and vendor information), from existing inventories as needed.

Leavenworth County Public Works
- Provide personnel, supplies, equipment and vendor information from existing inventories and resource lists.
- Assist with resource transportation issues
- Provide for resource requests to be routed to the EOC with adequate detail.

Salvation Army
- Manage the Volunteer and Donations Management function.
- Provide personnel and supplies to support emergency operations.

Leavenworth County Treasurer's Office
- Assist with financial record keeping and budgeting.

ESF 7 Checklist is not available except online.
ESF 7-Donations and Volunteers Checklist is not available except online.

Attachments

Sample Forms and Logs–reference ESF 5–ISC Forms.

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Reference Attachments 7.6 and 7.9 flowcharts for resource requests and mutual aid during a disaster.

Attch 7.1 Resource Management Protocols is not available except online.
Attch 7.2 Private Sector/Volunteer Organization Resource List is not available except online.
Attch 7.3 Inventory of Local Emergency Resources is not available except online.
Attch 7.4 Inventory of Critical Facilities with Emergency Generators is not available except online.
Attch 7.5 Resource List is not available except online.
Attch 7.6 Resource Request Flow Chart is not available except online.
Attch 7.7 Pre-Disaster Resource Contracts is not available except online.
Attch 7.8 County Receiving and Distribution Point is not available except online.
Attch 7.8A Type I, II, and III Distribution Points is not available except online.
Attach 7.9 Mutual Aid Flowchart is not available except online.
Attachment 7.10 Leavenworth County Responder Reception Center (RRC) And Disaster Logistics Staging Area (DLSA)-June 2016 is not available except online.
Attachment 7.11 Leavenworth County Staging Areas Map is not available except online.
Attachment 7.12 Leavenworth County Government Refueling Sites and Non-Government Bulk Fuel is not available except online.

Bulk potable water collection sites will be at Staging areas

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ESF 8-Public Health and Medical Services

ESF Coordinator

Leavenworth County Health Department Director

Primary Agency

Leavenworth County Health Department

Support Agency

Area Nursing Homes
Leavenworth County Council on Aging Transport
Leavenworth County Board of Education
Leavenworth County Council on Aging
Leavenworth County Emergency Medical Service (EMS)
City of Leavenworth Animal Control
Kansas Department of Agriculture
Kansas Medical Society
Local Hospitals
Pharmacies
County and City Law Enforcement / Fire Departments
Greater Kansas City and Northwest Missouri Chapter of the American Red Cross
The Extension Office of Leavenworth County
Mid America Regional Council (MARC)-LEPC

Purpose, Scope, Policies/Authorities

Purpose (KPS 298)

This ESF implements Annex 8 to the Emergency Operations Plan. This ESF anticipates operational guidance to those who are assigned to work in this Emergency Support Function. The purpose of this ESF is to provide the mechanism for coordinated county assistance to supplement municipal resources in response to public health and medical care needs (including veterinary or animal health issues when appropriate) for a disaster or during a developing potential health and medical situation. Additionally, to delineate guidelines for the identification, recording, transportation, sheltering and care of persons that require special needs in anticipation of, or during a disaster.

Scope (KPS 299)

This ESF is structured to manage and coordinate public health and medical needs in coordination with ESF 6, to include the entire spectrum of functional needs transportation, sheltering and care, of victims of a disaster. This support is categorized in the following core functional areas. Activities within the scope of this function include:

- Coordinate the assessment of public health/medical needs (including behavioral health).
- Coordinate public health surveillance.
- Coordinate the availability, badging, and credentialing of medical care personnel.
- Coordinate the identification, procurement, and distribution of medical equipment and supplies.

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Policies/Authorities (KPS 300)

This ESF Annex applies to County, City, private sector and volunteer agencies with assigned emergency responsibilities in this CEOP.

The ESF 8 Coordinator and the support agencies are critical members of the EOC Team and will work within the EOC structure described in ESF 5-Emergency Management.

It is the responsibility of the Primary Agency to forward pertinent information to the EOC through protocols established in ESF 2-Communications. Generally, this will be via 2-way radio communications. Required information will be posted by the EOC using the WebEOC interface. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area to provide continuity and reporting.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

Any resources required to support this ESF must be coordinated and allocated through ESF 7. At a minimum, the type, quantity, place of use, and allocating agency should be recorded and submitted to the Incident Command. Records of expenditures and document resources utilized during recovery will be maintained in accordance with ESF 7 policies and guidelines and report these records to the Primary Agency.

Primary and support agencies will provide summary recommendations as part of the submission of final record keeping and reporting. In order to enhance the ability to respond and mitigate cost, agencies should review their plan, allocation of resources, methods of communication, and overall interaction with other agencies. Recommendations for improvement should result from the review and should be implemented within the agency. Recommendations which apply outside the agency should be forwarded to the Emergency Management Director for consideration.

State and Federal Authorities (KPS 301 & 302)

State and Federal authorities are provided in the 2022 Kansas Response Plan (pg. 160) in the EOP References tab.

Concept of Operations

General (Command, Control, and Notification) (KPS 303)

ESF 8 coordinates resources related to health and medical issues and monitors field deployment of medical personnel and resources.

This ESF will retain full control over its own resources and personnel.

Support Agencies assisting ESF 8 assignment will retain administrative control over its own resources and personnel, but will be under the operation control of ESF 8. Delegation of missions may be delegated to a Multi-Agency Coordination Team or a local entity.

The county coroner has overall responsibility for care, identification, and disposition of human remains within the jurisdiction. The state will provide assistance at the request of the county government.

ESF 8 will contact authoritative organizations, local government entities and county health officials to assess the magnitude of need; determine appropriate location for mortuary and temporary facilities and specify equipment or materials deemed necessary. ESF 8 will coordinate security issues with ESF 13-Public Safety and Security.

ESF 8 and ESF 6 Mass Care, Housing and Human Services will share and coordinate information regarding at risk individuals in preparedness for emergency situations.

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ESF 8 will verify the procurement of supplies and equipment (i.e. refrigeration units, body bags, stretchers, embalming supplies, transportation, etc.), as required to maintain appropriate condition of the deceased until proper identification, notification and disposition can be determined. Use of existing morgues and forensic personnel will be coordinated with state personnel and with dental/medical school personnel, as necessary.

This ESF will establish clear lines of communication and integration of expectations will be established on a routine basis with the EOC.

Control (KPS 304)

There are multiple Primary Agencies listed for this ESF. The lead agency will be determined by the major needs for the type of disaster.

The Primary and Support Agencies will operate under the established procedures, protocols, and plans established for their agency. These plans are included in this CEOP by reference. Incident Annexes to this Plan include the County Health Department Biological Response Plan, Terrorism Plan, and Foreign Animal Disease Plan.

Support Agencies will work with the Primary Agency and Leavenworth County Emergency Management for purposes of pre-disaster planning and post disaster coordination of the issues addressed by this ESF. The Primary Agency is the Director for confirming planning efforts for this ESF are accomplished. During post disaster operations, each support agency is responsible for coordinating their individual plans and guidelines and reporting of ESF activities to the Emergency Operations Center through the Primary Agency.

Key information will be logged via WebEOC for situational awareness, and/or be distributed via situation reports on pre-established email rosters.

Leavenworth County Emergency Management (LCEM) will work closely with the ESF Primary and Support Agencies to verify continuity across planning efforts.

This ESF will not release medical information on individual patients to the general public to maintain patient confidentiality protection. For more information reference Attachment 8.2-HIPPA Disclosures During Emergencies.

The Primary Agency will work directly with the Operations Chief for information management and reporting of ESF activities.

Succession of authority will be managed internally for the Primary and each Support Agency. Chain of Successions will be provided from the Primary and each Support Agency to LCEM.

Initial Notification (KPS 305 & 306)

The Board of County Commissioners maintains overall authority for the initial notification process. The Leavenworth County Emergency Management Director and the Sheriff and or a designee from the Sheriff’s Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the Leavenworth County Emergency Management Director. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities for Notification are provided as Attachment 2.6.

Leavenworth County Emergency Management maintains an Emergency Points of Contact for agencies/departments through the Mid-America Regional Council (MARC) Regional Resource Annex. The Emergency Management Director has login access through the MARC website.

The Kansas City Health Care Coalition is comprised of 16 counties in Kansas and Missouri. Leavenworth

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County, Johnson County, Wyandotte County, and the greater Kansas City, Kansas area are all participants. In an event pertinent to ESF 8, this partnership will greatly enhance Leavenworth County's preparedness activities and response capability. The charter for this coalition is provided as Attachment 8.8.

Leavenworth County utilized WebEOC to create a Common Operating Picture (COP) and Community Lifelines in order to identify essential elements of information that may be requested by local media outlets, healthcare, and medical organizations.

Information Management

During a disaster and EOC activation, the EOC Operations Section Chief will coordinate the support resources from the support agencies with the Primary Agency. The ESF 8 Primary Agency is responsible to coordinate support agencies to accomplish the missions and tasks as assigned, or as needed in support of community health and safety. Support agencies are committed to work in cooperation with the ESF 8 lead agency in an effort to meet the needs of the community.

During the response phase, ESF 8 will evaluate and analyze information regarding Health and Medical assistance requests. Also, ESF 8 will develop and update assessments of the Health and Medical status in the impact area, and performs contingency planning to meet and anticipate demands and needs.

Shift hours will be at the discretion of the representing agency. It is preferred to have shift hours correlate with general staff briefings. During each activation, general staff briefings will be established based on the threat.

Continuity of Operations

The Incident Command Team will assume initial responsibility for the management of mass fatality disasters. Specific responsibilities may be assigned to specific agencies depending on the scope of the disaster.

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 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.

If relocation of a health agency is required the agency COG Plan will be implemented to provide a smooth transition of resources and services.

COG Plans are considered internal decisional documents with national and domestic security protections afforded under applicable U.S. statutes. Additionally, due to the inclusion of personal information about Department/Agency employees, COG Plans will be protected by the Freedom of Information Act, Exemptions 3, 4, and 6.

Alternate Care

In situations where health and medical needs cannot be met through the existing response systems and resources in Leavenworth County, the County ESF-8 Public Health and Medical Team will request regional, State, and Federal resource and facilities support through the EOC by emergency declaration.

Medical Surge

The Primary Agency does have access to the EM Resources system that provides electronic bed tracking for the hospitals in the northeast region. The ESF 8 Coordinator is responsible to track hospital surge status and capacity and coordinate information to response partners and State resources via WebEOC. Hospitals in Leavenworth County such as St. John's, and the VA Medical Center maintain Mass Casualty Annexes as part of their Emergency Operations Plans that include a medical surge plan.

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Local medical facilities retain primary responsibility for victim screening and decontamination operations. Decontamination may include individuals, service animals and pets. The protocols and guidelines for decontamination are included in the Emergency Plan for each facility. When local capabilities are exceeded regional and State HazMat teams may be utilized for decontamination procedures.

Leavenworth County EMS agencies will respond to the emergency or disaster to establish field triage areas, direct triage and rapid transport procedures, and initiate communications with appropriate medical agencies and ESF 8 Coordinator for tracking and transport of patients.

Local hospitals and EMS providers are responsible for the tracking of individual patients as they enter and are dismissed from medical care. Each agency currently has policies and procedures to confirm proper and consistent information is transferred with the patient.

This ESF will appropriate non-specific information on casualties/patients that will be provided to ESF 6-Mass Care, Housing, and Human Services (Northwest Missouri and Greater Kansas City Chapter of the American Red Cross) for inclusion in the Disaster Welfare Information System, and to ESF 15 for informational releases. Reference “Attachment 8.2-HIPPA Disclosures During Emergencies” for additional information.

In the event a deceased victim has no surviving family or next of kin, the state through the appropriate county coroner, will assure that a dignified burial is provided by the local government with jurisdictional responsibility. Burial assistance to families of deceased veterans will be provided through the Kansas Office of Veterans Affairs. The Kansas Funeral Directors Association will assist with family counseling.

Epidemiology and Surveillance (KPS 307, 308, & 309))

The Leavenworth County Public Health Department is responsible for coordinating public health activities under the Health Officer’s statutory responsibility (KSA 65-118, 65-119, 65-126, 65-127, 65-128, 65-159, 65-202, etc.), in coordination with community partners and the Kansas Department of Health & Environment (KDHE).

The Leavenworth County Public Health Department Director will coordinate the investigation and facilitate the appropriate tests to determine the extent of threat and contamination from chemicals and/or some pathological hazards. Radiological testing will be conducted by the Hazardous Materials Team. (See ESF 10-Oil and Hazardous Materials Annex)

The Leavenworth County Public Health Department participates in the Centers for Disease Control and Prevention (CDC)-Public Health Preparedness Program (PHEP) program to prepare for and respond to public emergencies.

Disease surveillance systems are in place to continually collect, analyze, interpret, and disseminate data to prevent and control disease. The Leavenworth County Health Department uses a variety of methods to conduct disease surveillance including Passive Surveillance, Active (Enhanced) Surveillance and Sentinel sites. Currently, there is not a system available to provide this information from EMS services in Kansas.

Currently, the Leavenworth County Public Health Department receives case reports via telephone, facsimile and the Kansas Health Alert Network (KHAN). The Kansas Alert Network and EPI-Trax (the State of Kansas disease surveillance system) will be monitored for updates, information and new case reports by the Leavenworth County Health Department. The Health Department will monitor media avenues for news information and activate the incident specific Biological Annex if warranted.

The Health Department, schools, hospitals, clinics and similar entities have been trained to contact the appropriate response agency when a disaster is identified. In most cases, EMS will be first response and will contact additional resources based on their evaluation of the disaster and need for further epidemiology.

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

Healthcare providers in Leavenworth County have been asked to be the 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.

An epidemiological investigation will be necessary to determine if individuals have been exposed and/or infected. The Leavenworth County Public Health Department Administrator will coordinate with Environmental Protection Agency (EPA) Health Officer, Leavenworth County Public Health Department and KDHE regarding contamination of buildings and the environment.

When passive, syndromic, and/or sentinel site surveillance indicates a deviation from the norm, the data will be analyzed for trends and patterns. Any clustering or increase in a particular disease or syndrome will be investigated immediately by the Leavenworth County Health Department, KDHE, and Center for Disease Control (CDC)

A Disease Protocol Manual used for investigation and managing disease outbreaks, prepared by the KDHE Bureau of Epidemiology and Public Health Information is maintained by the Leavenworth County Public Health Department.

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

Community Reception Centers for radiological emergencies provide a predetermined location where the affected population will be directed in case of an evacuation triggered by a disaster at a nuclear plant. Leavenworth County does not reside within a nuclear power plant evacuation area, and does not serve as a host county. Leavenworth County does not currently have plans in place for monitoring and decontaminating emergency workers when departing an evacuated area. The County would request assistance from the State in the event of a nuclear emergency.

Fatality Management (KPS 310, 311, 312, & 313)

According to state law, the County Coroner is responsible for deceased persons. The district coroner will thereby direct work related to the handling of deceased individuals at the scene of the disaster.

The Leavenworth County Coroner is responsible for Deceased Identification and Mortuary Services as follows:

- Develop plans for location, identification, removal and disposition of the deceased.
- Establish a system for collecting and disseminating information regarding victims and have the operational capability to deliver the information in a field environment in coordination with ESF 15.
- Develop protocols and maintain liaison with Disaster Mortuary Operational Readiness Teams (DMORT) of the National Disaster Medical System (NDMS).
- Identify agencies, organizations, and individuals capable of providing support services for deceased identification including Kansas Funeral Directors and Embalmers Association and Kansas Coroners Association.
- Maintain a description of capabilities and guidelines for alert, assembly and deployment of Local and State mortuary assistance assets.

For additional information reference ESF 8–Mass Fatality Appendix to the State of Kansas Response Plan (2017).

The contact of local funeral directors will be coordinated by the EOC Command Team. When necessary, a

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representative from a local funeral home will be requested to coordinate and arrange for the expansion of mortuary services through outside agencies.

Reference the MARC Resource Annex for funeral home locations / contacts.

Cooperation and collaboration among all mass fatality response organizations is critical for effective mass fatality management. Successful management of a mass fatality disaster involves public communication, vital records administration, hospital and death care industry operations and coordination, and decedent operations.

Hospitals and medical facilities will coordinate with emergency response agencies to assist with:

- The provision of medical care.
- Provide support for decontamination as needed at their respective facilities.
- Coordinate special resource requests through the Emergency Operations Center.
- Hold decedents until the Municipality can arrange transportation to a morgue.

As part of Leavenworth County's membership in the Kansas Metro Healthcare Coalition the County may be able to utilize partnerships established with participating hospitals. Core hospital membership includes:

- Children's Mercy Hospital of Kansas
- Eastern Kansas Veteran's Medical Center - Leavenworth
- Menorah Medical Center
- Olathe Medical Center
- Overland Park Regional
- Providence Medical Center
- Saint John Hospital
- Saint Luke's South Hospital
- Shawnee Mission Health
- The University of Kansas Health System

The Primary Agency or designee is responsible for all activities relative to this ESF in the EOC.

The Disaster Mortuary Operational Response Team (DMORT) is comprised of civilian personnel (NGOs), and when activated, is paid as temporary Federal employees. The team is comprised of trained coordinators and volunteer funeral directors and embalmers who will be available to provide support in disaster recovery, identification of remains, and to assist in the notification of the families of the deceased. Members of this team will prepare and file death certificates and facilitate ways for preparing, processing and releasing human remains to the next of kin under emergency conditions. The Kansas Funeral Directors Association (KFDA) works only under the direction of the district coroner. (reference ESF 8-Mass Fatality Appendix to the State of Kansas Response Plan 2017)

The county coroner or designee will request assistance of the KFDA Disaster Team in the event emergency capabilities are overwhelmed.

One component of an effective mass fatality disaster response is the Family Assistance Center. This center should be set up in a suitable location convenient to the site but removed from the majority of on scene activities. A staff of funeral service and behavioral health professionals should be organized to assist appropriate agencies and families with family notification, service preparation, behavioral health support and other end of life documentation. Only selected individuals will have access to the Family Assistance Center due to the sensitive and personal nature of the work being done. Proper decorum will be dictated and established by the coordinator of the center.

Information should be gathered from survivors or their designated agents to assist in the identification of remains. A member of the KFDA will utilize a comprehensive form to interview the family. This

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information will come directly from the family or from a local law enforcement agency and not the receiving funeral director.

The Family Assistance Center personnel will assist the family in preparation of necessary paperwork for the final distribution of the remains. This paperwork will be maintained with the victim's records and individual victim files will be maintained. Family Assistance Center personnel will also coordinate the return of the remains to the funeral director who has been chosen by the family.

Pre-hospital Care (KPS 314, 315)

Victims will be triaged on scene as directed by the EMS Incident Commander. International Triage Codes will be used. Severity of injury classifications are as follows:

- Green=minor or no injuries
- Yellow=non-life threatening injuries
- Red=critical
- Blue=extremely critical
- Black=deceased

For mass casualty disasters, the blue classification is not used. Victims will be tracked by using the Triage tag system.

Casualty information will be routed through the Incident Commander to the EOC. The EOC will then coordinate the information to the Leavenworth County Public Information Officer in conjunction with ESF 15-External Affairs/Emergency Public Information on disseminating casualty information gathered. Information and statistics will be compiled from radio logs, facsimiles, databases and direct communications with EMS staff.

Kansas Statute 48-950 provides for all political subdivisions within the State of Kansas to be automatically included as a part of the Kansas mutual aid system.

When major disaster assistance activities may be carried out by contract or agreement with private organizations, firms, or individuals, preference will be given, to the extent feasible and practicable, to those organizations, firms, and individuals, residing or doing business within Leavenworth County. Under disaster or emergency conditions, the Emergency Management Director may utilize the most expedient means possible in securing purchases; this includes and is not limited to circumventing the normal and usual County Bidding and Purchasing Policies.

Resources obtained through Mutual Aid are considered local resources and must be exhausted before requesting State or Federal assistance. Mutual Aid Agreements are in effect with adjacent counties. Reference Attachment 8.1 for mutual aid agreements, or partnerships, if any.

Medical Countermeasure Dispensing (KPS 316)

The goal of mass prophylaxis is the targeted use of medical countermeasures that could decrease the health impact of disease outbreaks(tetanus, pertussis, etc.).

A mass dispensing campaign would be directed by ESF 8 in coordination with ESF 5-Emergency Management, ESF 13-Public Safety and Security, ESF 15-External Affairs/Public Information, state and federal agencies, and other local planning partners such as school districts, warehouse facilities, etc."

The Primary Agency is responsible for requesting assets from the Strategic National Stockpile (SNS) when needed, and for managing the receipt and distribution of the contents to county treatment sites.

Medical Material Distribution (KPS 317)

The Leavenworth County Public Health Department Director will request deployment of Strategic National Stockpile (SNS) or CHEMPACK assets from KDHE as soon as local officials determine that it is

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necessary to do so to protect the public health. The local Mass Dispensing Standard Operating Guide (MD SOG) addresses the number of doses a person can pick up, unaccompanied minors, and identification requirements to receive medications. The SOG also addresses the credentialing process for staff and volunteers at SNS sites.

The local Strategic National Stockpile (SNS) Coordinator is responsible for coordination and management of SNS assets. The SNS Coordinator for Leavenworth County is the Public Health Director.

Logistical support for local SNS distribution and dispensing will be provided by the Leavenworth County Public Health Department. If additional support is needed the LEOC will be consulted and a mission tasking assigned.

Security for the dispensing sites will be the responsibility of the Leavenworth County Sheriff's Department. If resources permit, the state may augment local security resources with personnel from the Kansas Highway Patrol and the Kansas National Guard. Requests for state security resources will be directed to the SEOC through the LEOC.

Hospitals and treatment centers will coordinate their actions with the local health department. Plans have been developed to identify local medical facilities that will be used as treatment centers. These facilities may need medical supplies and pharmaceuticals from the SNS. Local hospitals and health departments have local plans in place detailing the coordination of requests for SNS assets, handling of symptomatic individuals at the POD sites, and transport of these individuals. SOGs for medical waste collection and disposal protocols will be followed.

"CHEMPACK and CESSL are SNS assets; however they are unique in that the request process is different than other SNS assets. Requests for CHEMPACK and/or CESSL assets are requested directly from the agency point of contact rather than from local emergency management or public health. Local emergency management should be contacted after a request has been made for awareness and support. See CHEMPACK and CESSL contact lists in Attachment 8.7 and 8.7.1

Non-pharmaceutical Interventions (319)

The Leavenworth County Health Director may issue an emergency detention order causing a person or group of persons to be immediately detained for purposes of isolation or quarantine in accordance with subsection (3) of this section, or may petition the superior court ex parte for an order to take the person or group of persons into involuntary detention for purposes of isolation or quarantine. Supporting statutes are as follows:

K.S.A 65-11 9a: Provides the duties and powers of local health officers.

"Any county or joint board of health or local health officer having knowledge of any infectious or contagious disease, or of a death from such disease, within their jurisdiction, shall immediately exercise and maintain a supervision over such case or cases during their continuance, seeing that all such cases are properly cared for and that the provisions of this act as to isolation, restriction of communication, quarantine and disinfection are duly enforced.

The county or joint board of health (Board of County Commissioners) or local health officer shall communicate without delay all information as to existing conditions to the Secretary of Health and Environment. The local health officer shall confer personally, if practicable, otherwise by letter, with the person in attendance upon the case, as to its future management and control." Further, provides the authority to prohibit or restrict public gatherings "The county or joint board of health or local health officer is hereby empowered and authorized to prohibit public gatherings when necessary for the control of any and all infectious or contagious disease."

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K.S.A. 65-201: defines “local board of health” and “local health officer.”
“The county commissioners of the several counties of this state shall act as county boards of health for their respective counties. Each county board thus created shall appoint a person licensed to practice medicine and surgery, preference being given to persons who have training in public health, who shall serve in an advisory capacity to the county board of health and as the local health officer, except that the appointing authority of city-county, county or multi-county health units with less than one hundred thousand (100,000) population may appoint a qualified local health program administrator as the local health office if a person licensed to practice medicine and surgery or person licensed to practice dentistry is designated as a consultant to direct the administrator on program and related medical and professional matters. The local health officer or local health program administrator shall hold office at the pleasure of the board.”

Isolation and Quarantine Orders

In collaboration with the Public Health Officer (assigned by BOCC), the Public Health Director will coordinate with the Emergency Management Director, local law enforcement, and members of the Incident Command organization, and such auxiliary support as may be provided by partner organizations, the implementation of isolation and quarantine orders as required to protect the public.

Regardless of the quantity or quality of the advance planning that may have been accomplished, the specific roles and responsibilities of the Public Health Staff may be expected to evolve and adapt as the disaster develops. Participants must keep in mind the goals and objectives of evacuation or quarantine measures imposed and use that to guide them in fulfilling their responsibilities in accordance with State and local law.

Hospital Isolation (KPS 318)

Each hospital and medical facility in Leavenworth County is required to complete and maintain an Emergency Operations Plan that includes mass casualty response for internal operations. These plans provide specific operational capabilities including in-care treatment requiring negative pressure isolation availability and support capabilities. Leavenworth County maintains limited capabilities to provide both fixed and mobile isolation units. Reference individual operations plans for additional information.

Communications and Media

Public health communications to promote hygiene measures, especially potential pandemic disease exposure, are an important component of disease prevention and response to the public. The Kansas Department of Health and Environment is responsible for continual communications with local health departments to provide sharing of information and development of effective response tactics before, during and after a disease outbreak.

Pre-event communications to the general public will alert them of how they can best prepare themselves for a pandemic. During a pandemic, timely and accurate communication with the public will also promote the highest level of cooperation and compliance with public health actions.

The media will be the primary information resource for target audiences during a Pandemic Period. It must be recognized that the media will play an essential role in creating an informed public. The Primary Agency, in coordination with KDHE, ESF 5-Emergency Management and ESF 15-External Affairs/Public Information, will use multiple media outlets, including radio, television, cable networks, Internet postings, bulk fax, etc. to routinely provide and update health and response announcements.

Responder Health and Safety (KPS 320)

Appropriate and efficient rest/work cycles must be established and monitored. The rehabilitation of rescuers will follow established guidelines. Injured rescuers will be evaluated.

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

Health Department employees and EMS personnel may be asked to perform duties under dangerous circumstances and consideration must always be given to employee safety. Responders will be provided education at their orientation and annually thereafter, regarding appropriate precautions to limit likelihood of exposure to potentially toxic and/or infectious agents.

Staff's exposure to toxic agents or infection will be limited as much as possible.

The Primary Agency may be asked to provide technical expertise or recommendations (Personal Protective Equipment (PPE), decontamination etc.) to responders for field operations in the disaster area. Recommendations for PPE usage will be ported via KHAN for the specific disaster, however, a comprehensive listing can also be on KHAN.

The Incident Commander will have responsibility to coordinate hazardous materials decontamination, and/or bio-hazards through ESF 10.

The Leavenworth County Critical Incident Management Team anticipates the provision of specialized assistance to on scene emergency responders, anticipates the provision of specialized assistance from the Mental Health and Guidance Center of Northeast Kansas to provide peer to peer counseling for on scene emergency responders, dispatch personnel; emergency operations center personnel, and other community caregivers, as well as any of their families.

Volunteer Management

Immediate medical response capabilities are coordinated by the Leavenworth County Public Department of Health and from ESF 8 supporting organizations. ESF 8 may engage civilian volunteers, such as Kansas Medical Reserve Corps (as available), to assist local public health and medical personnel.

Unaffiliated volunteers choosing to assist in the medical services area must be screened for proper qualifications and registered prior to assuming any duties. Resources include the Kansas System for Early Registration of Volunteers (K-SERV), and the Kansas Medical Reserve Corps. This function will be performed by the Leavenworth County Public Health Department.

Environmental Health

The Leavenworth County Public Health Department may be requested to assist other ESF 8 partner organizations, as appropriate, in assessing the following: the threat of vector borne diseases; conducting field investigations, including the collection and laboratory analysis of relevant samples; providing vector control equipment and supplies; providing technical assistance and consultation on protective actions regarding vector borne diseases; and providing technical assistance and consultation on medical treatment of victims of vector borne diseases.

ESF 8, along with ESF 11, may be tasked to coordinate the health and safety issues of food producing animals, animal feed, and therapeutics with other support agencies.

When a veterinary response is required, assets may be requested from the National Veterinary Stockpile, which is managed by USDA Animal and Plant Health Inspection Service (APHIS).

The Primary Agency is responsible for coordinating the identification of associated environmental hazards to include exposure to infectious diseases that are secondary to the primary event and secondary transmission modes. The rebuilding of the public health infrastructure, removal of environmental hazards, and appropriate decontamination of the environment enable the safe reentry and re-occupancy of the impacted area.

Leavenworth County receives its potable water from various systems, including public water systems and

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private wells. During a disaster ESF 5–Emergency Management coordinates with ESF 8–Public Health and Medical Services and local water utilities to coordinate county water resources. The Leavenworth County Public Health Department anticipates the following services:

- Analyzes water samples from sources suspected of contamination and makes appropriate recommendations.
- Develops procedures to notify the residents of Leavenworth County how to treat contaminated food and water, and develop a plan for retail inspections.
- Monitors the safe distribution of water supplies.

Behavioral Health

The Mental Health and Guidance Center of Northeast Kansas, in coordination with ESF 8 – Public Health and Medical Services, is responsible for mental health resources for individuals affected by a disaster in Leavenworth County.

The Mental Health and Guidance Center of Northeast Kansas will utilize available resources (private and public practitioners and facilities) in the community affected to verify those needing services are identified and provided service when appropriate. This may include current clients, functional needs and high risk populations or individuals, disaster victims, and emergency workers. For more information reference Attachment 8.3–Mental Health.

Actions

Preparedness

- Primary and Support Agencies begin preparations to institute and manage activities defined by this ESF.

Response

- Primary and Support Agencies initiate and manage tasks as defined by their operational plans in support of this ESF.
- Coordination of information from the ESF to the EOC is through the Primary Agency.

Recovery

- Primary and Support Agencies continue with response activities and initiate recovery activities necessary to support this ESF.

Prevention/Mitigation

Primary and Support Agencies begin instituting mitigation measures to protect their facilities, resources, and other issues defined by this ESF.

Reference the ESF 8 Checklist for other Actions.

Responsibilities

Primary and Support Agencies (KPS 321)

- Attend scheduled meetings to verify planning functions are carried out to support this ESF.
- Identify and provide staff representatives to support the ESF and other operational information related to these activities.
- Maintain responsibility for the operation of the Functional Needs Shelter, as available, and aspects associated with its mobilization, operation and demobilization. This will include but not be limited to the Medical Direction and staffing of the shelter during activation, keeping track of documentation related to personnel, equipment, operating supplies, and contractual services, etc.
- Coordinate with the Division of Emergency Management in the pre-screening for Functional Needs Shelter eligibility in the effort to support a valid Special Needs registry.

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- Request volunteer agencies and private resources with assets to contribute those assets to the response effort.
- The Primary and each Support Agency will coordinate structural damage assessment activities with ESF 14 and ESF 3. Disaster reports will be provided to the elected officials.
- Participate in drills, mitigation planning, and exercises to evaluate local capability.
- Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies and guidelines and report these records to the Primary Agency.

Public Health Department

- Coordinate with each Support Agency through regularly scheduled meetings to verify planning functions are carried out to support this ESF.
- Provide leadership in directing, coordinating and integrating the overall county efforts to provide medical and public health assistance to the affected area.
- Conduct initial assessment of health and medical needs.
- Determine need for additional personnel and resources and initiate and request mutual aid to EOC.
- Coordinate and direct the activation and deployment of voluntary resources of health/medical personnel, supplies and equipment.
- Establish, as needed, active and passive surveillance systems for the protection of public health.
- Provide hand washing and other disease prevention campaign activities.
- Continuously acquire and assess information about the situation; continue to identify the nature and extent of health and medical problems and establish appropriate monitoring and surveillance of the situation to obtain valid ongoing information.
- Coordinate release of appropriate and timely public health information with ESF 15 to include boil water orders, safety issues, etc. The Leavenworth County Public Health Department Director has the authority to warn the public of contaminated water supplies. Informational releases will be through the PIO in coordination with the command group.
- Establish a protocol for prioritizing response activities.
- Coordinate activities with other ESFs.
- Maintain records of expenditures and document resources utilized during response and recovery efforts.

Coordinate response for:

- Hazardous materials
- Safety of food and drugs
- Radiological hazards
- Mental health problems victims
- Vector control
- Potable water/wastewater/solid waste
- Victim identification/mortuary services

Mental Health Agencies (Mental Health and Guidance Center of Northeast Kansas)

- Maintains internal response plans.
- Supports clients to develop emergency plans.
- Maintains staff at the Crisis Clinic for immediate response.
- Contacts clients as able to assess needs.
- Identifies staff to provide immediate and short term disaster mental health Intervention through hot lines and outreach efforts that are coordinated through the County Public Health Department and Social Services and the EOC.
- Responds to area of need as identified in collaboration with the ESF 8 Coordinator and the EOC.
- Establish mental health crisis counseling centers

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- Coordinate for Critical Incident Stress Debriefing (CISD) for emergency responders

Chaplains
- Supports on scene interaction with family members of victims and emergency response personnel.
- Anticipates support and comfort to relatives and friends of disaster victims.
- As needed, maintains communication with the EOC.

Leavenworth County Hospitals (St. John, and VA Medical Center)
- Maintains procedures and protocols for reducing patient population for events that may require evacuation, and procedures for those who cannot be evacuated.
- Coordinates in hospital care.
- Works with the medical partners for assignment of patients and transportation to hospitals or temporary treatment facilities.
- Anticipates status updates to EOC.
- Anticipates staff to EOC as requested.
- Maintains plans and procedures to activate decontamination units as needed or requested.
- Monitors and reports incidence of communicable disease to the County Public Health Department.
- During County EOC activation, informs and updates the EOC of patient air transport operations if applicable.
- Maintains current transfer and transport site, i.e., helipad, etc.
- Participates in the US Department of Health and Human Services Hospital Preparedness Program
- Participates in Count Medical Countermeasure Planning (Strategic National Stockpile)

Leavenworth County Emergency Management Department
- Activates and manages EOC.
- Activates notification.
- Maintains typed resource lists.
- Maintains lists of identified helipad sites throughout the county, if applicable.
- Maintains main and backup contact information for primary agencies.
- Registers local emergency health volunteers.

Leavenworth County Coroner
- Responsible for deceased identification
- Responsible for mortuary services
- Develop plans for location, identification, removal and disposition of the deceased.
- Establish a system for collecting and disseminating information regarding victims and have the operational capability to deliver the information in a field environment in coordination with ESF 15.
- Develop protocols and maintain liaison with Disaster Mortuary Operational Readiness Teams (DMORT) of the National Disaster Medical System (NDMS).
- Identify agencies, organizations, and individuals capable of providing support services for deceased identification including Kansas Funeral Directors and Embalmers Association and Kansas Coroners Association. (See Attachment 8.4 Mass Fatality Plan)
- Maintain a description of capabilities and guidelines for alert, assembly and deployment of Local and State mortuary assistance assets.

Emergency Medical Service (EMS)
- Coordinate the evacuation of patients from the disaster area as requested.
- Coordinate the transport of victims to medical facilities outside the county in accordance with approved trauma transport protocols.

Provide the coordination of the following resources:
- Advance Life Support/Basic Life

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- Emergency Medical Technicians
- Paramedics
- Emergency medical equipment procurement
- Aircraft (fixed/wing/rotary/medical evacuation)
- Coordinate medical patient evacuation in the pre-impact phase of the disaster (including functional needs patients requiring ambulance transport) as well as continued response to emergency medical calls
- EMS will coordinate both public and private service field responses

Local Medical Providers

- Coordinate the notification, information, update, and evacuation assistance to medical facilities within the county both pre and post impact.
- Develop an emergency and disaster plan that address preparedness and response to evacuation type threats for their residents.
- Anticipates oversight of protocols for emergency medical services.
- Maintains communication with the EOC.

These plans should include:

- The degree of shutdown operations and evacuation of facilities.
- Process to cancel elective surgery, discharge patients for whom care would not be compromised, transfer patients who could be moved to safer facilities and make special arrangements for those patients whose condition will not allow transfer or evacuation. Psychiatric and mental health facilities will be expected to transfer their patients and staff to safer locations.
- Develop evacuation and/or care plans for those patients who are receiving home health care through the hospital or its affiliates.

Nursing Homes, Assisted Living Facilities and Other Residence-Based Assistance Programs

- Develop an emergency and disaster plan appropriate for evacuation conditions.
- Design evacuation guidelines to relocate their residents, through commercially available transportation resources, to a safer and similar facility if they are located in a mandatory evacuation area. Special care must be given to those transportation needs of patient’s required horizontal transport. Similar arrangements must also be made by each facility to accommodate the transport of their equipment and supplies.
- These facilities must be prepared to evacuate immediately following the issuance of an evacuation order or voluntary evacuation order for their location. Due to the complexities of evacuating these members of our population, additional time will be required and delays may create a shortage of transportation resources as well as increased traffic delays.

Municipal Law Enforcement (as resources allow)

- Anticipates crime scene investigations and law enforcement.
- Anticipates on scene traffic control.
- Supports local health care hospitals and affiliated clinics with security and crowd control.
- Enforces quarantine restrictions as requested by the Health Officer or designee.
- Anticipates security for temporary morgue sites.
- Maintains communication with the EOC.

Funeral Directors (as resources allow)

- May be requested to assist in the processing of human remains.
- May assist with family counseling.
- Maintains communication with the EOC.

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Pharmacies
- Maintains emergency pharmaceutical supplies.
- Assesses ability to operate on an emergency basis.
- Coordinates with the ESF 8 Coordinator.
- Maintains communication with the EOC.

Leavenworth Municipal, District, Township Fire Departments
- Support EMS operations as needed

Leavenworth County Sheriff's Office
- Provide security at or around health and medical facilities or at mass casualty sites.
- Provide security assistance to medical facilities and to health and medical field personnel upon request.
- Maintain emergency health services at correctional facilities, if appropriate.
- Provide communications support for health and medical activities.
- If necessary, provide traffic flow and parking assistance around health and medical facilities.

Leavenworth County Public Works Department
- When deployed, assume an appropriate role in the Incident Command System (ICS). If the ICS has not been established, initiate ICS procedures until relieved by other first responder service (i.e., fire, police).
- Assist with the movement of people and resources to support health and medical services operations.
- Assist with staging and if necessary, heavy equipment to support health and medical operations.
- Provide support and technical assistance in preventing or containing ground/soil pollution.

Volunteer Agencies
- Provide food for emergency medical workers, volunteers and patients, if requested.
- Maintain a Disaster Welfare Information (DWI) system in coordination with hospitals, EMS, aid stations, and field triage units to collect, receive, and report information about the status of victims.
- Provide DWI to the ESF 8 Coordinator for appropriate dissemination.
- Assist in the notification of the next of kin of the injured and deceased.
- Assist with the reunification of the injured with their families.
- Provide first aid and other related medical support (within capabilities) at temporary treatment centers.
- Provide supplementary medical and nursing aid and other health services, when requested and within capabilities.
- Provide assistance for the functional needs of the disabled, elderly and children separated from their parents.

ESF 8 Checklist is not available except online.

Attachments

Sample Forms and Logs-reference ESF 5-ICS Forms.

Reference the Contingency and Sensitive Needs Resources Tab under the Toolbar for local emergency resources.

