EMERGENCY OPERATIONS PLAN
(EOP)

COWLEY COUNTY

01/08/2019
FINAL

FOR OFFICIAL USE ONLY

Acknowledgements

Cowley County would like to acknowledge each and every department and agency that participated in the review an update of the EOP.

Supersession

Upon completion and formal adoption this plan will supercede the existing County Emergency Operations Plan.

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Cowley County Emergency Operations Plan

I. INTRODUCTION

A. GENERAL

Presidential Homeland Security Directives 5 and 8, enacted in 2004, require the State and Local governments to adopt the fundamental principles, language and operational concepts embedded in the National Incident Management System (NIMS) and the National Response Plan (NRP) as a condition for receiving certain categories of federal support for Emergency Management. To meet these requirements, Cowley County created this Emergency Operations Plan (EOP) and the Cowley County Board of County Commissioners officially adopted it on 03/11/2014.

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

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

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

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

- The National Preparedness Guidelines (September, 2007), {superseding the March, 2005 Interim National Preparedness Goal}

- Draft National Response Framework (July, 2007)

- FEMA NIMCAST User's Guide

- National Planning Scenarios (15)

- Targeted Capabilities List (Draft Version 2.0)

- Universal Task List (Draft Version 2.1)

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

B. PURPOSE

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

Emergency Management Cycle and Mitigation

C. Scope

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

The plan establishes fundamental policies strategies and assumptions for a County-

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

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

- The EOP establishes a Concept of Operations spanning the direction and control of an emergency from initial monitoring through post disaster response, recovery and mitigation.

- The EOP defines inter-agency and inter-government coordination mechanisms to facilitate delivery of immediate response and recovery assistance.

- The EOP assigns specific functions to appropriate County and municipal agencies and organizations as well as outlines methods to coordinate with the private sector, volunteer organizations, citizens and state and federal counterparts.

- The EOP identifies actions that County response and recovery organizations will take in coordination with municipal, state and federal counterparts as appropriate, regardless of the magnitude of the disaster.

D. Methodology

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

Federal
Department of Homeland Security
Federal Emergency Management Agency
U.S. Environmental Protection Agency

State
Adjutant General's Office, Kansas Civil Air Patrol
Adjutant General's Office, Kansas Civil Support Team
Adjutant General's Office, Kansas Division of Emergency Management
Adjutant General's Office, Kansas National Guard
Adjutant General's Office, Office of Public Affairs
Governor's Office
Kansas Association of Local Health Departments
Kansas Attorney General's Office
Kansas Board of Emergency Medical Services
Kansas Bureau of Investigation
Kansas Commission on Disability Concerns
Kansas Corporation Commission
Kansas Department of Aging and Disabilities Services
Kansas Department of Agriculture
Kansas Department of Agriculture, Division of Water Resources
Kansas Department of Children and Families
Kansas Department of Commerce
Kansas Department of Corrections
Kansas Department of Education

Kansas Department of Health and Environment
Kansas Department of Health and Environment, Division of Environment
Kansas Department of Insurance
Kansas Department of Labor
Kansas Department of Transportation
Kansas Department of Veterans Affairs
Kansas Department of Wildlife and Parks and Tourism
Kansas Division of Emergency Management
Kansas Forestry Service
Kansas Geological Society
Kansas Highway Patrol
Kansas Housing Resources Corporation
Kansas Human Rights Commission
Kansas Mid-Cap
Kansas National Guard
Kansas State Fire Marshal's Office
Kansas Water Office
Winfield Correctional Facility

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

City
Arkansas City (City of)
Arkansas City Fire/EMS Department (Fire District #5)
Arkansas City Police Department
Atlanta (City of)
Burden (City of)
Burden Police Department
Cambridge (City of)
Dexter (City of)
Dexter Police Department
Parkerfield (City of)
Udall (City of)
Udall Police Department
Winfield (City of)
Winfield Fire/EMS Department (Fire District #7)
Winfield Police Department

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

Non-Profit
Amateur Radio Operators (ARES)
American Red Cross
Butler Rural Electric
Caney Valley Electric
Catholic Charities (Wichita)
Central Christian Church - Ark City
Cowley County VOAD
Dexter Outreach Center
First United Methodist Church
Helping Hands of Winfield
Kansas Emergency Management Association
Kansas Fire Chiefs Association

Kansas Funeral Directors Association
Kansas Pipeline Association
Kansas Rural Electric Cooperative Association
Legacy Regional Community Foundation
SAR Working Group
South Central Kansas Regional VOAD
State Animal Response Team (SART)
Sumner-Cowley Electric
Sunflower Outreach Services
The Salvation Army
Tisdale United Methodist Church
United Way of the Plains
Winfield Food Pantry

Other
Beaver Township
Bolton Township
Cedar Township
Community Relations Team
Cowley County Fire Chiefs Association
Creswell Township
Dexter Township
Fairview Township
Grant Township
Harvey Township
Human Needs Assessment Team
Kansas Assessment Team
Liberty Township
Maple Township
Ninnescah Township
Omnia Township
Otter Township
PIO Working Group
Pleasant Valley Township
Richland Township
Rock Creek Township
Rural Water Districts 1-8
Salem Township
Sheridan Township
Silver Creek Township
Silverdale Township
Spring Creek Township
Tisdale Township
United Way of the Plains
Unmet Needs Team
USD 462 - Burden Schools
USD 463 - Udall Schools
USD 465 - Winfield Schools
USD 470 - Arkansas City Schools
USD 471 - Dexter Schools
Vernon Township

Walnut Township
Windsor Township
Winfield Recreation Center

Each agency was consulted with to determine their particular emergency roles and responsibilities. Each agency has agreed with the responsibilities assigned to them in the Cowley County EOP. Agency concurrence signatures are maintained with Cowley County Emergency Management. The EOP's concepts were developed by Cowley County Emergency Management, in coordination with the agencies and organizations involved in emergency management activities. Each agency and organization involved is expected to have its own procedures to implement the concept of operations.

If desired, each of the above listed agencies will receive "Viewer Access" to the Cowley County EOP via the Bold Planning Solutions Planning System, www.KansasPlanner.com. Otherwise, the plan will be uploaded onto the Cowley County Emergency Management website for viewing.

In addition:

- The Cowley County EOP is adopted by the Cowley County Board of County Commissioners by resolution, which serves as the promulgation letter for the EOP. A copy of the signed promulgation can be found in the file archive of this plan.

- A Record of Changes Log is used to record all published changes as those holding copies of the EOP receive them. The holder of the copy is responsible for making the appropriate changes and updating the Log.

- A master copy of the EOP, with a master Record of Changes Log, is maintained in the Cowley County Emergency Management office.

1. Planning Process

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

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

- Planning should include participation from all stakeholders in the community

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

- Planning considers all hazards and threats

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

- Time, uncertainty, risk and experience influence planning

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

- Planning is fundamentally a process to manage risk

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

2. Implementation of NIMS

The Cowley County EOP implements NIMS by:

- Using ICS and the multi-agency coordination system to manage and support all incidents

- Integrating all response agencies and entities into a single, seamless system

- Establishing a public information plan (ESF-15)

- Identifying and characterizing resources according to established standards and types

- Requiring the need for all personnel to be trained properly for the job they perform

- Ensuring interoperability, accessibility and redundancy of communications

II. SITUATION

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

A comprehensive hazard and risk assessment is contained in the Cowley County mitigation plan. The plan is kept under separate cover and can be accessed by contacting Cowley County Emergency Management.

A. Hazard Analysis

Hazard and Vulnerability Assessment Summary

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

1. Probability (frequency) of event

2. Magnitude of event

3. Expected warning time before event

4. Expected duration of event

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

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

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

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

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

Hazard Profile Summary for Emergency Operations Plan						
Hazard	Probability	Magnitude	Warning Time	Duration	CPRI	Planning Significance
Tornado	4	3.7	4	2.9	3.8	**High**
Windstorm	3.9	3.3	3.9	3.7	3.7	**High**
Extreme Temperatures	4	3.7	2	3.9	3.6	**High**
Winter Storm	3.9	3	2.7	3.4	3.4	**High**
Soil Erosion and Dust	3.9	2.9	2.5	4	3.4	**High**
Critical Infrastructure/Utility Failure	3.8	2.6	3.8	2.4	3.3	**High**
Lightning	3.8	1.8	3.4	1.4	2.9	**Moderate**
Hazardous Materials	3.8	2	3.6	0.5	2.9	**Moderate**
Wildfire	3.5	1.8	3.9	2	2.9	**Moderate**
Expansive Soils	2.7	2.4	3.5	3.9	2.85	**Moderate**
Hailstorm	4	1.9	2.8	0.1	2.8	**Moderate**
Civil Disorder	2.2	2.3	3.2	3.9	2.55	**Moderate**
Terrorism and Agri-Terrorism	1.3	2.8	3.5	4	2.35	**Moderate**
Pandemic Event (Major Disease Outbreak)	2.8	1.4	0.8	4	2.2	**Moderate**
Earthquake	1.6	2.5	4	1.3	2.2	**Moderate**
Drought	2	1.7	0.6	4	1.9	**Low**
Flood	2	1.6	1	3.2	1.85	**Low**
Radiological Event	1	1	4	4	1.75	**Low**
Dam and Levee Failure	1.3	1.9	2.5	0.7	1.6	**Low**
Land Subsidence	1.2	1.1	2.2	2.5	1.45	**Low**
Landslide	1	1.3	3	1.6	1.45	**Low**
Agricultural Infestation	1	1.2	0.6	4	1.3	**Low**

Cowley County conducted a Hazard Analysis which was completed in September 2009. In December of 2011, a 19-County Regional Hazard Analysis was completed for all counties in the South Central KEMA and Homeland Security Regions. Both plans are included in the file archive section of this plan.

B. Disaster Magnitude Class

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

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

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

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

C. Capability Assessment

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

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.

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

For a summary of Cowley County's prevention, protection, response, and recovery capabilities regarding defined planning hazards, reference the Kansas Adjutant General's 2009 Capability Assessment Summary which is uploaded into the file archives section of this plan. The 2009 Capability Assessment can also 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.

D. Economic Profile

The median per capita income for Cowley County, Kansas is estimated at $44,960 (which is a 2.51% increase from 2017) based on information from Data USA: https://datausa.io/profile/geo/cowley-county-ks/. According to the same data, there are 15,632 persons employed. These areas of employment, which is critical to the county's infrastructure, consist of fields such as, but not strictly limited to: Administrative (13.5%); Production (12.3%); Management (8%); Education, Training and Library (7.7%), Sales (7.4%); Installation, Maintenance and Repair (5.7%); Construction and Extraction (5.4%); Food and Serving (5%); and many others.

E. Spatial Profile

Cowley County, Kansas is basically a rural county located in South Central Kansas. The county is made up of 1,132 square miles (1,126 square miles of land area and 6 square miles of water area). The county does contain flood plain areas. The county falls inside of the earthquake fault area for the buried Nemaha Ridge and quakes may occur in this County due to its proximity to that Ridge. A diagram showing the location of the Nemaha Ridge, in relationship to Cowley County, is saved in the file archives section of this plan.

The county has a large amount of bottomland, approximately thirty-three percent of the whole surface. Six percent of the land is inhabited by forest and open prairie occupies ninety-four percent of the land. The main stream is the Arkansas River in Cowley County, which flows south east across the south west corner of county. There are three other large tributaries, the Walnut River, Beaver Creek, and Grouse Creek all running in a southerly direction. There are five types of trees primarily found on the river: cottonwood, sycamore, walnut, oak, and hackberry. Pure magnesian limestone lies beneath Cowley County. This stone has the property of being soft when it is first unearthed, but after exposure to the air it quickly becomes extremely hard. Magnesian limestone contains the magnesium rich mineral, dolomite.

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

Climate

The climate is described as humid continental with cold winters and hot summers (Walnut Basin Advisory Committee, Kansas Water Office). The average annual precipitation for the Cowley County is 37.64 inches. The majority of precipitation falls between April and September. The average snowfall is between 10 to 15 inches per year.

F. Vulnerabilities

The following vulnerabilities have been identified for the Cowley County Emergency Operations Plan.