Attch 8.1 Contacts and Agreements Summary is not available except online.
Attch 8.2 HIPPA Disclosures During Emergencies is not available except online.
Attch 8.3 Mental Health Protocols is not available except online.
Attch 8.4 ESF 8-State of Kansas Mass Fatality Appendix is not available except online.
Attch 8.5 Mass Fatality Coroner Guide for Chemically Contaminated Remains is not available except online.
Mass Fatality Local Plan is not available except online.
Attch 8.6 Mutual Aid Contacts is not available except online.

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Attch 8.7 CHEMPACK and CESSL is not available except online.

Attch 8.7.1 CHEMPAK and CESSL resources

CHEMPACK resources is not available except online.

Attch 8.8 Kansas Metro Healthcare Coalition Charter is not available except online.

Attch. 8.9 Marc Health Care Coaltion Regions Map is not available except online.

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ESF 9-Search and Rescue

ESF Coordinator

Leavenworth County Fire Association Chairman

Primary Agency

Leavenworth County Fire Departments

Support Agency

Greater Kansas City and Northwest Missouri Chapter of the American Red Cross
Leavenworth County Coroner
Leavenworth County Emergency Medical Service (EMS)
Office of the State Fire Marshal

Purpose, Scope, Policies/Authorities

Purpose (KPS 326)

This ESF implements Annex 9 to the Emergency Operations Plan. Search & Rescue (land based) is the capability to coordinate and conduct Search and Rescue (SAR) response efforts for all-hazards, including searching affected areas for victims (human and, to the extent that no humans remain endangered, animal) and locating, accessing, medically stabilizing, and extricating victims from the damaged area.

This annex outlines guidelines for centralized and coordinated management of search and rescue (SAR) response activities in order to best protect the population and property in Leavenworth County during a disaster or other emergency situation occurring within the county. This annex only addresses the functions of search and rescue operations during a disaster.

Scope (KPS 327)

ESF 9 is structured to manage and coordinate search and rescue operations, urban and structural search and rescue, and includes search and rescue on the ground, in the air, or in the water.

Urban and non-urban search and rescue activities include, but are not limited to, anticipating specialized life saving assistance in locating, extricating, and providing immediate medical assistance to victims trapped in collapsed or burning structures.

Coordinated efforts anticipate rescue of the greatest number of victims (human, and to the extent that no humans remain endangered, animal), and transfer to medical or mass care capabilities, in the shortest amount of time, while maintaining rescuer safety.

Policies/Authorities (KPS 328 & 339)

Emergency response and recovery operations will be conducted in general accordance with the National Incident Management System (NIMS).

Requests for equipment, resources or assistance will be made by the Primary Agency to the Incident Command System. Each request will be assessed by the Incident Command and a status response will be made as soon as possible. The Incident Command will maintain a listing of requests and will assign a priority to each.

During EOC Activation, the needs of the ESF will be coordinated through the EOC Manager.

Shift hours will be at the discretion of the representing agency. When possible, shift hours will correlate with general staff briefings. During each activation, general staff briefings will be established based on the

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threat.

Any required resources to support this ESF must be coordinated, allocated, and managed through this ESF if possible.

In cases where the required resource cannot be obtained through this ESF, request will be forwarded to the EOC and coordinated through ESF 7 for allocation.

Once procured through ESF 7, the management of the resource (financial record keeping, reporting, tracking, etc.) will be coordinated through this ESF. Management of the resource will be documented using ESF 7 policies and guidelines.

It is the responsibility of the Primary Agency to forward pertinent information to the EOC through protocols established in ESF 2-Communications. Generally, this will be via 2-way radio communications. Required information will be posted by the EOC using the WebEOC interface, and/or situation reports on pre-established email rosters. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated location, to provide continuity and reporting.

Individual Agency reporting requirements will be established by each primary and support agency to meet the needs of their respective organization.

The ESF representative will be expected to attend planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

The Incident Commander will designate an individual as part of the Incident Command Staff to function as a scribe. This person’s responsibility will be to track of costs and fiscal resources for the purpose of accounting for labor and equipment used during search and rescue operations. This falls under the fiscal responsibilities of the Incident Command System.

Primary and support agencies will provide summary recommendations as part of the submission of final record keeping and reporting. To enhance the ability to respond and mitigate cost, agencies should review their plan, allocation of resources, methods of communication, and overall interaction with other agencies. Recommendations for improvement should result from the review and should be implemented within the agency. Recommendations which apply outside the agency should be forwarded to the Emergency Management Director for consideration.

Leavenworth will follow protocols established in the Debris Management Plan for determining the Right-of-entry into a property. As per the protocols outlined in this plan, the Right-of-Entry will be established by a signed document from the property owner and will include a hold harmless agreement and indemnification in a non-emergency situation. When it is determined that circumstances are life-threatening the responding authorities have the right to enter a property.

State and Federal Authorities (KPS 329 & 330)

State and Federal authorities are provided in the 2022 Kansas Response Plan (pg 188) in the EOP References tab.

Concept of Operations

General (Command, Control, and Notification) (KPS 331 & 335)

There are multiple Primary agencies listed for this ESF. The lead agency will be determined by the major needs for the type and location of the disaster. The Primary Agency is responsible for overall search and rescue efforts in support of emergency operations. When local capabilities are exceeded local Emergency Management may coordinate with the Office of the State Fire Marshal to request State SAR Task Forces to assist with search and rescue operations. As of May 21, 2015, the Office of the State Fire Marshal became the official coordinating agency for the Kansas Search and Rescue program. Leavenworth County

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will coordinate with this agency for regional task force support directly as per the regional task force plan.

This ESF will interface with ESF 8-Public Health and Medical Services to assist with medical assistance and the transportation of victims beyond initial collection points.

The following are functional areas that must be controlled at any disaster scene. These areas and the responsible officials are as follows. The responsible departments will follow their departments Standard Operating Guidelines (SOGs) in the operation of these functions.

Traffic Control-for guidelines and responsibilities of traffic and crowd control reference ESF 13-Public Safety and Security of this plan.

Media Access-Media access will have a separate area where press conferences, media briefings, and other dealings with the media are conducted. This will be away from the actual emergency/disaster site. It is the responsibility of the Public Information Officer to determine the best location and direction of this function. For additional information regarding Public Information reference ESF 15-External Affairs/Emergency Public Information and associated Attachments.

Airspace-the Federal Aviation Administration (FAA) must be contacted in order to restrict the airspace needed for aircraft which are performing Search and Rescue functions. This request will be made by the agency requesting the restricted airspace through the Emergency Operations Center.

Utilities-the termination of utilities in the affected area will be the responsibility of the local utility companies. In the event of an emergency situation, or the unavailability of assistance from the utility companies, the fire department personnel at the scene may terminate the utilities if possible.

Control (KPS 332)

The Primary Agency is responsible for information management in support of this ESF during an emergency.

The Fire Departments in Leavenworth County will provide primary search and rescue services within their jurisdictions. The Leavenworth County Emergency Medical Services is responsible for providing emergency treatment, and transportation of the sick and injured. For information regarding county and city fire departments reference the “Contingency and Sensitive Needs Resources” tab.

This ESF will be activated at the discretion of Leavenworth County Emergency Management (LCEM). During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event. Activation of this ESF will be coordinated through the Primary Agency.

The Primary Agency will work directly with the Operations Chief for information management and reporting of ESF activities.

Initial Notification (KPS 334)

The Board of County Commissioners maintains overall authority for the initial notification process. The Leavenworth County Emergency Management Director and the Coordinator of the Sheriff’s Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the Leavenworth County Emergency Management Director. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities for Notification are provided as Attachment 2.6.

Leavenworth County Emergency Management maintains an Emergency Points of Contact for agencies/departments through the Mid-America Regional Council (MARC) Regional Resource Annex. The Emergency Management Director has login access through the MARC website.

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Information Management (KPS 333)

Information will be reported through the Incident Command System. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF. Key information will be distributed via WebEOC and/or situation reports on pre-established email rosters.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will attend planning meetings and report on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Records and documentation must be kept to provide information to various agencies and individuals at the completion of search and rescue activities. Required information and documentation include, but are not limited to the following:

On Scene-the criteria for determining/recording the location where victims were found will follow generally accepted practice. The area where the victim is located will be photographed, if possible with the victim in place. In addition, a crime scene type sketch will be completed showing the location of the victim in reference to no fewer than three permanent reference points.

Chain of Custody-in the event evidence or potential evidence is discovered or uncovered by a non law enforcement responder, the individual finding such evidentiary material will perform the following:

- Immediately secure the immediate and surrounding area to the best of their ability.
- Immediately notify the law enforcement authority on the scene and physically direct the law enforcement to the evidence scene.
- The law enforcement individual will immediately take possession of said evidence and document it in accordance with the Leavenworth County Sheriff’s Office SOGs, or other involved lead law enforcement agency.

Extended Operations

ESF 9 coordinates and develops relief resources to replace or rotate committed resources for extended periods. Personnel may include trained volunteers.

Succession of authority will be managed internally for the Primary and each Support Agency. Chain of Successions will be provided from the Primary and each Support Agency to LCEM.

Additional resources, equipment and personnel are provided in ESF 3, ESF 4, ESF 7, and ESF 13 in support of the overall emergency response.

Rescue Management

This ESF is coordinated through the designated representative of the Primary Agency. It will coordinate with support and mutual aid agencies in directing resources and response activities.

Support Agencies will work with the Primary Agency for purposes of pre-disaster planning and post disaster coordination of the issues addressed by this ESF. The Primary Agency is the coordinator for planning efforts associated with this ESF. During post disaster operations, each support agency is responsible for coordinating their individual plans and guidelines and reporting of ESF activities to the Emergency Operations Center through the Primary Agency.

Other agencies within Leavenworth County have the responsibilities and resources to provide services within the areas of expertise as listed below. In the event that the situation is beyond the capabilities of the

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responding fire department, assistance will be requested through the Incident Command System.

Surface Water

Surface Water rescue operations are provided by the Leavenworth County Tech Rescue, with regional resources being requested as needed.

The U.S. Army Corps of Engineers and Kansas Department of Wildlife, Parks and Tourism also provide surface water resources. Search and Rescue is accomplished on a multi-jurisdictional basis as needed.

High Angle

High Angle rescue operations are provided by the Leavenworth County Tech Rescue Team, with regional resources being requested as needed.

Aerial

The Leavenworth Police Department in conjunction with UAS (Unmanned Aerial System) can be utilized as aviation assets for search and rescue activities. Civil Air Patrol, a volunteer civilian auxiliary of the United States Air Force, is part of the state response to a disaster. The specific assistance of the Civil Air Patrol can be requested separately from the Office of the Adjutant General (Department of Emergency Management). Additionally, resources from the Kansas Highway Patrol and the Kansas National Guard will also be utilized for aviation assets upon request, in accordance with the appropriate Mutual Aid Agreements.

Confined Space/Trench Rescue

Confined space/trench rescue operations are provided by the Leavenworth County Tech Rescue and City of Leavenworth Fire Department, with regional resources being requested as needed.

Collapsed Structures

The Leavenworth County Public Works, local fire departments, and the Metro-wide search and rescue team Task Force 3, are responsible for providing personnel and equipment needed for the removal of debris to free victims. The Regional Rescue/HazMat Team, designated by the Kansas State Fire Marshal's Office, will be utilized only if and when the resources of the local fire departments and metro rescue squad have been exhausted. The Leavenworth County Public Works Department will operate under the Fire Department Operations Chief. For additional information regarding debris removal reference ESF 3-Public Works and Engineering.

Missing Persons

The Leavenworth County Sheriff’s Office, Leavenworth County fire departments, or the law enforcement agency jurisdiction in which the event occurs, have the responsibility of processing reports for individuals reported as missing. As part of the Incident Command System, the search for missing persons will be prioritized based on the damage conditions in the area and the status of the disaster. The only exception is in the event of a possible kidnapping, where the victim or crime may meet certain criteria, in which case the Federal Bureau of Investigation (FBI) will be the responsible lead agency. For additional information regarding the law enforcement function reference ESF 13-Public Safety and Security.

Urban/Residential

Urban SAR activities include, but are not limited to, locating, extricating, and providing immediate medical assistance to victims trapped in collapsed structures.

Urban situations where criminal activities are involved require special considerations. In these special urban situations, the representative City Police Department, in coordination with the Sheriff's Office, and County fire departments will be the responsible agency. In the event that the situation involves other jurisdictional matters outside of Leavenworth County, the appropriate law enforcement agency will be

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responsible (i.e., Leavenworth County Sheriff, Municipal Police Departments, rural and urban Fire Departments, Kansas Highway Patrol, ATF, FBI, etc.). In these cases, the Coordinator of the Leavenworth County Sheriff's Office will be responsible for the coordination and assistance needed to support the response. In this capacity, the Coordinator will serve as a member of the Joint Operations Command Center which will be located in the Emergency Operations Center.

Inland/Wilderness

Wilderness response situations in Leavenworth County is generally the responsibility of the Sheriff's Office and other appropriate law enforcement agencies as necessary (i.e., municipal law enforcement and fire departments, Emergency Management Department, Kansas Department Wildlife and Parks, , Kansas Highway Patrol, ATF, FBI, etc.). The Coordinator of the Leavenworth County Sheriff's Office is responsible for the coordination of search response, and will serve as a member of the Joint Operations Command Center which will be located in the Emergency Operations Center.

Critical Resources

A variety of specialized resources may be necessary, depending on the specific need and type of disaster. These types of specialized equipment and resources include equipment such as extrication equipment, generators, etc. This equipment is the responsibility of individual fire/law enforcement units and MARC.

Leavenworth County Emergency Management maintains an Emergency Points of Contact for agencies/departments and resources through the Mid-America Regional Council (MARC) Regional Resource Annex. The Emergency Management Coordinator has login access through the MARC website.

Operators for specialized equipment, skilled in their use and properly trained, will be dispatched with the requested equipment.

Specialized resources such as search and rescue dogs can be requested specifically from the Kansas Search Dog Association.

Other resources could include water rescue, land-based search groups, private groups and fraternal and civic organizations.

Recovering Victims (KPS 336 -338)

The Primary Agency will render appropriate field triage to rescue victims (non-injury, injured, dead, partial remains) and transport in coordination with ESF 1 Transportation, ESF 6-Mass Care, Housing and Human Services, ESF 8-Public Health and Medical Services, and the Leavenworth County coroner's resources and response protocols. Non-injured victims refusing aid will be documented and released. Leavenworth County will use Forensic Science and First Call to manage fatality handling and other decisions related to the deceased.

Search and Rescue protocols include:

- Victims with no injuries: recovered, checked by medical and released
- Injured victims: recovered, triaged and transported via medics to treatment center
- Fatality victims: recovered and released to coroner
- Partial remains: recovered and released to coroner and/or law enforcement so victims can be identified

Functional Needs

The Primary Agency will coordinate with ESF 1-Transportation, ESF 5-Emergency Management, and ESF 6-Mass Care, Housing and Human Services to assist with the identification of functional needs populations provided on the Kansas volunteer registry for vulnerable needs (http://www.helpmekansas.org); and potential assistance with temporary relocation facilities. There are three parts to the system: (1) Individual registry form; (2) Volunteer registry (via K-SERV) and, (3) Facilities registry form. The registry system provides both volunteers and facilities the opportunity to

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complete a Facility System Form and/or Volunteer System Form providing information regarding how they might provide assistance to vulnerable needs populations during disasters.

Functional needs residents living independently and identified within the registry database are encouraged to have a disaster kit and plan that includes personal and medical information, and a list of necessary medical supplies, medications, and assistive devices.

Adult day care facilities, independent living facilities, assisted living centers, hospitals, and day care facilities are required to establish evacuation plans, which are to be included in their all-hazards emergency plan and on file with the Municipality.

School Districts provide appropriate care for vulnerable needs students and staff during a disaster that occurs during school hours and may request assistance from the EOC if necessary to augment services. The Primary Agency will coordinate with ESF 6, ESF 8, and ESF 13, and facility owners for disaster related responses that may include search and rescue operations, evacuation, or medical and housing assistance as deemed necessary for the disaster.

Actions

Preparedness

- Pre-disaster planning and coordination is the responsibility of the Primary Agency and should occur on a regularly scheduled basis. Schedule to include conducting periodic ESF meetings and conference calls.
- Primary and Support Agencies continually reviews their roles and responsibilities for ESF 9.
- Assignment of duties within each agency will be reviewed and training for each will be organized and implemented.
- Any changes within the support agency that affect the ability to perform ESF 9 will be communicated in writing to Leavenworth County Emergency Management.
- Ongoing contact with ESF primary and support agencies will be maintained by LCEM.
- The Primary Agency will continue efforts to coordinate with corresponding private sector organizations.
- Coordinate inter-governmental, non-governmental organization, and private sector preparedness efforts to support this ESF.
- Review and reissue inventory protocols for assessment, allocation, and coordination of communications assets in the event of a domestic disaster.

Response

- Primary and Support Agencies initiate and manage tasks as defined by their operational plans in support of this ESF.
- Coordination of information from the ESF to the EOC is through the Primary Agency.
- Organize and provide direction to resources within their functional area.
- Provide staff for the operations at fixed and field facilities and maintain trained personnel to support the response.
- In a timely fashion, notify and request assistance from support agencies in order to manage mission assignments.
- Work with appropriate private sector organizations to maximize use of available resources.
- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities.
- Assess the need for requesting goods and services as needed.
- Promote financial and property accountability for ESF activities.
- Immediately following the occurrence of a disaster, assess the overall status of the areas within the county and begin determination of potential needs and resources.

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- Continue planning for short term and long term disaster management and recovery operations.

Recovery
- Primary and Support Agencies continue with activities as directed by Incident Command. In addition, the support agency will initiate any recovery activities assigned to it by this ESF.
- Assist in the evaluation of damaged critical infrastructure assets. Recommend a strategy for restoration of communication service and assets.
- Completes post disaster reporting and evaluates the disaster to identify lessons learned.

Prevention/Mitigation
- Primary and Support Agencies finalize reporting and make recommendations for mitigation measures. Measures could include actions to protect their facilities, resources, and mitigate the effects of future disasters on this ESF.
- Viable recommendations should be formulated and proposed for acceptance and funding through the appropriate process.

Reference the ESF 9 Checklist for other Actions.

Responsibilities

Primary and Support Agencies (KPS 340)
- The designated EOC Fire Department Coordinator will coordinate provision of representatives on a 24-hour basis to the EOC, to verify full deployment and utilization of resources identified under this ESF.
- Based on the specific situation and current level of resource usage, provide multi-disciplinary teams consisting of team leaders, law enforcement for security problems, fire personnel and paramedics to search and treat victims, debris personnel to remove debris for SAR activities, power company and gas company personnel for emergency utility issues, and a building inspector/engineer for structural integrity recommendations. The composition of each SAR team will be determined by the Incident Commander/SAR Director.
- Coordinate with each Agency through scheduled meetings to verify planning functions are carried out to support this ESF.
- Coordinate meetings, plans, exercises, training, and other activities with the private sector, and the ESF 9 support agencies.
- Oversee the coordination and management of resources, facilities and equipment related to this ESF.
- Attend scheduled meetings to promote planning functions in support of this ESF.
- Maintain records of expenditures and document resources utilized during response and recovery efforts.

Leavenworth County Fire Departments
- Provide a representative to the EOC to coordinate ESF 9 activities.
- Work with the other members of the EOC team to set priorities and assign resources.
- Coordinate with the field to assess search and rescue resource requirements.
- Activate mutual aid agreements and if necessary, provide the appropriate steps to request the deployment of state and federal search and rescue resources.

Volunteer Agencies
- The Salvation Army, Northwest Missouri Chapter of the American Red Cross, and other Volunteer Agencies will provide support to the SAR activities, providing food, water and refreshment for the teams. Coordinate the provision of comfort and support to families of the victims or missing persons.

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Leavenworth County Public Works

- The Leavenworth County Public Works Department will assist with structural integrity evaluation and shoring required for the safety of the teams.
- Assemble a list of Road and Bridge related assets available to support recovery, and coordinate this information with the EOC.
- Develop maintenance and protection arrangements for Public Works response and recovery.

Emergency Medical Service (EMS)

- County EMS providers will coordinate EMS Command activities through the direction of Fire Command any medical and medical transport needs.
- Assess the need for and prioritize the deployment of services based on available resources and critical needs as they relate to your responsibility. Also develop guidelines to obtain private sector support as required.
- Request volunteer agencies and private resources with assets to contribute those assets to the response effort.
- Evaluate the availability, operational condition and duration of need as well as logistical requirements necessary to obtain critically needed equipment.
- Participate in drills and exercises to evaluate local communications capability.

Coroner

- The Coroner’s Office, in conjunction with the County Sheriff’s Office, is responsible to secure and investigate deaths.

Law Enforcement

- The Leavenworth County Sheriff's Office and Municipal Law Enforcement Departments will provide security for SAR teams.

ESF 9 Checklist is not available except online.

Attachments

Sample Forms and Logs-reference ESF 5-ICS Forms.

Attch 9.1 Search and Rescue Protocols is not available except online.
Attch 9.2 Contacts is not available except online.
Attch 9.3 Emergency Response Log is not available except online.
Attch 9.4 Equipment and K-9 Resources is not available except online.
Attch 9.5 SAR Resources is not available except online.

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ESF 10-Oil and Hazardous Materials

ESF Coordinator

Director of Emergency Management

Primary Agency

Leavenworth County Fire Departments

Support Agency

Leavenworth County Emergency Management
City of Leavenworth Police Department
Leavenworth County Sheriffs Office
Leavenworth County Public Works Department
Leavenworth County Health Department
Leavenworth County Emergency Medical Service (EMS)
Local Emergency Planning Committee (LEPC)
Mid America Regional Council (MARC)-LEPC
Kansas Highway Patrol (KHP)
State Regional HazMat Teams
Office of the State Fire Marshal

Purpose, Scope, Policies/Authorities

Purpose (KPS 345)

This ESF implements Annex 10 to the Emergency Operations Plan. The purpose is to coordinate County support in response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials during a disaster. The general term “hazardous materials” is meant to mean: hazardous substances, pollutants, and contaminants.

Leavenworth County Emergency Management will coordinate with the Office of the State Fire Marshal when assistance is needed from one of the ten regional response teams from the Emergency Response Division. This resource is critical to provide capabilities for chemical, biological, radiological, or nuclear events (CBRN) and will require immediate support from other regional resources, state agencies within KDEM, OSFM-KS, and KDHE, as well as applicable federal agencies.

Scope (KPS 346)

This ESF provides for a coordinated, effective and efficient response to discharges and releases of oil and hazardous materials by placing personnel, financial and material resources into service at the impacted area. This ESF establishes the lead coordination roles, and the division and specification of responsibilities among agencies that may be brought to bear in response actions. This ESF is applicable to county agencies and agencies with responsibilities and assets to support the response to actual and potential discharges and releases of hazardous materials.

This ESF includes the appropriate response and recovery actions to prepare for, prevent, minimize, or mitigate a threat to public health, welfare, or the environment caused by actual or potential oil and hazardous materials disasters. Hazardous materials include chemical, biological, and radiological substances, whether accidentally or intentionally released. These include certain chemical, biological, and radiological substances considered weapons of mass destruction (WMD), which is addressed more

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specifically in Incident Annexes for Terrorism and Biological Incidents.

In addition, this ESF may be used to respond to actual or threatened releases of materials not of a typical source or category, but that as a result of a disaster, poses a potential threat to public health, welfare or to the environment. Appropriate ESF 10 response activities to such disasters include, but are not limited to, household hazardous waste, monitoring debris disposal, and protection of natural resources.

Policies/Authorities (KPS 347)

ESF 10 applies to agencies with assigned emergency responsibilities as described in the County Emergency Operations Plan (CEOP). This ESF will be activated at the discretion of Leavenworth County Emergency Management.

Authorities and references specific to ESF 10-Oil and Hazardous Materials Response are as follows:

- Title III of the Federal Emergency Planning and Community Right to Know of the Superfund Amendments and Reauthorization Act of 1986 (Public Law 99.499)
- Kansas Emergency Planning and Community Right to Know Act , KSA 65-5701-65-5712
- National Response Team (NRT) Hazardous Materials Emergency Planning Guide; updated 2002
- By-Laws of the County Local Emergency Planning Committee (LEPC) revised on January 10, 2013.

The ESF 10 Coordinator and the support agencies are critical members of the EOC Team and will work within the EOC structure described in ESF 5-Emergency Management.

State and Federal Authorities (KPS 348 & 349)

State and Federal authorities are provided in the 2022 Kansas Response Plan (pg 195) in the EOP References tab.

Concept of Operations

General (Command, Control, and Notifications) (KPS 350)

There are multiple Primary Agencies listed for this ESF. The lead (coordinating) agency will be determined by the major needs for the type and location of the disaster. The Primary Agency will coordinate with support and mutual aid agencies in directing resources and response activities.

Support Agencies will work with the Primary Agency and Leavenworth County Emergency Management (LCEM) for purposes of pre-disaster planning and post disaster coordination of the issues addressed by this ESF. During post disaster operations, each support agency is responsible for coordinating their individual plans and guidelines and reporting of ESF activities to the Emergency Operations Center through the Primary Agency.

This ESF requires documentation of response activities to support post disaster requirements and justify actions taken by Primary and Support Agencies.

Appropriate response and recovery actions can include efforts to detect, identify, contain, clean up, or dispose of released oil and hazardous materials. Specific actions may include stabilizing the release through the use of berms, dikes, or impoundments; capping of contaminated soils or sludge; use of chemicals and other materials to contain or retard the spread of the release or to decontaminate or mitigate its effects; drainage controls; fences, warning signs, or other security or site control precautions; removal of highly contaminated soils from drainage areas; removal of drums, barrels, tanks, or other bulk containers that contain oil or hazardous materials; and other measures as deemed necessary.

Requests for equipment, resources or assistance will be made by the Primary Agency to the Incident Command System. Each request will be assessed by the Incident Command and a status response will be made as soon as possible. The Incident Command will maintain a listing of requests and will assign a priority to each.

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Shift hours will be at the discretion of the representing agency. It is preferred to have shift hours correlate with general staff briefings. During each activation, general staff briefings will be established based on the threat.

Each department, agency, or organization with responsibilities under this plan will develop and maintain written guidelines for carrying out their assigned tasks, including inventory, storage, maintenance and replacement of materials and equipment. Those standard operating guidelines, policies, and practices will be considered supplements to this Annex and Plan.

The Primary Agency is responsible for overall disaster management efforts in support of emergency operations. Team membership includes representatives from the law enforcement agencies, EMS, and fire departments. The State of Kansas Regional Response Team, designated by the Kansas State Fire Marshal's Office, has the lead response role in radiological disasters.

Leavenworth County Office of Emergency Management maintains radiological monitoring capabilities to respond to radiological disaster/accidents, or the possibility of an attack which results in radioactive fallout.

The Primary Agency is responsible for overall disaster management efforts in support of emergency operations.

For a terrorist incident involving oil or hazardous materials (possible WMD incident), this ESF provides assistance, investigative support, and intelligence analysis for the oil/hazardous materials response in coordination with the law enforcement and criminal investigation activities. For a disaster involving oil or hazardous materials that is determined to be an intentional criminal act, but not an act of terrorism, the response is carried out in accordance with this ESF and applicable laws and regulations. The Agency with primary jurisdictional responsibility, as directed by statute and/or existing policy, provides the senior law enforcement official.

Liaison (KPS 351)

This ESF coordinates the provision of support to and the overall management of the various actions taken to mitigate, clean up, and dispose of oil and hazardous materials and minimize the impact of the disasters. ESF 10 promotes close coordination with Federal, State, and local officials, as well as the private sector, to establish priorities for response support.

It is the responsibility of the Primary Agency to communicate with local, regional, state and federal agencies, and forward pertinent information through protocols established in ESF 2-Communications. Generally, this will be via 2-way radio communications. Required information will be posted by the EOC using the WebEOC interface. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated location, to provide continuity and reporting.

Individual Agency reporting requirements will be established by each primary and support Agency to meet the needs of their respective organization.

The ESF representative will be expected to attend planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Initial Notification (KPS 353)

The Board of County Commissioners maintains overall authority for the initial notification process. The Leavenworth County Emergency Management Director and the Coordinator of the Sheriff’s Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the Leavenworth County Emergency Management Director. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities for

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Notification are provided as Attachment 2.6.

Leavenworth County Emergency Management maintains an Emergency Points of Contact for agencies/departments through the Mid-America Regional Council (MARC) Regional Resource Annex. The Emergency Management Director has login access through the MARC website.

Information Management (KPS 352)

The Primary Agency is responsible for information management in support of this ESF during an emergency.

During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event. Activation of this ESF will be coordinated through the Primary Agency.

The Primary Agency will work directly with the Operations Chief for information management and reporting of ESF activities.

Information will be reported through the Incident Command System. Upon activation of this ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will attend planning meetings and report on the level of preparedness and activities of this ESF to include the Primary and Support Agencies.

On Scene Incident Command (KPS 354)

In the event of a HAZMAT release, the Incident Commander will estimate the areas and population affected by the release. The EOC may be called upon to help assist the Incident Commander in this effort. Aids for determining the size of the area affected may include:

- The Emergency Response Guidebook
- Assistance by the responsible party
- Assistance by expert sources such as CHEMTRAC or CHEM-TEL
- Assistance by state and federal agencies

If requested by the IC, the EOC will notify any special facilities located in the affected area. In the event a special facility cannot be notified by telephone and it is safe to do so, law enforcement will be dispatched to make direct contact with the facility using the appropriate personnel protective equipment. The IC is responsible for notifying hospital personnel of the following:

- The victims have suffered exposure to a hazardous material
- The type of hazardous material and amount of suspected exposure
- Approximate number of victims involved and their estimated time of arrival to facility
- Current status of the victims (i.e., decontamination in progress)

The receiving hospital will notify EMS providers at the scene of special procedures to follow (access route to emergency room, etc.) and the current capacity of their facility. Communications between hospitals and on site EMS personnel should be coordinated (for additional information, see ESF 8–Health and Medical Services).

Saint John Hospital (3500 4th St., Leavenworth, KS 66049), and the Dwight D. Eisenhower VA Medical Center (4101 4th St. Trafficway, Leavenworth, KS 66049) are capable of HazMat and radiological

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decontamination.

Resource Augmentation

Information on additional equipment, personnel or other resources is kept by the Emergency Response Division of the State Fire Marshal's Office for their regional response teams. Additional State resources are available by contacting KDEM.

Chemical Reporting Procedures (KPS 362)

Facilities within Leavenworth County that store, manufacture, transport, or package regulated hazardous materials in quantities above the threshold limit are mandated by Federal law to prepare a risk management plan (RMP). The RMP contains specific response actions for the materials on site. The regulated facility is expected to have planned for the resources needed to respond and recover. These plans are developed to protect and respond to incidents that occur within their specific property.

The release of a hazardous material into the environment can pose a significant threat to the community. The most likely occurrences of such releases are in the following areas:

Transportation Routes

Major highways, railroad lines and pipeline routes are primary corridors for the transportation of hazardous materials. The county’s major highway, railroad lines, and pipelines are depicted in the attachments to this ESF.

Notification of a hazardous materials spill or release from transportation incidents is normally made through the 9-1-1 Dispatch Center, which will notify the Leavenworth County Emergency Manager.

Business & Industry

The County LEPC maintains a list of facilities reporting extremely hazardous substances (EHS) under the provisions of Title III of the Superfund Amendments and Reauthorization Act (SARA).

In the event of a spill/release potentially endangering public safety, the facility is responsible for immediately notifying the Fire Department in the jurisdiction in which the incident has occurred. Notification will be accomplished by calling 9-1-1 and the appropriate Fire Department. The spiller has the legal obligation to notify the LEPC and CEPR of all releases that are CERCLA hazardous substances or an Extremely Hazardous Substance (EHS) in an amount equal to or greater than their Reportable Quantities (RQs). In addition, the National Response Center (NRC) must be notified of all CERCLA hazardous substances and any spill impacting the soil, groundwater, or a waterway must reported to KDHE. This emergency notification must include:

- Chemical name and whether it is an extremely hazardous substance
- Estimate of the quantity released into the environment
- Time and duration of the release
- Medium into which the release occurred
- Any known or anticipated acute or chronic health risks associated with the release
- Advice on medical attention for exposed individuals
- Necessary precautions such as evacuation or in place shelter
- Name of a contact person

The facility is required to provide ongoing information and assistance to the Fire Department, the Emergency Management Department and the EOC as needed by the situation.

Agriculture

Pesticides, fertilizers and other common agricultural chemicals may also pose a threat to the environment if involved in an uncontrolled release or otherwise used improperly.

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Illegal Dumping

Used motor oils, solvents, paints, etc. can also threaten health and the environment if not disposed of properly. Biological and medical wastes can pose similar threats.

Radioactive Materials

Interstates, railroads, and even commercial airlines are authorized routes for the shipment of certain types of radioactive materials. The Office of the State Fire Marshal- Kansas Emergency Response Division regional response teams provide the primary source of radiological monitors and radiological response teams for the county.

LEPC Roles-Pre Incident (KPS 355,356, 357)

The role of the Local Emergency Planning Committee (LEPC) is to form partnerships with local industries and governments as a resource for enhancing hazardous materials preparedness. Local governments are responsible for the integration of planning and response. Members of the LEPC should represent a large number of government and private organizations, industries, and occupations in order to provide the expertise to advise on plan development.

Assists the Emergency Management office in the development and maintenance of ESF 10 including, but not limited to:

- Hazard identification (TIER II) and vulnerability analysis
- Establishment of disaster notification procedures
- Establishment of coordinated response procedures
- Identification of response equipment and resources
- Methods and schedules for exercising the plan
- Serves as the point of contact for the Community Right to Know Act

The need for specialized personnel and resources is identified through a response assessment. The Primary Agency convenes appropriate Agency representatives, as soon as possible, to develop a plan for providing the support required. This can be conducted via emergency conference call or by physically locating at the EOC.

Radiological instrumentation is secured and cataloged by the Emergency Management Department. Leavenworth County Emergency Management currently has seven (7) radiation detection sets on hand in the primary EOC. LCEM also reported that the City of Leavenworth Fire Department also has 3 sets to support radiological response. Maintenance and calibration of radiological monitoring equipment is the responsibility of the State of Kansas.

The Hazardous Materials Division of the Kansas State Fire Marshal's Office provides trained, equipped hazardous materials teams across the state. These teams support local first responders in hazardous materials and radiological disasters, accidents, and acts of terrorism (toll free: 1-866-KHAZMAT or 1-866-542-9628).

Kansas Department of Health and Environment-Bureau of Environmental Field Services provides six regional district offices. The Northeast District Office contact number is: (785) 842-4600. The bureau field staffs, which focus on air, water, waste and remediation issues, respond to and assist the citizens of Kansas by providing regulatory services and guidance through inspection programs and compliance assistance.

The Leavenworth County Emergency Management contact number: (913) 684-0455

Community Emergency Coordinator Responsibilities (KPS 358, 359, 360, 361)

The Leavenworth County Emergency Management Director serves as the Information Coordinator for the LEPC. The Information Coordinator is responsible for the following activities:

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- Development and implementation of the local emergency operations plan.
- Receiving verbal and followup written notices of release of hazardous substances provided for under EPCRA.
- Establish procedures for making facility information available to the public.
- Annually publish notice in the local newspaper about the LEPC.
- Establish procedures for filing and maintaining Material Safety Data Sheets, chemical inventory forms and other administrative data required by SARA Title III.

Emergency Planning and Community Right to Know (EPCRA) Planning

Facilities subject to EPCRA emergency planning requirements include:

- Any facility with any Extremely Hazardous Substance (EHS) onsite greater than the relevant Threshold Planning Quantities (TPQs)
- Any other facility designated as subject to the emergency planning requirements by the Governor of State or the State Emergency Response Commission (SERC), after a period of public comment.

The Emergency Management Department maintains Tier II chemical data submitted by fixed facilities with onsite hazardous materials, which also includes information on the chemical(s) used and/or stored in each facility. These data are maintained under separate cover.

EPCRA regulation requires every regulated facility to identify and provide a facility emergency coordinator to the LEPC. The facility coordinator will participate in the emergency planning process for their company. Risk Management Plans (RMP) are incorporated into the EOP by reference, and is maintained in the Emergency Coordinators office.

Potential highway, rail, and pipeline transportation routes for hazardous chemicals in Leavenworth County are provided as Attachments to this ESF.

Potential evacuation routes for hazardous chemical facilities in Leavenworth County are provided as Attachment 10.6-Evacuation Routes Map.

During an emergency event, in the EOC, Leavenworth County Emergency Management will have access to the KC Scout System (a MODOT-KDOT partnership). This system is a bi-state traffic management system, developed to provide real time access to view highway systems in the metro. The KC Scout System can be viewed at http://www.kcscout.net/.

Based on chemical storage data submitted (Tier II) by facility operators in the County, there are two regulated facilities pertaining to extremely hazardous substances (EHS). These facilities are McGraw Fertilizer Services located in Tonganoxie and Ergon Asphalt and Emulsions Inc. in Kansas City. Although Ergon Asphalt is listed in Kansas City a review of the County map confirms it is within Leavenworth County.

The major throughways of K 16 and US 24, for the Tonganoxie facility would be the designated evacuation routes. Ergon Asphalt, bordered by the Missouri River, would potentially utilize K5 to provide evacuation to US 73 (northbound) and I 435 (southbound). Upon activation of this ESF, the Kansas Highway Patrol would be called upon to assist with evacuation coordination and support on these egress routes.

Radiological Response Training (KPS 372)

KDHE is the responsible state agency for radiological protection of public.

The Kansas Division of Emergency Management (KDEM) is, by statute, the responsible state agency for coordinating radiological response protection operations, training and planning, and conducting maintenance of radiological instruments.

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The State of Kansas Fire Marshal's Office is responsible for the eleven regional HazMat Response Teams designated to assist all counties in the State for radiological response and monitoring. The NFPA HazMat Technician training course includes radiological training as part of the hazardous materials response training.

Warning/Alert/Public Announcement (KPS 361,363, 364, & 365)

The Leavenworth County Emergency Management Department, in coordination with the Public Information Officer (PIO) is responsible for disseminating warning information when this Plan is enacted. Guidelines are provided in ESF 15.

Facilities must immediately notify the Local Emergency Planning Committee (LEPC) / Mid-America LEPC, the State of Kansas Commission on Emergency Planning and Response (CEPR), and any other jurisdiction likely to be affected if there is a release into the environment of a hazardous substance that exceeds the reportable quantity for that substance. The facility owner is required to contact KDHE if the hazardous materials spill impacts the soil, groundwater or a waterway. Contact numbers are provided below, and at the KDEM website: (http://www.kansastag.gov/KDEM.asp?PageID=437).

Per SARA Title III Section 304 the initial notification of a hazardous material or extremely hazardous substance release should be made verbally to the NRC, CEPR, and the LEPC. Following are the numbers that should be used when making the initial verbal notification:

- CEPR, 24-hour emergency number (800) 275-0297 or (785) 296-8013; both numbers will go to the paging system and a HazMat Duty Officer will return the call
- Note: If for any reason one of the two numbers listed above does not work please contact All Hazards Number: (800) 905-7521 or (785) 296-3176
- Local Emergency Planning Committee (LEPC) or Local Emergency Coordinator/Manager: (913) 684-0455
- National Response Center: (800) 424-8802

Note that if the release poses an immediate threat to life or the environment notification should not be delayed if all of the required information is not available. An initial (partial) notification should be made so that the LEPC, KDHE, and CEPR are prepared to provide guidance to support the disaster if necessary. As soon as practical after an initial notification, all required information must be assembled and transmitted. Notification of a release includes any quantity of a hazardous substance(s) that leaves the boundaries of a facility that could affect life and the environment; it is not limited to the entire quantity identified under reportable quantities of Sections 302 and 304.

A transportation related release is defined as a release during transportation or storage incident to transportation if the stored substance is moving under active shipping papers and has not reached the receiving party. When a transportation related release occurs notification is initiated by calling 911, or in the absence of a 911 emergency telephone number, to the operator. All emergency notification requirements are the same as previously identified in this document.

Evacuation or shelter in place decisions will be made by the Incident Commander depending on severity of the disaster. The Incident Commander is responsible for initiating an All Clear notification following confirmation from Health/Environment officials that citizens may return to their homes.

Contamination (KPS 366, 367, & 368)

The structure of local agency on scene management to detect and assess the extent of contamination will depend on the size and scope of the disaster. Upon arriving at the disaster scene, the IC will determine the disaster Level (incident classification scheme):

"Level One"-an incident or threat of release which can be controlled by the first response agencies and does not require evacuation of other than the involved structure or of the immediate outdoor area. The

incident is confined to a small area and does not pose an immediate threat to life or property.

"Level Two"-a disaster involving a greater hazard of a larger area which poses a potential threat to life or property and which may require a limited evacuation of the surrounding area.

"Level Three"-a disaster involving a severe hazard; or a large area which poses an extreme threat to life and property, and will probably require a large scale evacuation; or an incident requiring the expertise of resources from the county, state, federal and private agencies/organizations.

The response team will follow operational guides established for their team. The Emergency Response Guidebook, and other resources, may be utilized to determine chemical identification and response, potential contamination, and area of impact. (Reference the On Scene Incident Command Section)

The responsibility for selecting and implementing the appropriate countermeasures is assigned to the Incident Commander in accordance with appropriate technical resources.

The Incident Commander is responsible for monitoring the response activity to verify that appropriate containment and control measures are implemented. Containment and control measures may include, but are not limited to:

- Dikes
- Berms and drains
- Trenches and pits
- Booms
- Barriers in soil
- Stream diversion
- Patching and plugging of leaking containers and vessels
- Portable catch basins
- Hydraulic and mechanical dredging
- Excavating
- Skimming or pumping
- Dispersion or dilution
- Vacuuming

Environmental Clean Up (KPS 370)

Treatment of released hazardous chemicals can be physical, chemical or biological in nature. Treatment and/or cleanup operations are the responsibility of the operator or carrier. State and Federal technical resources are readily available to provide assistance on selection or overview of treatment/disposal activities.

The State of Kansas Regional Response Team, designated by the Kansas State Fire Marshal's Office, serves as a Regional HazMat Team to assist with hazardous materials response and cleanup operations.

Outside Resources

The Chemical Transportation Emergency Center (CHEMTREC) is a public service of the Chemical Manufacturers Association that provides immediate advice for those at the scene of an emergency and promptly contacts the shipper of the hazardous materials involved for more detailed assistance and appropriate follow up.

CHEMTREC operates around the clock can usually provide hazard information guidance when given the identification number or the name of the product and the nature of the problem. When contacting CHEMTREC as much of the following information should be provided as possible:

- Name of caller and callback number
- Nature and location of the problem

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- Guide number in use
- Shipper or manufacturer
- Container type
- Railcar or truck number
- Carrier name
- Consignee
- Local weather conditions

The successful use of the Hazardous Materials Emergency Response Guidebook may depend upon contact with CHEMTREC as soon as the disaster has been surveyed and the immediate needs of the people involved in the situation have been handled.

State and Federal Resources (KPS 369, 371, 373-378)

Several state agencies are available to provide resources and technical assistance to the Fire Department including those of the Kansas Department of Transportation (KDOT), Kansas Department of Health and Environment (KDHE) and the Kansas Division of Emergency Management (KDEM). The resources of the Federal Environmental Protection Agency (EPA) and the Regional Hazardous Materials Response Teams may also be available to supplement County resources.

The local jurisdiction, in coordination with State and Federal experts, is in charge of managing restoration efforts.

Treatment of contaminated soil and water is the responsibility of the spiller.

Offsite transportation for storage, treatment, or disposal of oil and hazardous materials may be provided by the spiller subject to State and Federal Regulations.

Nuclear Power Plant Facilities

There are no fixed nuclear facilities located in Leavenworth County, and it is not located within an ingestion pathway emergency planning zone (50-mile radius) of a nuclear generating station.

Actions

Preparedness

- Pre-disaster planning and coordination is the responsibility of the Primary Agency and should occur on a regularly scheduled basis. Schedule to include conducting periodic ESF meetings and conference calls.
- Primary and Support Agencies continually reviews their roles and responsibilities for this ESF.
- Assignment of duties within each Agency will be reviewed and training for each will be organized and implemented.
- Any changes within the Support Agency that affect the ability to perform this ESF will be communicated in writing to emergency management.
- Ongoing contact with ESF primary and support agencies will be maintained by County Emergency Management.
- The Primary Agency will continue efforts to coordinate with corresponding private sector organizations.
- Coordinate inter-governmental, non-governmental organization, and private sector preparedness efforts to support this ESF.
- Review and reissue inventory protocols for assessment, allocation, and coordination of communications assets in the event of a domestic disaster.

Response

ESF 10 focuses initially on the following actions:

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- Confirm members of the ESF staff are notified
- Verify that the EOC is ready to support response activities and to coordinate with the KDEM
- Establish communications with the affected ESF 10 elements
- Establish communications with designated backup regions and with other appropriate State elements
- Coordinate with other ESFs
- Identify extent of oil and hazardous materials disasters
- Identify initial resource requirements
- Assess the situation, including the nature, amount, and locations of actual or potential releases of oil and hazardous materials; pathways to human and environmental exposure; probable direction and time of travel of the materials; potential impact on human life, health, safety, and the environment; types, availability, and location of response resources, technical support, decontamination and cleanup services; and priorities for protecting human health and welfare and the environment through appropriate prevention and/or response actions.
- For terrorism incidents, provide support as required during the response while continuing to carry out response actions.
- Primary and Support Agencies will initiate and manage tasks as defined by their operational plans in support of this ESF. Coordination of information from this ESF to the EOC will be coordinated through the Primary Agency.
- Organize and provide direction to resources within their functional area.
- Providing staff for the operations at fixed and field facilities and maintaining trained personnel to support the response.
- In a timely fashion, notifying and requesting assistance from support agencies in order to manage mission assignments. Work with appropriate private sector organizations to maximize use of available resources.
- Supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and activities.
- Assessing the need for and requesting goods and services as needed. Promote financial and property accountability for ESF activities. Immediately following the occurrence of a disaster, assess the overall status of the areas within the county and begin determination of potential needs and resources.
- Continue planning for short term and long term disaster management and recovery operations.

Recovery

- Primary and Support Agencies continue with activities as directed by Incident Command. In addition, the support Agency will initiate any recovery activities assigned to it by this ESF.
- Assist in the evaluation of damaged critical infrastructure assets. Recommend a strategy for restoration of service and assets.
- Complete post disaster reporting and evaluate the disaster to identify lessons learned.
- Radiological protective actions are provided as attachments to this ESF.

Prevention/Mitigation

- Primary and Support Agencies finalize reporting and make recommendations for mitigation measures. Measures could include actions to protect their facilities, resources, and mitigate the effects of future disasters on this ESF. Viable recommendations should be formulated and proposed for acceptance and funding through the appropriate process.
- Radiological protective actions are provided as attachments to this ESF

Reference the ESF 10 Checklist for other Actions.

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Responsibilities

Primary and Support Agencies (KPS 379)

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- When requested, deploy a representative to the EOC to assist with ESF 10 activities.
- Provide ongoing status reports as requested by the Information Coordinator.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up to date rosters for notifying personnel and 24-hour staffing capabilities.
- Perform other emergency responsibilities as assigned.

Leavenworth Municipal, District, and Township Fire Departments

- Deploy trained personnel to assume the role of Incident Commander at the scene and implement the Incident Command System (ICS).
- Determine the hazard level of the disaster and direct overall response operations.
- Deploy a representative to the County EOC to coordinate ESF 10 activities.
- Determine appropriate protective actions and work with the EOC to disseminate information to the public.
- Coordinate responding hazardous materials response resources.
- Verify that personnel are outfitted with and trained to use appropriate personnel protective equipment.
- Work with EMS to verify that exposure records are maintained for emergency workers.
- Implement hazardous materials response procedures and keep the EOC informed of field activities and resource requests.

Leavenworth County Emergency Management Department

- Reviews and maintains the Local Emergency Planning Committee (LEPC) function.
- Activates and staffs the EOC.
- Coordinates with state and federal agencies.
- Maintains the other functional elements of the County Emergency Operations Plan in support of ESF 10.
- Serve as a liaison to KDEM.

Emergency Medical Services

- Provide basic and advanced life support to disaster victims.
- Advise the Incident Commander on responding personnel exposure time.
- Assist with personnel decontamination.
- Communicate health hazard information from the scene to emergency rooms or other elements of the medical system.
- Initiate and maintain disaster exposure records.
- If required, establish EMS command and triage and serve as primary or secondary triage officers.
- Assist ambulance crews with decontamination and transportation of casualties.
- Coordinate medical evacuation of any casualties.
- As needed, coordinate with area hospitals (this may include base line evaluations of evacuees and responding personnel).

Hospitals (St. John and VA Medical Center)

- If available and requested by the EOC, provide personnel to assist with on-scene hazardous materials

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medical response.

Leavenworth County Sheriff's Office

- Provide a liaison officer of to the Incident Commander and/or the EOC.
- Assist with the evacuation of endangered people.
- Provide security for the restricted area.
- Assist in establishing disaster boundaries, access control points and traffic control points based in IC requirements.

Leavenworth County Local Emergency Planning Committee (LEPC)

- Provide oversight and guidance for emergency planning.
- Hold regularly scheduled meetings.
- In coordination with Emergency Management and Fire, maintain the list (TIER II data) of facilities reporting hazardous materials.
- Serve as the point of contact for Community Right to Know.

Police Departments (Leavenworth, Basehor, and Lansing)

- Provide a liaison officer to the Incident Commander and/or the EOC.
- Assist with the evacuation of endangered people.
- Provide security for the restricted area.
- At the direction of the Incident Commander, assist in establishing disaster boundaries, access control points and traffic control points.

Leavenworth County Public Health Department

- Provide a representative to the Incident Commander and/or the EOC.
- Provide technical advice on public health and safety hazards resulting from the release.
- Notify and maintain liaison with appropriate state and federal health agencies.
- Provide personnel and equipment to conduct air quality sampling.
- Serve as ESF 8 providing oversight for Health and Medical activities.
- Serve as a liaison with the Kansas Department of Health and Environment (KDHE).

Leavenworth County Public Works Department

- Provide a staff member to serve as a liaison to the Incident Commander and/or the EOC.
- Make heavy equipment, trucks and personnel available as needed.
- Provide sand and other supplies to help contain a hazardous materials spill or release.
- As needed, contact private construction contractors for additional resources.
- Provide technical advice on the effects of a release onto roads and bridges.
- Provide advice on possible structural repairs and containment construction as needed.

ESF 10 Checklist is not available except online.

Attachments

Sample forms and logs-Reference ESF 5 ICS Firms

The Contamination section provides the HazMat Incident Classification Scheme.

The Notifications section identifies plans and/or procedures for receiving or notifying certain staff, facilities, departments, etc.

The Nuclear Power Plant Facilities section identifies procedures for responding to incidents at fixed nuclear facilities or planned radiological shipments.

Attch 10.1 Pipelines Map is not available except online.
Attch 10.2 Waterways Map is not available except online.
Attch 10.3 Fixed Facilities Map (Tier II) is not available except online.

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Attch 10.4 Critical and Vulnerable Facilities Map is not available except online.
Attch 10.5 Major Transportation Routes is not available except online.
Attch 10.6a Evacuation Routes is not available except online.
Attch 10.6b Road Map is not available except online.
Attch 10.7 Hazardous Materials Report (Form A) is not available except online.
Attch 10.8 State Fire Marshal-Hazardous Materials Response Letter is not available except online.
Attch 10.9 LEPC Contact List is not available except online.
Attch 10.10 Radiological Incident Response Checklist is not available except online.
Attch 10.11 Leavenworth County EHS Sites (regulated facilities) and Evacuation Routes Map is not available except online.

Bulk fuel storage tanks (above ground and below ground)

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ESF 11-Agriculture and Natural Resources

ESF Coordinator

The Extension Office of Leavenworth County
Leavenworth County Health Department Director

Primary Agency

USDA Food and Nutrition Service (FNS)
Kansas Department of Agriculture
Kansas Department of Animal Health
City of Leavenworth Animal Control
City of Basehor Animal Control

Support Agency

Leavenworth County Health Department
Leavenworth County Emergency Management
Greater Kansas City and Northwest Missouri Chapter of the American Red Cross
Salvation Army
City of Leavenworth Police Department
Leavenworth County Humane Society
Leavenworth Animal Welfare Society
Kansas State Animal Response Team -KSART

Purpose, Scope, Policies/Authorities

Purpose (KPS 384)

This ESF implements Annex 11 to the Emergency Operations Plan. This ESF provides operational guidance to those who are assigned to work this Emergency Support Function. This ESF has been established to support provision of nutrition assistance, food safety, protection of significant resources, and management of diseases.

Scope (KPS 385)

This ESF will coordinate the provision of nutrition assistance by the USDA Food and Nutrition Service (FNS) to include determining nutrition assistance needs, obtaining appropriate food supplies, arranging for delivery of supplies and authorizing disaster food stamps.

Provide for the safety and security of the commercial food supply by the inspection and verification of food safety at slaughter and processing plants, products in distribution and retail sites, and import facilities at ports of entry: laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; food-borne disease surveillance; and field investigations.

Organize the protection of Natural and Cultural and Historical Properties (NCH resources) by formalizing appropriate response actions to conserve, rehabilitate, recover and restore NCH resources.

Foreign Animal Disease Plan

Reference the Leavenworth County Foreign Animal Disease (FAD) Plan-Incident Annex summary. Leavenworth County has completed a Foreign Animal disease (FAD) Plan that is provided under separate cover designated as “Official Use Only”.

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Policies/Authorities (KPS 386)

Actions undertaken by this ESF should be coordinated with the EOC. Local government will expend available resources prior to seeking regional or state assistance through the EOC.

Unless extremely unique circumstances exist, the provision of food and water should be accomplished through the mass care function and activities (ESF 6).

If the situation occurs where a severe lack of available food for residents does exist, local governments and Disaster and Emergency Services (DES) may work with the local commercial food distribution system to provide an acceptable supply and distribution system.

Requests for food and water should be made to local sources before requesting outside help from mutual aid partners.

The County will encourage individuals to maintain personal or family home reserves of food and water and personal medications and hygiene items to last five to seven days.

While Incident Command will assist as possible with animal issues, the priority will remain the protection of the health and safety of citizens. It is essential that animal owners remain responsible and accountable for their livestock and pets.

Animal and plant disease and pest responses will be conducted in collaboration and cooperation with State authorities and private industries to provide for continued human nutrition and animal, plant, and environmental security, and to support local economy and trade.

Actions initiated under ESF 11 to protect, preserve, conserve, rehabilitate, recover, and restore NCH resources will be guided by the existing internal policies and procedures/guidelines of the agencies providing support for the disaster.

Information will be reported through the WebEOC. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Individual Agency reporting requirements will be established by each primary and support Agency to meet the needs of their respective organization.

The Public Information Officer (PIO) representative will attend planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

During EOC Activation, the needs of EOC staff will be coordinated through the EOC Manager.

Shift hours will be at the discretion of the representing Agency. It is preferred to have shift hours correlate with general staff briefings. During each activation, general staff briefings will be established based on the threat.

The EOC Staff Manual will be the guiding document for EOC Policies and Guidelines.

Primary and Support Agencies will provide summary recommendations as part of the submission of final record keeping and reporting. In order to enhance the ability to respond and mitigate cost, agencies should review their plan, allocation of resources, methods of communication, and overall interaction with other agencies. Recommendations for improvement should result from the review and should be implemented within the Agency. Recommendations which apply outside the Agency should be forwarded to the Emergency Management Director for consideration.

State and Federal Authorities (KPS 387 & 388)

State and Federal authorities are provided in the 2022 Kansas Response Plan (pg 209) in the EOP References tab.

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Concept of Operations

General (Command, Control, and Notification) (KPS 389 & 390)

There are multiple Primary Agencies listed for this ESF. The lead agency will be determined by the major needs for the type and location of the disaster.

The Primary Agencies are responsible for overall planning and response efforts in support of emergency operations. Actions undertaken through ESF 11 are coordinated with and conducted cooperatively with state and local disaster management officials and with private entities.

Each Support Agency is responsible for managing its respective assets and resources after receiving direction from the Primary Agencies for the disaster.

Food safety and inspections are activated upon notification of the occurrence of a potential or actual disaster by the Department of Public Health to verify food safety and food security.

Actions undertaken are guided by and coordinated with County and local emergency preparedness and response officials and homeland security officials and existing United States Department of Agriculture (USDA) internal policies and guidelines.

The Kansas Historical Society is the initial Primary Agency for natural, cultural and historical resources (NHR), and will work cooperatively with the Department of Interior (DOI) during disasters.

Actions undertaken under this ESF to protect, conserve, rehabilitate, recover and restore NCH Resources are guided by the existing internal policies and guidelines of the Primary Agency for each disaster.

The Primary Agencies for each disaster coordinates with appropriate ESF's and other annexes to verify appropriate use of volunteers and their health and safety, and to verify appropriate measures are in place to protect the health and safety of workers.

Verify food safety and food security.

Within capabilities, protect natural and cultural resources and historic properties resources prior to, during, and/or after a disaster.

Succession of authority will be managed internally for the Primary and each Support Agency. Chain of Successions will be provided from the Primary and each Support Agency to Leavenworth County Emergency Management (LCEM).

The Primary Agencies are responsible for information management and liaison duties in support of this ESF during an emergency.

It is the responsibility of the Primary Agencies to forward pertinent information to the EOC through whatever channels are necessary. Generally, this will be via 2-way radio communications. EOC information will be reported through the WebEOC. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center to promote continuity.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will attend planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Initial Notification (KPS 392)

The Board of County Commissioners maintains overall authority for the initial notification process. The Leavenworth County Emergency Management Director and the Coordinator of the Sheriff's Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the

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Leavenworth County Emergency Management Director. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities for Notification are provided in as Attachment 2.6.

Leavenworth County Emergency Management maintains an Emergency Points of Contact for agencies/departments through the Mid-America Regional Council (MARC) Regional Resource Annex. The Emergency Management Director has login access through the MARC website.

Information Management (KPS 391)

The Primary Agencies are responsible for collecting, processing and disseminating information in coordination with LCEM. Key information will be distributed via WebEOC and/or situation reports on pre-established email rosters.

This ESF will be activated at the discretion of Leavenworth County Emergency Management. During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event. Activation of this ESF will be coordinated through the Primary Agency.

Support Agencies will work with the Primary Agency and LCEM for purposes of pre-disaster planning and post disaster coordination of the issues addressed by this ESF. The Primary Agencies coordinate the planning efforts for this ESF. During post disaster operations, each support Agency is responsible for coordinating their individual plans and guidelines and reporting of ESF activities to the Emergency Operations Center through the Primary Agency.

The Primary Agencies will work directly with the Operations Chief for information management and reporting of ESF activities.

Information will be reported through the Incident Command System. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Communications are handled in accordance with the most current SOGs and other protocols established by this ESF.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will attend planning meetings and report on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Food and Water Supply(KPS 393-395)

The Kansas Department of Agriculture is responsible for licensing and inspecting food establishments and food processors statewide.

The Public Water Supply Section (PWSS) of the Kansas Department of Health and Environment's Bureau of Water is charged with regulating all public water supply systems in the state and assisting them in providing safe and potable water to the people of Kansas.

Food safety and security includes the execution of routine food safety inspections and other services to provide safe food products that enter commerce. This includes the inspection and verification of food safety aspects of slaughter and processing plants, products in distribution and retail sites, and import facilities at ports of entry; laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; food borne disease surveillance; and field investigations.

ESF 11 will coordinate with the ESF 7 Resource Support Coordinator and other members of the EOC Team to determine the appropriate facilities and methods for the timely distribution of resources.

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The USDA Food and Nutrition Service (FNS) provides nutrition assistance needs, food supplies, and coordinates delivery for distribution of emergency feeding programs.

Animal Health Care (KPS 396-398)

The sheltering of domestic or household animals is provided in Incident Annex IA-4 Animal Shelter, in coordination with ESF 6-Mass Care, and ESF 11-Agriculture. Additionally, livestock and equine (horse) care is the responsibility of the individual owners. Reference the Leavenworth County FAD Plan for guidelines regarding centralized veterinary service activities to address domestic livestock needs.

Animal evacuation and sheltering should be conducted in conjunction with human evacuation and sheltering efforts in coordination with ESF 6. Animals should be sheltered near their owners to the extent possible. Owners should be expected to provide food, water, husbandry, and exercise for their pets during the time they are in emergency shelters.

Businesses where animals are integral to operations (e.g., pet shops and veterinary hospitals) should be encouraged to have contingency plans in place for those animals in the event of a disaster or emergency.

- The animal control divisions, of the local Police Departments, of Leavenworth, Tonganoxie, and Basehor, are responsible for capturing stray animals, with Tonganoxie and Basehor using a shared officer and Linwood contracting through the Bonner Springs Police Department. Stray animals are delivered to the City of Leavenworth Animal Shelter, 1720 S. 2nd Street, Leavenworth, Kansas. In the event the Leavenworth, Basehor, and Tonganoxie Police Departments are overwhelmed, Leavenworth County Emergency Management will coordinate with the Leavenworth County Animal Welfare Society to request the Kansas State Animal Rescue Team (KSART). In the event the animal clinic is overwhelmed, the Leavenworth County quarry, in Tonganoxie, can be used as a temporary shelter for both small domestic and large agricultural type animals.
- The County’s capability for providing expedient health services to injured pets and livestock is limited; these services may have to come from local veterinary hospitals and animal clinics.
- Local veterinarians, the Leavenworth Humane Society, Leavenworth Animal Welfare Society, and KSART may coordinate with the Greater Kansas City and Northwest Missouri Chapter of the American Red Cross to pick up any animals arriving at Red Cross shelters and transport them to kennels or other temporary holding facilities.
- Pet owners are encouraged to plan for emergency pet care to include, food and water supplies, medicines, and travel cages.
- Livestock owners are responsible for preparing for adverse weather conditions. When livestock feeding is beyond the owner's capabilities, the County must commit all local resources prior to requesting assistance from the federal or state government.
- Local law enforcement may assist local veterinarians if the decision is made to employ euthanasia for critically injured animals.
- The County may rely upon volunteers to assist in the care and identification of animals separated from their owners.
- County Extension Offices, which serve as the County’s technical adviser on agricultural matters and animal health issues related to livestock should work with the Health Department to monitor livestock and crops for disease and the potential for further infection.

Incident Specific Operations (KPS 399)

ESF 11 is activated upon notification of a potential or actual disaster involving food or potable water products/safety; plant or domestic animal disease or pest; or for the protection of natural resources. The Primary Agency coordinates with ESF 3-Public Works and ESF 5-Emergency Management to assist with identification of the immediate needs of the community through implementation of the National Incident Management System (NIMS); development of the Incident Action Plan (IAP); and rapid impact assessment (RIA) in response to, and recovery from a disaster. Guidelines for RIA activities are provided

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ESF 14-Long Term Recovery.

When local and regional capabilities are exceeded, the County Executive will declare a County emergency, and request assistance through the Kansas Division of Emergency Management (KDEM). The State responds with necessary resources, and based on advice from the Adjutant Generals office, the Governor may issue a State Declaration. Federal assistance is requested by the Governor based on disaster assessment and agreement to commit state funds and resources to long term recovery. The Federal Emergency Management Agency (FEMA) evaluates the request and recommends action to the White House for approval of Federal aid.

Animal and Plant Disease

Management of animal and plant disease will include implementing an integrated response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease. ESF 5-Emergency Management coordinates with ESF 8-Public Health and Medical Services and the Kansas Department of Agriculture/Division of Animal Health in the event of disasters of this nature. The Kansas Department of Agriculture, in coordination with the USDA, is also for eradication of highly infective exotic plant disease, or economically devastating plant pest infestation.

The criteria for determining staging areas, movement of resources, transportation, communications, capabilities, storage and security are found in the appropriate ESF's to this Plan.

Prioritization and relocation of essential resources, and assistance to disaster victims is provided in ESF 7-Resource Support.

The Kansas Division of Animal Health, in coordination with local authorities, is responsible for control and eradication of an outbreak of a highly contagious or economically devastating animal/zoonotic disease.

There may be a need to dispose of contaminated animal carcasses and other materials using expedient burial operations. The land used for such burials must meet environmental requirements and should be as close as possible to the exposed area.

For animal/veterinary/wildlife disease response emergencies reference the Foreign Animal Disease Plan Incident Annex summary. The Leavenworth County FAD Plan is maintained under separate cover and is designated "For Official Use Only".

Food and Water

The EOC will work closely with local volunteer agencies to determine the emergency food and water needs of the affected population (i.e., the number of people in need of food and water and their locations).

The EOC should coordinate with local agencies, commercial facilities, volunteer organizations and appropriate purveyors for the supply and distribution of food and water to the affected population.

Public information regarding food and water storage, contamination/decontamination, and emergency distribution points should be disseminated per ESF 15-External Affairs/Emergency Public Information.

If the situation warrants, the lead and support agencies in the EOC should work closely with state and federal agencies to coordinate bulk food distribution and the issuance of disaster food stamps.

This ESF requires documentation of response activities to support after action requirements and justify actions taken by Primary and Support Agencies. Any required resources to support this ESF must be coordinated, allocated, and managed through this ESF if possible.

In cases where the required resource cannot be obtained through this ESF, request will be forwarded to the EOC and coordinated through ESF 7 for allocation.

Once procured through ESF 7, the management of the resource (financial record keeping, reporting,

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tracking, etc.) will be coordinated through this ESF.

Management of the resource will be documented using ESF 7 policies and guidelines.

National or State Historical (natural and cultural resources and historic properties)

Radiological

Leavenworth County has very limited capability to handle emergencies that deal with radiological disasters affecting agriculture and natural resources. Leavenworth County will coordinate with KDEM, KDHE, MARC, the State Fire Marshal's Office and Regional HazMat Teams to obtain the necessary resources from agencies outside the county. Law enforcement, including the Kansas Bureau of Investigation will also be notified for potential terrorist threats.

National or State Historical (natural and cultural resources and historic properties) (KPS 400)

Currently, the County does not have the resources or written plans for restoration of cultural and historic resources and will rely on regional, state and federal aid.

If the emergency causes damage to cultural or historic, the County will work to help implement appropriate measures to preserve and protect them as resources permit.

Actions

Preparedness

- Primary and Support Agencies begin preparations to institute and manage activities defined by this ESF.
- Develop Standard Operating Guidelines (SOGs) and checklists to support ESF 11 activities.
- Maintain an accurate roster and activation procedures of personnel assigned to perform ESF 11 duties during a disaster.
- Maintain current food resource directories to include maintaining points of contact.
- Identify likely transportation needs and coordinate with ESF 1.
- Identify pet boarding facilities and private organizations that may provide emergency shelters for animals.

Response

- Primary and Support Agencies initiate and manage tasks as defined by their operational plans in support of this ESF.
- Coordination of information from the ESF to the EOC is through the Primary Agencies.
- Develop an Incident Action Plan (IAP) to include, but not limited to, the following functions: bio-security and decontamination, movement control and quarantine, depopulation and disposal, surveillance and epidemiology, personnel safety, demobilization and recovery, inter/intra agency communications and all other situations that may arise.
- Provide assistance to established pet shelters.

Recovery

- Primary and Support Agencies continue with response activities and initiate recovery activities necessary to support this ESF.
- Provide immediate assistance as needed to land owners affected by the disaster.
- Work with producer groups to assist in recovery efforts.

Prevention/Mitigation

- Primary and Support Agencies begin instituting mitigation measures to protect their facilities, resources, and other issues defined by this ESF.
- Organizations which will be operating shelters and feeding the public during times of an emergency operation need to make agreements with the owners of facilities they intend to operate from and

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possibly pre-stock some supplies.

Reference the ESF 11 Checklist for other Actions.

Responsibilities

Primary and Support Agencies (KPS 401)

- Attend scheduled meetings to promote planning functions in support of this ESF.
- Assess the need for and prioritize the deployment of services based on available resources and critical needs as they relate to your area of responsibility. Also to develop guidelines to obtain telecommunications industry support as required.
- Assemble a list of assets available to support the recovery and coordinate this information with the EOC.
- Evaluate the availability, operational condition and duration of need, and logistical requirements necessary to obtain critically needed equipment.
- Participate in drills and exercises to evaluate local communications capability.
- Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies and guidelines and report these records to the Primary Agencies in cordination with the Emergency Management Department.

Sheriff's Office

- Provide personnel and resources to support animal and plant emergencies
- Coordinate the provision of shelters for companion animals displaced by the event
- Work closely with local Human Societies, Volunteer agencies and the private sector to provide shelters for animals displaced by the event
- Notify the Kansas Department of Agriculture/Division of Animal Health of any animals presenting suspicious symptoms
- Coordinate departmental resources and personnel to support of ESF 11 activities County Extension Office
- Provide personnel and resources to support animal and plant emergencies Emergency Medical Services (EMS)

Leavenworth Municipal, District, and Township Fire Departments

- Provide personnel and resources to support animal and plant emergencies

Leavenworth Humane Society and Leaveworth Animal Welfare Society

- Provide personnel and resources to support animal and plant emergencies
- Coordinate the provision of safe shelters for companion animals displaced by the emergency
- Notify the Kansas Division of Animal Health of any animals presenting suspicious symptoms

Local Veterinarians

- Provide personnel and equipment to support animal and plant emergencies
- Assist in providing shelters for companion animals
- Notify the Kansas Division of Animal Health of any animals presenting suspicious symptoms

Police Departments (Basehor, Leavenworth, and Tonganoxie)

- Coordinate the provision of shelters for companion animals displaced by the event
- Work closely with local Humane Societies, volunteer agencies and the private sector to provide shelters for animals displaced by the event
- Notify the Kansas Division of Animal Health of any animals presenting suspicious symptoms
- Coordinate departmental resources and personnel to support of ESF 11 activities

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School Districts
- If necessary, assist in providing food and mass feeding sites

Leavenworth County Public Health Department
- Provides technical assistance for microbial threats with the ability to affect human health
- Serve as the Lead Agency in the human health response for zoonotic diseases

Leavenworth County Public Works Department
- Provide personnel and resources to support animal and plant emergencies

Volunteer Agencies
- Coordinate the provision of food and water to disaster victims
- Work with state and federal agencies with the ability to supplement food and water resources
- Assist in providing shelters for companion animals
- Provide personnel and resources to support animal and plant emergencies
- Support

ESF 11 Checklist is not available except online.

Attachments

Sample Forms and Logs-reference ESF 5-ICS Forms.

Other Maps-Other maps pertaining to Leavenworth County can be found in the Hazard Analysis and Mitigation Plan on file with the Leavenworth County Emergency Managment Department.

Attch 11.1 Land Cover Map is not available except online.
Attch 11.2 Watershed Map is not available except online.
Attch 11.3 Historic Sites is not available except online.

Waterways

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ESF 12-Energy and Utilities

ESF Coordinator

Leavenworth County Public Works Director

Primary Agency

USDA Food and Nutrition Service (FNS)
Kansas Department of Agriculture
Kansas Department of Animal Health

Support Agency

Leavenworth County Health Department
Leavenworth County Emergency Management
Kansas Department of Health and Environment (KDHE)
Greater Kansas City and Northwest Missouri Chapter of the American Red Cross
Salvation Army

Purpose, Scope, Policies/Authorities

Purpose (KPS 406)

The purpose of ESF 12 is to establish policies to be used in the coordination with public and private providers for restoration of power during emergencies or following a disaster. Expedient recovery is dependent upon the restoration of power to homes and businesses. Power outages are usually caused by major disasters such as hurricanes, tornadoes or other severe weather. However, other events such as fuel shortages, civil disturbances, disruption of transmission and distribution systems, or power generating plant failure may also cause temporary disruption of power.

ESF 12 can provide personnel and resources to support preparedness, response, recovery and mitigation in support of the primary emergency management objectives. ESF-12 resources are coordinated when individual agencies are overwhelmed and local resources may be able to be utilized more efficiently and effectively in a cooperative manner.

Scope (KPS 407)

ESF 12 procedures protocols and plans for disaster response activities are developed to govern staff operations at the Leavenworth County Emergency Operations Center and in the field to coordinate and support energy and utilities response operations, and assist with restoration of power to normalize community functioning.

In a large event requiring local and state mutual aid assistance, ESF 12 will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.

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.

This ESF will work closely with local and state agencies, energy and utility offices, energy and utility suppliers and distributors. Activities within the scope of this function include:

- Collecting, evaluating, and sharing information on energy and utility system damage and estimations on the impact of energy and utility system outages within affected areas in order to estimate immediate

need.
- This ESF assesses energy and utility system damage, energy and utility supply, demand, and requirements in order to prioritize the restoration of energy and utility systems, and provides information concerning the energy and utility restoration process such as projected schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate.
- This ESF administers statutory authorities for energy and utility priorities and allocations as needed.
- Coordinates with ESF 12 Support Agencies for assistance in helping energy and utility suppliers obtain information, equipment, specialized labor, etc. to repair or restore energy and utility systems.
- This ESF coordinates information with local, state, and federal officials and energy and utility suppliers about available energy and utility supply recovery assistance.

Policies/Authorities (KPS 408)

The private sector owns and operates the majority of the energy and utility infrastructure and develops best practices for infrastructure design and operations. The private sector normally takes the lead in the rapid restoration of infrastructure related services after a disaster occurs. Appropriate entities of the private sector are integrated into this ESF's planning and decision making processes. While restoration of normal operations at energy and utility facilities is the primary responsibility of the owners of those facilities, this ESF provides the appropriate supplemental assistance and resources to enable restoration in a timely manner. Organizational responsibilities include the following:

- Recommend actions to conserve fuel and electric power. Provide energy and utility supply information and guidance on the conservation and efficient use of energy and utility to agencies, the private sector, and to the public.
- Policies and guidelines will be established to identify structural and nonstructural mitigation measures, including deploying of protective measures, to minimize adverse effects or protect resources prior to a disaster.
- Execute emergency contracting support for life saving and life sustaining services and other emergency commodities and services.
- Provide coordination assistance for emergency repair of damaged infrastructure and critical public facilities (temporary power, emergency water, sanitation systems, etc.). As appropriate, this ESF requests technical support to help facilitate efforts to obtain necessary regulatory permits and clearances for infrastructure restoration activities.

This ESF will be activated at the discretion of Leavenworth County Emergency Management (LCEM). During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event. Activation of this ESF will be coordinated through the Primary Agency.

Each Primary and Support Agency will participate in necessary training and exercises to promote continuity. Training will be performed in the form of meetings, workshops, exercises, peer to peer, and policy development.

Requests for assets, resources or assistance will be made by the Primary Agency to the Incident Command System. Each request will be assessed by the Incident Command and a status response will be made as soon as possible. The Incident Command will maintain a listing of requests and will assign a priority to each.

Shift hours will be at the discretion of the representing Agency. It is preferred to have shift hours correlate with general staff briefings. During each activation, general staff briefings will be established based on the threat.

Each Agency, department, or organization with responsibilities under this plan will develop and maintain written guidelines for carrying out their assigned tasks, including inventory, storage, maintenance and

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replacement of materials and equipment. Those standard operating guidelines, standard operating guides, policies, and practices will be considered supplements to this annex and plan.

State and Federal Authorities (KPS 409 & 410)

State and Federal authorities are provided in the 2022 Kansas Response Plan (pg 215) in the EOP References tab.

Concept of Operations

Direction and Control (KPS 411)

Coordinate the provision of materials, supplies, and personnel for the support of emergency activities being conducted.

Maintain communication with utility representatives to determine emergency response and recovery needs. Reference Attachments 12.6 and 12.8 for a list of contacts.

Coordinate with school districts to identify emergency shelter power generation status/needs; and coordinate with other ESFs with assistance in providing resources for emergency power generation. Reference attachment 12.7 for potential portable generator access.

Maintain lists of energy centric critical assets and infrastructures, and continuously monitor those resources to identify and correct vulnerabilities to energy and utility facilities.

This ESF addresses significant disruptions in energy and utility supplies for any reason, whether caused by physical disruption of energy and utility transmission and distribution systems, unexpected operational failure of such systems, or unusual economic or political events.

Succession of authority will be managed internally for the Primary and each Support Agency. Chain of Successions will be provided from the Primary and each Support Agency to LCEM.

Information Management (KPS 412)

There are multiple Primary Agencies listed for this ESF. The lead agency will be determined by the major needs for the type and location of the disaster.

The Primary Agencyies are responsible for information management in support of this ESF during an emergency. Key information will be distributed via WebEOC and/or situation reports on pre-established email rosters.

Support Agencies will work with the Primary Agencies and LCEM for purposes of pre-disaster planning and post disaster coordination of the issues addressed by this ESF. The Primary Agencies coordinate to verify planning efforts for this ESF are accomplished. During post disaster operations, each Support Agency is responsible for coordinating their individual plans and guidelines and reporting of ESF activities to the Emergency Operations Center through the Primary Agency.

This ESF will be activated at the discretion of Leavenworth County Emergency Management. During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event. Activation of this ESF will be coordinated through the Primary Agency.

Serve as the focal point for information on actual or potential damage to fuel and energy and utility supply and distribution systems. Establish guidelines for preparedness, prevention, recovery, and restoration:

- Advise Federal, State, and Local authorities on priorities for energy and utility restoration, assistance, and supply;
- Assist industry, State, and Local authorities with requests for emergency response actions in the affected area.

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- Assist other ESFs and agencies by coordinating resources for transportation, communications, emergency operations, and other disaster related activities.

The Primary Agency will work directly with the Operations Chief for information management and reporting of ESF activities.

Initial Notification (KPS 414)

The Board of County Commissioners maintains overall authority for the initial notification process. The Leavenworth County Emergency Management Director and the designee of the Sheriff's Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the Leavenworth County Emergency Management Director. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities for Notification are provided as Attachment 2.6.

Leavenworth County Emergency Management maintains an Emergency Points of Contact for agencies/departments through the Mid-America Regional Council (MARC) Regional Resource Annex. The Emergency Management Director has login access through the MARC website.

Information Processing (KPS 413)

Information will be reported through the Incident Command System. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will attend planning meetings and report on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Resources

ESF 12 is not a typical ESF that will provide emergency support services to the EOC ESFs. ESF 12 operates to restore infrastructure that delivers energy and utility services to the community. If there is service out within the community, ESF 12 will take that information, prioritize it and process it within their own organizations and provide progress reports as to the status of energy and utility service restoration. ESF 12 is more of an informational ESF where the EOC provides information of problems to the ESF and the ESF provides information to the EOC as to the status of resolution to those problems.