1. Critical Facilities

Name / Location (Physical Address)	Resources Located at Facility
Common Program Control Stations (CPCS) **102.5 The River** 106 N. Summit Arkansas City, KS 67005 Number of Staff: - Comments: 102.5 FM Radio	
Staging Area **Agri Business Building** 712 W. Washington Ave. Arkansas City, KS 67005 Number of Staff: - Comments: Two buildings with several entry/exit points and large parking areas. Could be used as staging area, receiving point or distribution point.	
Points of Distributions (supplies, food, water, etc) **Arkansas City High School** 1200 W. Radio Lane Arkansas City, KS 67005 Number of Staff: -	
Staging Area **Black Creek Park** 19th and Wheat Road Winfield, KS 67156 Number of Staff: - Comments: Open air park with gravel parking lot. Could be used as staging area, receiving point or distribution point.	
Staging Area	

Name / Location (Physical Address)	Resources Located at Facility
Broadway Recreation Complex 2200 Broadway St. Winfield, KS 67156 Number of Staff: - Comments: Open air recreational complex with controlled entry and exit points. Could be used as staging area, receiving point or distribution point.	
Staging Area **Burden City Park** 503 W. 4th St. Burden, KS 67019 Number of Staff: - Comments: Open air park with ample parking. Could be used as staging area, receiving point or distribution point.	
Points of Distributions (supplies, food, water, etc) **Burden High School** 700 N. Main Burden, KS 67019 Number of Staff: -	
Shelter Location **Central Christian Church** 206 W. Central Ave. Arkansas City, KS 67005 Number of Staff: - Comments: Post event shelter	
Other **City-Cowley County Health Dept.** 320 E. 9th Ave Suite B Winfield, KS 67156 Number of Staff: -	
Warning Point **Cowley County Emergency Communications Center**	

Name / Location (Physical Address)	Resources Located at Facility
321 E. 10th Ave. Winfield, KS 67156 Number of Staff: 14 Comments: Open 24/7 Answers all incoming 911 calls and administrative calls for all Law Enforcement agencies.	
Emergency Operations Center **Cowley County EOC** 321 E. 10th Avenue Winfield, KS 67156 Number of Staff: 4 Comments: The EOC is located in the County's South Annex building in the basement of a three storied building. The basement is shared with the Emergency Communications Dept.	**Pre-Positioned** 2 - Conference Rooms (1 large and 1 small) - *Other* 1 - Printer (color) - *Office Supplies* 1 - Printer (B&W)/Copier - *Office Supplies* 3 - Laptop computers - *Computer Hardware* 6 - Desktop computers - *Computer Hardware* 4 - Radio consoles (including 800 MHz and UHF) - *Communications*
Warning Point **Cowley County EOC** 321 E. 10th Ave. Winfield, KS 67156 Number of Staff: 4 Comments: Alternate warning point for Cowley County. During day to day business, the EOC is not staffed 24/7.	
Shelter Location **Dexter Community Building** 113 S. Main Dexter, KS 67038 Number of Staff: -	
Points of Distributions (supplies, food, water, etc) **Dexter High School** 311 N. Main Dexter, KS 67038 Number of Staff: -	
Shelter Location **Dexter Outreach Church**	

Name / Location (Physical Address)	Resources Located at Facility
114 S. Walnut Dexter, KS 67038 Number of Staff: -	
Common Program Control Stations (CPCS) **KSOK Radio** 334 E. Radio Lane Arkansas City, KS 67005 Number of Staff: - Comments: 95.9 FM Radio	
Shelter Location **Parkerfield Community Center** 29271 91st Road Parkerfield, KS 67005 Number of Staff: - Comments: Can be used as shelter, POD or logistical staging area.	
Other **Road and Bridge - District 1** 825 N. College Winfield, KS 67156 Number of Staff: -	
Other **Road and Bridge - District 2** 206 W. Hilltop Arkansas City, KS 67005 Number of Staff: -	
Other **Road and Bridge - District 3** 130 S. Main Burden, KS 67019 Number of Staff: -	
Landing Zone **South Central Kansas Medical Center** 6401 Patterson Parkway Arkansas City, KS 67005 Number of Staff: -	

Name / Location (Physical Address)	Resources Located at Facility
Emergency Operations Center **State of Kansas EOC** 2800 S.W. Topeka Boulevard Topeka, KS 66611 Number of Staff: -	
Landing Zone **Strother Field Airport (KWLD)** 22193 Tupper Street Winfield, KS 67005 Number of Staff: - Comments: 37-10-07.0000N / 097-02-15.1000W 37-10.116667N / 097-02.251667W 37.1686111 / -97.0375278 Control Tower is unmanned.	
Shelter Location **Tisdale United Methodist Church** 17507 US 160 Winfield, KS 67156 Number of Staff: 2 Comments: Church has a large gymnasium area identified as a community shelter. Could also be used as staging area, receiving point or distribution point.	
Points of Distributions (supplies, food, water, etc) **Udall High School** 303 S. Seymour Udall, KS 67146 Number of Staff: -	
Landing Zone **William Newton Hospital** 1300 E. 5th Avenue Winfield, KS 67156 Number of Staff: -	

Name / Location (Physical Address)	Resources Located at Facility
Staging Area **Winfield Fairgrounds** 1105 W. 9th Winfield, KS 67156 Number of Staff: - Comments: Fairgrounds with buildings and multiple entry/exit points. Could be used as staging area, receiving point or distribution point.	
Points of Dispersing (SNS/Medical Supplies) **Winfield High/Middle School Complex** 300 Viking Blvd Winfield, KS 67156 Number of Staff: - Comments: Point of Distribution Point of Dispersing Shelter	
Shelter Location **Winfield Middle School** 130 Viking Blvd Winfield, KS 67156 Number of Staff: -	
Shelter Location **Winfield Recreation Center** 624 College Winfield, KS 67156 Number of Staff: -	

2. Population Demographics

Cowley County is considered by the US Bureau of Census to be a Nonmetropolitan Statistical Area. All information contained herein on demographics of the county is based on information gathered from the Census Reporter at: https://censusreporter.org/profiles/05000US20035-cowley-county-ks/ and the US Bureau of Census, Community Facts website at https://factfinder.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t#none

The total 2016 estimated population of Cowley County is 35,977. The population density is 32 persons per square mile. The estimated number of the population over the age of 60 is 8,333 or 23% of the population.

Depending upon the severity of the hazard/disaster, the residents, population, business, and economic characteristics of the county can be affected in a wide range of ways and severity. However, due to the rural nature of the county and the population density of Cowley County, only a large scale incident should have an effect of a sizeable number of the population.

3. Vulnerable Needs

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

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

- Notification: ESF 2

- Evacuation and Transportation: ESF 1

- Sheltering: ESF 6

- First aid and medical care: ESF 8

- Temporary lodging and housing: ESF 6

- Transition back to the community: ESF 14

- Recovery: ESF 14

G. Public Safety

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

Name of Agency	Area Served	Description of Agency
Cowley County Sheriff's Dept	Cowley County	County-wide law enforcement covering the entire county (including all cities) with a population of 35,361 residents and 1,132 square miles.
Winfield Police Dept.	City of Winfield	Winfield law enforcement for a population of 12,104 residents.
Arkansas City Police Dept.	City of Arkansas City	Arkansas City law enforcement for a population of 11,866 residents.
Udall Police Dept.	City of Udall	Udall law enforcement for a population of 718 residents.
Burden Police Dept.	City of Burden	Burden law enforcement for a population of 528 residents.

Dexter Police Dept.	City of Dexter	Dexter law enforcement for a population of 274 residents.
Kansas Dept. of Wildlife, Parks and Tourism	State of Kansas	Statewide law enforcement primarily for enforcement of wildlife and fish laws and regulations
Kansas Highway Patrol	State of Kansas	Statewide agency primarily dedicated to enforcing traffic laws
Kansas Bureau of Investigation	State of Kansas	Statewide investigative, laboratory services and criminal justice enforcement able to assist local jurisdictions
William Newton Hospital	Winfield area	A Critical Access, not-for-profit community general hospital licenses for 25 acute care and swing beds.
South Central Kansas Medical Center	Arkansas City area	A 38-bed facility located in the City of Arkansas City
Arkansas City Fire/EMS Dept.	Fire District 5 and Ark City area	Combined Fire/EMS Department serving Winfield and the surrounding area known as District 5.
Winfield Fire/EMS Dept.	Fire District 7 and Winfield area	Combined Fire/EMS Department serving Arkansas City and surrounding area known as District 7.
Fire District #1 - Dexter	Fire District 1	Volunteer Fire Department covering approximately 243 square miles in southeastern portion of the County.
Fire District #2 - Atlanta	Fire District 2	Volunteer Fire Department covering approximately 138 square miles in the northeastern portion of the County.
Fire District #3 - Burden	Fire District 3	Volunteer Fire Department covering approximately 97 square miles in the central portion of the County.
Fire District #4 - Udall	Fire District 4	Volunteer Fire Department covering approximately 132 square miles in the northwestern portion of the County.
Fire District #8 - Cambridge	Fire District 8	Volunteer Fire Department covering approximately 90 square miles in the eastern portion of the County.
Cowley County Emergency Management	Cowley County	Agency meant to save lives, protect property, and reduce the impacts of disasters through the mitigation, preparedness, response and recovery phases.
Cowley County Emergency Communications	Cowley County	Emergency Communications department serving all agencies within Cowley County. Answer all incoming 911 calls 24/7 and all administrative calls for the Arkansas City and Winfield Police Depts.

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

H. Education

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

Name of Agency	Area Served	Description of Agency
USD 462 - Burden	Primarily serves the Burden, Atlanta, Cambridge and Grenola areas.	Unified School District Pre K-12 with 2 schools and a student population of approximately 300.
USD 463 - Udall	Serves the northwestern part of the County.	Unified School District Pre K-12 with 3 schools and a student population of approximately 350 students.
USD 465 - Winfield	Serves the central portion of the County.	Unified School District Pre K-12 with 8 schools and a student population of approximately 2,400 students.
USD 470 - Arkansas City	Serves the southwestern portion of the County.	Unified School District Pre K-12 with 8 schools and a student population of approximately 2,900 students.
USD 471 - Dexter	Serves the southeastern portion of the County.	Unified School District Pre K-12 with 2 schools and a student population of approximately 200 students.
Cowley College - Arkansas City	Located in Arkansas City, but has two educational centers in other counties, an online college, outreach centers and a service center.	2 year college/vo-tech with a student population of approximately 4,500 students.
Southwestern College - Winfield	Located in Winfield, but has an outreach in another County.	4 year Undergraduate and Graduate private college with a student population fo approximately 1,150 students.

I. Culture, Arts and Humanities

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

Name of Agency	Area Served	Description of Agency
South Kansas Symphony	Based in Winfield, this event is meant for all audiences.	Musicians from Southwestern College and the community
The Edge and Dance Camp Studio	Winfield	Dance studios for all ages.

Cindy's School of Dance and Ark City Dance	Arkansas City	Dance studios for all ages.
Arkansas City Area Arts Council	Arkansas City	Offers classes and shows
Winfield Arts and Humanities Council	Winfield	Offers classes and shows
Marquee	Winfield	Providing shows and activities year around.
Burford Theater	Arkansas City	Providing shows and activities year around.
Chaplin Nature Center	Arkansas City	Nature center with hiking trails and amenities for reunions and weddings.
Horizon Center	Christian Camp/Nature center near Arkansas City.	This venue hosts youth camps along with a variety of other events year around. It has a nature walk/hike/biking trail open to the public at no charge.
Arkalalah	Arkansas City	Fall festival during the last week of October that brings in crowd of up to 15,000 people on the final day.
Art in the Park	Winfield	Annual art festival during the first week of October.
Udall Fall Festival	Udall	Annual fall festival in October.
Atlanta Labor Day Celebration	Atlanta	Annual celebration during the Labor Day weekend.
Dexter BBQ	Dexter	Annual summer festival on the 2nd Saturday in October.
Last Run Car Show	Arkansas City	Car show in late September bringing in large crowds.
Walnut Valley Festival	Based in Winfield, this event draws in crowds from around the world.	Bluegrass Festival in Winfield - 3rd week in September. The average daily population is around 11,000 people.
Cowley Cinema 8	All of Cowley County.	8 screen movie theater at Strother Field
Winfield City Lake	1,250 acre lake located 8 miles northeast of Winfield.	This lake is for fishing, camping and water sports to include sail boats, jet skis and jet boats. It is also used for waterfowl hunting during the winter months.
Cowley State Fishing Lake	84 acres lake 15 miles east of Arkansas City on US 166.	This lake is not for sport (jet skis or jet boats). It is meant for fishing only. This lake provides a picturesque waterfall known by many.
Kaw Wildlife Woodland Preserve	Serves an area in both Kansas and Oklahoma.	Nature area south of Arkansas City that continues into Oklahoma. Used for hunting, fishing and hiking purposes.