To the maximum extent possible during a disaster or emergency, energy and utility providers will continue to provide services through their normal means and mutual aid agreements.

Incident Command and the energy and utility provider liaisons will develop a clear message for the Public Information Officer (PIO) to deliver to the public regarding the use of these services (reference ESF 15).

In events of disaster, energy and utility providers will compile damage assessment reports and transmit them to Incident Command through their liaison. These assessments will be forwarded to the Kansas Division of Emergency Management (KDEM).

Fuel Sources

ESF 12 is not an energy and utility solution resource as it relates to fuel. Fuel will be the responsibility of specific organizations for both facility operations and for employee staff. Pre-planning fueling needs will be critical to maintain and recover daily operations during a large scale event. Each facility and

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organization will need to identify solutions in advance of an event that meets their complete needs. Reference Attachment-12.5 Bulk Fuel Storage Facilities Map for fuel locations.

Home heating oil and Liquid Propane Gas (LPG) service in Leavenworth County is provided by local vendors and is individually delivered to their specific customers. Local vendors also provide motor vehicle gas, diesel, and oil. County fuel resources are provided in the County Resources Manual under separate cover. Leavenworth County intends to use Frontier Equity (Ag) and local COOP's for back up fuel.

Alternate Fuel Providers

Fire Service, Law Enforcement, and Medical Services maintain fuel inventories and alternate source vendors as part of their Continuity of Operations Plan provided under separate cover.

Petroleum Distribution: Emergency Fuel

Partnering with the Petroleum Marketers and Convenience Store Association in Kansas (PMCA), in the event of a possible fuel shortage, the following options are available:

- KDEM (or any emergency agency) should contact the PMCA office with a request for assistance and PMCA will be responsible to mobilize fuel distributors to affected areas of the state.
- PMCA would respond in a reasonable amount of time (1-6 hours depends on whether roads are passable) and have 7500 gallons of fuel available.
- PMCA has the ability to access fuel distributors from across the state and request assistance.
- Fuel distributors have the ability to fuel emergency vehicles and generators by wet hosing (fuel off the trucks) or if needed provide portable tanks to store fuel.
- Fuel shortages can occur, however, with the help of PMCA fuel can be accessed in other states. Also, many fuel distributors have bulk storage giving us the ability to have access to fuel with short notice.
- If a fuel depot is commandeered by emergency responders, PMCA will provide volunteers to dispatch fuel to emergency vehicles and equipment.

Disruptions and Restoration (KPS 415-419)

Disruptions in energy and utility supplies are typically caused by physical disruption of energy and utility transmission and distribution systems, unexpected operational failure of such systems, or unusual economic or political events.

The Leavenworth County area is served by Amerigas, Leavenworth Waterworks Department, Lan-Del Water District, Consolidated Rural Water, Westar, and Black Hills Energy and relies on the trained and experienced personnel of these organizations to have the capability to provide power even under the most extreme conditions. Many end-users with high reliability needs (such as hospitals and public facilities) have their own in-house backup generation sources.

This ESF will coordinate with the private sector suppliers when responding to energy and utility and petroleum shortages or disruptions for preservation of the public health, safety, and general welfare of the county's residents, workers, and visitors. Activities during an energy and utility emergency could include:

- Assess fuel and electric power damage.
- Assess energy and utility supply and demand.
- Assess the requirements for restoration.
- Coordinate with electric utilities and the petroleum and natural gas industries to identify requirements to repair energy and utility systems.
- Coordinate with Incident Command in establishing priorities to repair damaged energy and utility systems.
- Coordinate temporary, alternate, or interim sources of energy and utility fuel and power.
- Obtain current information regarding damages to energy and utility supply and distribution systems.

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Damage to regional or national electrical energy and utility infrastructure such as power plant outages, and transmission line and distribution problems can cause local power outages. Additionally, the disruption of fuel distribution, unexpected high usage rates, or a slowdown of fuel production may cause local fuel shortages. Other energy and utility shortages, such as interruptions in the supply of natural gas or other petroleum fuels for automotive transportation and other industrial uses, may result from extreme weather conditions, strikes, or international embargoes.

It is expected that utility providers, such as those which provide power, natural gas, petroleum, or communications services, will develop internal organizational procedures, which will guide operations after a major event. These procedures should facilitate the basic assessment of what happened, what can be done about it and what is needed. If appropriate, this information should be provided to the Leavenworth County Emergency Operations Center (EOC) as soon as it is available.

The Primary Agencies will maintain liaison with local utilities, including the ability to contact them on a 24-hour a day basis. Coordination includes the following activities:

- Status of major generating unit outages
- Expected duration of event
- Explanations of utilities planned actions; and recommendations of Agency actions in support of the utilities

Coordinate assistance to support local utility and energy and utility providers, as requested.

Utility Restoration of Infrastructure

Electric utilities will follow their pre-established "Power Outage Recovery Plans" and "Emergency Operations Procedures Manuals” during the restoration process. Typically these restoration plans prioritize recovery in the following manner:

- Transmission
- Substation
- Feeder (main artery)
- Laterals
- Service (individual)

Staging Areas

Utility companies may require the establishment of staging areas to support restoration efforts. Typically these areas are identified, established, and managed absent the assistance from county emergency operations. In the event assistance is required, the utility company will request assistance from the local emergency management department. If emergency management is unable to fill such requests, State resources may assist in locating appropriate areas.

Security

Security at these staging areas is the responsibility of the utility provider. If private security is unable to be deployed, or there is an expected delay in deployment, the utility provider may request security assistance from the local emergency management department and law enforcement agencies. If local law enforcement is unable to fill such requests, the State may assist in filling security requests. The cost of such security will be the responsibility of the private utility provider.

Security for Home Entry

If natural gas supplies are disrupted to customers, natural gas providers must physically enter customer’s residences to reignite natural gas appliances. If and when logistical support is needed to provide security for personnel safety or home entry, the natural gas provider may request security assistance from local law enforcement. If local law enforcement is unable to fill such requests, the State may assist in filling

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security requests.

Actions

Preparedness

- Pre-disaster planning and coordination occurs on a regularly scheduled basis. Schedule to include conducting periodic ESF meetings and conference calls.
- Primary and Support Agencies continually review their roles and responsibilities. Assignment of duties within each Agency will be reviewed and training for each will be organized and implemented.
- Any changes within the Support Agency that affect the ability to perform this ESF will be communicated in writing to Leavenworth County Emergency Management.
- Ongoing contact with ESF Primary and Support Agencies will be maintained by LCEM.
- The Primary Agency continues effort to coordinate with corresponding private sector organizations.
- Coordinate inter-governmental, non-governmental organization, and private sector preparedness efforts to support this ESF.
- Review and reissue inventory protocols for assessment, allocation, and coordination of communications assets in the event of a domestic disaster.

Response

- Primary and Support Agencies initiate and manage tasks as defined by their operational plans in support of this ESF.
- Coordination of information from the ESF to the EOC is through the Primary Agency.
- Organize and provide direction to resources within their functional area. Provide staff for the operations at fixed and field facilities and maintaining trained personnel to support the response.
- The ESF Director notifies and requests assistance from Support Agencies to manage task assignments.
- Work with appropriate private sector organizations to maximize use of available resources.
- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities.
- Assess the need for, and request goods and services as needed.
- Support financial and property accountability for ESF activities.
- Immediately following the occurrence of a disaster, assess the overall status of the areas within the county and begin determination of potential needs and resources.
- Continue planning for short term and long term disaster management and recovery operations.

Recovery

- Primary and Support Agencies continue with activities as directed by Incident Command. In addition, the Support Agencies will initiate any recovery activities assigned to it by this ESF.
- Assist in the evaluation of damaged critical infrastructure assets. Recommend a strategy for restoration of communication service and assets.
- Complete post disaster reporting and evaluate the disaster to identify lessons learned.

Prevention/Mitigation

- Primary and Support Agencies finalize reporting and make recommendations for mitigation measures. Measures could include actions to protect their facilities, resources, and mitigate the effects of future disasters on this ESF.
- Viable recommendations should be formulated and proposed for acceptance and funding through the appropriate process.

Reference the ESF 12-Checklist for other Actions.

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Responsibilities

Primary and Support Agencies (KPS 420)

- Develop standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions
- Attendance of scheduled meetings to promote planning functions in support of this ESF.
- Assess the need for and prioritize the deployment of services based on available resources and critical needs as they related to ESF 12 responsibility. Also develop guidelines to obtain additional private sector support as required.
- Assemble a list of energy and utility related assets available to support recovery, and coordinate this information with the EOC.
- Request volunteer agencies and private resources with assets to contribute those assets to the response effort.
- Evaluate the availability, operational condition, duration of need, and logistical requirements necessary to obtain critically needed equipment.
- Participate in drills and exercises to evaluate local capability.
- Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies and guidelines and report these records to the Primary Agency.

Public Utilities

- Provide a representative to the EOC to coordinate ESF 12 activities
- Gather information on all energy and utility damages and estimate damage impacts
- Work with the other members of the EOC team to set priorities and assign resources
- Maintain contact with private energy and utilities and request their presence in the EOC if necessary
- Coordinate with the private energy and utility companies to help facilitate the restoration of energy and utilities systems and fuel supplies
- Serve as the focal point for emergency information regarding energy and utilities and verify that appropriate reports and information are shared with the EOC Team

Private Energy Companies

- Gather, assess and share information on system damage
- Provide a representative to the EOC if requested
- Provide estimates on the impact of natural gas outages within affected areas
- Provide information on projected restoration

Private Propane Gas Companies

- Assess and share information on damage to propane resources
- Provide information on projected restoration and replenishing supplies

Private Natural Gas Companies

- Gather, assess and share information on system damage
- Provide a representative to the EOC if requested
- Provide estimates on the impact of natural gas outages within affected areas
- Provide information on projected restoration

Public Health Department

- Work with water utilities to provide safe drinking water
- Provide assistance and information to the public on actions to take to provide safety of potable water

ESF 12 Checklist is not available except online.

Attachments

Sample Forms and Logs-reference ESF 5-ICS Forms.

Attch 12.1 Electric Service Map is not available except online.
Attch 12.2 Water Districts Map is not available except online.
Attch 12.3 Pipeline Map is not available except online.
Attch 12.4 Gas Service Area Map is not available except online.
Attch 12.5 Bulk Fuel Storage Facilities Map is not available except online.
Attch 12.6 Services Contacts List is not available except online.
Attch 12.7 Local Critical Facilities Priority List and Generator Requirements is not available except online.
Attch 12.8 Local Area Utility Providers is not available except online.

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ESF 13-Public Safety and Security

ESF Coordinator

Leavenworth County Sheriff

Primary Agency

Leavenworth County Sheriffs Office

Support Agency

Kansas Highway Patrol (KHP)
City of Leavenworth Police Department
City of Basehor Police Department
City of Lansing Police Department
Kansas Department of Transportation (KDOT)
Kansas Bureau of Investigation (KBI)
State and Federal Law Enforcement Agencies

Purpose, Scope, Policies/Authorities

Purpose (KPS 425)

This ESF implements Annex 13 to the Emergency Operations Plan. The purpose is to integrate countywide public safety and security capabilities and resources to support the full range of disaster management activities associated with potential or actual disasters.

Scope (KPS 426)

This ESF provides a mechanism for coordinating and providing support to State and local authorities to include non-investigative/non-criminal law enforcement, public safety, and security capabilities and resources during potential or actual disasters.

This ESF supports disaster management requirements including force and critical infrastructure protection, security, planning and technical assistance, technology support, and public safety in both pre-disaster and post disaster situations. This ESF generally is activated in situations requiring extensive assistance to provide public safety and security and where local government resources are overwhelmed or are inadequate, or in pre-disaster or post disaster situations that require protective solutions or capabilities unique to Leavenworth County.

Policies/Authorities (KPS 427)

The Leavenworth County Sheriff's Office will be the Primary Agency for this ESF and as such will determined the major needs for response and recovery based off of the type and location of the disaster.

Local, private sector, and specific state and federal authorities have primary responsibility for public safety and security, and typically are the first line of response and support in these functional areas.

In most situations local jurisdictions have primary authority and responsibility through their existing plans and procedures for law enforcement activities. The Incident Command System is utilized on scene. In larger scale disasters, additional resources should first be obtained through the activation of mutual aid agreements with neighboring localities and/or State authorities, with disaster operations managed through a unified command structure. In this context, State resources would include members of the National Guard that the Governor calls into service in a law enforcement, security, and/or public safety capacity.

Maintain records of expenditures and document resources utilized during recovery in accordance with

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ESF 7 policies and guidelines and report these records to the Primary Agency.

Primary and Support Agencies will provide summary recommendations as part of the submission of final record keeping and reporting. In order to enhance the ability to respond and mitigate cost, agencies should review their plan, allocation of resources, methods of communication, and overall interaction with other agencies. Recommendations for improvement should result from the review and should be implemented within the department. Recommendations which apply outside the Department should be forwarded to the Emergency Management Director for consideration.

State and Federal Authorities (KPS 428 & 429)

State and Federal authorities are provided in the 2022 Kansas Response Plan (pg 227) in the EOP References tab.

Concept of Operations

General (Command, Control, and Notifications) (KPS 430 & 431)

This ESF is coordinated through the designated representative of the Primary Agency and Leavenworth County Emergency Management (LCEM). It will coordinate with support and mutual aid agencies in directing law enforcement resources and response activities. Leavenworth County is organized to coordinate emergency public safety and security support as follows:

- This ESF is activated when public safety and security capabilities and resources are needed to support disaster operations. This includes threat or pre-disaster as well as post disaster situations.
- This ESF manages support by coordinating the implementation of authorities related to public safety and security and protection of property, including critical infrastructure, and mobilizing supplemental security resources and technologies and other assistance to support disaster management operations.
- This ESF manages support by coordinating the acquisition of other security resources, technologies, and other assistance to support disaster management operations.
- This ESF maintains close coordination with federal, state, and local officials to determine public safety and security support requirements and to jointly determine resource priorities.
- The Primary Agency maintains communications with Supporting Agencies to determine capabilities, assess the availability of resources, and track resources that have been deployed.

Requests for equipment, resources or assistance will be made by the Primary Agency to the Incident Command System. Each request will be assessed by the Incident Command and a status response will be made as soon as possible. The Incident Command will maintain a listing of requests and will assign a priority to each.

During EOC Activation, the needs of EOC staff will be coordinated through the EOC Manager.

Shift hours will be at the discretion of the representing agency. It is preferred to have shift hours correlate with general staff briefings. During each activation, general staff briefings will be established based on the threat.

Any required resources to support this ESF must be coordinated, allocated, and managed through this ESF if possible.

In cases where the required resource cannot be obtained through this ESF, request will be forwarded to the EOC and coordinated through ESF 7 for allocation.

Once procured through ESF 7, the management of the resource (financial record keeping, reporting, tracking, etc.) will be coordinated through this ESF. Management of the resource will be documented using ESF 7 policies and guidelines.

The Primary Agency is responsible for information management in support of this ESF during a disaster.

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Key information will be distributed via WebEOC and/or situation reports on pre-established email rosters.

Individual Department reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

This ESF will be activated at the discretion of Leavenworth County Emergency Management. During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event. Activation of this ESF will be coordinated through the Primary Agency.

When activated, the Primary Agency assesses public safety and security needs, and prioritizes requests for resources to support agencies or other ESFs.

The Primary Agency will work directly with the Operations Chief for information management and reporting of ESF activities.

Initial Notification (KPS 433)

The Board of County Commissioners maintains overall authority for the initial notification process. The Leavenworth County Emergency Management Director and the Coordinator of the Sheriff's Department are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the Leavenworth County Emergency Management Director. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities for Notification are provided as Attachment 2.6.

Leavenworth County Emergency Management maintains an Emergency Points of Contact for agencies/departments through the Mid-America Regional Council (MARC) Regional Resource Annex. The Emergency Management Director has login access through the MARC website.

Information Management (KPS 432)

It is the responsibility of the Primary Agency to forward pertinent information to the EOC through protocols established in ESF 2-Communications. Generally, this will be via 2-way radio communications. Required information will be posted by the EOC using the WebEOC interface. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to provide continuity and reporting.

Information will be reported through the Incident Command System. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will attend planning meetings and report on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Capabilities (KPS 434 & 435)

Public Safety and Security capabilities, training, and resource staffing are provided in the Law Enforcement Standard Operating Guidelines that are maintained in the EOC. The Leavenworth County Sheriff's Office and Leavenworth Police Department were identified as the two main entities which would have the specialized units able to respond in a large-scale event. The Leavenworth County Sheriff's Office has a Narcotics Unit, Bomb Unit, and the Tactical Assistance Team. The Sheriff's Office also has a mobile command vehicle that was acquired in 2006. The vehicle is maintained for crisis situations that

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would require mobilization of personnel and cooperating agencies. The Sheriff's Office also coordinates resources with the Leavenworth Police Department. In a major crisis event, this department is able to provide resources which inlcude a SWAT Team and K-9 Unit.

- The Hazardous Materials Division of the Kansas State Fire Marshal's Office is responsible for making trained and equipped regional hazardous materials teams available throughout the state. The twelve regional response teams, consisting of nationally accredited hazardous materials technicians, are fully equipped to enter the area immediately surrounding the hazardous material in order to monitor the environment and mitigate the disaster. Specialized response team capabilities include hazardous materials (HazMat), search and rescue, and terrorist events involving chemical, biological, radiological, or nuclear (CBRN) products.
- Leavenworth County law enforcement personnel are trained to the Hazardous Materials First Responder Awareness level in accordance with 29 CFR 1910.120.
- The Leavenworth County law enforcement agencies will rely on regional support teams for SWAT/Ordinance capabilities.

Public Safety/Security/Protection

While local authorities have primary responsibility for public safety and security, this ESF provides county public safety and security assistance to support prevention, preparedness, response, and recovery priorities in circumstances where locally available resources are overwhelmed or are inadequate, or where a unique County capability is required. This may include but is not limited to the following activities, when appropriate:

Pre-Incident Coordination

Supporting disaster management planning activities and pre-disaster actions required to assist in the prevention or mitigation of threats and hazards. This includes the development of operational and tactical public safety and security plans to address potential or actual disasters, and the deployment of public safety and security resources to specific threats or potential disasters.

Technical Assistance

Provide expertise and coordination for security planning efforts and conducting technical assessments (e.g. vulnerability assessments, risk analyses, surveillance sensor architecture, etc.).

Public Safety and Security Assessment

Identify the need for ESF 13 support and analyzing potential factors that affect resources and actions needed, such as mapping, modeling, and forecasting for crowd size, impact of weather and other conditions on security, etc.

Badging and Credentialing

Assist in the establishment of consistent processes for issuing identification badges to emergency responders and other personnel needing access to places within a controlled area, and verifying emergency responder credentials.

Access Control

Providing security forces to support county and local efforts (or to secure sites under county jurisdiction) to control access to the disaster site and critical facilities.

Site Security

Providing security forces and establishing protective measures around the disaster site, critical infrastructure, and/or critical facilities.

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Traffic and Crowd Control
Provide emergency protective services to address public safety and security requirements during disasters.

Force Protection

Provide for the protection of emergency responders and other workers operating in a high threat environment.

Security Surveillance

Conducting surveillance to assist in public safety and security efforts, and providing appropriate technology support, as required.

Specialized Security Resources

Law enforcement provides specialized security assets such as traffic barriers, chemical, biological, radiological, nuclear, and high yield explosives detection devices, canine units, law enforcement personal protective gear, etc.

Please reference attachment 13.4 for additional information.

Incident Command and Control

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

The ESF 13-Public Safety and Security Coordinator will work with the other members of the EOC Team to rapidly assess the need for law enforcement resources and deploy personnel and equipment to the location(s) of greatest need. The Coordinator in the EOC will:

- Maintain contact with the field, assess the need for outside resources and request assistance as needed.
- Coordinate with other ESF Coordinators and members of the EOC Team to support field activities.
- Oversee responding public safety and security resources, assess their needs, help them obtain resources and confirm emergency tasks can be accomplished.
- Work with the Incident Commander(s) and the EOC Team to confirm law enforcement personnel are deployed to the disaster scene and are appropriately outfitted with and trained to use personal protective equipment required by the presence of any potentially hazardous materials/substances.
- Serve as liaison with law enforcement resources from outside the County, and if necessary, with State and Federal Law enforcement resources.

Hazards Response (KPS 437)

SOG's, policies and guidelines for the Leavenworth County Sheriff's Office describe specific criteria for law enforcement functions and response to hazard criteria. The referenced documents are provided under separate cover designated as "Official Use Only". The EOC maintains file copies of these documents.

Public Safety and Security roles and responsibilities for terrorist incident response are provided in the Terrorism Incident Annex of this Plan. At the time of this update, Leavenworth County Emergency Management is participating in the Mid-America Regional Council update of the Complex Coordinated Terrorist Attack (CTTA) Plan. This document will outline the response for the MARC region and the initial draft template has been included as Incident Annex 7 with the intent of uploading the final version once approved by MARC.

Protective Measures of Key Facilities (KPS 438)

Protection of key County facilities is provided in the Law Enforcement Standard Operating Guidelines that are on file in the EOC.

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The Sheriff’s Office will upon request and determination of adequate manpower provide security and personnel registration/check in support at the EOC for full scale activation. Similar types of support for partial EOC activation will be provided upon request of the EOC Director.

The Incident Commander will direct law enforcement agencies in establishing security for staging/reception areas.

In the event that morgues are established, the Leavenworth County Coroner, in coordination with the Chief Law Enforcement Officer or Sheriff, will direct law enforcement agencies in providing security for the personal effects, including the body of those killed or injured.

Local law enforcement may be asked to provide security at facilities used for emergency purposes (emergency shelters, feeding facilities, family assistance centers, neighborhood distribution sites, etc.) and will coordinate with ESF 6 for implementation.

Leavenworth County Law Enforcement has written policies for dealing with sex offenders, and parolees in Shelters. General rules are to segregate these persons from the general population in the shelter situation. A list of sexual offenders is maintained in the online law enforcement database. In the event the database is not accessible, law enforcement will rely on "self reporting" procedures.

Providing routine security will normally be the responsibility of the local Hospital. In the event of an actual or threatened criminal act, or whenever facility security forces are deemed insufficient to provide safety, hospital security will request outside law enforcement agencies for security support.

The Leavenworth County Sheriff's Office is responsible for the security of the correctional facility staff. In the event facility staff must be augmented to provide safety, the Incident Commander will direct law enforcement agencies in providing necessary support.

The Incident Commander is responsible for the safety and well being of responders.

Continuity of Operations (KPS 436)

Succession of authority will be managed internally for the Primary and each Support Agency. Chain of Successions will be provided from the Primary and each Support Agency to LCEM. Reference the Leavenworth County Sheriff’s Office COG Plan.

Actions

Preparedness

- Pre-disaster planning and coordination occurs on a regularly scheduled basis. Schedule to include conducting periodic ESF meetings and conference calls.
- Primary and Support Agencies continually review their roles and responsibilities for this ESF.
- Assignment of duties within each Agency will be reviewed and training for each will be organized and implemented.
- Any changes within the support agency that affect the ability to perform this ESF will be communicated in writing to the County Emergency Management Department.
- Coordinate inter-governmental, non-governmental organization, and private sector preparedness efforts to support this ESF.
- Review and reissue inventory protocols for assessment, allocation, and coordination of communications assets in the event of a domestic disaster.

Response

- Primary and Support Agencies initiate and manage tasks as defined by their operational plans in support of this ESF.
- Coordination of information from the ESF to the EOC is through the Primary Agency.
- Organize and provide direction to resources within their functional area. Provide staff for the

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operations at fixed and field facilities and maintaining trained personnel to support the response.
- The Primary Agency notifies and requests assistance from Support Agencies to manage task assignments.
- Work with appropriate private sector organizations to maximize use of available resources.
- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities.
- Assess the need for and requesting goods and services as needed. Promote financial and property accountability for ESF activities. Immediately following the occurrence of a disaster, assess the overall status of the areas within the county and begin determination of potential needs and resources.
- Continue planning for short term and long term disaster management and recovery operations.

Recovery
- Primary and Support Agencies continue with activities as directed by the Incident Command. In addition, the Support Agency will initiate any recovery activities assigned to it by this ESF.
- Assist in the evaluation of damaged critical infrastructure assets. Recommend a strategy for restoration of communication service and assets.
- Completes post disaster reporting and evaluates the disaster to identify lessons learned.

Prevention/Mitigation
- Primary and Support Agencies finalize reporting and make recommendations for mitigation measures. Measures could include actions to protect their facilities, resources, and mitigate the effects of future disasters on this ESF.
- Viable recommendations should be formulated and proposed for acceptance and funding through the appropriate process.

Reference the ESF 13 Checklist for other Actions.

Responsibilities

Primary and Support Agencies (KPS 439)
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions
- When requested, deploy a representative to the EOC to assist with public safety and security activities
- Provide ongoing status reports as requested by the Public Safety and Security Coordinators
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement
- Document costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that state and federal reimbursement becomes available
- Maintain up to date rosters for notifying personnel and 24-hour staffing capabilities
- Perform other emergency responsibilities as assigned

Leavenworth County Sheriff's Office
- Provide a representative to the EOC to coordinate ESF 13 activities
- Work with the other members of the EOC team to set priorities and assign law enforcement resources
- Coordinate with law enforcement personnel in the field to assess resource requirements
- Activate law enforcement mutual aid agreements
- Verify the provision of traffic and crowd control
- Provide security for critical facilities and supplies
- If required, investigate crimes and take measures to prevent looting

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Police Departments
- Provide a representative to the EOC to support ESF #13 activities
- Work with the other members of the EOC team to set priorities and assign law enforcement resources
- Coordinate with law enforcement personnel in the field to assess resource requirements
- Verify the provision of traffic and crowd control
- Provide security for critical facilities and supplies
- If required, investigate crimes and take measures to prevent looting
- Activate law enforcement mutual aid agreements

Leavenworth County and Municipal Fire Departments
- Provide personnel and equipment resources to support ESF 13 activities

Private Sector
- Provide personnel and equipment resources to support ESF 13 activities

Leavenworth County Public Works Department
- Provide personnel and equipment resources to support ESF 13 activities

Kansas Highway Patrol
- Assist Law Enforcement Coordinator in major field operations and make recommendations regarding operation activity
- Assist County Law Enforcement agencies in major field operation and make recommendations regarding operational activity
- Participate in evacuation/reception movement procedures and special contingency planning
- Maintain records of assigned traffic controls, security locations, available state law enforcement manpower, vehicles, and equipment

Kansas National Guard
Under disaster emergency conditions proclaimed by the Governor, Kansas National Guard assistance may be requested through the Adjutant General's Department, Kansas Division of Emergency Management (KDEM) by the County Emergency Management Director.

Assistance provided to law enforcement during a major emergency includes:

- Maintain security in disaster area
- Assist in search and rescue procedures
- Augment County law enforcement resources
- Provide transportation and communications resources
- Provide aerial reconnaissance for disaster areas

Kansas Department of Wildlife, Parks, and Tourism
- Assist law enforcement efforts in State parks and recreation areas during emergency/disaster operations.

ESF 13 Checklist is not available except online.

Attachments
Sample Forms and Logs-reference ESF 5-ICS Forms.

Attch 13.1 Law Enforcement Protocols is not available except online.
Attch 13.2 Public Safety Contacts is not available except online.
Attch 13.3 Map of Public Safety and Security Providers is not available except online.

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ESF 14-Cross Sector Business and Infrastructure

ESF Coordinator

Leavenworth County Appraiser

Primary Agency

Leavenworth County

Support Agency

Greater Kansas City and Northwest Missouri Chapter of the American Red Cross
Leavenworth County School Districts
Leavenworth County Public Works Department
Leavenworth County Treasurer
Leavenworth County Emergency Medical Service (EMS)
Leavenworth County Health Department
Leavenworth County / City Managers and Elected Officials
Leavenworth County Appraisers Office

Purpose, Scope, Policies

Purpose (KPS 444)

This ESF implements Annex 14 to the Emergency Operations Plan. This ESF provides operational guidance to those who are assigned to work in this Emergency Support Function. The purpose of this ESF is to provide a framework for County Government support to municipal governments, non governmental organizations, and the private sector designed to enable community recovery from the long term consequences of a disaster.

Scope (KPS 445)

This ESF is structured to provide coordination during disasters that require assistance to address significant long term impacts in the affected area (e.g., impacts on housing, businesses and employment, community infrastructure, and social services). Based on an assessment of disaster impacts, ESF support may vary depending on the magnitude and type of disaster and the potential for long term and severe consequences. This ESF will most likely be activated for disasters that require significant assistance to address extraordinary long term impacts in the affected area especially housing, business, employment, infrastructure, or social services. Activities within the scope of this function include the following:

- Ongoing and post disaster assessments of infrastructure and assessment of total damages including insured and uninsured losses.
- Execution of emergency contracts to support life saving and life sustaining services.
- Providing technical assistance to include engineering expertise, construction management, contracting and real estate services.
- Assist in emergency repair of damaged infrastructure and critical facilities.
- Implement and manage the Public Works and Engineering recovery programs.
- Document government expenses in response and recovery operations to determine the need for state and federal assistance.

Policies (KPS 446)

When local and regional capabilities are overwhelmed, the County Executive requests assistance through the Kansas Division of Emergency Management. The State responds with necessary resources, and based

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on advice from the Adjutant Generals Office, the Governor may issue a State Declaration. Federal assistance is requested by the Governor based on disaster assessment and agreement to commit state funds and resources to long term recovery. The Federal Emergency Management Agency (FEMA) evaluates the request and recommends action to the President for approval of Federal aid.

Emergency response and recovery operations conducted under ESF 14 will be in accordance with the National Incident Management System (NIMS).

This ESF is coordinated through the designated representative of the Primary Agency and Leavenworth County Emergency Management (LCEM). Support Agencies will work with the Primary Agency and LCEM for purposes of pre-disaster planning and post disaster coordination of the issues addressed by this ESF. During post disaster operations, each Support Agency is responsible for coordinating their individual plans and guidelines, and reporting of ESF activities to the Emergency Operations Center through the Primary Agency. Activities within the organizational responsibilities of this function include the following:

- Assess the social and economic consequences in the impacted area and advise on the long term recovery implications of response.
- Advise State, local governments, NGOs, and private sector organizations on market disruption and loss analysis. Assist with the development of a comprehensive long term recovery plan.
- Determine/identify responsibilities for recovery activities, and provide guidance to maintain continuity in program delivery among contributing departments and agencies.
- This ESF recognizes the primacy of affected governments and the private sector in defining and addressing risk reduction and long term community recovery priorities.
- Agencies continue to provide recovery assistance under independent authorities to municipal governments; the private sector; and individuals, while coordinating activities and assessments of need for additional assistance through the ESF 14 Director.
- Support is tailored based on the type, extent, and duration of the event and long term recovery period, and on the availability of State and Federal resources.
- Long term community recovery and mitigation efforts are forward looking and market based, focusing on permanent restoration of infrastructure, housing, and the economy, with attention to mitigation of future impacts of a similar nature, when feasible.
- The Federal Government uses the post disaster environment as an opportunity to measure the effectiveness of previous community recovery and mitigation efforts.
- This ESF facilitates the application of loss reduction building science expertise to the rebuilding of critical infrastructure (e.g., in repairing hospitals or emergency operation centers to mitigate for future tornado risk).

Primary and Support Agencies will provide summary recommendations as part of the submission of final record keeping and reporting. In order to enhance the ability to respond and mitigate cost, agencies should review their plan, allocation of resources, methods of communication, and overall interaction with other agencies. Recommendations for improvement should result from the review and should be implemented within the agency. Recommendations which apply outside the agency should be forwarded to the Emergency Management Director for consideration.

State and Federal Authorities (KPS 447 & 448)

State and Federal authorities are provided in the 2022 Kansas Response Plan (pg 234) in the EOP References tab.

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Concept of Operations

General (Command, Control, and Notification) (KPS 450)

This ESF will assess the social and economic consequences in the impacted area and coordinate efforts to address long term community recovery issues resulting from a disaster. Direction and control responsibilities include the following:

- Advise on the long term recovery implications of response activities and coordinate the transition from response to recovery in field operations.
- Work with municipal governments, non governmental organizations, and private sector organizations to conduct comprehensive market disruption and loss analysis and develop a comprehensive long term recovery plan for the community.
- Identify appropriate State and Federal programs and agencies to support implementation of the long term community recovery plan, verify coordination, and identify gaps in resources available.
- Determine/identify responsibilities for recovery activities, and provide an administrative structure to maintain continuity in program delivery among departments and agencies, and with municipal governments and other involved parties, to provide follow through of recovery and hazard mitigation efforts.
- Develop coordination mechanisms and requirements for post disaster assessments, plans, and activities that can be scaled to disasters of varying types and magnitudes.
- Establish guidelines for integration of pre-disaster planning and risk assessment with post disaster recovery and mitigation efforts.
- Facilitate recovery decision making across ESFs. Also facilitate awareness of post-disaster mapping and pre-disaster county and municipal hazard mitigation and recovery planning across ESFs.
- This ESF will be activated at the discretion of LCEM. During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event. Activation of this ESF will be coordinated through the Primary Agency.
- Each Primary and Support Agency will participate in necessary training and exercises to promote continuity. Training will be performed in the form of meetings, workshops, exercises, peer to peer, and policy development.
- The Primary Agency and LCEM will review this ESF annually to verify its accuracy for implementation. The date of review will be based on the adoption date of the EOP.

Succession of authority will be managed internally for the Primary and each Support Agency. Chain of Successions will be provided from the Primary and each Support Agency to LCEM.

The general phases of disaster operations include activation (mobilization), field operations (response), and demobilization (recovery). In the aftermath of a disaster, many citizens will have specific needs that must be considered before they can begin their own process of recovery. Typically, there will be a need for such services as:

- Assessment of the extent and severity of damages to homes and other property (Coordinate with ESF 3 and ESF 14).
- Restoration of services generally available in the community: water, food, and medical assistance.
- Repair of damaged homes and property; and professional counseling when the sudden changes resulting from the emergency create mental anguish and inability to cope.
- The County assists individuals, families and businesses within the Leavenworth County area recover by facilitating the availability of these services and by seeking additional resources based on demand.

Recovery occurs in two phases. Short term recovery operations are coordinated from within the Emergency Operations Center. These activities begin during the response phase of the emergency. Long term recovery addresses the rebuilding process that may last years.

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The lead agency will be determined by the major needs for the type and location of the disaster.

The Primary Agency is responsible for information management in support of this ESF during an emergency. Key information will be distributed via WebEOC and/or situation reports on pre-established email rosters.

This ESF will be activated at the discretion of Leavenworth County Emergency Management. During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event. Activation of this ESF will be coordinated through the Primary Agency.

The Primary Agency will work directly with the Operations Chief for information management and reporting of ESF activities.

Information will be reported through the Incident Command System. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will attend planning meetings and report on the level of preparedness and activities of the ESF to include the Primary and Support Agencies. (KPS 450)

Leavenworth County will utilize Chamber of Commerce representatives from each city—Leavenworth, Lansing, Basehor, Tonganoxie, and Easton—as liaisons to support coordination efforts within their communities. Additionally, the County will work with the Leavenworth Main Street Organization, which serves as a key partner in promoting economic growth for small businesses.

The County will also collaborate with key infrastructure partners that serve Leavenworth County, including Free State Electric and Evergy for power supply, local water districts for clean water, and Atmos Energy for fueling needs. (KPS 451)

Initial Notification (KPS 452)

The Board of County Commissioners maintains overall authority for the initial notification process. The Leavenworth County Emergency Management Director and the Coordinator of the Sheriff’s Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the Leavenworth County Emergency Management Director. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities for Notification are provided as Attachment 2.6.

Leavenworth County Emergency Management maintains an Emergency Points of Contact for agencies/departments through the Mid-America Regional Council (MARC) Regional Resource Annex. The Emergency Management Director has login access through the MARC website.

Information Management

It is the responsibility of the Primary Agency to forward pertinent information to the EOC through whatever channels are necessary. Generally, this will be via 2-way radio communications. EOC information will be reported through the WebEOC. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Individual Agency reporting requirements will be established by each Primary and Support agency to meet the needs of their respective organization.

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The ESF representative will be expected to attend planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

The designated Director will maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies and guidelines and report these records to the Primary Agency.

Rapid Impact Assessment

Recovery operations for Leavenworth County will be managed by the Leavenworth County Emergency Management Team under the direction of the County Executive. Recognizing that it is important to assess and take steps to reduce the impact of events, every member of a recovery operations organization should be responsible for documenting and recommending possible mitigation actions. Recovery issues involving other jurisdictions and /or special districts will be coordinated and managed between the County, and their designated representatives. The County Emergency Management Department will assist the County Executive in facilitating and leading the recovery process. County departments may take responsibility for certain functions throughout the recovery process.

The Rapid Impact Assessment (RIA) is a quick drive by or windshield survey undertaken by the designated RIA Team to identify the impact of a disaster by providing emergency management an overview of damaged areas through the use of maps and general conditions of impacted areas, and helps define support and resources required for deployment.

The RIA process serves as a tool to document and determine the need for a local disaster declaration if resources are exceeded, and also provides a status report on the physical condition of the county after the event, which starts the process to assess eligibility for a federally declared disaster.

The RIA is a quick indicator of the observed damage specific to geographical areas. The RIA is a tool designed to rapidly:

- Assess the location of visible damage;
- Assess the need to conduct more detailed damage assessment and whether to
- begin considering a request for Mutual Aid at the Regional, and/or State, and/or Federal level(s); and
- Assist in the effective management of emergency response resources.

Detailed Disaster Assessment

After the rapid impact assessment, the detailed 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 disaster assessment is also necessary to meet the information needs of the public, elected officials and the media.

Damage Assessment Team

The Damage Assessment Team should consist of three components; the Management Team, the Assessment Element, and the Support Element. Team members will be trained and/or specialists in the specific area of expertise. Team contingency is determined by the size of the event.

<u>Management Team</u>

Team Leader

FEMA Representative

<u>Assessment Element</u>

HazMat Specialist

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Medical Specialist

Mass Care Specialist

Infrastructure Specialist

Fire/SAR

Support Element

Telecom Specialist

Logistics Specialist

Operations Specialist

Deployment Equipment

Assessment Criteria

The Detailed Damage Assessment should include, but is not limited to, the following the following damage criteria:

- 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
- Number of homes in flood plain
- Number of acres burned
- Number of critical care facilities damaged
- Number of municipally or county owned facilities
- Road, bridge, infrastructure damage
- Road closures
- Utility damage:
- Power
- Water
- Economic impact of the disaster on the community
- Demographics of community

The goal is to collect and provide information to determine requirements for critical resources needed to support emergency response activities. The Team is responsible for assessing both overall impact of a disaster event, and determining State and/or Federal immediate response requirements.

The detailed damage assessment may assist in providing documentation for considering a request for a Presidential Disaster Declaration. If it appears that the County may meet the threshold for federal disaster assistance, the Leavenworth County Emergency Management Department will complete a formal Preliminary Damage Assessment (PDA). Damage assessment guidelines and forms are provided in ESF 3 - Public Works and Engineering.

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Rapid Impact Assessment (RIA) is a process launched to quickly capture the degree and severity of the disaster. The goals of RIA or rapid reconnaissance are to assess:

- Boundaries of the disaster area
- Social, economic and environmental impacts
- Assessment of jurisdictions impacted
- Status of transportation routes
- Status of communication systems
- Access points to the disaster
- Status of operating facilities and critical facilities
- Hazard specific information
- Weather data
- Status of key personnel
- Resource shortfalls
- Priorities for response
- Status of upcoming activities
- Historical information
- Endangered Species Act impact

The RIA will enhance initial response activities. Damage assessment may assist in providing documentation for considering a request for a Presidential Disaster Declaration. If it appears that the County may meet the threshold for federal disaster assistance, the Leavenworth County Emergency Management Department will complete a formal Preliminary Damage Assessment (PDA). Damage assessment guidelines and forms are provided in ESF 3-Public Works and Engineering.

Long Term Environmental Assessment and Restoration

The goal of long term recovery is to restore facilities and community resources to pre-disaster condition. Long term recovery includes:

- Hazard mitigation activities
- Restoration and reconstruction of public facilities
- Restoration of economic, social and institutional activities
- Disaster response cost recovery

The major objectives of long term recovery operations include:

- Coordinated delivery of long term social and health services
- Improved land use planning
- An improved Local Emergency Operations Plan
- Re-establishment of the local economy to pre-disaster levels
- Recovery of disaster response costs
- The effective integration of mitigation strategies into recovery planning and operations. The County will handle long term recovery activities in the unincorporated area, while acting as a central resource for recovery activities in the county's jurisdictions
- Hazard mitigation guidelines will be employed in activities undertaken by the County, in cooperation with the local jurisdictions, in order to assist in reduction of vulnerability to future disasters. The County, in coordination with public utilities, will restore essential facilities to their pre-disaster condition by retrofitting, repairing or reconstructing them during long term recovery operations.

ESF 3-Public Works will coordinate with the ESF 12 and private utility companies on efforts to restore utility systems and services during recovery operations. The County will verify that debris removal and clean up operations are expedited within the unincorporated areas.

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The Mental Health and Guidance Center of Northeast Kansas will be requested to coordinate and conduct Critical Stress Debriefings for emergency response personnel and victims of the disaster/event.

In coordination with the Leavenworth County Emergency Management Department and the Northwest Missouri Chapter of the American Red Cross, sheltering for disaster victims will be provided on a temporary basis.

For federally declared disasters, tele-registration centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for individual assistance grants and Small Business Administration loans. In coordination with the Leavenworth County Emergency Management Department, the legal jurisdictions within Leavenworth County may establish a Local Assistance Center to house representatives of public and private agencies offering services and resources to residents.

Chemical or Radiological Assessment

In the event of a disaster or emergency situation requiring the need for an Environmental Assessment, these needs can be divided into two sub categories.

An environmental assessment to include chemical and radiological assessment personnel and equipment is not within the scope of Leavenworth County. The County would rely on resources made available from the State of Kansas, and Federal Government. These resources would include such personnel as radiologists, radiological technicians, botanists, and chemists, in addition to other professionals needed by the Damage Assessment Teams.

- Damage-there are presently several fixed facilities within Leavenworth County that would contain chemical or radiological materials that would require the level of expertise to perform a damage assessment. There are site specific plans in place to address these situations. The need for critical resources in this area would be requested from the State of Kansas.
- Contamination-there are presently several fixed facilities within Leavenworth County that would contain chemical or radiological materials that would require the level of expertise to perform a contamination/damage assessment. There are site specific plans in place to address these situations. The need for critical resources in this area would be requested from the State of Kansas.

Water, Air and Food Assessment

During a disaster ESF 14-Long Term Community Recovery coordinates with ESF 8-Public Health and Medical Services, local water utilities, and ESF 11-Agriculture and Natural Resources for assessment services as follows:

- Analyzes water samples from sources suspected of contamination and makes appropriate recommendations.
- Develops procedures to notify the residents of Leavenworth County how to treat contaminated water.
- Monitors the safe distribution water supplies.
- Coordinate with USDA/FNS for food inspections.
- Coordinates with The Kansas Department of Environment and Health - Bureau of Air and Bureau of Radiation for assessment of potential air and radiation (ingestion) contamination.

The Leavenworth County Public Health Department, in coordination with the Kansas Department of Agriculture, will be responsible for inspecting food preparation and food and water supplies.

Biological Assessment

An environmental assessment to include biological assessment, personnel, and equipment is not within the scope of Leavenworth County. The Leavenworth County Health Director would rely on resources made available from the State of Kansas, and the Federal Government. These resources would include such

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personnel as biologists, botanists, and chemists, in addition to other professionals needed by the Damage Assessment Teams.

Types of Disaster Declarations

In 1988, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5206, was enacted to support State and local governments and their citizens when disasters overwhelm them. This law, as amended, establishes a process for requesting and obtaining a Presidential disaster declaration, defines the type and scope of assistance available from the Federal government, and sets the conditions for obtaining that assistance. The Federal Emergency Management Agency (FEMA), now part of the Emergency Preparedness and Response Directorate of the Department of Homeland Security, is tasked with coordinating the response.

The Stafford Act (§401) requires that: “All requests for a declaration by the President that a major disaster exists shall be made by the Governor of the affected State.” A State also includes the District of Columbia, Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. The Marshall Islands and the Federated States of Micronesia are also eligible to request a declaration and receive assistance.

The Governors request is made through the regional FEMA/EPR office. State and Federal officials conduct a preliminary damage assessment (PDA) to estimate the extent of the disaster and its impact on individuals and public facilities. This information is included in the Governor’s request to show that the disaster is of such severity and magnitude that effective response is beyond the capabilities of the State and the local governments and that Federal assistance is necessary.

Not all programs, however, are activated for every disaster. The determination of which programs are activated is based on the needs found during damage assessment and any subsequent information that may be discovered.

Individual Assistance

The Individuals and Households Program (IHP) is a combined FEMA/EPR and State program. When a major disaster occurs, this program provides money and services to people in the declared area whose property has been damaged or destroyed and whose losses are not covered by insurance. In every case, the disaster victim must register for assistance and establish eligibility.

The IHP-Housing Assistance assures that people whose homes are damaged by disaster have a safe place to live. The IHP-Other Needs Assistance (ONA) provides financial assistance to individuals and households who have other disaster-related necessary interest loan from Small Business Administration (SBA).

Public Assistance

Public Assistance, oriented to public entities, can fund the repair, restoration, reconstruction, or replacement of a public facility or infrastructure, which is damaged or destroyed by a disaster.

Eligible applicants include State governments, local governments and any other political subdivision of the State, Native American tribes and Alaska Native Villages. Certain private nonprofit (PNP) organizations may also receive assistance. Eligible PNPs include educational, utility, irrigation, emergency, medical, rehabilitation, and temporary or permanent custodial care facilities (including those for the aged and disabled), and other PNP facilities that provide essential services of a governmental nature to the general public. PNPs that provide “critical services” (power, water - including water provided by an irrigation organization or facility, sewer, wastewater treatment, communications and emergency medical care) may apply directly to FEMA/EPR for a disaster grant.

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Hazard Mitigation

Hazard Mitigation refers to sustained measures enacted to reduce or eliminate long-term risk to people and property from natural hazards and their effects. In the long term, mitigation measures reduce personal loss, save lives, and reduce the cost to the nation of responding to and recovering from disasters.

Two sections of the Stafford Act, §404 and §406, can provide hazard mitigation funds when a Federal disaster has been declared. In each case, the Federal government can provide up to 75 percent of the cost, with some restrictions.

Through the Hazard Mitigation Grant Program (HMGP), authorized by §404 of the Act, communities can apply for mitigation funds through the State. The State, as grantee, is responsible for notifying potential applicants of the availability of funding, defining a project selection process, ranking and prioritizing projects, and forwarding projects to FEMA for funding. The State or local government must provide a 25 percent match, which can be fashioned from a combination of cash and in-kind sources.

Housing Authorities Considerations

ESF 14 coordinates with ESF 6 and the American Red Cross to provide short-term shelters and temporary housing for evacuees from hazard areas. Housing assistance from FEMA may be available in the event of a Presidential disaster declaration.

ESF 14–Long Term Community Recovery coordinates with ESF 6-Mass Care, Housing, and Human Services, ESF 8-Public Health and Medical Services, and ESF 13-Public Safety and Security to identify long term recovery needs of functional needs and institutionalized populations and incorporate these into recovery strategies.

Coordination of domestic animal welfare is provided in Incident Annex IA-4 Animal Shelter.

ESF 14 will coordinate with ESF 11 for animal and agricultural welfare. Animal evacuation and sheltering should be conducted in conjunction with human evacuation and sheltering efforts in coordination with ESF 6.

The County Extension Office, which serves as the County’s technical adviser on agricultural matters, should monitor and coordinate potential long term care of livestock. Disaster information for potential equipment, manpower, and holding areas is provided in the Leavenworth County FAD Plan.

The Primary Agency is responsible for activation of Support Agencies in the event of an emergency or disaster, and coordinates with ESF 6-Mass Care and ESF 8-Public Health to provide emergency care and health services.

The Mental Health and Guidance Center of Northeast Kansas will be responsible for coordinating the mental and behavioral health provisions for individuals affected by a disaster occurring in Leavenworth County.

Mental Health and Guidance Center of Northeast Kansas, a licensed community mental health center, is dedicated to an aggressive pursuit of providing a comprehensive mental health program to the citizens of northwest Kansas. Mental Health and Guidance Center of Northeast Kansas offers a wide range of mental health and social support service teams organized and provided by clinical staff to serve the twenty county area.

Actions

Preparedness

- Pre-disaster planning and coordination occurs on a regularly scheduled basis. Schedule to include conducting periodic ESF meetings and conference calls.
- Primary and Support Agencies continually review their roles and responsibilities. Assignment of duties

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within each Department will be reviewed and training for each will be organized and implemented.
- Any changes within the support Department that affect the ability to perform this ESF will be communicated in writing to the County Emergency Management Department.
- Ongoing contact with ESF Primary and Support Agencies will be maintained by the County Emergency Management Department.
- The Primary Agency will continue efforts to coordinate with corresponding private sector organizations. (KPS 453)
- The County will share situational awareness through multiple communication channels. WebEOC on County 360 will be used to provide multi-sector situational updates. A Joint Information Center (JIC) will be established to support the physical distribution of information to media outlets, including the Leavenworth Times and local news channels, which will assist in disseminating updates to the public. Additionally, County email accounts and backup Gmail accounts will be used to communicate situational awareness to partnering agencies. (KPS 454)
- The County will reference ESF#7 for coordinating logistics throughout the process. During the disaster recovery phase, businesses will be provided with a dedicated phone number to request resources. If local resources are unavailable, the County will work with surrounding jurisdictions to acquire the necessary support, and, if needed, requests will be made to the state.
- The County's priorities will include debris removal from roadways, resource transportation, and ensuring the functionality of critical infrastructure, such as water and wastewater treatment plants, local correctional facilities, and major businesses. Currently, Leavenworth County does not have large industries that require specific attention in these situations. (KPS 455)
- The County will use the National Cold Storage facility, located at 145 Highway and Lauring Road, as a staging area for all logistics coordination, under a formal Memorandum of Understanding (MOU). In addition, the County can rely on support from local construction businesses for disaster recovery resources. This includes sandbags from Geiger Ready Mix, traffic control assistance from Mile Construction, and vehicle fueling support from the Leavenworth County Co-op. (KPS 456)
- Coordinate inter-governmental, non-governmental organization, and private sector preparedness efforts to support this ESF.
- Review and reissue inventory protocols for assessment, allocation, and coordination of communications assets in the event of a domestic disaster.

Response
- Primary and Support Agencies initiate and manage tasks as defined by their operational plans in support of this ESF.
- Coordination of information from the ESF to the EOC is through the Primary Agency.
- Organize and provide direction to resources within their functional area. Provide staff for the operations at fixed and field facilities and maintaining trained personnel to support the response.
- The Primary Agency notifies and requests assistance from support agencies in order to manage task assignments. Work with appropriate private sector organizations to maximize use of available resources.
- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities.
- Assess the need for and request goods and services as needed. Promote financial and property accountability for ESF activities. Immediately following the occurrence of a disaster, assess the overall status of the areas within the county and begin determination of potential needs and resources.
- Continue planning for short term and long term disaster management and recovery operations.

Recovery
- Primary and Support Agencies continue with activities as directed by Incident Command. In addition, the support Department will initiate any recovery activities assigned to it by this ESF.

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- Assist in the evaluation of damaged critical infrastructure assets. Recommend a strategy for restoration of communication service and assets.
- Completes post disaster reporting and evaluates the disaster to identify lessons learned.

Prevention/Mitigation
- Primary and Support Agencies finalize reporting and make recommendations for mitigation measures. Measures could include actions to protect their facilities, resources, and mitigate the effects of future disasters on this ESF.
- Viable recommendations should be formulated and proposed for acceptance and funding through the appropriate process.

Reference the ESF 14 Checklist for other Actions.

Responsibilities

Primary and Support Agencies (KPS 458)
- Attend scheduled meetings to promote planning functions in support of this ESF.
- Assess the need for and prioritize the deployment of services based on available resources and critical needs as they related to ESF 14 responsibility. Also to develop guidelines to obtain private sector support as required.
- Request volunteer agencies and private resources with assets to contribute those assets to the response effort.
- Evaluate the availability, operational condition and duration of need, and logistical requirements necessary to obtain critically needed equipment.
- Participate in drills and exercises to evaluate local communications capability.
- Maintain records of expenditures and document resources utilized during recovery in accordance with ESF 7 policies and guidelines and report these records to the Primary Agency.

Leavenworth County Emergency Management Department
- Coordinate with each Support Agency through regularly scheduled meetings to verify planning functions are carried out to support this ESF.
- Oversee the coordination management of resources, facilities and equipment.
- Maintain records of expenditures and document resources utilized during response and recovery efforts.

Leavenworth County Appraiser
- Provide pre-disaster appraised values for real property (land/improvements and structure)

Public Utilities
- Provide resources and personnel to assist with long term recovery activities

Cities
- Utilize City resources to accomplish long term recovery activities
- When City resources are exhausted or insufficient, request assistance from the County
- Coordinate with the County on recovery issues

Code Enforcement
- Provide resources and personnel to assist with long term recovery activities

Chamber of Commerce
- Serve as a liaison to local business and industry

Leavenworth County Public Works Department
- Provide resources and personnel to assist with long term recovery activities

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- Assist in identifying and implementing mitigation strategies

Facilities Management
- Provide resources and personnel to assist with long term recovery activities

Leavenworth County Public Health Department
- Provide resources and personnel to assist with long term recovery activities

Volunteer Organizations
- Provide ongoing disaster relief to individuals and families affected by the disaster
- Coordinate efforts to help provide equitable and unduplicated services

Planning and Land Use
- Provide resources and personnel to assist with long term recovery activities
- Assist in identifying and implementing mitigation strategies

ESF 14-Checklist is not available except online.

Attachments

Sample Forms and Logs-reference ESF 5-ICS Forms.

Attch 14.1 Services Contacts List is not available except online.
Attch 14.2 Damage Assessment and Recovery is not available except online.
Attch 14.3 Rapid Assessment Incident Report Forms is not available except online.
Attch 14.4 Disaster Event Report is not available except online.
Attch 14.5 Damage Assessment Team Log is not available except online.
Attch 14.6 Right of Entry Agreement is not available except online.

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ESF 15-External Affairs/Emergency Public Information

ESF Coordinator

Leavenworth County PIO

Primary Agency

Leavenworth Board of County Commissioners (BOCC)

Support Agency

Leavenworth County Health Department
Kansas Division of Emergency Management (KDEM)
County and Municipal Public Information Officers
Leavenworth County Sheriffs Office

Purpose, Scope, Policies/Authorities

Purpose (KPS 463)

This ESF implements Annex 15 of the Emergency Operations Plan. This annex provides for county assets to be deployed to the field during a potential or actual disaster to provide accurate, coordinated, and timely information to affected audiences, including governments, media, the private sector, and the populace.

Scope (KPS 464)

This ESF coordinates actions to provide the required external affairs support to County and disaster management elements, and details the establishment of support positions to coordinate communications to various audiences. This ESF applies to County departments and agencies that may require public affairs support or whose public affairs assets may be employed during a disaster.

The provisions of this annex apply to disasters, and any Oil and Hazardous Substances Pollution Contingency Plan response or other event where significant inter-department coordination is required.

Many Support Agencies have designated Public Information Officers (PIOs) and existing departmental emergency public information plans and procedures. Support Agencies are responsible for the development and maintenance of their own internal operating and notification procedures. No part of this annex is intended to supplant agency SOG/SOPs.

Policies/Authorities (KPS 465)

This ESF will be activated at the discretion of Leavenworth County Emergency Management. During periods of emergency, ESFs may or may not be activated depending on the resources needed to adequately manage the event. Activation of this ESF will be coordinated through the Primary Agency.

This ESF provides the resources and structure for the implementation of this Operations Plan. Disaster communications actions are consistent with the template established in the National Incident Management System (NIMS).

There are multiple Primary Agencies listed for this ESF. The lead agency will be determined by the major needs for the type and location of the disaster.

State and Federal Authorities (KPS 466 & 467)

State and Federal authorities are provided in the 2022 Kansas Response Plan (pg 242) in the EOP References tab.

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Concept of Operations

General (Command, Control, and Notification) (KPS 468-470)

The Leavenworth County Emergency Management Director, in coordination with the Board of County Commissioners, is responsible for organizing and coordinating information management for Leavenworth County during emergency or disaster operations.

The Leavenworth County PIO is responsible for organizing and coordinating external communications during emergency operations. Established systems and guidelines for collecting, processing and disseminating information are provided in ESF 15 and its attachments.

During EOC Activation, the needs of EOC staff will be coordinated through the EOC Manager.

In the event of a potential threat, Primary Agencies will be notified by telephone or radio.

Each Support Agency will be responsible for the notification, coordination, scheduling and reporting of support staff and 24-hour staffing.

It is the responsibility of the Primary Agency to forward pertinent information to the EOC through whatever channels are necessary. Generally, this will be via 2-way radio communications. EOC information will be reported through the WebEOC for situational awareness. Upon activation of this ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Individual Department reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

The ESF representative will attend planning meetings and brief the Operations Chief on the level of preparedness and activities of the ESF to include the Primary and Support Agencies.

Initial Notification (KPS 471)

The Board of County Commissioners maintains overall authority for the initial notification process. The Leavenworth County Emergency Management Director and the Coordinator of the Sheriff’s Office are granted limited authority to initiate the notification process when there is an immediate threat to life and health. Once the notification network is activated, the EOC operations become the responsibility of the Leavenworth County Emergency Management Director. Notification activities will be coordinated through the communications facility. The EOC Organization and Assignment of Responsibilities for Notification are provided as Attachment 2.6.

Leavenworth County Emergency Management maintains an Emergency Points of Contact for agencies/departments through the Mid-America Regional Council (MARC) Regional Resource Annex. The Emergency Management Director has login access through the MARC website. Media contact information pertinent to this ESF, is located in Attachment 15.2 Media Organizations Contacts.

Information Management

The Primary Agency is responsible for information management in support of this ESF during a disaster.

Information will be reported through the Incident Command System. Upon activation of the ESF, each ESF will have representation in the Emergency Operations Center, or designated area, to promote continuity.

Communications are handled in accordance with the most current SOG and other protocols established by this ESF.

Individual Agency reporting requirements will be established by each Primary and Support Agency to meet the needs of their respective organization.

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The ESF representative will attend planning meetings and report on the level of preparedness and activities of this ESF to include the Primary and Support Agencies.

The ESF representative will attend routine EOC Team briefings documenting shelter capacities and space availability for notification to the public.

Public Announcement/Media Releases (KPS 472)

During a disaster this ESF's activities are implemented in coordination with the LCEM. The ESF Coordinator is responsible for overall coordination of public information activities at the county level, and alerts additional supporting departments and agencies to provide representatives to the appropriate ESF 15 location, or to provide representatives who are immediately available via telecommunications (e.g., telephone, fax, conference calls). These ESF components provide appropriate representatives who are available to deploy rapidly to the disaster location.

This ESF identifies the guidelines to resource the external affairs processes as described in this Plan. External affairs resources are coordinated by the ESF 15 representatives in the Emergency Operations Center (EOC) as directed by the County Emergency Director. This ESF provides the county resource and implementation mechanisms to verify delivery of the messages developed in coordination with the inter-department response groups and elected officials. The staff of LCEM coordinates messages with public affairs representatives from involved departments and agencies.

If there is a major event involving several jurisdictions in/or adjacent to Leavenworth County, it is likely that a Joint Information Center (JIC) will be established to provide a coordinated method for release of emergency public information that is gathered through the Joint Information System (JIS). The decision to establish a JIC will be made by the EOC's incident command in collaboration with the responsible officials of involved jurisdictions. Establishing a location will be dependent on availability of resources and communications capabilities.

Once a JIC is activated, emergency public information activities, including media inquiries, should be coordinated through the JIC. The JIC will become the central coordination point for all emergency public information and external communications activities. To the extent possible, the JIC will be staffed with Public Information Officers (PIOs) from all agencies and organizations involved in the event.

For safety purposes, and control of response activities, media access to disaster sites and emergency facilities will be controlled through the use of the NIMS public information guidelines. Areas of control will be established at a neutral site(s) where media and by-standers will be required to congregate for release of disaster information as it is received. The PIO, in coordination with the LCEM will be responsible for coordination and staffing of release sites.

Public Notification (KPS 473)

The ESF 15 Coordinator should work to establish communications with Joint Information System (JIS) components to facilitate the exchange of information. The use of an organized JIS should help provide interagency communication and the release of consistent information.

Many methods may be used to disseminate information to the public during a disaster (warning systems, in general, are described in ESF-2 Communications). The PIO will determine methods for disseminating local emergency information depending on available means as appropriate to the emergency. This may include radio, newspaper, television, electronic communications (including social media such as Facebook and Twitter), mobile public address systems, and door to door.

Information Process and Confirmation (KPS 474)

Leavenworth County news releases will be verified and approved through the Emergency Management Director or the BOCC Chairperson from the EOC, and the Incident Commander should verify information

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obtained from the scene of the disaster.

A Joint Information System (JIS) system will be implemented that provides an organized, integrated, and coordinated mechanism to deliver understandable, timely, accurate, and consistent information to the public in a crisis. It includes the plans, protocols, and structures used to provide information to the public during disaster operations; and encompass all public information operations related to an disaster, including federal, state, local, tribal and private organization PIOs, staff, and JICs established to support a disaster. Key elements include the following: interagency coordination and integration; developing and delivering coordinated messages; support for decision makers; and flexibility, modularity, and adaptability.

Rumor Mill (KPS 475)

In an attempt to control rumors, Leavenworth County news releases will be approved by the Emergency Management Director or the BOCC Chairperson from the EOC, and the Incident Commander should verify information obtained from the scene of the disaster.

Information that is received by the PIO that appears to be questionable or false will be verified through another source, prior to being released to the public. The verification can be a return telephone call to the information source, or by having another agency or department verify the authenticity of the information. If the information cannot be verified through at least one additional source, it will not be released to the general public.

Media Outlets (KPS 476)

The JIC is designed to be flexible to accommodate the unique requirements of any emergency or disaster situation and its structure and staffing should be customized for each response. Regardless of the disaster the function of the JIC as the primary media outlet remains essentially the same, while the number of departments and agencies involved as well as the location and the quantity of information to be disseminated will vary greatly. At a minimum, the following functions must be performed:

- Establish and maintain contact with local radio, television and print media;
- Develop and disseminate written information such as news releases, fact sheets and other reports as needed;
- Schedule news conferences or interviews with department heads and other officials; brief them if appropriate;
- Provide interview opportunities that consider the unique needs of each medium (television, radio, print);
- Establish and maintain a communications link or a Joint Information System (JIS) with field PIOs and all remote sites performing public information activities;
- Monitor the information being released by the media to provide appropriate information releases, and take steps to correct any inaccurate information;
- Exchange information with elected officials, voluntary organizations, industry representatives, State and Federal PIOs and other involved agencies as the situation dictates;
- Provide ongoing information to and coordination with county, city, state and federal elected officials.

Media resources are provided in Attachment 15.2 Media Organization Contacts and Attachment 2.8 Association of Broadcasters.

In cooperation with the EOC and on scene personnel, the Incident Commander may allow media representatives restricted access to the scene, accompanied by a member of the Public Information staff. This should be done with regard to the safety of media personnel, the impact on response, and the wishes and concerns of the victims.

Response personnel must be protected from unwanted media intrusion. Off shift personnel should be

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provided uninterrupted rest. It may be necessary to provide security to facilities where response personal are housed and disconnect the telephones to ensure privacy.

Victims and families should have access to public officials without having to face media. Try to provide a secure entrance to the administrative offices, or arrange a briefing/interview room away from the media.

The media may be allowed access to response personnel at the discretion of the Incident Commander, only if such an interview does not interfere with the response effort.

Response personnel should not comment on the disaster without the knowledge and consent of the Public Information Officer or IC.

Functional Needs (KPS 477)

Every effort will be made to provide emergency public information to functional needs groups, such as the hearing and visually impaired and non English speaking populations. Close coordination will be required with the government, volunteer and community agencies described further in ESF-6 Mass Care, Housing and Human Services, and Incident Annex IA-6-Vulnerable Needs Populations.

Hearing Impaired

The Emergency Alerting System (EAS) provides trailers on TV screens providing weather watches, warning messages and other emergency information.

Visually Impaired

The Emergency Alerting System (EAS) provides audio alerting via radio and television stations. Some emergency planning and disaster information brochures are available in Braille.

Non English Speaking

Many televisions have the capability to provide closed captioning in Spanish.

Schools

Most schools in the County have installed alert receivers to receive emergency notifications, and monitor Radio and/or TV for information. Warnings are also available through the EAS.

Hospitals and Nursing Homes

Nursing homes have access to alert receivers, EAS and the media.

Correctional Facilities

Correctional facility staff monitors the County 800 system and has procedures for the handling of inmates in an emergency.

The Leavenworth County PIO will collect and maintain a file of fact sheets, instructions and procedures, and other readily available pre-scripted information on a wide range of topics to support the rapid dissemination of public information. This pre-scripted information will usually be generic in nature and non-specific to the event, but may still prove valuable to both the media and the public in the early stages of an emergency or disaster. Reference attachments 15.3, 15.4, and 15.5 for examples of such pre-scripted information.

Actions

Preparedness

- Primary and Support Agencies begin preparations to institute and manage activities defined by this ESF.

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Response
- Primary and Support Agencies initiate and manage tasks as defined by their operational plans in support of this ESF.
- Coordination of information from the ESF to the EOC is through the Primary Agency.

Recovery
- Primary and Support Agencies continue with response activities and initiate recovery activities necessary to support this ESF.

Prevention/Mitigation
- Primary and Support Agencies begin instituting mitigation measures to protect their facilities, resources, and other issues defined by this ESF.

Reference the ESF 15 Checklist for other Actions.

Responsibilities (KPS 478)

Primary and Support Agencies
- In coordination with LCEM, the Leavenworth County Public Information Officer coordinates this ESF and information released to the media.
- The Emergency Alert System (EAS) is a tool for authorities to quickly send important emergency information to a specific area. The EAS is designed to deliver EAS messages and to account for the needs of such functional needs populations as the deaf and those with differing language requirements. LCEM is the County agent for the EAS.
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions
- Provide ongoing status reports as requested by the Public Information and External Communications Coordinator
- Provide a representative to the County EOC, when requested
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement
- Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work in the event that reimbursement becomes available from the State and Federal government
- Maintain up to date, 24-hour rosters for notifying personnel and provide this information to the Emergency Management Department
- Perform other emergency tasks as assigned

County PIO
- The PIO is official spokesman for and is a member of the EOC staff. The County PIO coordinates with and support of other appointed PIOs. The PIO is responsible for public information activities, including the collection, coordination, and dissemination of emergency public information material to the residents and transient population. Information for the visually impaired and non English speaking groups will be provided by volunteer agencies in coordination with ESF 15. Information for the hearing impaired will be disseminated either through written materials or through signers, as available.

Local PIO
- During a locally declared disaster the mayor of the affected jurisdiction may appoint a local PIO. The responsibilities of this staff member are the same as for the County PIO.

Support Staff
- The PIO will appoint a support staff as needed to assist in the public information functions.

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State PIO

- Coordinates with and supports the local government PIO.
- Releases information concerning the state's involvement and/or activities.
- Acts as a state liaison with the Governor's Public Information Office and the Federal PIO.

Federal PIO

- Coordinates with and supports state and local government PIO
- Releases information concerning FEMA's involvement and/or activities.

Private PIO

- Volunteer and private organization PIO's will coordinate with the local and/or County PIO and release information concerning their own efforts.

ESF 15 Checklist is not available except online.

Attachments

Sample Forms and Logs-reference ESF 5-ICS Forms.

Attch 15.1 Public Information Protocols is not available except online.
Attch 15.2 Media Organization Contacts is not available except online.
Attch 15.3 Sample Press Releases (EAS Messages) is not available except online.
Attch 15.4 Pre-Scripted Public Notification is not available except online.
Attch 15.5 Primary Hazards Checklist is not available except online.
Attch 15.6 Protective Actions is not available except online.
Attch 15.7 Kansas Association of Broadcasters is not available except online.
Attch 15.8 List of Trained Public Information Officers Leavenworth County is not available except online.

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INCIDENT ANNEXES

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Introduction to the Incident Annexes

Purpose

This section provides an overview of the annexes applicable to situations requiring specialized, disaster specific implementation of the County Emergency Operations Plan (CEOP).

Background

The Incident Annexes address contingency or disaster situations requiring specialized application of the CEOP. The annexes in the sections that follow address the following situations:

- Foreign Animal Disease
- Terrorism
- Biological
- Animal Shelter
- Debris Management
- Vulnerable Populations

Incident Annex Contents

The annexes describe the policies, situation, concept of operations, and responsibilities pertinent to the type of disaster in question.

Policies

Each annex explains unique authorities and/or special actions or declarations that may result, and any special policies that may apply.

Situation

Each annex describes the disaster situation and the planning assumptions, and outlines the approach that will be used if key assumptions do not hold (for example, how authorities will operate if they lose communication with senior decision makers).

Concept of Operations

Each annex describes the concept of operations appropriate to the disaster, integration of operations with CEOP elements, unique aspects of the organizational approach, notification and activation processes, and specialized disaster related actions.

Each annex also details the coordination structures and positions of authority that are unique to the type of disaster, the specialized response teams or unique resources needed, and other special considerations.

Responsibilities

Each Incident Annex identifies the coordinating and cooperating agencies involved in a disaster specific response; in some cases this responsibility is held jointly by two or more departments.

The overarching nature of functions described in these annexes frequently involves either the support to, or the cooperation of, departments and agencies involved in disaster management efforts. In some cases, actions detailed in the annex also incorporate various components of Emergency Management, and other departments and agencies, to provide seamless integration of, and transitions between, preparedness, prevention, response, recovery, and mitigation activities. The responsibilities of the coordinating agency and cooperating agencies are identified below.

Coordinating Agency

Coordinating agencies described in the CEOP annexes support the disaster management mission by providing the leadership, expertise, and authorities to implement critical and specific aspects of the response. In accordance with Homeland Security Presidential Directive-5, Emergency Management

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retains responsibility for overall domestic disaster management. Local agencies designated as coordinating agencies, in close coordination with Emergency Management, are responsible for implementation of processes detailed in the annexes that follow. In Annexes that share duties, the responsibilities of the coordinating agency may be shared or delegated based on the nature or the location of the disaster. The coordinating agency is responsible for the following:

- Orchestrating a coordinated delivery of those functions and guidelines identified in the annex
- Providing staff for operations functions at fixed and field facilities
- Notifying and sub-tasking cooperating agencies
- Managing tasks with cooperating agencies, and appropriate State agencies
- Working with appropriate private sector organizations to maximize use of available resources
- Supporting and keeping ESFs and other organizational elements informed of annex activities
- Planning for short and long term support to disaster management and recovery operations
- Maintaining trained personnel to provide appropriate support.

Cooperating Agencies

The coordinating agency will notify cooperating agencies when their assistance is needed. Cooperating agencies are responsible for the following:

- Conducting operations, when requested by the coordinating agency, using their own authorities, subject matter experts, capabilities, or resources
- Participating in planning for disaster management and recovery operations and development of supporting operational plans, standard operating guidelines, checklists, or other tools
- Furnishing available personnel, equipment, or other resource support as requested by the Incident Annex Coordinator
- Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities
- Nominating new technologies or guidelines to improve performance

When requested, and upon approval of the Secretary of Defense, the Department of Defense (DOD) provides Defense Support of Civil Authorities (DSCA) during domestic disasters. Accordingly, DOD is considered a cooperating agency to the majority of Incident Annexes.

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IA-1 Foreign Animal Disease (FAD) Annex

Introduction

Purpose

The Foreign Animal Disease (FAD) Incident Annex to the CEOP establishes the strategy for implementing and coordinating an accelerated, proactive local response to the disaster. Some animal diseases are zoonotic and this coordination may also involve the identification and control of diseases of public health significance. Issues of major concern in preparedness and response to a foreign animal disease event include prevention of introduction, disease surveillance, rapid identification, initiation of steps to reduce the further spread of the disease, and euthanasia and disposal of infected, exposed, and/or dead animals.

The purpose of the Foreign Animal Disease Plan (FAD Plan) is to address specific organizational structures, response methods, and related emergency actions required to respond to a FAD threat.

A more detailed and operationally specific response plan-the FAD Plan Annex is maintained under separate cover and is designated “For Official Use Only”.

Scope

General

The Foreign Animal Disease Plan serves as an Incident (or Hazard Specific) Annex to the County Emergency Operations Plan (CEOP). As such, it can be used in conjunction with CEOP systems and guidelines.

Special Considerations

The intent of this annex is to include local and United States Department of Agriculture/Animal and Plant Health Inspection Service (USDA/APHIS) accredited veterinary practitioners.

It is anticipated that supporting private organizations identified in the plan will participate to the fullest extent possible.

Policies

The Foreign Animal Disease Incident Annex strategy is consistent with National Response Framework (NRF) and the National Incident Management System (NIMS) protocols and Incident Command System conventions.

The Governor, in conjunction with Kansas Department of Agriculture, Division of Animal Health is responsible for designating an outbreak of foreign animal disease as a State of Kansas disaster.

The County Executive will declare an emergency in conjunction with State authorities, and the Kansas Division of Animal Health.

County/City resources remain under County IC oversight during mobilization and deployment until State and/or Federal agencies arrive to establish a unified command.

Situation

Disaster Condition: During disaster operations and recovery assistance activities it is extremely important that safety and health requirements are implemented. Response personnel often perform unusual, difficult, hazardous tasks while in a challenging environment, and these conditions increase the risk of accident or exposure to hazardous agents. Additionally, resources are in short supply, and the loss of any resource to an accident severity affects the ability to respond. Safety and occupational health of county, state and federal responders, contractors, and members of the public involved in response activities to FAD will be the primary concern during county emergency response and recovery operations.

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In a foreign animal disease outbreak, it is expected that the state and federal government, or other national entities, will provide expedited assistance in the following areas:

Housing and Human Services. The ability to provide functions such as temporary shelter, food, medical care, clothing, and other essential support needs to emergency response personnel and the general public may quickly overwhelm local capabilities.

Law Enforcement. Resources and personnel to perform operational activities that include isolating Infected Premises, Stop Movement Directives, establishing Quarantine Zones, traffic control, and diversion of in transit livestock on a 24/7 basis will quickly outstrip locals capabilities.

Decontamination and Disinfection. Disasters involving a highly infectious or contagious disease may require mass decontamination and disinfection of personnel, property, and equipment at multiple locations. Given the potentially large numbers of personnel and domestic animals involved in a response, resulting decontamination requirements may quickly outstrip local and state capabilities.

Public Health and Medical Support. The ability to provide functions such as medical care, clothing, and other essential support needs to emergency response personnel and the general public may quickly overwhelm local public health capabilities.

Medical Equipment and Supplies. The ability to provide medical equipment, medication and supplies to specific zoonotic diseases may quickly overwhelm local public health capabilities.

Transportation and Heavy Equipment. The ability to provide response transportation and heavy equipment such as busses, trucks, vans, excavators, trackhoes, dump trucks, etc. may quickly overwhelm local capabilities.

Euthanasia and Disposal. Disasters involving large numbers of infected livestock may require mass euthanasia at multiple locations. Given the potentially large numbers of personnel and domestic animals involved, personnel requirements may quickly outstrip local and state capabilities.

Long Term Community Recovery and Mitigation. Disasters involving euthanasia of large numbers of highly infectious or contagious animals will require major expenditures of local capital resources over an extended period. Given the potential economic loss and expense of recovery activities, State and Federal assistance for mitigation and recovery will be necessary.

Planning Assumptions

Livestock and wildlife in Kansas are subject to a variety of highly contagious foreign animal diseases.

If foreign animal disease is not controlled in a timely fashion, such an event would severely impact if not devastate the economic stability and viability of the state and national livestock industry. FAD may be difficult to identify, isolate, and eradicate and may spread to other states/countries.

The State Livestock Commissioner Foreign Animal Disease Diagnostician (FADD) will implement effective and workable protocols for responding to FAD disasters.

A FAD may be introduced by natural pathways or could be introduced as an act of terrorism. The Department of Homeland Security (DHS) will respond to all FAD outbreaks as a terrorist attack until proven otherwise. An outbreak could occur from a disease event within the State, be transmitted by affected livestock and wildlife, livestock related products or wastes from other states and countries, or could occur as the result of an act of terrorism.

Local government (Emergency Management, Law Enforcement, Fire Services, etc.) have limited capabilities, but will be the first to respond to a FAD disaster. The State will provide additional assistance after the first 24-48 hours. State resources are limited and may not be sufficient to handle a widespread outbreak. The federal government will provide assistance when local and state resources are exhausted or

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insufficient to carry out a viable response to the disaster.

Livestock owners typically do not have the capability to respond to a FAD outbreak including the necessary resources and equipment to depopulate and decontaminate the entire affected premises.

Some FADs can adversely affect humans and the surrounding environment. Protective measures will be implemented to preserve health and safety and the integrity of the environment.

Control and eradication of an identified FAD will involve much local, state, and federal agencies, not just those associated with agricultural activities.

Qualified and approved costs associated with FAD response and recovery operations may be borne by the federal government.

Public Relations will play a major role in responding to a FAD outbreak. Livestock owners, animal rights activists and other citizens may object to depopulation of animals. Some individuals may not accept or recognize the validity of the threat posed by a FAD and consequently obstruct or take actions counter productive to government response activities.

Response to a FAD typically involves local, state, federal, and private agencies working together, using their authorities and expertise, to slow its spread and to control and eradicate the disease.

The Kansas Division of Animal Health is prepared to implement the Kansas Emergency Response Plan to respond, in conjunction with the Local Incident Commander and onsite Foreign Animal Disease Diagnostician, to potential emergencies and disasters involving foreign animal diseases.

When an outside entity is relied upon for excavation and earthwork (outside contractors), a written agreement will be made or a memorandum of record (stating the terms of the arrangement and the details for services) will be provided to the Incident Commander and/or FADD. The outside entity must be made aware of the conditions, disease, and circumstances of the work. The outside entity must also be made aware of the potential, however remote, that the equipment may not be allowed to leave the site.