J. Planning Assumptions

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

- Incidents are best managed at the lowest possible geographic, organizational and jurisdictional level.

- A disaster may occur with little or no warning, and may escalate more rapidly than the ability of local government to effectively respond.

- Achieving and maintaining effective citizen and community preparedness reduces the immediate demands on response organizations. This level of preparedness requires continued public awareness and education programs to ensure citizens will take appropriate advance actions to reduce their vulnerability, especially during the initial days (first 72 hours) after disaster impact.

- Disasters may involve multiple jurisdictions simultaneously impacting the County.

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

- Cowley County will utilize available resources fully before requesting state and/or federal assistance.

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

- The County will coordinate all public information activities during an emergency.

- Disasters may attract a sizeable influx of spontaneous volunteers and donations.

- Widespread damage to commercial telecommunications facilities may occur and the ability of governmental response and emergency response agencies to communicate may be impaired.

- Homes, public buildings, and other critical facilities and equipment may be destroyed or severely damaged.

- Debris may make streets and highways impassable, seriously impeding the movement of emergency supplies and resources.

- Public utilities may be damaged and may be either fully or partially inoperable.

- Many County emergency personnel may be victims of the emergency, preventing them from performing their assigned emergency duties.

- Numerous separate hazardous conditions and other emergencies could result from the major event, further complicating the response efforts.

- People may be forced from their homes and large numbers of people may be killed or injured.

- Many victims may be in life-threatening situations requiring immediate rescue and medical care.

- There may be shortages of a wide variety of supplies necessary for emergency survival.

- Hospitals, nursing homes, pharmacies and other health/medical facilities may be severely damaged or destroyed; and the number of victims requiring medical attention may overwhelm those that do remain in operation.

- Normal food processing and distribution capabilities may be severely damaged or destroyed.

- Damage to fixed facilities that generate, produce, use, store or dispose of hazardous materials could result in the release of hazardous materials into the environment.

- Near-total disruption of energy sources and prolonged electric power failures may occur.

- Initially, emergency response will focus on lifesaving activities. County officials will work toward restoring order and control in the disaster area.

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

- The Cowley County EOC will be activated and staffed with agencies organized into specific ESFs. The coordinating agency for each support function is responsible for coordinating the planning and response activities for all the agencies of the function.

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

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

- The County will work to reduce its vulnerability and risk to hazards through proactive mitigation actions and activities.

- All levels of government share the responsibility for working together in mitigating, preparing for, responding to, and recovering from disasters. The emergency plans and procedures referred to in the Cowley County EOP have been maintained by those organizations having responsibility, are in coordination with the EOP, and are exercised on a regular basis.

- Those individuals and organizations with responsibilities identified in the EOP (or in plans that support of the EOP) are sufficiently trained and prepared to perform their respective responsibilities.

K. Pets and Service Animals

This plan takes into consideration the needs of individuals with disabilities relying on service animals. The Americans with Disabilities Act (ADA) protects the rights of all individuals with

disabilities and requires that State and local governments comply with Title II of the ADA in the emergency and disaster-related programs, services, and activities they provide.

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

- Pre-event planning

- Animal sheltering operations

- Animal registration and return

- Coordination with human shelters

FEMA Disaster Assistance Policy 9523.19

The Policy identifies the expenses related to state and local governments' emergency pet evacuation and sheltering activities that are eligible for reimbursement following a major disaster declaration under Category B, Emergency Protective Measures, and provisions of the Public Assistance Program. The terms household pet, service animal, and congregate household pet shelters are defined. The policy details eligible reimbursements related to shelter facilities, supplies and commodities, eligible labor, equipment, emergency veterinary services, transportation, shelter safety and security, cleaning and restoration, and the removal and disposal of animal carcasses.

III. ROLES AND RESPONSIBILITIES

A. Federal Government

The federal government is responsible for:

- Preventing terrorist attacks within the United States through the Department of Homeland Security; reducing the vulnerability of the nation to terrorism, natural disasters, and other emergencies; and minimizing the damage and assisting in the recovery from emergencies.

- Providing emergency response on federally owned or controlled property, such as military installations and federal prisons.

- Providing federal assistance as directed by the President of the United States under the coordination of the United States Department of Homeland Security, Federal Emergency Management Agency and in accordance with National Response plans.

- Identifying and coordinating provision of assistance under other federal statutory authorities.

- Providing assistance to the State and local governments for response to and recovery from a commercial radiological incident consistent with guidelines as established in the current Federal Radiological Emergency Response Plan and the National Response Plan.

- Managing and resolving all issues pertaining to a mass influx of illegal aliens.

- Providing repatriation assistance to U.S. citizens (including noncombatants of the U.S. Department of Defense) evacuated from overseas areas The U.S. Department of Health and Human Services (DHHS), in coordination with other designated federal departments and agencies, is responsible for providing such assistance.

B. State Government

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

- Is responsible for coordinating State resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents in an all-hazards context to include terrorism, natural disasters, accidents, and other contingencies.

- Has power to make, amend, and rescind orders and regulations under a Governor's emergency declaration.

- Provides leadership and plays a key role in communicating to the public and in helping people, businesses, and organizations cope with the consequences of any type of declared emergency within Kansas.

- Encourages participation in mutual aid and implements authorities for the State to enter into mutual aid agreements with other States, tribes, and territories to facilitate resource-sharing.

- Is the Commander-in-Chief of State military forces (National Guard when in State Active Duty or Title 32 Status and the authorized State militias).

- Requests Federal assistance when it becomes clear that State or tribal capabilities will be insufficient or have been exceeded or exhausted.

The Adjutant General's Office, Kansas Division of Emergency Management is responsible for implementing all policy decisions relating to emergency management. These decisions are then relayed to the tasked state agencies. Those emergencies relating to local matters will be coordinated with local emergency management coordinators.

C. County Government

County governments are responsible for:

- Maintaining an emergency management program at the county level involving all government, private and volunteer organizations which have responsibilities in the comprehensive emergency management system within the county.

- Coordinating the emergency management needs of all municipalities within the county and working to establish intra-county Mutual Aid Agreements to render emergency assistance.

- Implementing a broad-based public awareness, education and information program designed to reach all citizens of the county, including those needing special media formats, who are non-English speaking (including persons who do not use English as their first language), and those with hearing impairment or loss.

- Coordinating mutual aid activities within Cowley County to ensure the provision of supplemental emergency aid and assistance.

- Maintaining an emergency management program that is designed to avoid, reduce and mitigate the effects of hazards through the enforcement of policies, standards and regulations.

- Maintaining cost and expenditure reports associated with disasters, including resources mobilized as a result of Mutual Aid Agreements.

- Coordinating public information activities during disasters.

- Developing and maintaining systems to coordinate the provision of shelters and mass care to those displaced by disasters.

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

D. Municipal Government

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

- Appoint and support a qualified person to serve as an Emergency Management Liaison for the City. This position serves as the primary emergency management point of contact between the City and the County and actively participates in the emergency management system.

- Coordinate and integrate emergency management activities of the city with county emergency management through all phases of emergency management (mitigation, preparedness, response, & recovery).

- Provide Cowley County Emergency Management with current copies of the city EOP (or EOGs/SOPs), emergency contact information, and lists of critical resources.

- Ensure incident management activities will be initiated and conducted using the concepts and principles identified by the National Incident Management System (NIMS).

- Ensure all responders have the appropriate level of NIMS and hazardous materials training.

- Train damage assessment teams (for cities desiring to field their own teams) and coordinate efforts with Cowley County's overall damage assessment process.

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

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

E. Special Districts

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

F. Private Sector

It is encouraged that members of the Private Sector:

- Coordinate with government agencies to ensure a broad and comprehensive coverage of assistance during emergencies.

- Provide and coordinate relief not provided by government on a complimentary and supplementary basis.

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

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

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

G. Non-Government and Volunteer Organizations

- Coordinate with government agencies to ensure a broad and comprehensive coverage of assistance and relief during emergencies.

- Provide and coordinate relief not provided by government on a complementary and supplementary basis.

- Develop Mutual Aid Agreements and Memorandums of Understanding of duties and areas of responsibilities to be performed during an emergency.

H. Hospitals, Nursing Facilities and Assisted Living Facilities

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

- Hospitals

  - Arkansas City

    - South Central Kansas Medical Center

  - Winfield

    - William Newton Hospital

- Nursing Facilities (Total Care)

  - Arkansas City

    - Presbyterian Manor

    - Medicalodge

  - Winfield

    - Cumbernauld Village

    - Winfield Senior Living

    - Rest Haven

- Assisted Living Facilities

  - Arkansas City

    - Presbyterian Manor

    - Sterling House Manor

- o Winfield

    - Cumbernauld Village

    - Good Samaritan

    - Winfield Senior Living

- Developmental Disability Facilities

    - o Arkansas City and Winfield

        - Creative Community Living

        - Twin Rivers Developmental Services

        - Mosaic

        - Easter Seals Capper Foundation

I. School Districts

School districts are responsible for the safety and well being of students, staff & visitors to their facilities. Emergency plans should be developed taking into account those hazards to which schools might reasonably be exposed. The districts are encouraged to be proactive in developing and implementing these plans.

J. Legal Affairs Officer

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

K. Emergency Support Functions (ESFs)

ESF Coordinating Agency

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

- Coordination before, during, and after an incident, including pre-incident planning and coordination.

- Maintaining ongoing contact with ESF primary and support agencies.

- Conducting periodic ESF meetings and conference calls.

- Coordinating efforts with corresponding private-sector organizations.

- Coordinating ESF activities relating to catastrophic incident planning and critical infrastructure preparedness, as appropriate.

- Managing mission assignments and coordinating with primary and support agencies, as well as appropriate State officials, operations centers, and agencies.

- Ensuring financial and property accountability for ESF activities.

ESF Primary Agencies

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

- Supporting the ESF coordinator and coordinating closely with the other primary and support agencies.

- Providing staff for the operations at fixed and field facilities.

- Notifying and requesting assistance from support agencies.

- Working with appropriate private-sector organizations to maximize use of all available resources.

- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities.

- Conducting situational and periodic readiness assessments.

- Executing contracts and procuring goods and services as needed.

- Participate in planning for short- and long-term incident management and recovery operations.

- Maintaining trained personnel to support interagency emergency response and support teams.

- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

ESF Support Agencies

Support agencies are those entities with specific capabilities or resources that support the primary agency in executing the responsibilities of the ESF. When an ESF is activated, support agencies are responsible for:

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

- Participate in planning for short- and long-term incident management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first-responder standards.

- Assisting in situational assessments.

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

- Providing input to periodic readiness assessments.

- Maintaining trained personnel to support interagency emergency response and support teams.

- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

L. CITIZEN INVOLVEMENT

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

Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery, and mitigation. A prime example of this is the Cowley County Emergency Response Volunteer Program (CCERV, Inc.) which oversees and assists with the Citizen Corps Program in Cowley County that administers the Community Emergency Response Team (CERT) and County Animal Response Team (CART) programs as well as the Radio Amateur Civil Emergency Services (RACES) and Cowley County Emergency Auxiliary (CCEA). The CERT program provides training for citizens on preparedness, mitigation, response and recovery which empowers them to take responsibility for their own safety in the event of an emergency or disaster situation as well as providing additional assistance for first responders. CART assists with planning and responding to animal-related issues during disasters. RACES provides emergency communications and back up communications to the county. CCEA primarily serves as the county's trained storms spotters; but have roles beyond that to include shelter assistance, emergency protective actions and response to disasters.

Vulnerable needs population citizens are encouraged to register their information with Cowley County Emergency Management for disaster planning and response purposes.

IV. METHOD OF OPERATIONS

A. General
Cowley County uses the nearest appropriate responder concept (likely to be a county, municipal, state or nationally available resource) when responding to any threat, event, or disaster. In most situations, Cowley County agencies will be the first and primary responders,

and will be required to exceed their abilities or deplete their resources before requesting state assistance. Under some rare circumstances state or federal agencies may have the primary jurisdiction for the overall response effort. However Cowley County resources will likely provide the first response for all incidents impacting the jurisdictions.

1. Non-Disaster Daily Operations

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

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

- Local Emergency Planning Committee (LEPC)

The Local Emergency Planning Committee prepares regional hazardous materials emergency plans that indicate the facilities that use, produce, or store hazardous substances that are present in the jurisdiction.

The LEPC serves as the repository for regional reports filed under Title III of the Emergency Planning and Community Right-To-Know Act of 1986 (EPCRA). LEPC directs regional Title III implementation activities and performs associated outreach functions to increase awareness and understanding of and compliance with the EPCRA program.