Concept of Operations

Response

State Agencies responding to a FAD outbreak will initially rely on local resources for response operations during the first 24 to 48 hours of the disaster. If local resources are inadequate, the county will request additional support through other means such as mutual aid and/or Memorandum of Understanding (MOU) agreements with other counties.

Initial notification of suspected FAD in Kansas is expected to come from a local producer, veterinary practitioner, meat inspector, or a diagnostic laboratory.

A Foreign Animal Disease Diagnostician from the Kansas Division of Animal Health or USDA/APHIS will conduct an on site investigation.

Kansas Division of Emergency Management (KDEM) will be notified upon initiation of FAD investigations.

When USDA/APHIS confirms a positive test, the Livestock Commissioner will immediately notify KDEM, which in turn will notify the Governor and emergency response agencies.

KDEM will coordinate response activities with local emergency management officials in support of KAH. KDEM will coordinate with and be the liaison with the federal agencies for additional support, as needed. KDEM will activate the Kansas Emergency Operations Center (EOC) to the level required by the event, in support of KAH. The Adjutant General, as Coordinator of KDEM, will advise the Governor of the support requirements. The Governor may exercise their authority in declaring a State Disaster. Upon such declaration, the Adjutant General may direct any and all agencies of State government to provide

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assistance under the policies and structures of the Kansas Emergency Response Plan.

The State readiness levels describe the status of response actions from normal operations to the full activation of the State Emergency Response Plan for a FAD occurrence. The following table summarizes the response levels for activation of the State FAD Plan.

State Readiness Table is not available except online.

Federal Agency Response

Unlike most other emergencies, FAD disasters impact the nation's economy and international trade status from the moment a single case is found in the U.S. Because of its international implications, the US Department of Agriculture (USDA) will become an active participant in the coordination of the response to this event. Federal law authorizes USDA to take lead of a disaster in any given state should USDA officials believe state and local response activities are not adequate.

Disaster Declaration Process

Index Case

If the event is the first of its nature (Index Case) in the nation, and given that the official diagnosis of a FAD in the U.S. rests in the hands of the Federal government, the State of Kansas will cooperate by issuing a State Disaster Declaration to coincide with the issuance of USDA's Secretarial Disaster Declaration. In an Index Case scenario, County governments are strongly encouraged to withhold issuing a Local Disaster Declaration until an official determination of FAD in the US is made to avoid an unwarranted and catastrophic economic downturn for the livestock market throughout the nation.

Additional Cases

If the USDA has already confirmed the presence of a FAD in the continental United States, the Governor of the State of Kansas may issue a State Disaster Declaration based on the recommendation of the Kansas Livestock Commissioner. County governments are strongly encouraged to coordinate their local disaster declarations with the Kansas Division of Animal Health and Kansas Division of Emergency Management to verify adequate emergency measures are undertaken.

Local Agencies

There are many scenarios where Kansas counties may be required to provide a level of response activities within Activation Levels 1 through IV. The type of activities required will depend on the disease agent and whether the FAD response occurs outside or within the state.

Implementation of certain elements or specific activities of the County FAD Plan may be required in response to a highly likely or confirmed FAD case/outbreak. For instance, initiating Stop Movement in support of a FAD outbreak in an adjacent state, or in Kansas, may require certain actions from specific counties. The actual level of response will be based on the State's risk analysis and scientific data available for the disease (type, location, infectious nature, etc.), which could include (up to and including) activation of the entire Plan (Level IV).

Reference The FAD Plan Annex which is maintained under separate cover and is designated "For Official Use Only".

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IA-2 Terrorism Annex

Introduction

Purpose

The purpose of this annex is to facilitate an effective law enforcement and investigative response to threats or acts of terrorism within the United States, regardless of whether they are deemed credible and/or whether they escalate to an emergency or disaster. To accomplish this, the annex establishes a structure for a systematic, coordinated, unified, timely, and effective law enforcement and investigative response to threats or acts of terrorism.

Scope

This annex is a strategic document that:

- Provides planning guidance and outlines operational concepts for the law enforcement and investigative response to a threatened or actual terrorist disaster in the County;
- Acknowledges and outlines the unique nature of each threat or disaster, the capabilities and responsibilities of the local jurisdictions, and the law enforcement and investigative activities necessary to prevent or mitigate a specific threat or disaster.

Policies

The United States regards terrorism as a potential threat to national security, as well as a violent criminal act, and applies all appropriate means to combat this danger. In doing so, the United States vigorously pursues efforts to deter and preempt these crimes and to apprehend and prosecute directly, or assist other governments in prosecuting, individuals who perpetrate or plan terrorist attacks. To verify the policies established in applicable Presidential directives are implemented in a coordinated manner, this annex provides overall guidance to county and local agencies concerning the government’s law enforcement and investigative response to potential or actual terrorist threats or disaster that occur in the County, particularly those involving weapons of mass destruction (WMD), or chemical, biological, radiological, nuclear, or high explosive (CBRNE) material.

Federal Agencies

The law enforcement and investigative response to a terrorist threat or disaster within the United States is a highly coordinated, multi-agency local, state, and federal responsibility. In support of this mission, the following federal agencies have primary responsibility for certain aspects of the overall law enforcement and investigative response:

- Department of Defense (DOD)
- Department of Energy (DOE)
- Department of Health and Human Services (HHS)
- Department of Homeland Security (DHS)
- Department of Justice/Federal Bureau of Investigation (FBI)
- Environmental Protection Agency (EPA)

According to HSPD-5, “The Attorney General has lead responsibility for criminal investigations of terrorist acts or terrorist threats by individuals or groups inside the United States, or directed at U.S. citizens or institutions abroad, where such acts are within the Federal criminal jurisdiction of the United States, as well as for related intelligence collection activities within the United States, subject to the Critical Security Act of 1947 and other applicable law, Executive Order 12333, and Attorney General approved guidelines pursuant to that Executive order. Generally acting through the Federal Bureau of Investigation, the Attorney General, in cooperation with other Federal departments and agencies engaged in activities to protect our Critical security, shall also coordinate the activities of the other members of the law enforcement community to detect, prevent, preempt, and disrupt terrorist attacks against the United

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States. Following a terrorist threat or an actual disaster that falls within the criminal jurisdiction of the United States, the full capabilities of the United States shall be dedicated, consistent with U.S. law and with activities of other Federal departments and agencies to protect our Critical security, to assisting the Attorney General to identify the perpetrators and bring them to justice. The Attorney General and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments."

Although not formally designated under this annex, other federal departments and agencies may have authorities, resources, capabilities, or expertise required to support terrorism related law enforcement and investigation operations. Agencies may be requested to participate in federal planning and response operations, and may be requested to designate liaison officers and provide other support as required.

Deployment/Employment Priorities

In addition to the priorities identified in the County Emergency Operations Plan (CEOP) Basic Plan, the law enforcement and investigative response to terrorist threat or disaster is based on the following priorities:

- Preserving life or minimizing risk to health; which constitutes the first priority of operations.
- Preventing a threatened act from being carried out or an existing terrorist act from being expanded or aggravated.
- Locating, accessing, rendering safe, controlling, containing, recovering, or disposing of a WMD that has not yet functioned, and disposing of CBRNE material in coordination with appropriate departments and agencies (e.g., DOD, DOE, EPA).
- Apprehending and successfully prosecuting perpetrators of terrorist threat or disaster.

Planning Assumptions and Considerations

In addition to the planning assumptions and considerations identified in the EOP Basic Plan, the law enforcement and investigative response to terrorist threat or disaster, particularly those involving WMD and CBRNE material, are based on the following assumptions and considerations:

- A terrorist threat or disaster may occur at any time of day with little or no warning, may involve single or multiple geographic areas, and may result in mass casualties.
- The suspected or actual involvement of terrorists adds a complicating dimension to disaster management.
- The response to a threat or actual disaster involves law enforcement and investigative activity as an integrated element.
- In the case of a threat, there may be no disaster site, and no external consequences, and, therefore, there may be no need for establishment of traditional Incident Command System (ICS) elements such as an Incident Command Post (ICP) or a Joint Field Office (JFO).
- An act of terrorism, particularly an act directed against a large population center within the United States involving nuclear, radiological, biological, or chemical materials, will have major consequences that can overwhelm the capabilities of many levels of government to respond and may seriously challenge existing response capabilities.
- In the case of a biological attack, the effect may be temporally and geographically dispersed, with no determined or defined "disaster site." Response operations may be conducted over a multi-jurisdictional or multi-state region.
- A biological attack employing a contagious agent may require quarantine by health officials to contain the disease outbreak.
- If appropriate personal protective equipment and capabilities are not available and the area is contaminated with CBRNE or other hazardous materials, it is possible that response actions into a contaminated area may be delayed until the material has dissipated to a level that is safe for emergency

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response personnel to operate or until appropriate personal protective equipment and capabilities arrive, whichever is sooner.

Situation

The complexity, scope, and potential consequences of a terrorist threat or disaster requires that there be a rapid and decisive capability to resolve the situation. The resolution to an act of terrorism demands an extraordinary level of coordination of law enforcement, criminal investigation, protective activities, emergency management functions, and technical expertise across all levels of government. The disaster may affect a single location or multiple locations, each of which may be a disaster scene, a hazardous scene, and/or a crime scene simultaneously.

Concept of Operations

Command and Control

The FBI is the lead federal agency for criminal investigations of terrorist acts or terrorist threats and intelligence collection activities within the United States. Investigative and intelligence activities are managed by the FBI from an FBI command post or Joint Operations Center (JOC). The command post or JOC coordinates the necessary federal law enforcement assets required to respond to and resolve the threat or disaster with state and local law enforcement agencies. The FBI Special Agent in Charge (SAC) of the local Field Office establishes a command post to manage the threat based upon a graduated and flexible response. This command post structure generally consists of three functional groups: Command, Operations, and Operations Support, and is designed to accommodate participation of other agencies, as appropriate. When the threat or disaster exceeds the capabilities and resources of the local FBI Field Office, the SAC can request additional assistance from regional and national assets to augment existing capabilities. In a terrorist threat or disaster that may involve a WMD or CBRNE material, the traditional FBI command post will transition to a JOC, which may temporarily incorporate a fourth functional entity, the Consequence Management Group in the absence of an activated Joint field Office (JFO).

When, in the determination of the Secretary of Homeland Security, in coordination with the Attorney General, the incident becomes a disaster and the JFO is established, the JOC becomes a section of the JFO and the FBI SAC becomes the Senior Federal Law Enforcement Official (SFLEO) in the JFO Coordination Group. In this situation, the JOC Consequence Management Group is incorporated into the appropriate components of the JFO.

The JOC structure may also be used to coordinate law enforcement, investigative, and intelligence activities for the numerous threats that occur each year that do not escalate to a disaster.

Joint Operations Center

The JOC is an inter-agency command and control center for managing multi-agency preparation for, and the law enforcement and investigative response to, a credible terrorist threat or disaster. Similar to the Area Command concept within the ICS, the JOC also may be established to coordinate and organize multiple agencies and jurisdictions during disasters or special events. Following the basic principles established in the National Incident Management System (NIMS), the JOC is modular and scalable and may be tailored to meet the specific operational requirements needed to manage the threat, disaster, or special event.

A JOC may be established and staffed in a pre-disaster, preemptive role in support of a potential disaster. This “watch mode” allows for rapid expansion to full operations if a disaster occurs during the special event. The JOC is a strategic management tool that effectively coordinates law enforcement investigative, intelligence, and operational activities at multiple sites from a single location. The JOC may be the only management structure related to a threat, disaster, or special event, or it may integrate into other management structures in accordance with the National Response Framework.

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Law enforcement public safety functions, such as proactive patrol and traffic control, historically are managed through the Operations Section of the ICS. Criminal investigation and the collection, analysis, and dissemination of intelligence are sensitive law enforcement operations that require a secure environment and well-defined organizational management structure. The JOC is designed to coordinate this specialized law enforcement investigative and intelligence activity. It provides mechanisms for controlling access to and dissemination of sensitive or classified information. Management of crisis information and intelligence is recognized under the NIMS as a sixth functional area within ICS. The structure of the JOC supports this functional area and enhances the overall management of disasters.

The NIMS provides the framework within which the ICS and JOC structures operate for a unified approach to domestic disaster management.

The JOC is composed of four main groups: the Command Group, the Operations Group, the Operations Support Group, and the Consequence Management Group.

Command Group

The Command Group of the JOC provides recommendations and advice to the FBI SAC regarding the development and implementation of strategic decisions to resolve the situation. It is responsible for approving the deployment and employment of law enforcement investigative and intelligence resources. The Command Group maintains its advisory role to the FBI SAC when the JOC becomes a section of the JFO for a disaster. When a JFO is established in this situation, the FBI SAC becomes the SFLEO in the JFO Coordination Group. The Assistant SAC or an alternate senior FBI official leads the JOC Command Group once the SAC has transitioned to the JFO.

The FBI representatives in the Command Group include the SAC, the Assistant SAC, and an executive officer position known as the Crisis Management Director (CMC). The SAC of the FBI Field Office in which the disaster occurs is responsible for developing the overall strategy for managing federal investigative law enforcement activities at the disaster or special event and coordinating the implementation of that strategy with other agency decision makers and FBI Headquarters. The FBI SAC also is responsible for coordinating federal law enforcement activities with other federal incident management personnel during domestic disasters and special events. The CMC ensures that the strategy of the SAC is communicated to everyone in the JOC and that the JOC is staffed and equipped to effectively implement the strategy of the SAC. The CMC also ensures that information flows efficiently within the JOC and between the JOC and other command and control centers.

The JOC Command Group includes senior officials with decision making authority from local, state, and federal agencies, as appropriate, based upon the circumstances of the threat or disaster. Consistent with the Unified Command concept, law enforcement investigative and intelligence strategies, tactics, and priorities are determined jointly within the JOC Command Group. Federal law enforcement investigative, intelligence, and operational decisions are made cooperatively to the extent possible, but the authority to make these decisions rests ultimately with the FBI SAC.

Three specialized teams provide guidance and expertise directly to the Command Group. These teams are the Strategic Legal Team, the Joint Information Center Team, and the Domestic Emergency Support Team.

The Strategic Legal Team is composed of legal counsel from the FBI, U.S. Attorney’s Office, and the District or State’s Attorney’s Office. This team provides legal guidance to the Command Group concerning the strategies under consideration for resolution of the crisis.

The Joint Information Center (JIC) Team is integrated into the JFO when established. It is composed of the public affairs (media) officers from the participating local, state, and federal public safety agencies. It manages information released to the public through a coordinated, unified approach. A separate media unit within the JOC Operations Support Group provides FBI specific guidance and expertise to the FBI

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SAC and coordinates with the JIC to ensure the media strategy is consistent with the overall investigative strategy.

The Domestic Emergency Support Team (DEST) is a specialized inter-agency team composed of subject matter experts from the FBI, the DHS/Emergency Preparedness and Response/Federal Emergency Management Agency (DHS/EPR/FEMA), DOD, DOE, HHS, and EPA. It provides guidance to the FBI SAC concerning WMD threat and actual disaster.

Operations Group

The Operations Group handles investigative, intelligence, and operational functions related to the threat, disaster, or special event.

Each unit within the Operations Group provides expertise in a specific functional area that is important in the overall resolution of the disaster.

The units within the Operations Group are scalable and modular, and may be tailored to the specific threat, disaster, or special event.

The Operations Group normally consists of the Information Intake unit (formerly referred to as the Control unit), the Intelligence unit, the Investigations unit, and Field Operations units.

Information Intake (or Control)

Information Intake is the central point for receiving all information that comes into the JOC. The purpose of Information Intake is to ensure that telephone calls, e-mail messages, fax reports, and other incoming information are assessed for relevance to the threat, disaster, or special event. The information is checked to determine if it has been previously reported. It is prioritized and entered into the information management system. Through this filtering mechanism the Information Intake unit ensures that only current and relevant information is disseminated to the JOC.

The Information Intake Director is responsible for providing guidance and direction to all personnel within the Information Intake unit and coordinating the activities of the unit with all other units within the JOC. Personnel within the Information Intake unit are responsible for receiving incoming information, processing new information, routing follow up information appropriately, and implementing guidelines for tracking evidentiary material that is introduced into the command post.

Intelligence

The Intelligence unit manages the collection, analysis, archiving, and dissemination of relevant and valid investigative and strategic intelligence. It fuses historical intelligence from a variety of sources with new intelligence specific to the threat, disaster, or special event. The Intelligence unit also disseminates intelligence products and situation reports to all JOC units, FBI Headquarters Strategic Information and Operations Center (SIOC), and the JFO Coordination Group. This information is shared with the DHS Homeland Security Operations Center (HSOC), the National Counter terrorism Center (NCTC), and, as appropriate, other government agencies, consistent with operational security considerations.

The Intelligence unit usually is divided into teams based on functional responsibility. Teams manage intelligence related to the crisis site or target, build intelligence portfolios and databases on significant elements related to the investigation (subjects, vehicles, and organizations), analyze and identify trends in activities related to the investigation (predictive and strategic intelligence), conduct liaison with outside members of the Intelligence Community, and prepare periodic briefings and reports concerning the status of the crisis or investigation. The Intelligence unit is responsible for collecting and reviewing intelligence related to the threat, crisis, or special event to enable the SAC to further develop and refine strategic objectives.

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Investigations

The Investigations unit provides oversight and direction to investigate activity related to the threat, disaster, or special event. The Investigations unit implements the strategy of the SAC by directing the collection and management of investigative information. It is composed of investigative personnel from the agencies with specific jurisdiction or authority for investigating crimes related to the threat, disaster, or special event. The Investigations Unit Director is usually an FBI Supervisor who has responsibility for investigating the most significant substantive law violation.

Teams within the Investigations unit review incoming information to determine investigative value. The Investigations unit assigns, tracks, and reviews investigative leads and documents the investigation in the appropriate case file(s). The case agents or primary investigators within the Investigations unit manage all evidence and information, and prepare it for court presentation, if appropriate. The case agents or primary investigators are assisted by analytical conclusion. A Records Check Team within the Investigations unit reviews case files and databases to verify that items of investigative value are identified and evaluated. The Investigations unit is responsible for collecting and reviewing reports of investigative activity to enable the SAC to further develop and refine strategic objectives.

Field Operations

The Field Operations units are based upon the specific needs of the threat, disaster, or special event. The personnel staffing these units are subject matter experts in a number of specialized skill areas. Field Operations unit coordinators are responsible for ensuring the activity of the specialized units is consistent with and in support of the strategy of the SAC.

Field Operations units may include representatives of tactical, negotiations, WMD/CBRNE, evidence response, surveillance, technical, or any other specialized unit deployed to the crisis site(s) or staged in readiness. The mission of these units is to provide the SAC with current information and specialized assistance in dealing with the threat, disaster, or special event. Information is communicated between the JOC and the crisis site(s) through the Field Operations unit representatives in the JOC. This verifies that decision makers both in the JOC and in the forward areas maintain full situational awareness. The Field Operations units coordinate their activities within the JOC to verify each is aware of the impact of their activities on the other field units.

Local, state, and federal law enforcement specialty units assigned to assist with field operations during the threat, disaster, or special event coordinate their activities with the appropriate FBI Field Operations units through the JOC. Federal Government mission specific units are designated to help the FBI maintain their respective chains of command and coordinate their activities through representation in the JOC. The JOC manages the activities of the specialized units at a strategic level. Activities at the individual or “tactical” level are managed at the crisis site(s) through forward command structures such as the Tactical Operations Center, Negotiations Operations Center, and Evidence Response Team Operations Center.

Operations Support Group

The Operations Support Group units designated within the JOC are based upon the specific needs of the threat, disaster, or special event. The personnel who staff these units are subject matter experts in a number of specialized areas. Operations Support Group unit coordinators are responsible for ensuring the activity of their units is consistent with and in support of the strategy of the SAC.

Operations Support Group units can include administrative, logistics, legal, media, liaison, communications, and information management. The mission of these units is to support the investigative, intelligence, and operational functions of the JOC.

The Administrative and Logistics units have responsibilities that are similar to the Finance and Logistics Sections in ICS. However, they are tasked with managing only the activities related to the law enforcement investigative, intelligence, and operational functions; they do not manage the administrative

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and logistics functions associated with the overall disaster.

The Legal and Media units support the investigative and intelligence operations of the JOC through the preparation of specific legal processes and management of media affairs. These units focus on specific objectives related to the investigation such as search warrants and press releases, and not the strategic overall objectives handled by the Strategic Legal Team and JIC that are attached to the Command Group.

The Liaison unit is composed of representatives from outside agencies who assist the FBI with resolution of the threat, disaster, or special event. The Liaison unit may include agencies without clear authority or jurisdiction over the threat, disaster, or special event if they have a potential investigative interest. For example, law enforcement agencies that border affected jurisdictions may be represented in the JOC to maintain situational awareness of potential threats. Additional Liaison unit representatives may include fire department personnel, utility company workers, or engineering specialists.

The Communications unit handles radio and telephone communications to support JOC operations. The Communications unit establishes communications networks within the JOC. It also establishes networks to facilitate timely and reliable information sharing between the JOC and other command and control centers.

The Information Technology unit is responsible for the JOC computer system operation within each unit and between units. Information technology specialists and facilitators assigned to this unit are responsible for verifying the uninterrupted operation of the information management system used during JOC operations.

Consequence Management Group

The JOC Consequence Management Group consists of representatives of agencies that provide consequence focused expertise in support of law enforcement activities. The JOC does not manage consequence functions; rather, it ensures that law enforcement activities with emergency management implications are communicated and coordinated to appropriate personnel in a complete and timely manner.

A DHS representative coordinates the actions of the JOC Consequence Management Group, and expedites activation of a federal incident management response should it become necessary. FBI and DHS representatives screen threat/disaster intelligence for the Consequence Management Group. Representatives of the JOC Consequence Management Group monitor the law enforcement criminal investigation and may provide advice regarding decisions that impact the general public or critical infrastructure. This integration provides continuity should a Federal disaster management response become necessary.

Agencies comprising the Consequence Management Group may also have personnel assigned to other units within the JOC structure. Depending on the nature of the disaster and required assets, additional teams assigned to support the FBI may be included under Other Specialized Units.

Should the threat of a terrorist disaster become imminent, the JOC Consequence Management Group may forward recommendations to the RRCC Director to initiate limited pre-deployment of assets under the Stafford Act.

Requests for DOD assistance for law enforcement and criminal investigation during the disaster come from the Attorney General to the Secretary of Defense through the DOD Executive Secretary. Once the Secretary approves the request, the order is transmitted either directly to the unit involved or through the Chairman of the Joint Chiefs of Staff. The FBI SAC informs the Principal Federal Official (PFO), if one has been designated, when requesting this additional assistance.

The Consequence Management Group is established when a JOC is necessary but a JFO has not yet been activated, or the event has not reached the level of being considered a disaster.

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Representatives in this group may move to appropriate positions in other sections of the JFO when one is established.

The Response

Receipt of a terrorist threat may be through any source or medium and may be articulated or developed through intelligence sources. It is the responsibility of all local, state, and federal agencies and departments to notify the FBI when such a threat is received. As explained below, the FBI evaluates the credibility of the terrorist threat and notifies the HSOC, NCTC, and other departments and agencies, as appropriate.

Upon receipt of a threat of terrorism within the United States, the FBI conducts a formal threat credibility assessment in support of operations with assistance from select interagency experts. For a WMD or CBRNE threat, this assessment includes three perspectives:

- Technical Feasibility: An assessment of the capacity of the threatening individual or organization to obtain or produce the material at issue;
- Operational Practicability: An assessment of the feasibility of delivering or employing the material in the manner threatened; and
- Behavioral Resolve: A psychological assessment of the likelihood that the subject(s) will carry out the threat, including a review of any written or verbal statement by the subject(s).

A threat assessment is conducted to determine whether the potential threat is credible, and confirm whether WMD or CBRNE materials are involved in the developing terrorist disaster. Intelligence varies with each threat and impacts the level of the Federal response. If the threat is credible, the situation requires the tailoring of response actions to use federal resources needed to anticipate, prevent, and/or resolve the situation. The federal response focuses on law enforcement/investigative actions taken in the interest of public safety and welfare, and is predominantly concerned with preventing and resolving the threat. In addition, contingency planning focuses on the response to potential consequences and the pre-positioning of tailored resources, as required.

The threat increases in significance when the presence of a CBRNE device or WMD capable of causing a significant destructive event, prior to actual injury or loss, is confirmed or when intelligence and circumstances indicate a high probability that a device exists. In this case, the threat has developed into a WMD or CBRNE terrorist situation requiring an immediate process to identify, acquire, and plan the use of federal resources to augment state, local, and tribal authorities in lessening or averting the potential consequence of terrorist use or employment of WMD or CBRNE material. It should be noted that a threat assessment would also be conducted if a disaster occurs without warning. In this case, the assessment is focused on criminal intent, the extent of the threat, and the likelihood of secondary devices or locations.

The FBI manages a Terrorist Threat Warning System to ensure that vital information regarding terrorism reaches those in the U.S. counter terrorism and law enforcement community responsible for countering terrorist threats. This information is coordinated with DHS and the NCTC, and is transmitted via secure teletype. Each message transmitted under this system is an alert, an advisory, or an assessment-an alert if the terrorist threat is credible and specific, an advisory if the threat is credible but general in both timing and target, or an assessment to impart facts and/or threat analysis concerning terrorism.

Upon determination of a credible threat, FBI Headquarters activates its SIOC to coordinate and manage the critical level support to a terrorism disaster. At this level, the SIOC generally mirrors the JOC structure operating in the field. The SIOC is staffed by liaison officers from other federal agencies who coordinate with and provide assistance to the FBI. The SIOC serves as the focal point for law enforcement operations and maintains direct connectivity with the HSOC. The HSOC is notified immediately by the SIOC once a threat has been determined to be credible. In turn, this notification may result in activation of NRP components in coordination with the FBI.

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The FBI leads the criminal investigation related to the disaster, and the SIOC is the focal point for all intelligence related to the investigative law enforcement response to the disaster. Consistent with the NRP, affected federal agencies operate headquarters level emergency operations centers, as necessary. FBI Headquarters initiates appropriate liaison with other federal agencies to activate their operations centers and provide liaison officers to the SIOC. In addition, FBI Headquarters initiates communications with the SAC of the responsible Field Office, apprising him/her of possible courses of action and discussing deployment of the DEST. The FBI SAC establishes initial operational priorities based upon the specific circumstances of the threat or disaster. This information is then forwarded to FBI Headquarters to coordinate identification and deployment of appropriate resources.

The JOC is established by the FBI under the operational control of the FBI SAC, and acts as the focal point for the field coordination of criminal investigation, law enforcement, and intelligence activities related to the threat or disaster. When a PFO is designated for a terrorism disaster, the FBI SAC provides full and prompt cooperation, resources, and support to the PFO, as appropriate and consistent with applicable authorities. The PFO (or an initial PFO designated by the Secretary of Homeland Security) may elect to use the JOC as an initial operating facility for strategic management and identification of State, local, and tribal requirements and priorities, and coordination of the federal response. The FBI SAC coordinates with the PFO, including providing disaster information to the PFO as requested, coordinating the public communications strategy with the PFO, and approving federal interagency communications for release to the public through the PFO. It is recognized, however, that in some cases it may be necessary for the FBI SAC to respond directly to media/public inquiries on investigative operations and matters affecting law enforcement operations, particularly during the early stages of the emergency response.

The local FBI Field Office activates a Crisis Management Team to establish the JOC in the affected area, possibly collocated with an existing emergency operations facility. In locating the JOC, consideration is given to the possibility that the facility may have to accommodate other federal disaster management field activities including the JFO, the JIC, and other supporting teams. Additionally, the JOC is augmented by outside agencies, including representatives from the DEST (if deployed), who provide inter-agency technical expertise as well as interagency continuity during the transition from an FBI command post structure to the JOC structure.

Based upon a credible threat assessment and a request by the SAC, the FBI Director and DHS Under Secretary for Emergency Preparedness and Response, in consultation with the Attorney General and Secretary of Homeland Security, may request authorization through the Critical Security Council to deploy the DEST to assist the SAC in mitigating the crisis situation. The DEST is a rapidly deployable, inter-agency team responsible for providing expert advice and support concerning the federal government’s capabilities in resolving the terrorist threat or disaster. This includes law enforcement, criminal investigation, and emergency management assistance, technical and scientific advice, and contingency planning guidance tailored to situations involving chemical, biological, or nuclear/radiological weapons.

Upon arrival at the FBI command post or JOC, the DEST may act as a stand alone advisory team to the SAC providing recommended courses of action. Although it would be unusual, the DEST may be tasked to deploy before a JOC is established. The DEST may handle some of the specialized interagency functions of the JOC until the JOC is fully staffed. The DEST emergency management component merges into the Consequence Management Group in the JOC structure.

Prior to an actual WMD or CBRNE disaster, law enforcement, intelligence, and investigative activities generally have priority. When a disaster results from the use of WMD or CBRNE material, rescue and life safety activities generally have priority. Activities may overlap and/or run concurrently during the disaster management, and are dependent on the threat and/or the strategies for responding to the disaster.

Upon determination that applicable law enforcement/intelligence goals and objectives are met and no

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further immediate threat exists, the FBI SAC may deactivate the JOC and order a return to routine law enforcement/investigative operations in accordance with pre-event protocols.

When a disaster occurs and an ICP is established on scene, FBI personnel integrate into the ICP to enhance the ability of the FBI to carry out its mandated mission (see Figure 3). Three specific positions within an ICP are provided. The first FBI Special Agent (SA) or Joint Terrorism Task Force (JTTF) member responding receives an initial briefing from the Incident Commander or their designee and works closely with the Incident Commander as a member of the Unified Command. The FBI representative then informs the local Field Office of the current situation and, if necessary, requests additional assets. When a more senior FBI SA arrives on the scene, he/she assumes the role of the FBI representative in the Unified Command.

The first arriving SA or JTTF member moves to the Operations Section as the Deputy Chief of Operations. This position is responsible for managing the deployment and coordination of federal law enforcement and investigative assets in support of the Incident Action Plan. Additionally, an FBI SA assumes the position of Deputy Chief of Planning within the ICP. This position permits the FBI SA to remain updated on the situation and serve as a conduit for requests for additional law enforcement and investigative assets. The Agent also inputs federal objectives into the developing incident action plan and performs other duties as appropriate. Also, FBI assets form a unit in the Operations Section. Throughout the disaster, the actions and activities of the Unified Command at the disaster scene and the Command Group of the JOC (and the JFO Coordination Group if established) are continuously and completely coordinated throughout the disaster.

Attachments

Terrorist Incident is not available except online.

IA-3 Biological Incident Annex

Biological is not available except online.

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IA-4 Animal Shelter Annex

Animal Shelter is not available except online.

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IA-5 Debris Management Annex

Debris Management is not available except online.

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IA-6 Vulnerable Needs Populations Annex

Vulnerable Needs Populations is not available except online.

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IA-7 Combined Coordinated Terrorist Attack (CCTA) Annex.

CCTA Template is not available except online.
Jurisdictional CCTA Assessment (MARC Annex A) is not available except online.
CCTA Template - MARC Version 2 (New Format) is not available except online.

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SUPPORT ANNEXES

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Introduction to the Support Annexes

Purpose

This section provides an overview of the Support Annexes to the County Emergency Operations Plan (CEOP).

Background

The Support Annexes describe the framework through which County departments and agencies; municipal entities; the private sector; volunteer organizations; and nongovernmental organizations (NGOs) such as the American Red Cross coordinate and execute the common functional processes and administrative requirements necessary to promote efficient and effective disaster management. During a disaster numerous guidelines and administrative functions are required to support disaster management. The actions described in the Support Annexes are not limited to particular types of events but are overarching in nature and applicable to nearly every type of disaster. In addition, they may support several Emergency Support Functions (ESFs). Examples include public affairs, international affairs, and worker safety and health.

The following section includes a series of annexes describing the roles and responsibilities, when appropriate, of departments and agencies, NGOs, and the private sector for those common activities that support the majority of disasters. The annexes address the following areas:

- Financial Management
- Logistics Management
- Private Sector Coordination
- Public Affairs
- Volunteer and Donations Management
- Worker Safety and Health

Support Annex Roles and Responsibilities

Coordinating Agency

Primary agencies described in the CEOP annexes support the Emergency Management Department's disaster management mission by providing the leadership, expertise, and authorities to implement critical and specific aspects of the response. In accordance with municipal and county guidelines, Emergency management retains responsibility for overall domestic disaster management. Those designated as coordinating agencies during a response are responsible for implementation of processes detailed in the annexes.

When the functions of a particular Support Annex are required to assist in the management of an emergency or disaster, the agency serving as the Director is responsible for the following:

- Orchestrating a coordinated delivery of those functions and guidelines identified in the annex.
- Providing staff for the operations functions at fixed and field facilities.
- Notifying and sub-tasking cooperating agencies.
- Managing any tasks with cooperating agencies, as well as appropriate municipal agencies.
- Working with appropriate private sector organizations to maximize use of available resources.
- Supporting and keeping ESFs and other organizational elements informed of ongoing annex activities.
- Planning for short term and long term support to disaster management and recovery operations.
- Maintaining trained personnel to execute appropriate support responsibilities.

Cooperating Agencies

When the guidelines within a Support Annex are needed to support elements of a disaster the coordinating agency will notify cooperating agencies of the circumstances. Cooperating agencies are responsible for

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the following:

- Conducting operations, when requested by emergency management or the coordinating agency, using their own authorities, subject matter experts, capabilities, or resources.
- Participating in planning for short term and long term disaster management and recovery operations and the development of supporting operational plans, standard operating guidelines, checklists, or other job aids, in concert with existing first responder standards.
- Furnishing available personnel, equipment, or other resource support as requested by Emergency Management or the Support Annex Director.
- Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities.
- Nominating new technologies or guidelines with the potential to improve performance within or across functional areas to emergency management for review and evaluation.

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SA-1 Financial Management Support Annex

Purpose

This Annex provides financial management guidance to the Emergency Management Department and other county agencies to verify that funds are provided and financial operations are conducted in accordance with county policies and guidelines. The financial management function is a component of ESF 5-Emergency Management.

Scope

As part of the County's responsibility for coordination of resources during an emergency or disaster, this annex is applicable to county departments and agencies participating and responding under the CEOP.

Concept of Operations

Pursuant to the Kansas Administrative Regulations, the Governor may direct any state agency to use the authorities and resources granted to it under state law (including personnel, equipment, supplies, and facilities, managerial, technical, and advisory services) in support of local assistance efforts once a county has declared an emergency or disaster.

If the Emergency Management Coordinator believes that state assistance is necessary, the County will declare an emergency, and liaison elements will be activated directly with the State. The first priority actions are to assess the situation and confer with State Emergency Management to determine the need for state assistance and/or a Gubernatorial Declaration. ESFs may be tasked to assist the Emergency Management Coordinator in the Preliminary Damage Assessment.

General

In a declared emergency the State Director of Emergency Management may direct a State agency to utilize its authorities and resources to assist county/local response efforts. Each primary and support agency should accurately document mission tasking. This documentation should include the name of the requesting official, organization, ESF which made the request, content of the tasking and what action was taken.

Documentation on tasks is required to support the accounting for costs incurred in the state's response. This detailed documentation is not submitted as part of the request for reimbursement but should be maintained in each agency's records as supporting documentation for bills for reimbursement. The documentation will be needed if an agency is audited.

Funding and Reimbursement

General

Each County/City agency is responsible for providing its own financial services and support to its response operations in the field. Funds to cover eligible costs for response activities will be provided through reimbursement by the emergency management department.

Procurement

The procurement of resources will be in accordance with statutory requirements and established guidelines regarding emergency/non-emergency conditions.

Financial Records and Supporting Documentation

Agencies must maintain records, receipts and documents to support claims, purchases, reimbursements and disbursements. Reimbursement requests will be documented with specific details on personnel services, travel and other expenses.

Applicants requesting reimbursement will maintain financial records, supporting documents, statistical

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records and other records pertinent to the provision of services or use of resources by that agency. These materials must be accessible to authorized representatives for the purpose of making audits, excerpts and transcripts.

Cost Estimates for Additional Appropriation

After the county begins its initial response operations, it may be necessary to make an estimate of the total funding needs for the duration of the emergency response. The purpose of the estimate is to help gauge the need for additional allocation or supplemental/ special State legislative appropriations.

Audit of Expenditures

The expenditure of county/state/federal funds related to emergencies/disasters will be subject to audit in accordance with county/state/federal statues and audit procedures.

Responsibilities

The Emergency Management Coordinator will:

- Secure emergency funds for the response and recovery of the emergency/disaster.
- Direct efforts to secure additional emergency appropriations.
- Designate a program manager for funds allocated to emergency response and recovery activities.

The Administration/Finance Chief will:

- During the emergency response phase shall have signature authority for funds allocated to an emergency/disaster.
- The Admin/Finance Chief will work closely with ESF coordinators to verify funds are properly managed.

Serve as the financial official under this plan during the emergency response phase and will:

- Assist in requesting supplemental appropriations and direct the disposition and accounting of funds expended in accordance with state and local accounting statute.
- Serve as the primary adviser to emergency management on financial matters involving the emergency/disaster appropriations.
- Be responsible for keeping management informed on the status of funding and current issues.
- Provide an accounting officer to assist in the implementation of this support annex, and assist emergency management in the management of allocated or appropriated funds.
- Establish standard operating guidelines applicable to the internal conduct and oversight of acquisitions and financial transactions.

County Agencies

County agencies conducting activities under this plan for which reimbursement will be sought, will organize their operations to provide financial support for their activities.

Volunteer Agencies

Each volunteer agency conducting activities under this plan seeking reimbursement will organize their operations to provide financial support for their activities. The agency is also responsible for maintaining appropriate documentation to support request for reimbursements.

Financial Controls and Guidance

General

Timely financial support of response activities will be critical to successful emergency response. Innovative and expeditious means may be used to achieve financial objectives. It is mandatory that generally accepted county financial policies, principles and regulations be employed to prevent fraud,

waste and abuse, and to achieve proper control and use of public funds.

Authority to Respond

Upon activation of a support function, Primary and Support Agencies can begin operations and submit for reimbursement for those activities contained in the plan.

Approval to Expend Funds

The approval to expend funds for response operations will be given by officials of the Primary and Support Agencies. Each agency is responsible for establishing administrative controls of funds and segregation of duties for proper internal controls. Each agency should verify that actions taken and costs incurred are consistent with missions identified in the plan and validate the request for reimbursement of eligible costs.

Logs, formal records and file copies of expenditures to provide clear and reasonable accountability and justification for reimbursement must be maintained. This will facilitate the final closeout and support audits of financial records.

Financial Organization

The County Treasurer’s Department provides dedicated support to Emergency Management during emergency/non-emergency situations, and serves as the Administration and Finance Chief.

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SA-2 Logistics and Management Support Annex

Introduction

Purpose

The Logistics Management Support Annex provides an overview of the framework through which the overall logistics management function operates for emergencies and disasters and describes how county resources fit into this framework. It also describes how the CEOP Emergency Support Functions (ESFs) interact to provide support to the affected population as well as support to the disaster management effort. This annex provides an overview of logistics management functions, roles, and responsibilities.

Scope

The immediate response phase during large scale disasters or emergencies will require extensive logistical and resource support. This support may include procurement of equipment and supplies, information systems, retention of and coordination with outside contractors, materials, and other logistical support. The logistics management function is a component of ESF 7-Resource Support.

Specific priorities will be set by the Resource Manager in consultation with the Chairman of the County Board of County Commissioners and the Emergency Management Coordinator. General priorities, however, for the allocation of resources are as follows:

- Those logistics resources necessary for the rescue, safety, and immediate intervention of danger for responders and the public.
- Those logistics resources necessary for the continued preservation of life.
- Those logistics resources necessary for the recovery and preservation of property and the environment.

Concept of Operations

The structure for CEOP logistics depends on logistics partners that provide resources to support disaster related operations. Logistics support is provided for prevention, preparedness, response, and recovery actions during each phase of disaster management. Effective logistics management contributes to response and recovery success while verifying that functions are executed in a unified manner to reduce costs, promote appropriate support actions, and increase response capability.

Depending on disaster needs, coordination for logistics support may incorporate efforts from any or all of the following ESF Departments: ESF 1-Transportation, ESF 2-Communications, ESF 3-Public Works and Engineering, ESF 7-Resource Support, and ESF 8-Public Health and Medical Services.

The County EOC, when activated, serves as the focal point for pre-positioning and distribution of logistical support. The inventory, storage, maintenance, and replacement of administrative and logistical support items will be the responsibility of each county agency and department. If additional resources of these types of materials are needed, they can be drawn from the Emergency Operations Center. If the EOC or County Government, as a whole is unable to meet these requests, credit arrangements will be made with suppliers in the local area and the local school district if necessary.

Forward movement of teams, supplies, and equipment is managed by the EOC Manager and coordinated with the Logistics and Operations Sections. Deployed resources are further processed and forwarded by the Logistics Section to support response and recovery actions as follows:

Materials received through donations, mutual assistance, or the state/federal redistribution program will be received at a central supply point to be determined depending upon the disaster. Distribution of supplies from the central supply facility will be accomplished only within the County, and in direct support of emergency operations. Materials and resources will be relocated as follows:

- Medical supplies and equipment will be directed to the designated Materials Management Facility.
- Products and resources requiring special storage (i.e., cold storage, bulk fuel, etc.), will be stored in

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facilities designated by the Emergency Management Coordinator or the Resource Manager.
- Emergent Volunteers-This will be the responsibility of the Volunteer Director who is also responsible for coordinating these volunteers through the Resource Manager.

Funding and Reimbursement

Purchase price and contract costs will be the responsibility of the requesting agency, or in the time of emergency, the Emergency Management Department. These costs, however, may be submitted for reimbursement, pending the issuance of a State or Federal Disaster Declaration. Cost accounting is accomplished by the County Treasurer in accordance with designated procedures.

Responsibilities

The Emergency Management Coordinator is responsible for managing a list, inventory, and files of existing resources for use during disaster operations or other emergency situations requiring the need for the Emergency Management Department to be involved in resource management.

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SA-3 Private Sector Coordination Support Annex

Introduction

Purpose

This annex describes the policies, responsibilities, and concept of operations for disaster management activities involving the private sector during actual or potential disaster. In this context, the annex further describes the activities necessary to promote effective coordination and integration with the private sector, including the County's critical infrastructure, key resources, and other business and industry components.

Scope

This annex applies to agencies operating under the County Emergency Operations Plan (CEOP) in an emergency or actual disaster that involves the private sector in any of the following ways:

- Impacted organization or infrastructure
- Response resource
- Regulated and/or responsible party
- Member of the county or municipal emergency management organization

Because the CEOP provides an integrated framework that includes the private sector in disaster management activities, this annex addresses only those aspects of disaster management regarding the private sector that must be emphasized because of their uniqueness or importance.

This annex does not alter existing private sector responsibilities for emergency management under the law. Existing contractual or other legal relationships between County agencies and the private sector are not supplanted by this annex.

The roles and interfaces of volunteer and non-governmental organizations are detailed in the Basic Plan, and ESF 6-Mass Care, Housing, and Human Services.

Policies

The County Government encourages cooperative relations between private sector organizations and authorities regarding prevention, preparedness, mitigation, response, and recovery activities related to an emergency or disaster. It works cooperatively on incident planning, communication, and operational execution activities with these entities.

The County Government encourages processes that support informed cooperative decision making. It takes actions that engage the private sector at the strategic (e.g., chief executive officer (CEO), corporate president, or other senior leadership, etc.) and operational levels to promote:

- Effective and efficient use of private sector, county, and municipal resources.
- Timely exchange of information.
- Public and market confidence in times of crisis or catastrophe.

The County Government encourages two-way sharing between the public and private sectors of operational information and situational awareness relative to potential or actual disasters. The Government works cooperatively to develop and apply processes, guidelines, and communications protocols that support such sharing at the strategic leadership and operational levels.

County and municipal governments encourage members of the private community to organize coordinating and information sharing mechanisms suitable for their areas of concern.

County and municipal governments encourage owners and operators of those infrastructure elements whose disruption may have area impact to develop appropriate emergency response plans and information sharing processes and protocols tailored to the unique requirements of their respective sectors or industries, and mapped clearly to both county and response plans and information sharing networks.

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County and municipal governments encourage private sector organizations to develop and maintain capabilities needed to respond to and manage a complete spectrum of incidents and emergencies, except in cases where the capabilities are inherently governmental in nature.

In certain circumstances, the law requires appropriate authorities to include private sector representatives in disaster management planning and exercises; when not required, it encourages such participation whenever practical.

County and municipal governments may direct private sector response resources in some cases in which contractual relationships exist. The Government also retains its full authorities to oversee and control as appropriate infrastructure involved in a disaster.

The Government treats information provided by the private sector, from receipt through destruction, in a manner consistent with applicable statutes and regulations. These handling guidelines include Protected Critical Infrastructure Information (PCII), providing exemption from disclosure, and to protect from unauthorized disclosure appropriately designated proprietary or otherwise sensitive company information.

County and municipal governments avoid actions that disrupt existing relationships between voluntary aid providers at the level when eliciting additional offers of goods and services.

County and municipal governments conduct after action critiques of the guidelines detailed in this annex with private sector participants when they are exercised in emergency management sponsored exercises; it shares such critiques appropriately with private sector participants.

Concept of Operations

General

The operational concept for disaster management involving the private sector is specified in the EOP and the National Incident Management System.

The concept of operations in this annex covers the specific organizations and actions which are required to effectively and efficiently integrate incident management operations with the private sector. These are detailed in the sections that follow.

Organization for Operations with the Private Sector

General

Specialized organizations that facilitate coordination with the private sector are designed to provide for critical needs as follows:

- Processes to determine the impact of an incident on the sector involved, as well as to forecast cascading effects of interdependencies between sectors.
- Procedures for communication that facilitate a shared situational awareness across industry and infrastructure sectors and between the public and private sectors.
- Procedures for coordination and priority setting for disaster management support and response, and the rationing or prioritizing of the delivery of goods and services after a disaster.
- Processes to inform decision makers to help determine appropriate recovery and reconstitution measures, particularly in cases where they may result in indemnity, liability, or business losses for the private sector.

Leavenworth County Emergency Management Department

In the event of a potential or actual disaster, emergency management coordinates strategic communications with CEOs, senior officials, or individuals specifically designated by these private sector leaders to engage in such communications on their behalf. Further, Emergency Management utilizes nongovernmental organizations (NGOs), to provide advice on disaster management and emergency

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response issues affecting their constituencies.

Emergency Management encourages private sector preparedness for disaster management by identifying and promoting private sector community efforts, including security activities in preparedness, prevention, response, and recovery efforts, promoting educational efforts to prepare for natural disasters or terrorist incidents, and encouraging the identification and sharing of best practices.

Emergency Operations Center (EOC)

In a potential or actual disaster the EOC is a key component in providing situational and operational information, as well as, a capability to monitor and share information with other private sector entities as required.

Critical Infrastructure Preparedness Planning and Coordination Support

Emergency Management facilitates the development, implementation, and exercise of business and industry response plans across industry sectors as appropriate and supports coordination and information sharing mechanisms.

Private Sector Involvement with Incident Management Organizations

Private sector involvement with disaster management organizations is determined in large measure by the nature, scope, and magnitude of the incident. For most incidents, private sector involvement is centered on internal. County and municipal organizations; for Emergencies, industry, county, and municipal organizations become more involved; for disasters, state and federal organizations have primary responsibilities, and provide proactive resource and operational support functions to save lives and contain the disaster.

Private Sector Incident Management Organizations

Private entities such as business and industry associations, develop, validate, exercise, and implement security and business continuity plans to verify their capability to deliver goods and services to customers and as a responsibility to their owners. Assessments of and contingency plans for the disruption of a private entity’s supply chain and other dependencies are usually included in this planning. In many communities, private sector owners and operators coordinate their security programs and continuity/contingency programs and plans with government emergency response plans. A number of industry sectors have developed information sharing arrangements to facilitate coordination necessary to share homeland security information with competitors and with governments.

County and Incident Management Organizations

Many municipalities coordinate across jurisdictional boundaries to support various response activities. Their disaster management organizations act as conduits for requests for assistance when a disaster exceeds private sector capabilities. The on scene disaster command and management organization is located at the Incident Command Post. It is typically comprised of incident management officials and responders from government, private sector, and nongovernmental organizations when appropriate.

Notification and Reporting

Private sector organizations, like county, municipal, and non-governmental organizations, report threats and potential disasters to the EOC using existing jurisdictional disaster reporting mechanisms and reporting channels. The EOC receives threat and operational information regarding incidents or potential disasters from these jurisdictions and makes an initial determination to initiate the coordination of disaster management activities.

The Sheriff's Department, in coordination with emergency management, manages the daily analysis of disaster related reports and information. This management includes maintaining communications with the private sector for information sharing purposes.

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Actions Related to Operations with the Private Sector Pre-Incident

Emergency Management facilitates the development and presentation of general educational programs for the private sector that increase awareness and understanding of terrorist threats, and encourages the sharing of appropriate information and use of the best practices that contribute to early warning of potential incidents.

Emergency Management facilitates and encourages the organization of industry to cooperate on information sharing and other prevention and mitigation activities.

Emergency Management maintains relationships with business and industry to identify requirements for capabilities and support. Emergency Management pursues programs and capabilities that continuously improve the two-way exchange of information with the private sector to contribute to more effective alerts, warnings, and advisories.

Emergency Management, with support from other entities, and in conjunction with relevant agencies and organizations, encourages, facilitates, and coordinates with business and industry to develop and implement best practices for preparedness, planning, implementation, and integration of plans.

Emergency Management supports exercises and provides representation in exercises led by the private sector and governments.

Emergency Support Functions

At the EOC, the ESFs establish contact with private sector counterpart organizations and/or industry to assist in assessment of impacts and identification of resources available to support potential or actual incident management efforts. In some circumstances, priorities of incident management actions are developed by a partnership of county, municipal, and private sector entities.

Ongoing Actions

For any direct incident losses, the private sector first seeks reimbursement from insurance and then may seek federal disaster assistance, primarily in the form of low interest disaster loans from the U.S. Small Business Administration.

Emergency Management acts as a conduit of information to and from sectors through the EOC. As requested, Emergency Management assists or facilitates infrastructure owners and operators in restoration of facilities, working under existing authorities, in coordination with private sector organizations and consortia that may be organized for these purposes.

Responsibilities

Leavenworth County Emergency Management Department

Develops plans, frameworks and relationships, and facilitates coordinated disaster response planning with the private sector at the strategic, operational, and tactical levels.

- Shares information, including threats and warnings, before, during, and after a disaster.
- Informs and orients the private sector on the contents of the EOP, and encourages and facilitates the development and coordination of private sector planning.
- Coordinates and conducts disaster management functions with the private sector and governments.
- Develops, implements, and operates information sharing and communication strategies, processes, and systems with homeland security stakeholders.

Sector Specific Agencies

The primary agency for each ESF is responsible for developing and maintaining working relations with its associated private sector counterparts through partnership committees or other means (e.g., ESF 2-Communications, telecommunications industry; ESF 10-Oil and Hazardous Materials Response, oil and

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hazardous materials industry; etc.).

Primary and Support Agencies are responsible for exercising their ESF authorities for recovery of business and industry sectors owned and operated by the private sector.

Private Sector Entities

Private sector organizations support the CEOP, either through voluntary actions to help promote business continuity, or by complying with applicable laws and regulations.

Private sector organizations accept an appropriate measure of responsibility for sharing information with the government, identifying risks, performing vulnerability assessments, developing contingency and response plans, enhancing their overall readiness, implementing appropriate prevention and protection programs, and donating or otherwise providing goods and services through contractual arrangement or government purchases to assist in response and recovery from a disaster.

Certain organizations are required by existing law and regulation to bear the cost of planning and response to incidents, regardless of cause. In the case of a disaster, these private sector organizations are expected to mobilize and employ the resources necessary and available in accordance with their plans to address the consequences of disasters at their own facilities or disasters for which they are otherwise responsible.

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SA-4 Public Affairs Support Annex

Introduction

Purpose

This Public Affairs Support Annex describes the interagency policies and guidelines used to rapidly mobilize county and municipal assets to prepare and deliver coordinated and sustained messages to the public in response to disasters.

Scope

As part of Emergency Managements responsibility to coordinate disaster management under the County Emergency Operations Plan (CEOP), detailed guidance is provided to disaster communicators on activities to be initiated in conjunction with potential or actual disasters. It is applicable to county and municipal departments and agencies responding under the CEOP. It establishes mechanisms to prepare and deliver coordinated and sustained messages regarding potential or actual disasters and provides for prompt acknowledgement of a disaster and communication of emergency information to the public during disaster management operations. The CEOP is comprised of two components of the CEOP: the Public Affairs Support Annex, which describes the inter-departmental policies and procedures for disaster and communications with the public, and ESF 15, which outlines resources and capabilities for public affairs. The policies and procedures outlined in these documents are based on, and flow through, the EOP, the National Incident Management System (NIMS), the Joint Information System (JIS), and the Incident Command System (ICS). These elements are integrated with and supported through the ESF 15 resource management structure.

Policies

The CEOP institutes an integrated concept, termed “disaster communications,” as the approach used to manage communications with the public during disasters. Incident communications incorporates the following processes:

- Control: Identification of disaster communications coordinating, primary and supporting departments and agency roles, and authorities for release of information.
- Coordination: Specification of interdepartmental coordination and plans, notification, activation, and supporting protocols.
- Communications: Development of message content such as incident facts, health risk concerns, pre-disaster and post disaster preparedness recommendations, warning issues, disaster information, messages, audiences, and strategies for when, where, how, and by whom the messages will be delivered.
- General guidance on the authority to release information is in accordance with existing plans, operational security, law enforcement protocols, designated coordinating and primary agency assignments, and current guidelines. Nothing in this annex limits the authority of authorities from releasing information regarding an incident under their jurisdiction, particularly if it involves immediate health and safety issues. Authorities retain the primary responsibility for communicating health and safety instructions for their citizens.
- Integration and teamwork among county and municipal authorities is essential. Authorities are encouraged to contact the Public Information Officer as they release initial or follow on information. Emergency Management engages with authorities as soon as possible during a disaster to synchronize overall incident communications to the public.

Concept of Operations

General

During a disaster, county and municipal authorities share responsibility for communicating information

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regarding the disaster to the public. These actions are a critical component of disaster management and must be fully integrated with other operational actions to verify the following objectives are met:

- Delivery of disaster preparedness, health, response, and recovery instructions to those directly affected by the disaster.
- Dissemination of disaster information to the public.
- The EOC structure provides a supporting mechanism to develop, coordinate, and deliver messages; it supports the Incident Commander or Unified Command and the associated elements of the ICS.

County/municipal core groups develop, coordinate, and deliver information and instructions to the public related to:

- Assistance to the disaster affected area
- Departmental/Department response
- County/municipal preparations
- Protective measures
- Impact on non affected areas
- Law enforcement activities

Assignments to this core group are determined by the Public Information Officer (PIO) in accordance with jurisdictional and statutory responsibilities, operational tasks, areas of expertise and responsibility, and the nature and location of the incident.

The Emergency Management Coordinator has primary responsibility for coordinating the county incident communications effort by:

- Identifying the participants in the core group, and arranging conference calls and other activities necessary for coordination.
- Providing a leadership role during domestic disasters when interagency coordination is required.
- Coordinating with municipal, public, and private organizations and agencies on matters related to dissemination of disaster related information to the public.

Communications Team

County and municipal public information staff members operate as a team to promote successful disaster communications with the public for a disaster. From initial notifications to final recovery actions, this team must operate and speak with a unified voice and consistent message that is coordinated not only with the different authorities involved in a disaster, but also with affected jurisdictions. The organizational approach for public affairs and disaster communications with the public relies on the organizations.

Core Group of Agencies

At the County level, disaster messages are developed, coordinated, and delivered by an interagency core group of the key departments and agencies involved in the incident.

Emergency Operations Center

The EOC is the central point for coordination of disaster information, public affairs activities, and media access to information regarding the latest developments. In the event of a potential or actual disaster the EOC is activated to coordinate county, municipal, and private sector incident communications with the public. Major announcements, daily briefings, and disaster updates from the EOC are coordinated through the County Public Information Officer, affected leadership, and the inter-department core group prior to release. This must be closely assessed and agreed upon in the early stages of a disaster by those involved in disaster communications with the public. This EOC is the physical location from which public affairs professionals from organizations involved in the response work together to provide critical emergency information, media response, and public affairs functions. The EOC serves as a focal point for the

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coordination and dissemination of information to the public and media concerning incident prevention, preparedness, response, recovery, and mitigation.

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SA-5 Volunteer and Donations Management Support Annex

Introduction

Purpose

The Volunteer and Donations Management Support Annex describes the coordinating processes used to promote the most efficient and effective utilization of unaffiliated volunteers and unsolicited donated goods during a disaster.

Scope

This annex provides guidance on the county role in volunteer and donations management. Any reference to volunteer services and donated goods in this annex refers to unsolicited goods and unaffiliated volunteer services. This guidance applies to agencies with direct and indirect volunteer and/or donations responsibilities under the Emergency Operations Plan.

Policies

- County and municipal governments, in coordination with Voluntary Organizations Active in Disaster (VOAD), have primary responsibility for the management of unaffiliated volunteer services and unsolicited donated goods.
- The donation management process must be organized and coordinated to verify that county and municipal jurisdictions are able to take advantage of the appropriate types and amounts of donated goods and services in a manner that precludes interference with or hampering of disaster management operations.
- Emergency Management coordinates with other county and municipal agencies to verify unaffiliated volunteers and unsolicited donated goods are effectively used during an emergency or disaster.
- County governments look principally to those voluntary organizations with established volunteer and donations management structures to receive and verify utilization of appropriate volunteers and donated goods.
- The County Government encourages cash donations to recognized non-profit voluntary organizations with relevant experience.
- The County Government encourages individuals interested in volunteering personal services to participate through the Citizen Corps Council and/or to affiliate with a recognized nonprofit voluntary organization.
- Activities, functions, and services are provided in accordance with existing statutes, rules, and regulations.
- Full use of existing non-governmental organizational volunteer and donations management resources is encouraged before seeking assistance of the federal or state governments.
- Donations of blood products are referred to in ESF 8.

Concept of Operations

Volunteer and donations management operations may include the following:

A Volunteer and Donations Coordination Team led by a County Volunteer and Donations Director, a phone bank functioning at the County level, a coordinated media relations effort, effective liaison with other emergency support functions, and a facilities management plan to include a Volunteer Reception Center, donations warehouse, donations staging area, and Donations Coordination Center, as needed. Requests for support under this annex from federal, state, and authorities generally are coordinated through a Regional Response Coordination Center (RRCC). However, depending on the situation, coordination may occur at county, state, or federal levels as required.

Donated Goods Management Function

Management of unsolicited donated goods involves a cooperative effort by all levels of government;

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voluntary and community based organizations; the business sector; and the media.

Emergency Management supports the Volunteer and Donations Director and voluntary organizations. The affected jurisdictions, in conjunction with their voluntary organization partners, are responsible for developing donations management plans and managing the flow of donated goods during disaster management operations. County and municipal support may include:

- Assistance in establishing a Donations Coordination Team, a Donations Coordination Center, and a donations staging area and warehouse.
- Development of a Donated Goods Facility Management Plan.
- Technical and managerial support.
- A countywide network of information and contacts to assist donations specialists in the field.
- Communications support as necessary.

Volunteer Management Function

Management of unaffiliated volunteers requires a cooperative effort by county and municipal governments; voluntary and community based organizations, such as the Citizen Corps Council; faith based organizations; the private sector; and the media.

Emergency Management supports the Volunteer and Donations Director and voluntary organizations. The affected governments, in partnership with voluntary organizations, are responsible for developing plans that address the management of unaffiliated volunteers during disaster response and recovery. County and municipal support may include:

- Assistance in establishing a Volunteer Coordination Team and a Volunteer Reception Center.
- Technical and managerial support.
- A network of information and contacts to assist volunteer management specialists working in the field.
- Communications support as necessary.

Responsibilities

Leavenworth County Emergency Management

- Designates an EOC level point of contact for the management of volunteers and donated goods.
- Makes early contact with the key Volunteer and Donations Directors from national voluntary organizations and the affected region regarding the issue of unaffiliated volunteers and unsolicited donated goods.
- Provides program guidance, and other assistance as appropriate, based on the affected region's request for assistance.
- Provides support and assistance to the field, especially regarding offers of assistance, large corporate offers, or other collection drives.
- Refers offers of gifts to the appropriate agency or department for review and processing.

Regional Level Responsibilities: KDEM

The State designates a point of contact for volunteers and donated goods that coordinate with the EOC. Assists the Volunteer and Donations Director with:

- Establishing a Volunteer and Donations Coordination Team.
- Setting up a Volunteer and Donations Coordination Center, including a volunteer and donations hotline.
- Verifying the appropriate donations receiving and distribution facilities are established and operating effectively.
- Coordinating with EOC staff on public service announcements, press releases, and other media related support.
- Preparing input for situation reports, briefings, and VIP visits as necessary.

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SA-6 Worker Safety and Health Support Annex

Introduction

Purpose

The Worker Safety and Health Support Annex provide guidelines for implementing worker safety and health support functions during potential or actual disasters. This annex describes the actions needed to verify that threats to responder safety and health are anticipated, recognized, evaluated, and controlled consistently so that responders are properly protected during disaster management operations.

Scope

This annex addresses those functions critical to supporting and facilitating the protection of worker safety and health for emergency responders and response organizations during training exercises and/or potential and actual disasters. While this annex addresses coordination and provision of technical assistance for incident safety management activities, it does not address public health and safety.

This annex provides guidelines to minimize the risk of injury or illness to deployed personnel who are involved in disaster response, recovery, or mitigation operations.

Policies

In accordance with this plan, the overall Incident Command must provide for the safety and health of personnel deployed to a disaster or disaster exercise. This includes, for example, allocating sufficient resources for safety and health protection, purchasing protective clothing and equipment as needed, and correcting unsafe or unsanitary conditions.

Emergency Support Function (ESF) 5-Emergency Management will carry out safety and health activities applicable to a disaster or exercise to include the following:

- Consistent with the Incident Command System (ICS) organizational structure, inclusion of a qualified Safety Officer (SO) as a member of the County Command Staff.
- Identification and coordination of hazard abatement that may be appropriate for a disaster or exercise site.
- Provision of basic safety and health training and information for deployed personnel.

Responding agencies will provide personal protective equipment (PPE) for their staff needing such equipment. Agencies will verify these individuals have been fit tested and trained in the use of their PPE prior to using the equipment.

The SO will implement a system to report, investigate, and recommend remediation for accidents, injuries, and illnesses related to the disaster or the exercise. This system should include centralized collection and maintenance of safety and health related documentation and records.

The SO will provide written evaluations, after action reports, and exit reports on the disaster safety and health activities. The SO will include input from other Department safety personnel as appropriate.

Private sector and county employers are responsible for the safety and health of their own employees.

This annex does not replace the primary responsibilities of the government and employers; rather, it verifies that in fulfilling these responsibilities, response organizations plan and prepare in a consistent manner and that interoperability is a primary consideration for worker safety and health.

Concept of Operations

For the purposes of this annex, emergency operations have been divided into three phases: (1) the readiness phase, during which a disaster declaration is considered imminent; (2) the operations phase, during which response actions are under way; and (3) the stand down phase, during which operations are

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being significantly reduced and ultimately terminated.

Phase I: Readiness

Readiness phase activities will include:

- Collecting relevant information on the situation.
- Alerting required staff.
- Deploying to, or near, the potential disaster location as appropriate.

Upon imminent or actual declaration of a disaster, a SO will be designated, along with a roster of replacement SO's, to rotate throughout disaster operations if necessary.

The SO, as part of the initial Emergency Response Team, will inspect and approve field facilities to verify compliance with applicable safety, health, and fire criteria. In addition, the SO will identify any other probable safety and health hazards that could be expected to be found on initiation of onsite disaster response operations. The SO will establish liaison with safety and health personnel, and other agencies as needed. No personnel should be deployed to the scene of a disaster that may involve a response to hazardous materials until the SO has coordinated PPE with those agencies leading a response under another plan. Prior to deployment, the SO will:

- Obtain information on probable disaster related safety and health hazards.
- Provide guidelines and coordinate the acquisition of equipment to mitigate the effects of the anticipated hazards to the greatest degree possible.
- Verify deployed personnel are informed about potential hazards and mitigation measures that may be employed.

Phase II: Operations

During operations, the SO will:

- To the extent possible, verify a safe and healthful working and living environment is maintained for staff during the disaster.
- Establish a system for accomplishing required follow up activity after the disaster.
- Establish and maintain a visible safety and health presence at the disaster and support sites, including mobilization centers, the Disaster Field Office warehouse, and Disaster Recovery Centers.
- Integrate safety and health activity into the operating routine of the command structure.
- Identify, investigate, and coordinate abatement of safety and health problems.
- Mobilize resources in fields such as radiological safety, industrial hygiene, safety engineering, and other specialties as needed.
- Verify deployed personnel are aware of anticipated hazards, their potential impacts, and possible prevention or countermeasures.
- Establish and maintain liaison among federal, state, and local officials concerned with safety and health.
- Collect and review information for required reports.

Phase III: Stand Down

The SO, upon approval by the Emergency Management Director, will verify the disaster safety operation has a smooth closeout or transition to a successor responsible authority by:

- Concluding SO functions and activities.
- Providing follow up information to deployed personnel.
- Evaluating and documenting the effectiveness of the disaster safety and health effort.
- Debrief deployed personnel on safety and health issues applicable to the disaster.
- Produce a written evaluation of the safety and health initiative, including accomplishments, concerns and issues, lessons learned, and recommendations, for inclusion in the disaster after action report.

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- Complete required reports.
- Forward safety and health documentation to Emergency Management.

Responsibilities

County agencies, managers, and supervisors will, to the best of their ability, provide and maintain a safe and healthful workplace for deployed personnel and follow prescribed safety and health criteria.

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OTHER DOCUMENTS

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Other Documents

Leavenworth County Call Out Tree is not available except online.
RCG MARC is not available except online.
LEOP Mapping Checklist Directory is not available except online.
Basehor Linwood High School Crisis Plan is not available except online.
Lansing USD 469 Crisis Plan is not available except online.
Leavenworth USD 453 Crisis Plan is not available except online.
Easton USD 449 Crisis Plan is not available except online.
Basehor Linwood USD 458 Crisis Plan is not available except online.
Tonganoxie USD 464 Crisis Plan is not available except online.
Fort Leavenworth USD 207 Crisis Plan is not available except online.

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ESF 2

All public Safety agencies in the County are on the same digital 800 system through Leavenworth County and KDOT tower sites to include two of the seven school districts. Rural Water districts rely of cellular phones for communication. These agencies have access to the communication system just chose not to use it now if they wish.

KPS #137 Identify known community infrastructure not adequately covered by the local emergency communication systems.

KPS 170

Amended text: "*The Leavenworth County Emergency Management Director is responsible as the liaison for communication and information management to all supporting entities to include State and adjacent firefighting officials in support of this ESF during a disaster. Key information will be distributed via WebEOC and/or situation reports on pre-established email rosters." (KPS 170)*

KPS #175

Leavenworth County has a deployable wildland task force that consist of five fire departments in the County. Kickapoo TWSP, Fairmount TWSP, Stranger TWSP, Tonganoxie TWSP and Tonganoxie City Fire are all part of the task force. This task force is used on regular bases to assist with in County Fires. We have a mutual aid assist agreement that when grass fires occur the response when red flag warning are issued or high fire index that four fire departments are dispatched. All of our wildland/fire apparatus is in the CRMCS program. The county fire departments have 14 tenders, 18 brush units, 5 UTVs suppression units, and 19 engines. We have a very aggressive autoaid plan for the County with adjoining Counties committed to assist when an event should happen.

Describe wildland firefighting operations and capabilities

ESF 6

KPS 254 Annex Updated

KPS 255 Summarize guidance for transporting evacuees with service animals and household pets.

Companion animals, due to health concerns, are generally not accepted in ARC shelters. Only service animals (seeing eye dogs, etc.) are allowed in ARC affiliated shelters. The county recognizes the varying and special requirements of individuals that require and utilize service animals. The county is committed to providing for the physical and mental health needs of these evacuees, and that the individuals and service animals remain together to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services and in accordance with the requirements of the Americans with Disabilities Act (ADA). (KPS 255)

KPS 256 Describe how shelters will be selected and operated for animal sheltering.
Amended

The County recognizes the elements of the Kansas Planning Standard under Animal Sheltering. The County currently does not have a formal Animal Shelter Plan. This may be due to a lack of personnel, finances, and other critical resources. (KPS 256)

Animal shelters are designated by pre-existing agreements with local entities (Attachment 6.18). Additional animal sheltering may be coordinated with the American Red Cross. Participating facilities may coordinate operations with the ARC and execute those to the extent of their capabilities. (KPS 256)

KPS 257 - Describe the animal registration and return process.

Leavenworth County will rely upon assistance from the Kansas State Animal Response Team (KSART) as a support agency in the CEOP. KSART, a State resource aimed at assisting in time of major disaster and emergency and to provide a means of preparedness and response in accordance with the PETS Act, an amendment to the Robert T. Stafford Relief and Emergency Assistance Act. In addition to response, Leavenworth County will Coordinate with local entities, the American Red Cross, and the Kansas State Animal Response Team to facilitate the registering and return of animals. (KPS 257)

KPS 255-258
The County recognizes the elements of the Kansas Planning Standard under Animal Sheltering. The County currently does not have a formal Animal Shelter Plan. This may be due to a lack of personnel, finances, and other critical resources. Animal sheltering considerations and planning is outlined in the Animal Shelter Annex. Guidelines and supporting documents for registration, return, sheltering, relocation, and disposal unclaimed of pets is outlined in this Annex. (KPS 255-258).

KPS #283

The County has its own fueling system in three locations in the County; Resources for fuel can be delivered via remotely, or a static location site. The lodging will be arranged either locally at our hotels in the Cities or with the close proximity of the KC Metro Area lodging would not be an issue.

Identify how requesting agencies will support resources deployed to their jurisdiction. (ex. food, fuel, maintenance, lodging, etc.)

The County will coordinate with supporting organizations within and surrounding the jurisdiction to meet all logistical needs. This includes faith-based organizations, local volunteer groups, and Operation BBQ, which will assist with food distribution.

Operation BBQ Contact:
Amy Hays – (314) 477-5778

Designated distribution areas include the County Shop, County Quarry, and the intersection of US-73 Highway & Millwood Road in Lowmont. A full list of distribution sites is provided in Attachment 7.1.2.

Local lodging options will be prioritized and expanded as needed. Details on hotel and lodging locations can be found in Attachment 7.5.

ESF 14

KPS #451 Identify liaisons for adjacent county cross-sector business and infrastructure individuals.

Leavenworth County will utilize Chamber of Commerce representatives from each city—Leavenworth, Lansing, Basehor, Tonganoxie, and Easton—as liaisons to support coordination efforts within their communities. Additionally, the County will work with the Leavenworth Main Street Organization, which serves as a key partner in promoting economic growth for small businesses.

The County will also collaborate with key infrastructure partners that serve Leavenworth County, including Free State Electric and Evergy for power supply, local water districts for clean water, and Atmos Energy for fueling needs.

KPS #454 describe how to share situational awareness across sectors and between the jurisdiction and the private sector.

The County will share situational awareness through multiple communication channels. WebEOC on County 360 will be used to provide multi-sector situational updates. A Joint Information Center (JIC) will be established to support the physical distribution of

information to media outlets, including the *Leavenworth Times* and local news channels, which will assist in disseminating updates to the public. Additionally, County email accounts and backup Gmail accounts will be used to communicate situational awareness to partnering agencies.

KPS #455 Describe how to coordinate with business, industry and critical infrastructure owners and operators to determine resource requirements and the ways that supply chain disruptions affect resource management.

The County will reference ESF#7 for coordinating logistics throughout the process. During the disaster recovery phase, businesses will be provided with a dedicated phone number to request resources. If local resources are unavailable, the County will work with surrounding jurisdictions to acquire the necessary support, and, if needed, requests will be made to the state.

The County's priorities will include debris removal from roadways, resource transportation, and ensuring the functionality of critical infrastructure, such as water and wastewater treatment plants, local correctional facilities, and major businesses. Currently, Leavenworth County does not have large industries that require specific attention in these situations.

KPS #456 Describe how to identify private sector capabilities and resources to help address supply chain gaps.

The County will use the National Cold Storage facility, located at 142nd Street and Loring Road, as a staging area for all logistics coordination, under a formal Memorandum of Understanding (MOU). In addition, the County can rely on support from local construction businesses for disaster recovery resources. This includes sandbags from Geiger Ready Mix, traffic control assistance from Mile Construction, and vehicle fueling support from the Leavenworth County Co-op.

KPS #457 describe how to address and track requests for information and assistance from for-profit and nonprofit private sector stakeholders, including critical infrastructure owners and operators.

Leavenworth County
Request for Board Action

Date: October 30th, 2025

To: Board of County Commissioners

From: Public Works

Department Head Approval: WLN

Additional Reviews as needed:

Budget Review ☒ Administrator Review ☒ Legal Review ☒

Action Requested: Approval of the Road and Bridge performance-based advancement plan pay schedule.

Analysis:

- Current pay rates are consistently below regional and industry standards.
- Proposed structure offers clear advancement paths, accountability measures, and aligns compensation with skills, training, and leadership responsibilities.
- Raises are necessary to remain competitive, attract talent, and retain experienced operators, especially with increased regional wage pressures and escalating equipment operation demands.

Alternatives: Deny

Budgetary Impact: Year 1 - $410,000

☐ Not Applicable
☐ Budgeted item with available funds
☒ Non-Budgeted item with available funds through prioritization
☐ Non-Budgeted item with additional funds requested

Additional Attachments: Pay Schedule

Pay Plan Structure

1. Heavy Equipment Operator Trainee – Entry Level

- **Pay Rate:** $24.45/hr
- **Level C – Step 13**
- **Requirements:**
  - (New Hire)

---

2. Heavy Equipment Operator I

- **Pay Rate:** $27.84/hr
- **Level D – Step 17**

---

3. Heavy Equipment Operator II

- **Pay Rate:** $31.09/hr
- **Level E – Step 20**

---

4. Heavy Equipment Operator III

- **Pay Rate:** $34.43/hr
- **Level G – Step 21**

---

5. Crew Lead

- **Pay Rate:** $37.67/hr
- **Level I – Step 17**

Leavenworth County
Request for Board Action

Date: November 5, 2025

To: Board **of County Commissioners**

Cc: Mark Loughry; Bill Noll; John Jacobson

From: Misty Brown, County Counselor

Department Head Approval: N/A

Additional Reviews as needed:

Budget Review ☐ Administrator Review ☐ Legal Review ☒

Action Requested: Conduct a hearing regarding the proposed island annexation request submitted by the City of Easton and evaluate whether the proposed island annexation will or will not hinder the proper growth and development of the area.

Recommendation: It is recommended that the Board hear the matter and find that the proposed island annexation **does not** hinder the proper growth and development of the area.

Analysis: The City of Easton adopted Resolution 2025-01 on July 8, 2025, proposing the annexation of a parcel into the city limits in accordance with K.S.A. 12-520c(a)(3). As the parcel does not directly adjoin the city and would result in an island annexation, a determination by the County Commission that "the annexation of the land will not hinder or prevent the proper growth and development of the area" is required for approval. This determination must be supported by two-thirds of the Commission members before the annexation can be finalized by the city.

Public Works has reviewed the proposed annexation and noted that the designated parcel is adjacent to two KDOT roadways and, therefore, will not impact county roadways. Additionally, Planning and Zoning has evaluated the request and noted that the parcel is located approximately 1.8 miles from the most recent annexation of Easton territory. The parcel has an eastern boundary of U.S 73 that serves as a natural termination of influence point, and the associated residents of the area generally consider themselves to be in the community of Easton. Staff believe the annexation of the area will not have a negative impact on future development.

Alternatives:

(1) Make the finding that the proposed annexation <u>will not</u> hinder the proper growth and development of the area with a 2/3 majority vote;or

> Motion: I *find that this island property is adjacent to 2 KDOT roadways and is not expected to impact County roadways or present any concerns regarding access or maintenance. Based on the totality of the record, I find that the proposed annexation will not hinder or prevent the proper growth and development of the area or that of any other incorporated city located within the county, and I move that this Board adopt these findings.*

(2) Make the finding that the proposed annexation <u>will</u> hinder the proper growth and development of the area with a majority vote; or

Motion: *Based on the information that we have heard today, I find [state findings that do not support annexation]. Based on the totality of the record, I find that the proposed annexation will hinder or prevent the proper growth and development of the area due to the clear and substantial manifest injury to affected properties and the community caused by [list what will cause manifest injury to the properties and community].*

(3) Table the matter for future consideration to a date certain.

Motion: *I move to table this matter until [list date].*

Budgetary Impact:

☒ Not Applicable
☐ Budgeted item with available funds
☐ Non-Budgeted item with available funds through prioritization
☐ Non-Budgeted item with additional funds requested

Total Amount Requested: N/A

Additional Attachments: (1) Copy of City Resolution No.2025-01; (2) map of the annexation area, and (3) a map showing location of the parcel in regard to the City limits.