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

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

2. Emergency Operations

In accordance with KSA 48-932, the Chairman of the Cowley County Cowley County Board of County Commissioners may declare a state of local disaster emergency within Cowley County. Such declaration shall be based on the judgment that a state of local disaster emergency is necessary to deal with a current or imminent emergency/disaster situation.

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

An unsigned copy of a proclamation of a local disaster declaration is included in the file archives section of this plan.

The Cowley County EOP may be activated by the following positions in order of succession:

1. The Chairman of the Cowley County Board of County Commissioners

2. Any other member of the Cowley County Board of County Commissioners.

3. The Cowley County Administrator

4. The Cowley County Emergency Management Director

5. Any of the designated Emergency Management staff members

Response

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

Initial and subsequent notification procedures have been provided to the 24 hour Cowley County Warning Point (Cowley County EOC) for initial contacts based on the type of event. Additional notifications are made as requested by the Incident Commander or Emergency Management Director.

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

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

1. A threat (or potential threat) increases the risk in Cowley County

2. Coordination of response activities are needed

3. Resource coordination is needed to respond to an event

4. Conditions are uncertain or could possibly escalate

5. A County emergency/disaster declaration is made

6. At the discretion of any of the individuals authorized to activate the EOC

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

- Director - Cowley County Emergency Management

- Assistant Coordinator - Cowley County Emergency Management

- EM Specialist - Cowley County Emergency Management

- Volunteer Coordinator - Cowley County Emergency Management

- County Administrator - Cowley County Administrator's Office

- Chair - Cowley County Board of County Commissioners

The Cowley County EOC utilizes 4 levels of activation:

- **Normal:** Situation is monitored by emergency management personnel during normal working hours.

- **Watch:** When conditions indicate an event/disaster is imminent. Notification will be made to those agencies that will need to take action as part of their normal responsibilities. The Cowley County EOC will be staffed by emergency management personnel.

- **Partial-Activation:** When conditions indicate an event/disaster is very imminent or has occurred. Emergency management personnel and essential ESFs are represented in the Cowley County EOC.

- **Full-Scale Activation:** Any disaster/emergency that will require large-scale mutual aid and possible State and Federal assistance in response and recovery. Emergency management personnel and essential ESFs are represented in the Cowley County EOC.

The Cowley County EOC is located at:

Cowley County EOC
321 E. 10th Avenue
Winfield, KS 67156

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

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

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

<u>EOC Organizational Structure</u>

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

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

- **EOC Management**: This component is responsible for the overall disaster policy and coordination. Specific functions include oversight of the EOC and coordinates public information with ESF 15. EOC Management is led by the EOC Director. This position is staffed by a designated responsible agency.

- **Operations Section**: The purpose of this section is to support field operations and coordinate countywide response activities through the implementation of the EOC Action Plan. This section is led by the Operations Section Coordinator which is staffed by a designated responsible agency.

- **Planning Section**: The purpose of this section is to collect, evaluate, process, and disseminate information for use in the EOC. This section is led by the Planning Section Coordinator which is staffed by a designated responsible agency.

- **Logistics Section**: This section supports operational activities through the provision of supplies, equipment, facilities, personnel, mutual aid, and other support and services necessary for disaster response and recovery. This section is led by the Logistic Section Coordinator which is staffed by a designated responsible agency.

- **Finance Section**: The finance section is responsible for the coordination of the financial planning, operations, and reporting services. This section is led by the Finance Section Coordinator which is staffed by Cowley County Clerk's Office.

Cowley County EOC Organizational Chart

Board of County Commissioners

- Liason
- ESF #15: External Affairs (JIC)
- EOC Manager

Response Section Chief

- **Infrastructure Branch**
  - ESF #1: Transportation
  - ESF #2: Communications
  - ESF #3: Public Works & Engineering
  - ESF #12: Energy
- **Emergency Services Branch**
  - ESF #4: Firefighting
  - ESF #8: Public Health & Medical Services
  - ESF #9: Search & Rescue
  - ESF #10: Hazardous Materials
  - ESF #13: Public Safety & Security
- **Human Services Branch**
  - ESF #6: Mass Care, Housing, & Human Services
  - ESF #11: Agriculture & Natural Resources
  - ESF #14: Long-term Recovery

Planning Section Chief

- Situation Unit Leader
- Documentation Unit Leader
- Advanced Planning Unit Leader
- Technical Specialists
- Status Display Unit Leader

Finance and Admistration Section Chief

- Time Unit Leader
- Procurement Unit Leader
- Cost Unit Leader
- Compensation/Claims Unit Leader

Logistics Section Chief

- **Services Unit Leader**
  - Communications Lead
  - Information Systems Lead
- **Support Unit Leader**
  - ESF #7: Resource Management
  - Supply Unit Leader
  - Facilities Unit Leader

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

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

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

3. Field Operations

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

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

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

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

a. Area of Operations

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

b. Area Command

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

- Set overall incident-related priorities

- Allocate critical resources according to priorities

- Ensure that incidents are properly managed

- Ensure that incident management objectives are met and do not conflict with each other or with agency policy

- Identify critical resource needs and report them to EOCs and/or multi-agency coordination entities

- Ensure that short-term emergency recovery is coordinated to assist in the transition to full recovery operations

c. Multi-Agency Coordination Center

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

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

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

- Establish priorities between incidents and/or Area Commands in concert with the Incident Command or Unified Command involved

- Acquire and allocate resources required by incident management personnel in coordination with the priorities established by the IC or UC

- Anticipate and identify future resource requirements

- Coordinate and resolve policy issues arising from the incident(s)

- Provide strategic coordination as required

- Coordinate briefings, message tracking, situational reports, and establish a common operating picture

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

- Coordination

- Communications (that are reliable and contain built-in redundancies)

- Resource dispatch and tracking

- Information collection, analysis, and dissemination
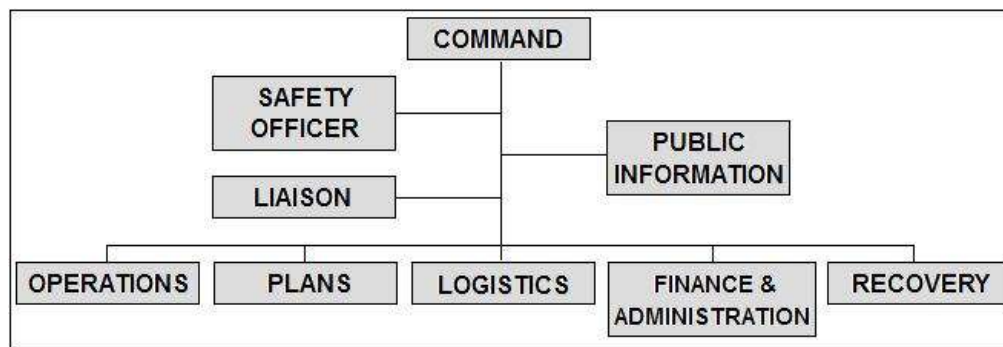
Command Staff

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

COMMAND STAFF
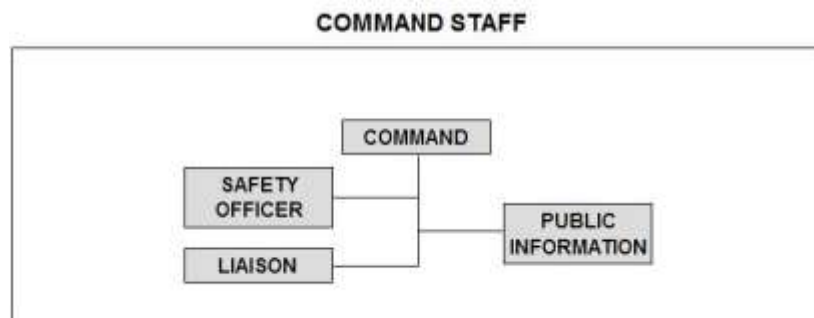
General Staff

The General Staff positions will include the following sections:

- Operations Section

- Planning Section

- Logistics Section

- Finance / Administration Section

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

GENERAL STAFF

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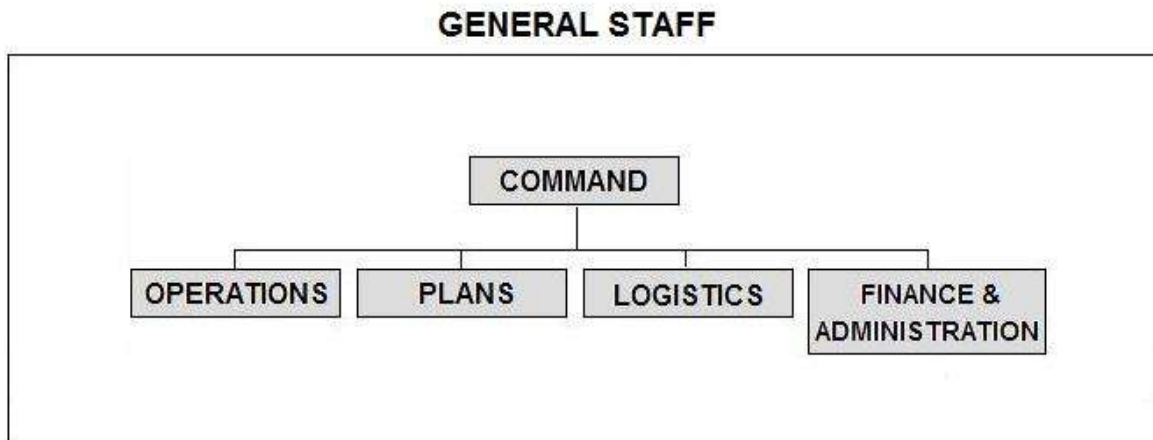
4. Joint Information Center

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

Cowley County has implemented and institutionalized processes, procedures and plans for its JIC and can be referenced in the Annex for ESF 15 - External Communications.

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

Depending on the incident, representatives from each jurisdiction, agency, private sector organization, and non-governmental organization involved in incident management activities will be notified and asked to have their JIC representative respond to the Cowley County EOC within a reasonable period of time. Communication will be accomplished via the Emergency

Alert System, radio, cable override, television, fax, Internet, telephone, local agency contacts, social media or any other means available. When the JIC is activated, the Public Information Officer or his/her designee will notify media outlets that all media inquiries are to be directed to the JIC and that the JIC will be releasing media updates on a routine basis and when noteworthy events take place. Members of the media will not be allowed access to the Cowley County EOC without specific permission from the Emergency Management Director or designee.

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

B. Coordination, Direction and Control

1. County Level

Information Collection and Dissemination

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

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

The Cowley County Emergency Communications Center and the Cowley County EOC work closely together. Therefore, each will be responsible for notifying the other if the threat of a disaster is imminent.

- **Internal**: Response agencies will be notified from the communication center as required by the nature of the disaster.

- **External**: It is the responsibility of Cowley County Emergency Management to notify the appropriate agencies outside of the jurisdiction such as Adjutant General's Office, Kansas Division of Emergency Management, State Emergency Response Commission (SERC), and the United States Department of Agriculture (USDA).

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

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

Information collection needs and priorities will include:

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

Direction and Control

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

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

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

1. The Cowley County Director of Emergency Management

2. Any designated personnel authorized by Cowley County Director of Emergency Management

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

1. Exhausted or will likely exhaust Cowley County resources

2. Exhausted or will likely exhaust mutual aid resources

3. Exhausted or will likely exhaust contractual resources

4. The requested assistance is not available at the local level

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

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

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

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

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

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

2. Coordinating Agencies

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

Coordinating Agency Listing for Emergency Operations Plan	
FUNCTIONAL ANNEX	COORDINATING AGENCY
ESF 1 - Transportation	Cowley County Emergency Management
ESF 2 - Communications	Cowley County Emergency Communications
ESF 3 - Public Works and Engineering	Cowley County Public Works/Engineering Department
ESF 4 - Firefighting	Cowley County Fire Chiefs Association
ESF 5 - Emergency Management	Cowley County Emergency Management
ESF 6 - Mass Care, Housing and Human Services	Cowley County Emergency Management
ESF 7 - Resource Support	Cowley County Emergency Management
ESF 8 - Public Health and Medical Services	City-Cowley County Health Department
ESF 9 - Search & Rescue	Arkansas City Fire/EMS Department (Fire District #5) Winfield Fire/EMS Department (Fire District #7)
ESF 10 - Oil and Hazardous Materials	Arkansas City Fire/EMS Department (Fire District #5) Winfield Fire/EMS Department (Fire District #7)
ESF 11 - Agriculture and Natural Resources	Cowley County Emergency Management
ESF 12 - Energy and Utilities	Cowley County Emergency Management
ESF 13 - Public Safety and Security	Cowley County Sheriff's Office
ESF 14 - Long-Term Community Recovery	Cowley County Emergency Management
ESF 15 - External Communication	Cowley County Administrator's Office

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

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

3. Intergovernmental Mutual Aid

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

These agreements provide reciprocal emergency aid and assistance during an emergency or disaster. They can increase available resources and improve response and recovery efforts. A complete list of Mutual Aid Agreements in effect for Cowley County related to emergency management can be found in Section VII-Authorities and References of this EOP. In addition, these agreements are available for review in their entirety at the Cowley County EOC.