CITY OF EASTON, KANSAS
RESOLUTION NO. 2025-01

A RESOLUTION REQUESTING THAT THE BOARD OF COUNTY COMMISSIONERS OF LEAVENWORTH COUNTY, KANSAS MAKE A FINDING UNDER K.S.A. §12-520c(a)(3) FOR THE ANNEXATION OF PROPERTY INTO THE CITY OF EASTON, KANSAS

WHEREAS, the City of Easton, Kansas has received a Consent to Annexation from landowners of property within the County for annexation under K.S.A. §12-520c, for the following described property:

A tract of land in the Southeast Quarter of the Northeast quarter of Section 10, Township 8 South, Range 21 East, being that portion lying Westerly of Highway 73, as taken by District Court Case No. 88 C 213 and being Northerly and Easterly of the tract as recorded in Book 517 at Page 1715, in Leavenworth County, Kansas, and being described as follows:

Commencing at the Southeast corner of said Northeast Quarter; thence South 88 degrees 01' 00" West, along the South line of said Northeast Quarter, 1316.86 feet to the Southwest corner of the Southeast Quarter of said Northeast Quarter; thence North 01 degrees 46' 23" West, along the West line of the Southeast Quarter of said Northeast Quarter, 242.50 feet to the Northwest corner of the tract as recorded in Book 517 at Page 1715, and being the Point of Beginning; thence continuing along said West line North 01 degrees 46' 23" West, 1080.15 feet to the Northwest corner of the Southeast Quarter of said Northeast Quarter; thence North 87 degrees 48' 25" East, along the North line of the Southeast Quarter of said Northeast Quarter, 15.70 feet to the Westerly right-of-way line of Highway 73, as taken by District Court Case No. 88 C 213; thence South 36 degrees 53' 00" East, along said right-of-way line 329.61 feet; thence South 23 degrees 34' 00" East, along said right-of-way line, 520.30 feet; thence South 34 degrees 16' 00" East along said right-of-way line, 251.40 feet; thence South 46 degrees 26' 00" East, along said right-of-way line 304.80 feet; thence South 72 degrees 40' 00" West, along said right-of-way line, 482.97 feet to the Northerly right-of-way line of Highway K-192; thence South 88 degrees 01' 00" West, along said Northerly right-of-way line, 73.37 feet to the Southeast corner of the tract as recorded in Book 517 at page 1715; thence North 01 degrees 46' 23" West, along the East line of said tract, 225.00 feet; thence South 88 degrees 01' 00" West, 225.0 feet to the point of beginning, containing 10.10 acres, more or less and subject to easements and restrictions of record.

with the property not adjoining the city limits of Easton, Kansas. A copy of the Consent is attached as Exhibit "A" to this Resolution; and

WHEREAS, under K.S.A. §12-520c(a)(3) annexation is allowed upon a finding by the County Commission that the annexation will not hinder or prevent proper growth in the area, or that of any other incorporated city located within the County; and

WHEREAS, the City desires this annexation to provide city services to the tract upon request of the owner, and to be otherwise a part of the City.

THEREFORE, BE IT RESOLVED by the governing body of the City of Easton, Kansas, that the City Council, by approval of this Resolution, respectfully requests the findings as required by K.S.A. §12-520c(c) within 30 days of receipt of this resolution by the Board of County Commissioners of Leavenworth County, Kansas, with said findings allowing the annexation of the property in the County by the City.

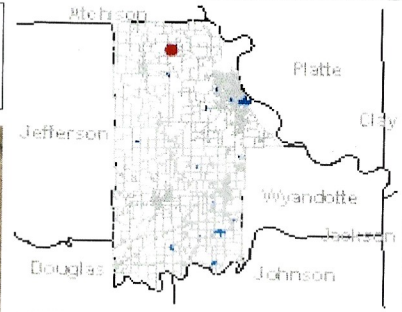
Adopted by the governing body of the City of Easton, Kansas, this 8th day of July, 2025.

Mayor Phillip Mires

Attest: Becky Jones

City Clerk Becky Jones

Leavenworth County, KS



Legend

- Address Point
- Parcel Number
- Owner Last Name
- Lot Line
- Parcel
- City Limit Line
- Major Road
  - <all other values>
  - 70
- Road
  - <all other values>
  - PRIVATE
- Railroad
- Section
- Section Boundaries
- County Boundary

1 in. = 231ft.

462.7 0 231.37 462.7 Feet

This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

WARRANTY DEED (Kansas Statutory Form)

Entered in Transfer Record in my office this ____ day of _____, A. D., 19____

_____ County Clerk.

Elmer M. Roach and Helen M. Roach, Co-Trustees under the Roach Trust dated June 6, 1990,

CONVEY ____ AND WARRANT ____ TO Loretta J. Culbertson

all the following described REAL ESTATE in the County of Leavenworth and the State of Kansas, to-wit:

A tract of land in the Southeast Quarter of the Northeast Quarter of Section 10, Township 8 South, Range 21 East, being that portion lying Westerly of Highway 73, as taken by District Court Case No. 88 C 213 and being Northerly and Easterly of the tract as recorded in Book 517 at Page 1715, in Leavenworth, County Kansas and being described as follows:

PT 62-10-(3,01

Commencing at the Southeast corner of said Northeast Quarter; thence South 88 01 00 West, along the South line of said Northeast Quarter, 1316.86 feet to the Southwest corner of the Southeast Quarter of said Northeast Quarter; thence North 01 46 23 West, along the West line of the Southeast Quarter of said Northeast Quarter, 242.50 feet to the Northwest corner of the tract as recorded in Book 517 at Page 1715, and being the POINT OF BEGINNING; thence continuing along said West line, North 01 46 23 West, 1080.15 feet to the Northwest corner of the Southeast Quarter of said Northeast Quarter; thence North 87 58 25 East, along the North line of the Southeast Quarter of said Northeast Quarter, 15.70 feet to the Westerly right-of-way line of Highway 73, as taken by District Court Case No. 88 C 213; thence South 36 53 00 East, along said right-of-way line, 329.61 feet; thence South 23 34 00 East, along said right-of-way line, 520.30 feet; thence South 34 16 00 East, along said right-of way line, 251.40 feet; thence South 46 26 00 East, along said right-of-way line, 304.80 feet; thence South 72 40 00 West, along said right-of-way line, 482.97 feet to the Northerly right-of-way line of Highway K-192; thence South 88 01 00 West, along said Northerly right-of-way line, 73.37 feet to the Southeast corner of the tract as recorded in Book 517 at Page 1715; thence North 01 46 23 West, along the East line of said tract, 225.00 feet; thence South 88 01 00 West, 225.00 feet to the POINT OF BEGINNING.

BOOK 649 PAGE 1848

Containing 440,151 Square Feet, or 10.10 Acres, more or less. Subject to Easements and restrictions of record.

for the sum of

EXCEPT AND SUB.

CO

Dated

STATE OF KANSAS

BE IT REMEMBERED

DEL

A. D. 19 90, before me, the undersigned, a Notary Public in and for the County and State aforesaid, came

Elmer M. Roach and Helen M. Roach, Co-Trustees under the Roach Trust datedJune 6, 1990,

STATE OF _____ } ss.

_____ County, }

This instrument was filed for record on the

CONSENT TO ANNEXATION

(Pursuant to K.S.A. §12-520c)

The undersigned owners of record of the following described land, hereby petition the Governing Body of the City of Easton, Kansas, to annex such land to the City. The land to be annexed is described as follows:

A tract of land in the Southeast Quarter of the Northeast quarter of Section 10, Township 8 South, Range 21 East, being that portion lying Westerly of Highway 73, as taken by District Court Case No. 88 C 213 and being Northerly and Easterly of the tract as recorded in Book 517 at Page 1715, in Leavenworth County, Kansas, and being described as follows:

Commencing at the Southeast corner of said Northeast Quarter; thence South 88 degrees 01' 00" West, along the South line of said Northeast Quarter, 1316.86 feet to the Southwest corner of the Southeast Quarter of said Northeast Quarter; thence North 01 degrees 46' 23" West, along the West line of the Southeast Quarter of said Northeast Quarter, 242.50 feet to the Northwest corner of the tract as recorded in Book 517 at Page 1715, and being the Point of Beginning; thence continuing along said West line North 01 degrees 46' 23" West, 1080.15 feet to the Northwest corner of the Southeast Quarter of said Northeast Quarter; thence North 87 degrees 48' 25" East, along the North line of the Southeast Quarter of said Northeast Quarter, 15.70 feet to the Westerly right-of-way line of Highway 73, as taken by District Court Case No. 88 C 213; thence South 36 degrees 53' 00" East, along said right-of-way line 329.61 feet; thence South 23 degrees 34' 00" East, along said right-of-way line, 520.30 feet; thence South 34 degrees 16' 00" East along said right-of-way line, 251.40 feet; thence South 46 degrees 26' 00" East, along said right-of-way line 304.80 feet; thence South 72 degrees 40' 00" West, along said right-of-way line, 482.97 feet to the Northerly right-of-way line of Highway K-192; thence South 88 degrees 01' 00" West, along said Northerly right-of-way line, 73.37 feet to the Southeast corner of the tract as recorded in Book 517 at page 1715; thence North 01 degrees 46' 23" West, along the East line of said tract, 225.00 feet; thence South 88 degrees 01' 00" West, 225.0 feet to the point of beginning, containing 10.10 acres, more or less and subject to easements and restrictions of record.

Such land does not adjoin the current City limits. The owners consent to the passage of a Resolution by the City to present to Leavenworth County, to petition for the annexation of the property under K.S.A. §12-520c, and that the owners contend that the annexation will not hinder or prevent proper growth in the area and instead will enable better use of the property. The undersigned agrees to comply with all City requirements for zoning and utilities.

The undersigned further warrants and guarantees that they are the owners of record of subject land, and no other party is vested with ownership rights in the property.

1

"OWNERS"

LEWIS R. CULBERTSON

JEFFREY A. CULBERTSON

STATE OF Oklahoma

SS:

COUNTY OF Cleveland

Be it remembered that on this 23 day of September, 2025, appeared before me a notary for the State and County aforesaid, came LEWIS R. CULBERTSON, who is personally known to me, as the same person who executed the within instrument of writing, and such person duly acknowledged the execution of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal, the day and year last above written.

NOTARY PUBLIC

JENNIFER MOORE
NOTARY PUBLIC

My Appointment Expires: 01/10/2029

STATE OF Kansas

SS:

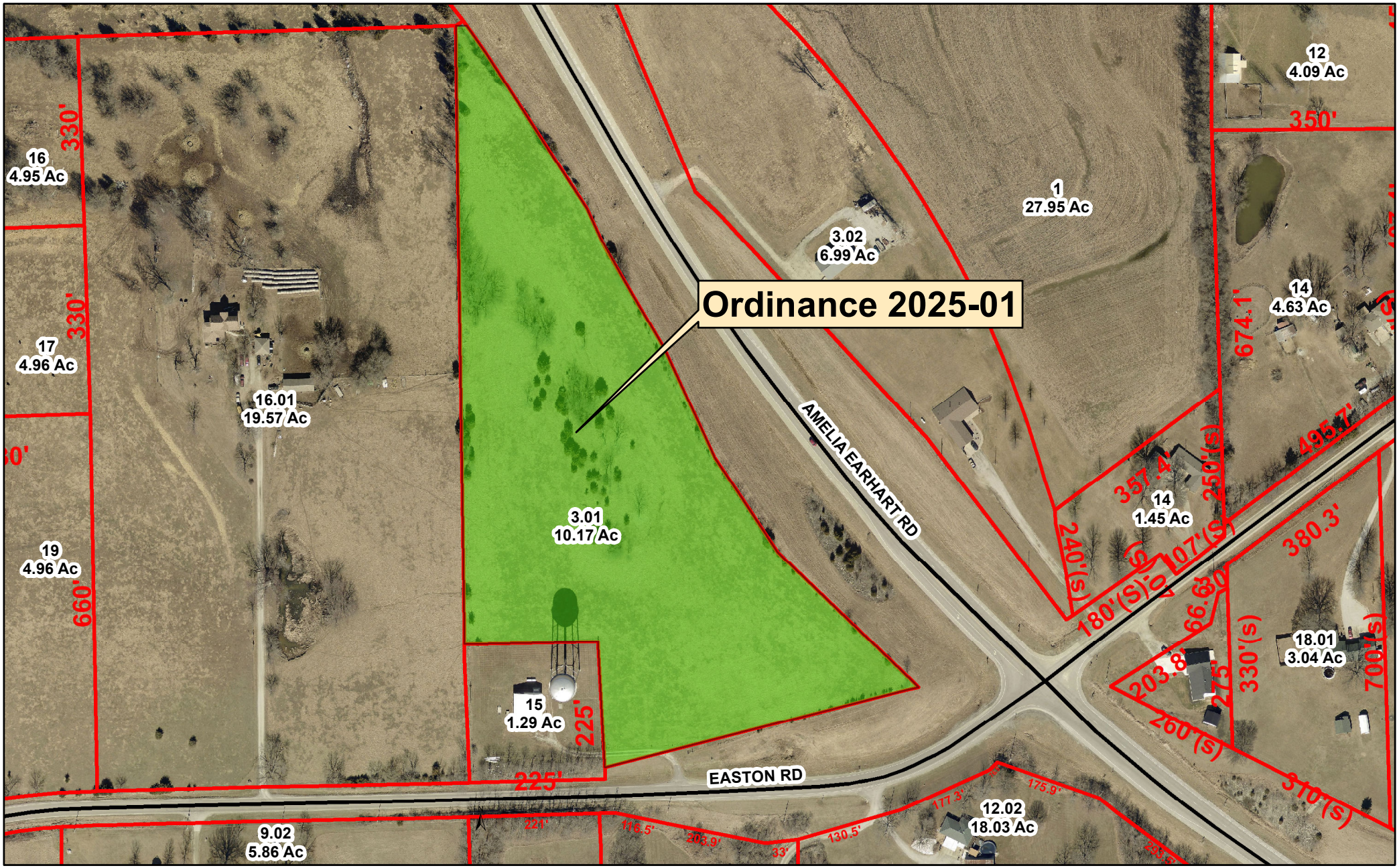
COUNTY OF Leavenworth

Be it remembered that on this 12 day of August, 2025, appeared before me a notary for the State and County aforesaid, came JEFFREY A. CULBERTSON, who is personally known to me, as the same person who executed the within instrument of writing, and such person duly acknowledged the execution of the same.

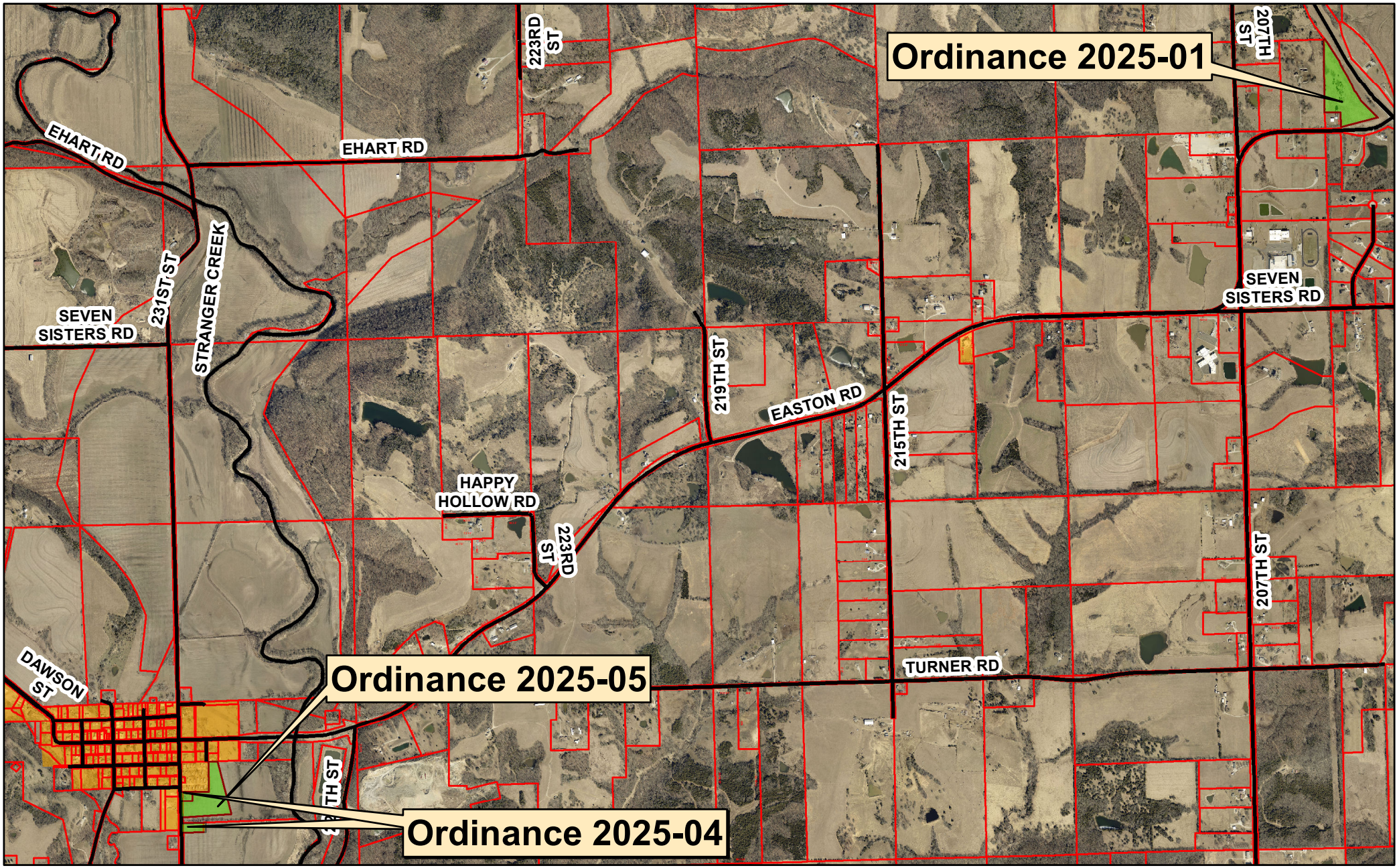
IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal, the day and year last above written.

NOTARY PUBLIC

NOTARY PUBLIC - State of Kansas
WENDY MURRAY
My Appt. Exp. 2/27/2027



Leavenworth County
GIS Services
300 Walnut Suite 030
Leavenworth, KS 66048
Ph: 913-758-6780
Ph: 913-684-0448



Proposed Annexation Parcels

Road Centerline

Parcel Boundaries

City Limits

0 875 1,750 3,500 Feet

Leavenworth County
GIS Services
300 Walnut Suite 030
Leavenworth, KS 66048
Ph: 913-758-6780
Ph: 913-684-0448

Leavenworth County
Request for Board Action

Date: November 5, 2025

To: Board of County Commissioners

Cc: Mark Loughry; Bill Noll; John Jacobson

From: Misty Brown, County Counselor

Department Head Approval: N/A

Additional Reviews as needed:

Budget Review ☐ Administrator Review ☐ Legal Review ☒

Action Requested: Consider whether to consent to the proposed annexation of two (2) County owned lots into the City of Easton.

Recommendation: It is recommended that the Board consent to the proposed annexation.

Analysis: The City of Easton adopted Resolution 2025-04 on July 8, 2025, proposing to annex two county owned parcels into the city per K.S.A. 12-520(a)(7). Both parcels adjoin the city and have FEMA deed restrictions. Because these are County owned parcels, the County Commission's consent to the annexation of these properties is required before the properties may be annexed under K.S.A. 12-520(a)(7).

Public Works has reviewed the proposed annexation and noted that the properties are on the east side of town and located along a county roadway but between the regulatory floodplains. Due to the repetitive loss history of the parcels and the fact there are FEMA deed restrictions, the proposed annexation is not anticipated to impact the County roadway. Planning and Zoning has evaluated the request and noted the parcels are contiguous to the current jurisdictional boundary of the city of Easton, and in staff's opinion, pose no negative impact to future development of the area.

Alternatives:

(1) Consent to the proposed annexation with a majority vote; or

Motion: *I move that the Board of County Commissioners consent to the annexation of these two County owned parcels, identified as parcel 052-064-19-0-10-08-005.01-0 and parcel 052-064-19-0-10-08-004.01-0 into the City limits of Easton and direct staff to file the County's consent to annexation with the City.*

(2) Decline to consent to the proposed annexation with a majority vote; or

Motion: *I move that the Board of County Commissioners not sign the annexation consent form and deny the City's request to annex these two County owned parcels into the City limits of Easton.*

(3) Table the matter for future consideration.

Motion: *I move to table this matter.*

Budgetary Impact:

☒ Not Applicable
☐ Budgeted item with available funds
☐ Non-Budgeted item with available funds through prioritization
☐ Non-Budgeted item with additional funds requested

Total Amount Requested: N/A

Additional Attachments: (1) Copy of City Resolution No.2025-05; (2) map of the annexation area, (3) a map showing the location of the parcel in regard to the City limits, and (4) annexation consent form.

ORDINANCE NO. 2025-04
AN ORDINANCE ANNEXING CERTAIN LAND INTO THE CITY OF EASTON, KANSAS

WHEREAS, the land described below adjoins the City, and a written consent to annexation of such land, signed by all of the owners thereof, has been filed with the City; and,

WHEREAS, the City desires to annex that land to the City of Easton, pursuant to K.S.A. 12-520(a)(7).

THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF EASTON, KANSAS:

Section 1. The following described land is hereby annexed into the City of Easton, Kansas, upon the voluntary petition of all of the owners thereof pursuant to K.S.A. 12-520(a)(7):

Tract 1:

Part of the Northeast Quarter of Section 19-08 S-21E. Beginning 1301.5 North of the Southwest Corner, thence East 180 feet, thence South 140 feet, thence West 180 feet, thence North 140 feet to the point of beginning, less right-of-way and containing 0.46 acres, more or less.

Tract 2:

The West 365 feet of the North 132 Feet of the South 841.5 feet of the South ½ of the Northeast Quarter, less right-of-way, all in Section 19-8-21

Section 2. This Ordinance shall become effective upon its publication of the official City newspaper.

PASSED BY THE COUNCIL this 8th **day of** July**, 2025.**

APPROVED BY THE MAYOR this 8th **day of** July**, 2025.**

Phillip W. Mires

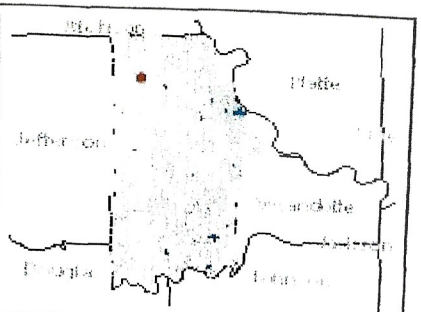
Mayor Phillip Mires

ATTEST:

Becky Jones

City Clerk Becky Jones

Leavenworth County, KS



Legend

- Address Point
- Parcel Number
- Owner Last Name
- Lot Line
- Parcel
- City Limit Line
- Major Road
  - <all other values>
  - 70
- Road
  - <all other values>
  - PRIVATE
- Railroad
- Section
- Section Boundaries
- County Boundary

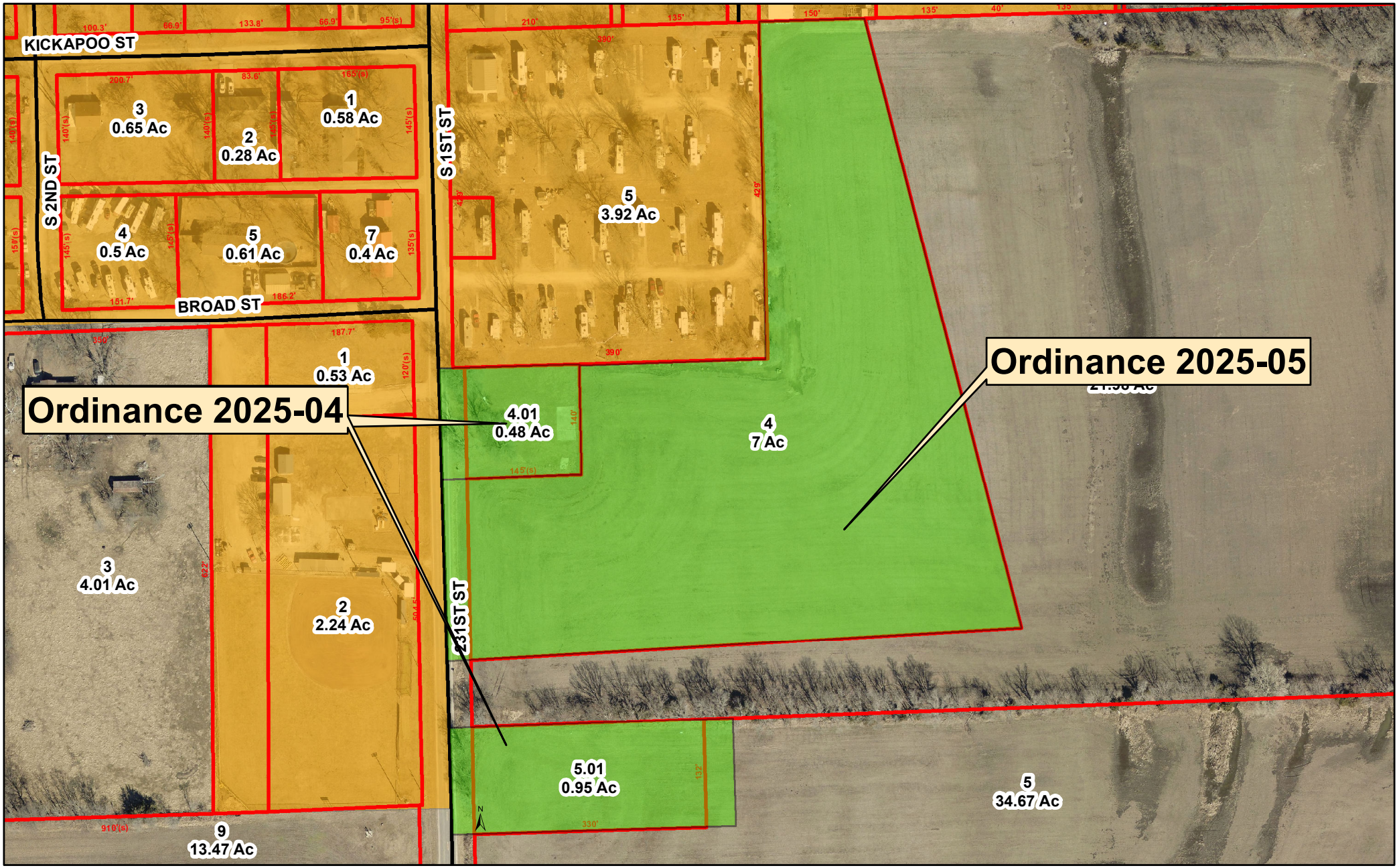
1 in. = 116ft.

231.4 0 115.69 231.4 Feet

This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes



Proposed Annexation Parcels

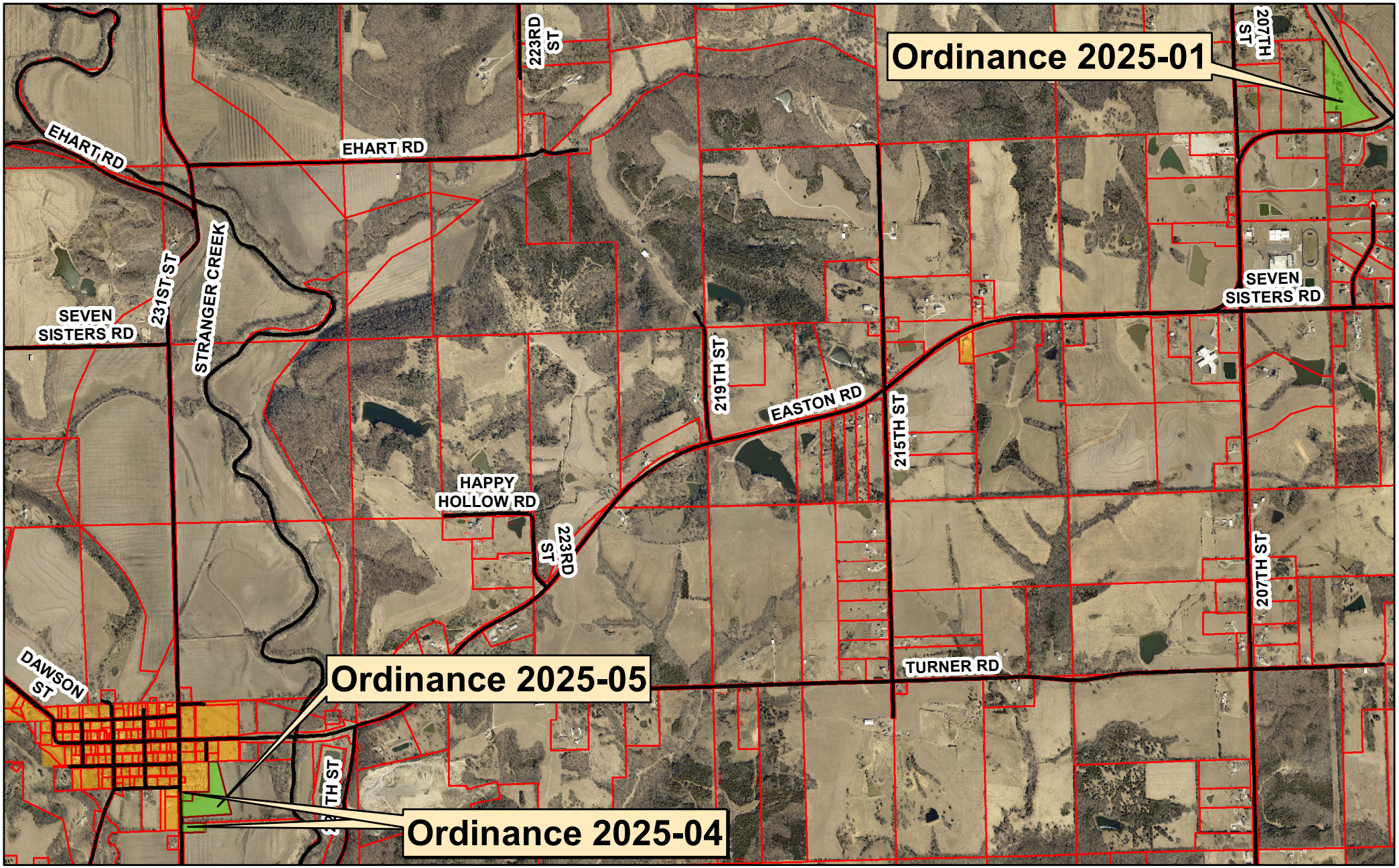
Road Centerline

Parcel Boundaries

City Limits

0 75 150 300 Feet

Leavenworth County
GIS Services
300 Walnut Suite 030
Leavenworth, KS 66048
Ph: 913-758-6780
Ph: 913-684-0448



Proposed Annexation Parcels

Road Centerline

Parcel Boundaries

City Limits

0 875 1,750 3,500 Feet

Leavenworth County
GIS Services
300 Walnut Suite 030
Leavenworth, KS 66048
Ph: 913-758-6780
Ph: 913-684-0448

CONSENT TO ANNEXATION
(Adjoining property by request)

The undersigned, owner of record of the following described land, hereby petitions the Governing Body of the City of Easton, Kansas, to annex such land to the City. The land to be annexed is described as follows:

Tract 1:

Part of the Northeast Quarter of Section 19-08 S-21E. Beginning 1301.5 North of the Southwest Corner, thence East 180 feet, thence South 140 feet, thence West 180 feet, thence North 140 feet to the point of beginning, less right-of-way and containing 0.46 acres, more or less.

Tract 2:

The West 365 feet of the North 132 Feet of the South 841.5 feet of the South ½ of the Northeast Quarter, less right-of-way, all in Section 19-8-21.

Such land lies upon or touches the City boundary line. The undersigned agrees to comply with all City requirements for zoning and utilities.

The undersigned further warrants and guarantees that they are the only owners of record of the subject land.

"OWNER"

THE BOARD OF COUNTY COMMISSIONERS OF LEAVENWORTH COUNTY, KANSAS

_____
MIKE SMITH, CHAIRMAN

_____
JEFF CULBERTSON

_____
VANESSA REID

_____
WILLIE DOVE

_____
MIKE STIEBEN

ATTEST:

_____
FRAN KEPPLER, County Clerk

Leavenworth County
Request for Board Action

Date: November 5, 2025

To: Board of County Commissioners

Cc: Mark Loughry

From: Misty Brown, County Counselor

Department Head Approval: N/A

Additional Reviews as needed:

Budget Review ☐ Administrator Review ☐ Legal Review ☒

Action Requested: Consideration of a revised contract with Mark Loughry for services as County Administrator.

Recommendation: Approval of the proposed contract.

Analysis: Mark Loughry has served as the Leavenworth County Administrator since 2017. The Commission requested an updated contract with Mr. Loughry to clarify several details and set a new term. The proposed agreement, which is attached, includes a three-year term with the possibility of two-year extensions going forward. There are no changes to Mr. Loughry's current salary and benefits. The agreement will only take effect upon affirmative action by the Commission.

Alternatives:

(1) Approve the proposed agreement and authorize the Chairman to sign the agreement on behalf of the Commission

Motion: *I move to approve the proposed agreement as presented and authorize the Chairman to sign the agreement on behalf of the Commission.*

(2) Table the matter for future consideration.

Motion: *I move to table this matter until [list date].*

(3) Deny the proposed agreement. *No action is required to deny the proposed agreement. If the Commission takes no action, the contract will not be adopted and the current agreement with Mr. Loughry will continue.*

Budgetary Impact:

☐ Not Applicable
☒ Budgeted item with available funds
☐ Non-Budgeted item with available funds through prioritization
☐ Non-Budgeted item with additional funds requested

Total Amount Requested: N/A

Additional Attachments: (1) proposed agreement

LEAVENWORTH COUNTY ADMINISTRATOR EMPLOYMENT AGREEMENT

COME NOW the parties to this Agreement, the Board of County Commissioners of the County of Leavenworth ("Board"), and Mark Loughry (" County Administrator"), and recite the following as the terms and conditions of the agreement between them.

I. DUTIES

Mark Loughry shall provide Leavenworth County with services as the County Administrator. The County Administrator shall serve under the general direction of the Board and shall perform those duties assigned by the Board, those duties related to the County Administrator per KSA 19-3a04 and more specifically those duties set forth in the job description for the position of County Administrator attached hereto and fully incorporated herein. The Board, on or about November of each year of this agreement and any succeeding agreement, and as further specified herein, will meet with the County Administrator to define the goals and objectives of the County Administrator for the succeeding year. The County Administrator shall, subject to the provisions of this Agreement, serve at the pleasure of the Board and from time to time, and as requested, provide reports to the Board of his activities and meet to confer with the Board when requested.

II. TERM/TRANSITION

This Agreement shall become effective on January 1, 2026, upon approval and execution by the Board and shall be for a term of three (3) years. This agreement will automatically renew for an additional two (2) year term unless a six-month advance notice is provided to the Administrator by the County.

III. Resignation/Termination

A. Either party may terminate this agreement by providing to the other, in writing and

delivered either via the U.S. mail or delivery in person, and unless otherwise provided herein, notice of their intent to terminate this agreement not less than thirty (30) days prior notice of the effective date of termination. Provided, that in the case of the County terminating the agreement the severance clause of the contract will be enforced. If the County Administrator is discharged for malfeasance or fraud in the workplace termination could occur without thirty days notice.

B. In the event County Administrator is terminated from the position of County Administrator by the Board prior to the expiration of this Agreement when the County Administrator is willing and able to perform the duties of the position, Leavenworth County shall pay to the County Administrator a lump sum amount, subject to deductions required by law, an amount equal to twelve (12) month's aggregate salary. Any failure to renew this agreement upon expiration when the County Administrator is willing and able to perform the duties of the position will be considered a termination. In that event, Leavenworth County shall pay the County Administrator a lump sum equal to twelve (12) month's aggregate salary as a severance package.

The County Administrator shall also be compensated for any accrued but unused vacation and sick leave per the current County policy. The County Administrator and his eligible family members shall also remain in the group health plan of the county for twelve (12) months following termination or for failure to renew this Agreement upon expiration with the Insurance plan premiums paid by Leavenworth County in the same amounts as were paid prior to termination as severance pay. The County Administrator's rights under COBRA shall commence at the end of the twelve -month period. If at any time it is determined that the County cannot keep the Administrator enrolled in the other benefits as an employee, the County will be required to pay out a cash equivalent to the COBRA benefits in question for the same time period.

C. If the County Administrator is terminated for fraud, gross misconduct or malfeasance in office, the County shall not be obligated to provide any severance benefits.

D. In the event the Board during the term of this Agreement reduces the salary or other benefits of the County Administrator in a greater percentage than as applicable across-the-board reduction for all County employees, or in the event the Board refuses, following written notice, to comply with any other provision benefiting the County Administrator required under this Agreement, or the County Administrator resigns following a suggestion, whether formal or informal, by three members of the Board that he resign, then the County Administrator may at his option deem himself to be terminated as of the date of such event within the meaning and context of this Agreement and any amendments hereto and may exercise his rights under the severance agreement.

E. If the County Administrator accepts the severance benefits described above, to the full extent allowed by law, the County Administrator shall be deemed to voluntarily release and forever discharge the County, the Board, and their employees and agents, from any and all liability arising out of this Agreement, the terms and conditions of employment under this Agreement, or from any cause of action which may have arisen during the course of employment under this Agreement.

IV. DISABILITY

In the event that the County Administrator is permanently disabled or is otherwise unable to perform the duties provided for in this Agreement because of sickness, accident, injury, mental incapacity or health for a period of twelve (12) successive weeks beyond any accrued vacation and sick leave, the Board shall, subject to the provisions of the Americans with Disability Act and Family

Medical Leave Act, have the option to terminate this Agreement. In such event, Leavenworth County shall not be obligated to pay the County Administrator the severance provided for in Section III.B. of this Agreement. Instead, Leavenworth County shall pay the County Administrator a lump sum amount, subject to deductions required by law, an amount equal six (6) month's aggregate salary. The County Administrator and his eligible family members shall not be entitled to remain in the County's group health plan following termination under this section, and the County Administrator's rights under COBRA shall commence upon termination.

V. RESIDENCY

The County Administrator shall remain a resident of Leavenworth County for the duration of this agreement and any subsequent extensions.

VI. SALARY AND BENEFITS

A. Beginning January 1, 2026, the County Administrator, in consideration for services rendered pursuant to this Agreement, shall receive an annual salary equal to $227,468.80 or as close to that as fits within the County pay plan, plus all regular County benefits, pay plan adjustments, and annual step increases as approved for all employees during the budget process. Wages will be payable in installments through the County payroll system, subject to all lawfully allowable deductions. For the purposes of payroll, the annual salary will be divided by 26 and paid out every two weeks with the standard County payroll.

B. The County Administrator, and his eligible family, shall be entitled to participate in Leavenworth County group health, life insurance and deferred compensation plans to same extent that any other employee of the county may.

C. The County Administrator shall accrue annual vacation leave at the same rate as a

twenty-year employee under this Agreement.

D. The County Administrator shall receive a car allowance of $600.00 per month for the term of this agreement and any subsequent extensions.

E. Each January during the term of this Agreement, the County agrees to contribute to the County Administrator's Section 401a retirement plan account an amount equal to the maximum amount permitted by law for participants in a 457(b) deferred compensation plan who are age 50 or older, including standard catch-up contributions, but not special catch-up contributions, authorized under Internal Revenue Code Section 457(b)(2).

VII. NOTICES

Notices pursuant to this Agreement shall be given by deposit in the United States Postal Service, postage pre-paid, and addressed as follows:

1. County: Board of County Commissioners
300 Walnut
Leavenworth, Kansas, 66048

2. Director: Mark Loughry
5001 N 142nd Terr
Basehor, KS 66007

In the alternative, notices may be personally served. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the United States Postal Service.

VIII. GENERAL PROVISIONS

A. This Agreement is the entire agreement between the parties and supersedes and replaces any other or prior discussions or terms whether written or otherwise.

B. In the event that any provision or term of this Agreement is determined by any court of competent jurisdiction to be invalid, the remaining terms shall remain in full force and effect.

C. The county shall provide for sufficient bonding for the County Administrator and shall provide for necessary liability insurance coverage for the County Administrator in the discharge of duties of the position.

The parties have agreed on this 5th day of November, 2025.

BOARD OF COUNTY COMMISSIONERS OF LEAVENWORTH COUNTY, KANSAS

By: _____
Mike Smith, Board Chair

ATTEST:

_____
Clerk of Leavenworth County

_____
Mark Loughry, County Administrator