State-Wide Mutual Aid System

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

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

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

Interstate Civil Defense Compact

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

Emergency Management Assistance Compact (EMAC)

The EMAC is a mutual aid agreement and partnership among states to allow for the exchange of resources when state and local resources are overwhelmed and federal assistance is inadequate or unavailable. Request for EMAC assistance are legally binding, contractual arrangements which requires soliciting state to be responsible for reimbursing all out-of-state costs and be liable for the actions and safety of out-of-state personnel. Proving assistance to other states through EMAC is not an obligation. Kansas became a signatory to the compact in 2000 (KSA 48-9a01).
Local Mutual Aid Agreements

Cowley County Emergency Management has entered into two separate local agreements. The first is with the Kansas Department of Corrections (Winfield Correctional Facility) and the other is with all county responding agencies for frequency sharing. Both have been uploaded into the file archive section of this plan.

<u>Requesting Mutual Aid</u>

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

- The Party seeking mutual aid shall make the request directly to the party providing the aid in coordination with Cowley County Emergency Management.

- Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing no later than thirty (30) calendar days following the verbal request unless otherwise stated according to policies or resolutions.

- All communication shall be conducted directly between recipient and provider in coordination with Cowley County Emergency Management.

- The Recipient shall be responsible for keeping all parties advised of the status of mutual aid activities.

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

4. Communication

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

- Dissemination of emergency information to response organizations and government

- Information flow and management to and from the Cowley County EOC

- Communications interoperability among response units

- Primary and backup communications systems

- Telecommunications and information technology resources

- Emergency warning and notification

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

<u>Cowley County Warning Point</u>

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

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

The Cowley County EOC has Standard Operating Guides (SOG) to notify and warn officials and general public of emergency and disaster events that occur in Cowley County. In addition these guides also identify actions to be taken based off types of incidents. Notification lists for agencies and individuals are maintained by the Cowley County EOC . Notification of the State Warning Point is included in these guides. The Director of Emergency Management or other designated Emergency Management staff person will initiate any further notification.

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

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

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

- Activation of the Emergency Alert System (EAS)

- Information statements released to the local media

- Public address systems of public safety vehicles

- Door-to-door contacts

- Phone Messaging System

- Outdoor warning sirens

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

Persons in the threatened areas with vulnerable needs may be notified by all of the methods outlined above. Hotels, motels, Chambers of Commerce and the Tourist Information Center will assist in notification of tourists visiting the area. Most of the other warning systems previously listed would also reach some visitors to the County.

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

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

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

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

5. State Level

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

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

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

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

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

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

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

6. Federal Level

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

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

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

7. Joint Field Office

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

Once a field office has been established in Cowley County, the Cowley County Emergency Management will provide the proper liaisons to the appropriate field office operations.

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

During a recovery operation, the State Coordinating Officer usually appoints a Deputy State Coordinating Officer who represents him/her at the Joint Field Office. The Deputy State

Coordinating Officer is responsible for the establishment and management of State operations in the Joint Field Office and coordination between State and federal programs.

C. Prevention

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

- Expand Regional Collaboration

- Implement the National Incident Management System and National Response Framework (NRF)

- Strengthen Information Sharing and Collaboration capabilities

- Strengthen Interoperable and Operable Communications capabilities

- Strengthen Medical Surge and Mass Prophylaxis capabilities

- Strengthen Planning and Citizen Preparedness Capabilities

- Increase coordination with the Kansas Intelligence Fusion Center (KIFC)

1. Kansas Intelligence Fusion Center

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

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

D. Preparedness

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

- Administer grant programs for operational support and training activities

- Participate in capability assessments at the regional and county level

- Participate in the Comprehensive Resource Management and Credentialing (CRMCS) program to further develop resource management capabilities.

- Establish a inclusive planning process using the "Whole Community "concept.

1. Resource Management and Credentialing

<u>Resource Management</u>

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

1. Vehicle inventories

2. Personnel

3. Equipment

4. Equipment operators

5. Suppliers/Contractors/vendors

6. Resources in adjacent jurisdictions that could be used during a disaster-if applicable

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

1. Facilities

2. Staging areas for internal and external response

3. Services/Contracts/Mutual Aid Agreements

4. List of critical facilities having priority for restoration of utilities during emergencies

<u>Credentialing</u>

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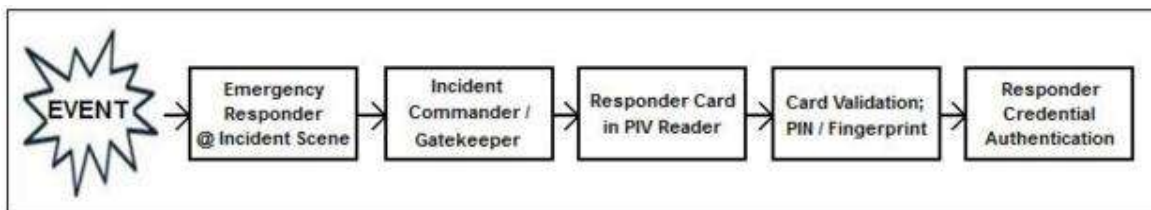
2. Plan Development and Maintenance

Plan Development

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

- Cowley County Mitigation Planning Committee

- Local Emergency Planning Committee (LEPC)

- ESF Coordinating, primary and support agencies

- Mutual aid partners and adjoining counties.

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

- Plan Maintenance

- Plan Maintenance

- Updated ESF 13

- ESF 5 Review

- Plan Maintenance

- Plan Maintenance

- Plan Maintenance

- Plan Maintenance

- Plan Maintenance

- Plan Maintenance

- Plan Maintenance

- Updated ESF 13

- Updated ESF 2 & ESF 6

- Plan Maintenance

- Plan Maintenance

- Mass Fatality TTX

- IWT Table Top Exercise

- Plan Maintenance

- Plan Maintenance

- Plan Maintenance

- Plan Maintenance

- Dust in the Wind Functional Exercise

- Earthquake VTTX

- Back in Black TTX

- ESF 10 Updated, Reviewed and Approved

- Plan Maintenance

- Dust in the Wind Functional Exercise

- Press Two for Activation Functional Exercise

- Plan Maintenance

- Plan Maintenance

- Press One for Response TTX

- Plan Maintenance

- Plan Maintenance

- Plan Maintenance

- Plan Maintenance

- Plan Maintenance

- Plan Maintenance

- VOAD Tabletop Exercise/Seminar

- Cowley County Drive-Thru Flu Clinic

- Plan Maintenance

- Plan Maintenance

- Plan Maintenance

- Plan Maintenance

- Plan Submission
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- CCEA Full Scale training exercise
- Training and Exercise Planning Workshop
- Plan Maintenance
- Plan Maintenance
- EOP Training

- Drive-Thru Flu Clinics

- Local Distribution Site TTX

- WNH Active Shooter TTX

- Severe Weather Seminar

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

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

This Basic Plan and ESF Annexes will be made available to the public online at the Cowley County website or by contacting Cowley County Emergency Management.

Plan Maintenance

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

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

Other Plans

In addition to the Cowley County EOP, additional plans have been developed and are maintained pursuant to state and federal requirements. Other plans include the 2014 Hazard Mitigation Plan (which is currently being updated at the Regional Level); the 2011 Regional Hazard Analysis Plan; the 2014 South Central Kansas Commodity Flow Survey; and the Cowley County Continuity of Operations Plan (COOP), which is nearing completion. All plans can be found in the file archives section of this plan.

3. Public Information

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

- The County Administrator or other designee will serve as the Public Information Officer (PIO). The PIO will work closely with the Director of Cowley County Emergency Management, and will be the primary resource for providing disaster-related information to the public. This includes information about all preparedness, response, recovery, and mitigation activities. Following a disaster, the public will be informed that they can contact the Cowley County EOC to receive disaster-related preparedness, response, recovery, or mitigation information.

- Pre-scripted public service announcements are maintained by Cowley County Emergency Management.

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

- Cowley County Emergency Management will prepare pre-scripted news releases that can easily be edited to include disaster specific information.

- The PIO will, at his/her discretion, send disaster updates to local media outlets, and to the Adjutant General's Office, Kansas Division of Emergency Management.

- Additional information is provided in ESF 15.

4. Training and Exercise

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

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

- Multi-disciplinary and multi-jurisdictional interaction, including involvement with private-sector and non-governmental organizations, during realistic exercises.

- Standard courses on incident command and management, incident management structure, and operational coordination processes and systems.

- Courses focus on discipline and agency-specific subject matter expertise.

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

- IS 700 - National Incident Management System (NIMS), An Introduction

- IS 800 - National Response Plan (NRP), An Introduction

- ICS 100 Series - Incident Command Systems, An Introduction

- ICS 200 Series - Incident Command System, Basic

- ICS 300 Series - Intermediate Incident Command System

- ICS 400 Series - Advanced Incident Command System

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

Event Title: Plan Maintenance
Event Date: 10/25/2018
Event Type: Plan Maintenance
Event Status: Completed
Description:
Reviewed ESF 2 and made some final adjustments in ESF 6 in the ConOps section.

Event Title: Plan Maintenance
Event Date: 10/15/2018
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated ESF's 2 and 7. Working on logistical maps for ESF 7 and uploaded siren maps for ESF 2.

Event Title: Updated ESF 13
Event Date: 8/13/2018
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated a portion of the ConOps in ESF 13.

Event Title: ESF 5 Review
Event Date: 7/19/2018
Event Type: Plan Maintenance
Event Status: Completed
Description: Reviewed ESF 5.

Event Title: Plan Maintenance
Event Date: 7/17/2018
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated ESF's 4, 9 and 10 after meeting with Fire Chiefs.

Event Title: Plan Maintenance
Event Date: 7/17/2018
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated ESF's 4, 9 and 10 after meeting with Fire Chiefs.

Event Title: Plan Maintenance
Event Date: 7/17/2018
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated ESF's 4, 9 and 10 after meeting with Fire Chiefs.

Event Title: Plan Maintenance
Event Date: 7/17/2018
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated ESF's 4, 9 and 10 after meeting with Fire Chiefs.

Event Title: Plan Maintenance
Event Date: 7/16/2018
Event Type: Plan Maintenance
Event Status: Completed
Description: Met with Fire Chiefs from Ark City and Winfield to review ESF's 4, 9 and 10.

Event Title: Plan Maintenance
Event Date: 6/21/2018
Event Type: Plan Maintenance
Event Status: Completed
Description: Uploaded maps and documents into the Basic Plan along with ESF's 1, 2, 3 and 13.

Event Title: Plan Maintenance
Event Date: 6/20/2018
Event Type: Plan Maintenance
Event Status: Completed
Description:
Reviewed and updated ESF's 1 and 3.

Event Title: Updated ESF 13
Event Date: 4/26/2018
Event Type: Plan Maintenance
Event Status: Completed
Description: As ESF 13 Coordinator, the Sheriff reviewed and provided feedback for corrections/update. Those were completed.

Event Title: Updated ESF 2 & ESF 6
Event Date: 4/02/2018
Event Type: Plan Maintenance
Event Status: Completed
Description:

Event Title: Plan Maintenance
Event Date: 3/27/2018
Event Type: Plan Maintenance
Event Status: Completed
Description: Finished the Hazards/Risk Assessment to match the Hazard Mitigation Plan.

Event Title: Plan Maintenance
Event Date: 3/26/2018
Event Type: Plan Maintenance
Event Status: Completed
Description: Worked on updating the Hazard Risk Assessment section.

Event Title: Plan Maintenance
Event Date: 3/19/2018
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated contacts for Sheriff's Office and MIS/GIS Department.

Event Title: Mass Fatality TTX
Event Date: 2/13/2018
Event Type: Table Top Exercise
Event Status: Completed
Description: One staff member participated in the SC Region Mass Fatality TTX. Other participants from Cowley County were City-Cowley Co Health Dept, William Newton

Hospital and South Central Kansas Medical Center.

Event Title: IWT Table Top Exercise
Event Date: 1/23/2018
Event Type: Table Top Exercise
Event Status: Completed
Description: All staff members participated in the statewide Integrated Warning Team (IWT) Table Top Exercise in Lyons, KS.

Event Title: Plan Maintenance
Event Date: 1/18/2018
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated County Commissioner information.

Event Title: Plan Maintenance
Event Date: 1/18/2018
Event Type: Plan Maintenance
Event Status: Scheduled
Description: Reviewed, compared, added and updated the Hazard Analysis section to mirror the 2014 Hazard Mitigation Plan.

Event Title: Plan Maintenance
Event Date: 1/17/2018
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated Logistics section of Base Plan.

Requested map updates for law beats from Arkansas City PD, Winfield PD and Cowley Sheriff. Also requested updated maps from the County GIS Dept regarding city limit, siren coverage, EMS districts, fire districts, dispatch zones, evac routes and rural water districts.

Event Title: Plan Maintenance
Event Date: 11/29/2017
Event Type: Plan Maintenance
Event Status: Completed
Description: LEPC approved ESF's 4, 9 and 10 that had been approved by the Ark City Fire/EMS and Winfield Fire/EMS Depts. Only change made today on ESF 10 was to add City-Cowley County as a support agency. They were previously listed with duties in the annex, but were missed on the initial support agency list.

Event Title: Plan Maintenance
Event Date: 11/22/2017
Event Type: Plan Maintenance

Event Status: Completed
Description: Updated portions of the following sections: Facilities/Sites (address and supplies for the EOC); Orders of Succession, Jurisdiction Profile and Base Plan.

Event Title: Plan Maintenance
Event Date: 11/22/2017
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated contact information for District Court, Community Corrections and Winfield Fire Dept.

Event Title: Dust in the Wind Functional Exercise
Event Date: 10/24/2017
Event Type: Functional Exercise
Event Status: Completed
Description: Completed a functional exercise involving internal volunteer groups.

Event Title: Plan Maintenance
Event Date: 8/10/2017
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated contact information by adding new County Appraiser.

Event Title: Plan Maintenance
Event Date: 6/26/2017
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated contact lists.

Event Title: Earthquake VTTX
Event Date: 6/21/2017
Event Type: Table Top Exercise
Event Status: Completed
Description: Completed a virtual TTX through FEMA involving community partners with an earthquake scenario.

Event Title: Back in Black TTX
Event Date: 5/02/2017
Event Type: Table Top Exercise
Event Status: Completed
Description: Completed a TTX with community partners simulating a county-wide power outage.

Event Title: Plan update
Event Date: 2/01/2017
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated the positions of County Administrator and MISGIS Director.

Event Title: Plan Update
Event Date: 1/09/2017
Event Type: Plan Maintenance
Event Status: Scheduled
Description: Updated the master list of contacts.

Event Title: ESF 10 Updated, Reviewed and Approved
Event Date: 12/14/2016
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated ESF-10 with input from AC FD/EMS and Winfield Fire/EMS.
Reviewed and approved by the LEPC at the meeting on December 14, 2016.

Event Title: Plan Maintenance
Event Date: 11/14/2016
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated ESF 15.

Event Title: Dust in the Wind Functional Exercise
Event Date: 10/25/2016
Event Type: Functional Exercise
Event Status: Completed
Description: Completed a functional exercise involving internal volunteer groups.

Event Title: Plain Maintenance
Event Date: 9/08/2016
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated contacts list for the MIS Dept.

Event Title: Plan Maintenance
Event Date: 8/25/2016
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated contact list.

Event Title: Plan Maintenance
Event Date: 8/17/2016
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated contact list.

Event Title: Plan Maintenance
Event Date: 1/25/2016
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated BOCC member information.

Event Title: Press Two for Activation Functional Exercise
Event Date: 11/10/2015
Event Type: Functional Exercise
Event Status: Completed
Description: Functional exercise with EM, CCEA, CERT, NWS, WPD, UFD, KSOK, ACPD and KDEM testing Operational Coordination, Operational Communication and Public Information and Warning.

Event Title: Plan Maintenance
Event Date: 10/22/2015
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated the contact information for The Salvation Army.

Event Title: Plan Maintenance
Event Date: 10/19/2015
Event Type: Plan Maintenance
Event Status: Completed
Description: Winfield and Ark City Fire/EMS Depts. reviewed ESF and all attachments. Both concluded that no updates or corrections were necessary.On this date, the 2011 Regional Hazard Analysis and 2014 Regional Commodity Flow Survey were added to the File Archive section of the plan.

Event Title: Press One for Response TTX
Event Date: 9/22/2015
Event Type: Table Top Exercise
Event Status: Completed
Description: Conducted a TTX for the EM staff and CCEA volunteers to test operational coordination and operational communications.

Event Title: Plan Maintenance
Event Date: 8/26/2015
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated Interpreter contacts in ESF 6 attachments.

Event Title: Plan Maintenance
Event Date: 8/26/2015
Event Type: Plan Maintenance
Event Status: Scheduled
Description: Added new Non-Profit agency to agency list (Legacy Regional Community Foundation). Updated ESF 14 to include their role for recovery.

Event Title: Plan Maintenance
Event Date: 7/08/2015
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated EM staff information.

Event Title: Plan Maintenance
Event Date: 6/02/2015
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated generators for critical facilities list and uploaded.

Event Title: Plan Maintenance
Event Date: 5/18/2015
Event Type: Plan Maintenance
Event Status: Completed
Description: Uploaded new Ark City Sirens Map to ESF 2 in the File Archives section.

Event Title: Plan Maintenance
Event Date: 10/15/2014
Event Type: Plan Maintenance
Event Status: Completed
Description: Replaced old EMA-DOC MOU with a new one.

Event Title: VOAD Tabletop Exercise/Seminar
Event Date: 10/14/2014
Event Type: Table Top Exercise
Event Status: Completed
Description: A seminar/ttx was held for the newly formed Cowley County VOAD joined by reps from EM, ARC, UW211. It was held at the Tisdale UMC.

Event Title: Cowley County Drive-Thru Flu Clinic
Event Date: 10/10/2014
Event Type: Full Scale Exercise
Event Status: Completed
Description: EM staff and volunteers assisted the City-County HD with their annual drive-thru flu clinic with doubled as a full-scale exercise. The exercise was held at Twin Rivers Developmental Supports in Strother Field.

Event Title: Plan Maintenance
Event Date: 3/03/2014
Event Type: Plan Maintenance
Event Status: Completed
Description: Worked on promulgation and created clean reports for entire plan.

Event Title: Plan Maintenance
Event Date: 2/20/2014
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated the authorities/references section in each ESF. Worked on formatting and submitted questions to KDEM to fix formatting issues, especially regarding the missing data in ESF 14.

Event Title: Plan Maintenance
Event Date: 2/03/2014
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated the following maps: PSAP, EMS Districts, Fire Districts, Utility Providers, and Kennels.

Event Title: Plan Maintenance
Event Date: 1/10/2014
Event Type: Plan Maintenance
Event Status: Completed
Description: Added Engineer's Daily Time record, animal composting plan and daily ops plan to file archive.

Event Title: Plan Submission
Event Date: 12/23/2013
Event Type: Other
Event Status: Completed
Description: Submitted plan to Andrew Foster (CC to Jim Leftwich) to ask for State review/approval.

Event Title: Plan Maintenance
Event Date: 12/18/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated ESFs 3 and 6.

Event Title: Plan Maintenance
Event Date: 12/17/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Worked on ESF 3 and 6.

Event Title: Plan Maintenance
Event Date: 12/16/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Worked on ESF 3 and 6.

Event Title: Plan Maintenance
Event Date: 12/11/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated ESF 6.

Event Title: Plan Maintenance
Event Date: 12/10/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated ESF 1.

Event Title: Plan Maintenance
Event Date: 11/21/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated ESF 10 and 11.

Event Title: Plan Maintenance
Event Date: 11/20/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Worked on ESFs 10, 11, 12 and 14.

Event Title: Plan Maintenance
Event Date: 11/15/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated ESFs 7 and 11.

Event Title: Plan Maintenance
Event Date: 11/14/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated ESF 7.

Event Title: Plan Maintenance
Event Date: 11/13/2013
Event Type: Plan Maintenance
Event Status: Scheduled
Description: Updated ESF 14

Event Title: Plan Maintenance
Event Date: 11/12/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated ESF 12 and 14.

Event Title: Plan Maintenance
Event Date: 11/06/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated ESFs 3, 4, 6, 9, 10, and 14.

Event Title: Plan Maintenance
Event Date: 11/01/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Met with Engineer's office for ESF 3 and received information and updates from Fire Depts for ESFs 4, 9 and 10.

Event Title: Plan Maintenance
Event Date: 10/31/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated ESF 3, 11, 13 and 14.

Event Title: Plan Maintenance
Event Date: 10/30/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Worked on maps for ESF 13; updated ESF 3 and worked on action items.

Event Title: Plan Maintenance
Event Date: 10/29/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated portion of ESF 10 and requested info for ESF 3.

Event Title: Plan Maintenance
Event Date: 10/28/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Met with Winfield and Ark City Fire Depts to work on ESFs 4, 9 and 10.

Event Title: Plan Maintenance
Event Date: 10/24/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated action items for ESF 10. Worked on ESF 3.

Event Title: Plan Maintenance
Event Date: 10/22/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated ESF 13 and sent out for review.

Event Title: Plan Maintenance
Event Date: 10/21/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated ESF 13.

Event Title: Plan Maintenance
Event Date: 10/14/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Reviewed ESF 4, 9 and 10. No major updates completed, but ran three reports to send to local Fire Dept.

Event Title: Plan Maintenance
Event Date: 9/27/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Worked on ESF 4. Uploaded files for ESF 13 and worked with GIS Dept for maps in ESF 1.

Event Title: Plan Maintenance
Event Date: 9/26/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Worked on and updated ESFs 4, 9 and 13.

Event Title: Plan Maintenance
Event Date: 9/25/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Began entering and gathering info for ESF 13.

Event Title: Plan Maintenance
Event Date: 9/23/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated and worked on ESF 2, ESF 9 and ESF 10.

Event Title: Plan Maintenance
Event Date: 9/20/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated Basic Plan, ESF 2, ESF 4, ESF 9 and ESF 15.

Event Title: Plan Maintenance
Event Date: 9/19/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated basic plan, ESF #2 and ESF #15. Uploaded documents to the file archives section.

Event Title: Plan Maintenance
Event Date: 9/18/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Worked on and updated basic plan, ESF #2, ESF #5, ESF #8 and ESF #15.

Event Title: Plan Maintenance
Event Date: 9/17/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Worked on: Basic Plan, ESF 2, ESF 5, ESF 8 and ESF 15.

Event Title: Plan Maintenance
Event Date: 9/16/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated facilities list, contacts and base plan.

Event Title: Plan Maintenance
Event Date: 9/09/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Worked on ESF 5 and got questions answered about POD's, LZ's, Staging Areas and ESF 8 responsibilities.

Event Title: Plan Maintenance
Event Date: 8/28/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Worked on and updated ESF 8.

Event Title: Plan Maintenance
Event Date: 8/27/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Worked on and updated ESF 5 and ESF 8.

Event Title: Plan Maintenance
Event Date: 8/23/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Reviewed ESF 5 and worked on Action Items.

Event Title: Plan Maintenance
Event Date: 7/24/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Worked on base plan and ESF 5.

Event Title: Plan maintenance
Event Date: 6/27/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated portions of the base plan.

Event Title: Plan Maintenance
Event Date: 6/24/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated base plan.

Event Title: Plan Maintenance
Event Date: 6/21/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated Public Information and training/exercise sections.

Event Title: Plan Maintenance
Event Date: 6/20/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated base plan.

Event Title: Plan Maintenance
Event Date: 5/17/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated Jurisdiction Profile (demographics and school info) and updated base plan.

Event Title: Plan Maintenance
Event Date: 5/15/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated Topography info, ESF 15, and Base Plan info (Hazard Analysis, Public Safety, Education and Culture, Arts and Humanities.

Event Title: Plan Maintenance
Event Date: 5/14/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated Economic Profile and Public Safety Agencies in Base Plan.

Event Title: Plan Maintenance
Event Date: 5/01/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated departments.

Event Title: Plan Maintenance
Event Date: 4/30/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated contact information in the Master Plan. Began updating Department information in EOP.

Event Title: Plan Maintenance
Event Date: 4/22/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated contacts in Master Plan. Imported facilities and updated general information.

Event Title: Plan Maintenance
Event Date: 4/22/2013
Event Type: Plan Maintenance
Event Status: Completed
Description: Reviewed jurisdiction profile and hazards/assessments. Updated communications.

Event Title: CCEA Full Scale training exercise
Event Date: 3/26/2013
Event Type: Full Scale Exercise
Event Status: Completed
Description: Two sessions were completed with new Auxiliary members to simulate severe storms and an EOC activation.

Event Title: Training and Exercise Planning Workshop
Event Date: 12/06/2012
Event Type: Table Top Exercise
Event Status: Completed
Description: Local agencies and responders conducted a facilitated training and exercise planning workshop. The goal was to collectively plan trainings and exercises for the years of 2013-2015.

Event Title: Plan Maintenance
Event Date: 11/26/2012
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated the demographic and economic sections of the Geographical characteristics. Rodney Rowley

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Event Title: Plan Maintenance
Event Date: 11/09/2012
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated departments, contacts, successions/authorities and general info.

Event Title: Plan Maintenance
Event Date: 11/09/2012
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated contact list.

Event Title: Plan Maintenance
Event Date: 11/07/2012
Event Type: Plan Maintenance
Event Status: Completed
Description: Updated contacts.

Event Title: EOP Training
Event Date: 11/06/2012
Event Type: Plan Maintenance
Event Status: Completed
Description:

Event Title: Supersystem training
Event Date: 11/06/2012
Event Type: Training
Event Status: Completed
Description: Initial training on Supersystem by Andrew Foster.

Event Title: Drive-Thru Flu Clinics
Event Date: 10/20/2012
Event Type: Full Scale Exercise
Event Status: Completed
Description: City-County Health Dept and Cowley County Emergency Management conducted two full-scale drive-thru flu clinics in both Arkansas City and Winfield.

Event Title: Local Distribution Site TTX
Event Date: 7/23/2012
Event Type: Table Top Exercise
Event Status: Completed
Description: The City-County HD in conjunction with the William Newton Hospital and South Central KS Medical Center conducted a ttx for local distribution sites.

Event Title: WNH Active Shooter TTX
Event Date: 5/23/2012
Event Type: Table Top Exercise
Event Status: Completed
Description: An Active Shooter TTX with local responders hosted by the William Newton Hospital.

Event Title: Severe Weather Seminar
Event Date: 2/28/2012
Event Type: Training
Event Status: Completed
Description: The annual Storm Fury on the Plains Severe Weather Seminar for weather safety sponsored by the CCEM and CCEA.

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

The following agencies and entities have exercise programs:

Name of Agency	Type of Exercise Program
Cowley County Emergency Management	Active - designated exercise program manager
City-County Health Dept.	Active
William Newton Hospital	Active - designated EM coordinator
South Central Kansas Medical Center	Active

After Action Reviews and Corrective Action Plans

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

- Change to plans/procedures

- Acquire new or replace outdated equipment/resources

- Train/Re-Train Personnel

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

E. Response

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

1. Local Emergency Operations Center (EOC)

The Cowley County EOC is the facility that is used to coordinate a County response to any major emergency or disaster situation. The Cowley County EOC is located at 321 E. 10th Avenue Winfield, KS 67156. The facility serves as the coordination, command and control center for Cowley County. The Cowley County EOC is staffed as prescribed above. Security and maintenance of the Cowley County EOC will be carried out in accordance with the provisions of the most current version of the Cowley County EOP. In the event the Cowley County EOC is threatened, an alternate EOC site may be activated as designated in the Cowley County Emergency Management Continuity of Operations Plan.

The Cowley County EOC will be activated for actual or potential events that threaten Cowley County. The level of activation will be determined by the Director of Cowley County Emergency Management based on the emergency or disaster event.

Additional information on Cowley County EOC, communications, warning points, and field operations has been previously provided above.

2. Public Safety Enforcement Actions

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

F. Recovery

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

- To deploy several specialized recovery teams (personnel) and facilities (centers) into a disaster area to help victims and support the Incident Commander

- To work closely with the Adjutant General's Office, Kansas Division of Emergency Management and to inform affected local governments, individuals and businesses that programs are available to assist them in recovery efforts.

1. Recovery Field Operations

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

2. Recovery Personnel

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

- Community Relations Team - Team is deployed to disseminate information and collect data to assist disaster-affected communities and eligible individuals in receiving assistance. The primary function of this team is to identify and report unmet human needs and to inform disaster victims of the disaster assistance programs and registration process.

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

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

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

3. Damage Assessment

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

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

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

Cowley County Emergency Management is the lead for the County's Damage Assessment Program. Responsibilities include: recruitment and training of team members and the overall management of damage assessment priorities in coordination with ESF 5.

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

The Emergency Manager will provide information to the Adjutant General's Office, Kansas Division of Emergency Management within 12-36 hours if possible.

Initial Safety and Damage Assessments

The County will conduct an initial damage assessment using resources to determine the overall extent of damages. Cowley County Emergency Management is responsible for the direction and control of the Impact Assessment process and has pre-identified County and municipal employees who will assist with damage assessment. Also, members of the fire department have been trained and will assist with damage assessment. The goal of this assessment is to determine the magnitude and severity of damage to structures and infrastructure; and, in the event of a severe rainfall event, determine the level of flooding damage. This information will be collected by Cowley County Emergency Management who will then provide the information to the Adjutant General's Office, Kansas Division of Emergency Management.

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

Team members will be contacted by telephone, pager, cellular phone, email or two-way radio. Cowley County Emergency Management maintains a current contact list of Damage Assessment Team members. Information collected through the initial damage assessment will be collected by Cowley County Emergency Management who will then provide the information to the Adjutant General's Office, Kansas Division of Emergency Management.

Preliminary Damage Assessment

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

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

declaration.

Habitability Assessments

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

The municipalities in Cowley County are responsible for all corresponding inspections, damage assessments and other disaster response and recovery functions and activities for their jurisdictional area and the County would include the municipalities in its response and recovery activities due to their limited resources. The municipalities will still coordinate final reporting to Cowley County Emergency Management, who will then provide the information to the Adjutant General's Office, Kansas Division of Emergency Management.

The County is responsible for all corresponding inspections, damage assessments and other disaster response and recovery functions and activities for their jurisdictional area. The County will coordinate final damage estimates to Cowley County Emergency Management, who will then provide the information to the Adjutant General's Office, Kansas Division of Emergency Management.

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

Priorities of inspections include:

- Structures involved in response operations

- Critical transportation routes and infrastructure

- Essential county facilities

Cities and special districts within the County share responsibility for damage assessment and provide information regarding damages and costs within their jurisdictions and service areas to Cowley County Emergency Management, who will then provide the information to the Adjutant General's Office, Kansas Division of Emergency Management.

4. Disaster Declaration

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

The Joint Field Office (JFO) is the primary field location for the coordination of federal and state recovery operations. The Federal Coordinating Officer (FCO) and the State Coordinating Officer (SCO) co-locate in the JFO, as well as other Federal and State personnel. Recovery and

mitigation operations, logistics, information and planning, financial management and general administration are coordinated at the JFO.

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

Declared Disasters

Public Assistance (PA)

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

- Category A: Debris Removal

- Category B: Emergency Protective actions

- Category C: Road Systems

- Category D: Water Control Facilities

- Category E: Buildings and Equipment

- Category F: Utilities

- Category G: Parks, Recreation, and Other

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

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

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

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

- Contractual agreements with Adjutant General's Office, Kansas Division of Emergency Management are executed with applicants with all reimbursements coming through Adjutant General's Office, Kansas Division of Emergency Management.

- Documentation, record keeping, inspections, and final closeouts are overseen and approved by the Adjutant General's Office, Kansas Division of Emergency Management.

Documentation is obtained by Cowley County Emergency Management regarding damage sustained to:

- Roads

- Water control facilities

- Public building and related equipment

- Public utilities

- Facilities under construction

- Recreational and park facilities

- Educational institutions

- Certain private non-profit facilities

Individual Assistance (IA)

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

Non-Declared Disasters

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

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

6. Disaster Recovery Centers and Staging Areas

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

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

- Discuss their disaster-related needs

- Obtain information about disaster assistance programs

- Tele-register for assistance

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

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

The Director of Cowley County Emergency Management, the State of Kansas and potentially FEMA, will assess the need to open Disaster Recovery Centers and Field Offices, based upon initial damage assessment and human services needs estimates and reports. Cowley County Emergency Management will request that the Adjutant General's Office, Kansas Division of Emergency Management open a Disaster Recovery Center in Cowley County.

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

Fixed locations for Disaster Recovery Centers include:

> No fixed locations are identified.

The County Public Information Officer (County Administrator) or designee, will provide local media with detailed information on locations of recovery centers, distribution sites and other individual assistance programs. Pamphlets will be prepared to be distributed by personnel in damaged areas so citizens will know how to apply for assistance. Mass emails, press releases and social networking sites will also be used to disseminate information.

7. Unmet Needs

The South Central Kansas Regional VOAD will coordinate the unmet needs recovery function. The Disaster Services Director of the South Central Kansas Regional VOAD or designee will serve as the Unmet Needs Coordinator for Cowley County following a disaster. The Disaster Services Director will be responsible for making contacts and establishing a relationship with community service providers, local churches, community outreach programs and volunteer

organizations to be called upon in the event that a disaster creates unmet needs in the community.

Once immediate life safety issues have been addressed in the end of the response phase and early in the recovery phase, the next task will be identifying any unmet needs. If the need arises for an Unmet Needs Committee, the Disaster Services Director will appoint a committee and a chairperson. The committee will be comprised of members from local religious organizations, South Central Kansas Regional VOAD and the appropriate State and Federal agencies. The Unmet Needs Committee Chairperson will be responsible for the oversight of the committee, addressing immediate human needs (food, water, clothing, etc.), immediate housing needs, issues involving special needs population and coordination with Community Relations Teams. The unmet needs committee will be formed on an as-needed basis for a given event. The Disaster Services Director will select the appropriate individuals and organization when the committee is formed.

G. Mitigation

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

- Complete and maintain a hazards and risk assessment

- Comprehensive list of mitigation goals, objectives and tasks

- Planning process and organizational framework for carrying out the mitigation goals and objectives

- Implement Pre and Post Hazard Mitigation Actions to reduce overall risk/vulnerability

- Evaluation of existing agencies, organizations, plans, programs and guidelines that impact mitigation.

1. Coordination of Mitigation Activities

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

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

2. Mitigation Programs

Pre-Disaster Activities

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

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

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

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

- ***State Hazard Mitigation Planning*** - The State Hazard Mitigation Plan is updated every three years or in the aftermath of a disaster at the direction of the State Hazard Mitigation Officer (SHMO) as necessary. Additionally, the mitigation staff continues to provide technical assistance to communities on the development, implementation, and maintenance of local mitigation strategies.

Post Disaster Activities

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

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

V. ADMINISTRATION, FINANCE AND LOGISTICS

A. Documentation

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

- Documentation is the key to recovering emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.

- Documentation provides a legal account of the actions which took place before, during and after an emergency.

- Documentation provides for a historical record which could be used during after action reviews to improve response operations in the future.

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

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

- Actions taken (or not taken)

- Resources expended

- Economic and human impacts

- Lessons learned and possible improvements

- Possible mitigation measures that could be taken

- Key impacts and damages

B. Finance

Funding

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

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

Disaster Assistance

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

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

Tracking Local Disaster Costs

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

Insurance and Cost Recovery

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

Pet Sheltering Costs: Disaster Assistance Policy (DAP) 9523.19

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

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

C. Logistics

Identifying Resource Gaps

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

The LEPC using input and data from the regional capability assessment (see file archive), Department of Homeland Security, local intelligence and threat assessments, will provide a high

level determination of resource needs. These assessments will take into account specific threats as well as potential all-hazard threats and response capability.

Resource and logistic response will be prioritized and accomplished under the direction of the EOC Manager. Information from Field Incident Commanders and Incident Action Plan priorities will be used to prioritize multiple requests. Resource requests will be met dependent on incident type and the responding entities available or anticipated resource requirements. All resource requests should be captured using an ICS form. Any requests requiring rental, hire or costs to fill will be passed on to the Finance group with a copy of the ICS form.

Cowley County maintains a list of all Fire, EMS and Law personnel and equipment in a master resource database. That database is updated by each respective agency as needed. The Cowley County Public Works Department, as well as each municipal and townships jurisdictions, maintain a list of available equipment and personnel. Officers from the three largest law enforcement agencies are part of the Southern Kansas SWAT (SKS) Team which is a joint effort between Cowley and Sumner Counties. The two EMS departments are part of the MERGe program and each provide ALS services. The Arkansas City Fire/EMS Dept and the Winfield Fire/EMS Dept have trained HazMat Technicians are also part of a Chemical Assessment Team in conjunction with Sumner County. Sedgwick County offers the closes regional HazMat team to Cowley County. Both of the previous mentioned departments have high angle, trench and swift water rescue capabilities. Both are also part of the Kansas Task Force 5 Team.

Special Needs/Elderly/Health Care Transportation: There could be cases where the elderly, disabled or specials need persons would need to evacuate an area or be transported. The EOC will work directly with ESF 8 and facilities within Cowley County to coordinate the use of each agency's vehicles during transportation. If medically necessary, EMS departments could be utilized for their ambulances if available.

Transportation Resources: Additional transportation resources can be obtained from the five school districts located within the County. General public transportation and the Council on Aging also have resources available for use.

ESF 8, along with ESF 15 will coordinate public information releases to be distributed to the community if the need arises to identify any residents that may need assistance that have not previously been identified.

Schools: When schools are in session, students, teachers and staff will respond as outlines in their existing school plans based upon a threat or event. If a specific plan does not exist, those in charge shall gather students and take to the safest area in the shortest amount of time. If the event is severe weather related, each school shall follow their own plan to seek shelter. Arkansas City has six FEMA approved shelters available for their students and are open to the public. The districts in Udall and Burden have recently constructed safe rooms in their facilities. In those schools without specific designated safe rooms, students shall be taken to the safest areas identified by their staff that will provide the greatest amount of protection.

Contracting

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

- Attached to the file archive of this plan is a list of contractors that could be used to support emergency operations.

- The CRMCS has the functionality to enter contractor support and can be retrieved during an emergency.

- Cowley County can access the state contracting website at http://www.da.ks.gov/purch/Contracts and query for available state contracts applicable to political subdivisions (i.e. counties, cities, etc.)

- County resource battle books with specific contracting lists.

Requesting State Assistance

Coordination of resource needs:

- When local municipal resources are committed, Cowley County Emergency Management will coordinate assistance to satisfy resource needs.

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

- Only the Cowley County Emergency Manager or documented designee, is authorized to request resource support from the Adjutant General's Office, Kansas Division of Emergency Management

- Adjutant General's Office, Kansas Division of Emergency Management will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major disaster that threatens to exceed the capabilities and resources of the state.

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

Key Logistics Facilities

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

Cowley County Points of Distribution:

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

Burden High School
700 N. Main
Burden, KS 67019

Dexter High School
311 N. Main
Dexter, KS 67038

Udall High School
303 S. Seymour
Udall, KS 67146

Cowley County Staging Area:

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

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

Broadway Recreation Complex
2200 Broadway St.
Winfield, KS 67156

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

Winfield Fairgrounds
1105 W. 9th
Winfield, KS 67156

Cowley County Landing Zones:

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

Strother Field Airport (KWLD)
22193 Tupper Street
Winfield, KS 67005

William Newton Hospital
1300 E. 5th Avenue
Winfield, KS 67156

Pre-Staging

Certain situations will require pre-staging assets. Identifying these resources and triggers points to utilize such resources are based on the phases indicated in the Cowley County Incident

Action Plan (IAP). The IAP will be developed in preparation of or during an emergency or disaster situation.

Fuel

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

Security

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

VI. CONTINUITY OF OPERATIONS / CONTINUITY OF GOVERNMENT

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

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

VII. REFERENCES AND AUTHORITIES

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

Relationship to Other Plans

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

- Hazardous Materials

- Mitigation Plan / Local Mitigation Strategy

- Special Needs

- Continuity of Operations / Continuity of Government (COOP/COG)

- Terrorism

- Other

<u>References:</u>

- **Federal Bureau of Investigation's Concept of Operations** - Federal Bureau of Investigation's Concept of Operations for Weapons of Mass Destruction

- **Federal Radiological Emergency Response Plan**

- **National Incident Management System (NIMS)** - National Incident Management System (NIMS)

- **National Response Framework (NRF)** - National Response Framework (NRF)

- **City of Winfield Electric Dept. Emergency Action Plan (2013 Ed.)** - City of Winfield Electric Department's Emergency Action Plan

<u>Authorities:</u>

- **44 CFR 350** - of the Code of Federal Regulations.

- **44 CFR Part 10** - Environmental Considerations.

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

- **44 CFR Part 14** - Audits of State and Local Governments.

- **44 CFR Part 206** - Federal Disaster Assistance for Disasters Declared after November 23, 1988.

- **44 CFR Parts 59-76** - National Flood Insurance Program and related programs.

- **50 CFR, Title 10** - 50 CFR - Title 10 of the Code of Federal Regulations.

- **National Flood Insurance Act of 1968, 42 U.S.C. 4101** - As amended by the National Flood Insurance Reform Act of 1994 (Title V of Public Law 103-325).

- **Public Law 101-549** - Clean Air Act Amendments of 1990, which provide for reductions in hazardous air pollutants and risk management planning requirements.

- **Public Law 101-615** - Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.

- **Public Law 106-390, Disaster Mitigation Act 2000** - Public Law 106-390, Disaster Mitigation Act of 2000, to amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the Federal costs of disaster assistance, and for other purposes.

- **Public Law 107-296, 116 Stat. 2135 (2002)** - Public Law 107-296, 116 Stat. 2135 (2002) (codified predominantly at 6 U.S.C. 101-557 and other sections of the U.S.C.), ESTABLISHED THE Department of Homeland Security with the mandate and legal authority to protect the American people from the continuing threat of terrorism.

- **Public Law 833-703** - amendment to the Atomic Energy Act of 1954.

- **Public Law 84-99,33 U.S.C. 701n** - Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, and repair and restoration of flood control works threatened or destroyed by flood.

- **Public Law 85-256, Price-Anderson Act** - 42 U.S.C. 2210, which provides for a system of compensating the public for harm caused by a nuclear accident.

- **Public Law 89-665,16 U.S.C. 470** - National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.

- **Public Law 91-671, Food Stamp Act of 1964** - in conjunction with Section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.

- **Public Law 93-234** - Flood Disaster Protection Act of 1973, as amended by the Flood Insurance Reform Act of 1994, 42 U.S.C. 4001, et seq, provides insurance coverage for all types of buildings.

- **Public Law 93-288, as amended, 42 U.S.C. 5121** - et seq, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, which provides authority for response and recovery assistance under the Federal Response Plan, which empowers the President to direct any federal agency to utilize its authorities and resources in support of State and local assistance efforts.

- **Public Law 95-510, 42 U.S.C. 9601** - et seq, the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.

- **Public Law 99-499** - Superfund Amendments and Re-authorization Act of 1986, Part III, the Emergency Planning and Community Right-to-Know Act of 1986, 42 U.S.C. 11001, et seq, which governs hazardous materials planning and community right-to-know.

- **Regulatory Improvement Act of 1994** - Regal Community Development and Regulatory Improvement Act of 1994.

- **Stewart B. McKinney Homeless Assistance Act** - 42 U.S.C. 11331-11352, Federal Emergency Management Food and Shelter Program.

- **Kansas Administrative Regulation 56-2-1 and 56-2** - These regulations define the requirements of local emergency management agencies. It establishes the minimum functions of such agencies, the minimum support counties must provide to such agencies and the minimum qualifications of county emergency management directors/coordinators.

- **Kansas Planning Standards** - The Kansas Planning Standards (KPS) is intended to be an all-encompassing guide to review or redevelop Local Emergency Operations Plans (LEOPs).

- **Kansas Response Plan** - The Kansas Response Plan (KRP) is designed to address natural and man-made hazards that could adversely affect the State of Kansas. The KRP applies to all State government departments and agencies that are tasked to provide assistance in a disaster or emergency situation. It describes the fundamental policies, strategies, and general concept of operations to be used in control of the emergency from its onset through the post disaster phase.

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

- **KSA 12-16, 117** - This state statute empowers municipalities (counties and cities) to establish policies regarding the rendering of aid to other municipalities during times of declared emergencies/ disasters. It streamlines the process of mutual aid over the "interlocal agreement" mechanism contained in KSA 12-2901.

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

- **KSA 65-5701 through 65-5711** - These state statutes are the state level implementation of Superfund Amendments and Reauthorization Act (SARA), Title III. It defines the Hazardous Materials (HAZMAT) roles and responsibilities of state agencies, makes counties Hazardous Materials emergency planning districts and establishes a Local Emergency Planning Committee (LEPC) in each county.

- **State of Kansas Executive Order 05-03** - This Executive Order designates the National Incident Management System (NIMS) as the standard for incident management in the State of Kansas.

- **Cowley County Resolution 04-18** - Resolution to formally adopt the enhanced mitigation plan for the unincorporated areas located within Cowley County, Kansas.

- **Cowley County Resolution 05-30** - A resolution establishing the National Incident Management System known as NIMS as the incident management system to be used

for planning, responding, recovery and mitigating from both natural and manmade disasters within the county.

- **Cowley County Resolution 2014-06** - Adopting the 2014 Region G Multi-Hazard, Multi-Jurisdiction Mitigation Plan.

- **Cowley County Resolution 93-22** - Resolution approving the establishment of an Emergency Preparedness Organization responsible for the coordination of responses to disasters in Cowley County; providing for the appointment of an Emergency Preparedness Coordinator and related purposes.

- **Cowley County Resolution 93-23** - A Resolution providing for recovery by certain governmental entities of expenses incurred in an emergency action in response to release or threatened released of material into or upon the environment.

- **Cowley County Resolution 96-10** - Cowley County desires to render assistance that may be requested to support other governing bodies and jurisdictions both within and outside the County and the State; and K.S.A. 12-16, 117 authorizes municipalities to adopt a policy for providing assisting during times of disaster.

- **Cowley County Resolution 99-25** - Cowley County has agreed to participate in the Federal Flood Insurance Program.

Memorandums of Understanding and Agreements:

State

- **CCEM - DOC** - MOU between Cowley County Emergency Management and the Winfield Correctional Facility to provide WCF with support if requested.

ESF 1 - Transportation

Coordinating Agency:
Cowley County Emergency Management

Primary Agency:
Cowley County Department on Aging
Cowley County Public Works/Engineering Department

Support Agencies:
American Red Cross
Arkansas City Fire/EMS Department (Fire District #5)
Cowley County Sheriff's Office
Kansas Department of Transportation
Kansas National Guard
USD 462 - Burden Schools
USD 463 - Udall Schools
USD 465 - Winfield Schools
USD 470 - Arkansas City Schools
USD 471 - Dexter Schools
Winfield Correctional Facility
Winfield Fire/EMS Department (Fire District #7)

I. Purpose and Scope

A. Purpose

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

B. Scope

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

    a. Evacuation of people and resources

    b. Restoration of transportation infrastructure

    c. Coordination of resource movement

    d. Traffic restrictions and transportation safety

    e. Mutual aid and private sector transportation resources

2. Encompassed in this ESF is information on standard operating procedures for emergency routes, movement of responders, victims and supplies associated with response and recover efforts following a major disaster, egress and ingress information.

Also included is information on major surface transportation routes as well as transport of services critical to the welfare of the citizens of Cowley County.

II. Concept of Operations

A. General

1. ESF 1 is organized consistent with the Cowley County EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Cowley County through the Cowley County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.

2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 1 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.

3. In a large event requiring local or State mutual aid assistance, ESF 1 will work with its support agency counterparts to seek and procure, plan, coordinate and/or direct the use of required assets.

4. Throughout the response and recovery periods, ESF 1 will evaluate and analyze information requests to move people, materials, equipment and other resources as necessary; develop and update assessments of the transportation service situation and status in the impact area; and undertake contingency planning to meet anticipated demands or needs.

5. During events including aviation, maritime, surface, railroad or pipeline incidents, close coordination will be maintained between local, state and federal officials to determine potential needs for support and the most expeditious means of acquiring that support. Due to the vast amount of expertise, standard operating procedures and variety of entities with responsibilities relating to transportation within Cowley County, various incident management systems will be used for collecting, processing, and disseminating information. During an incident that involves a major disaster or emergency, all of this information will be collected and processed through the Cowley County EOC for dissemination to the public and to state and federal officials. Strother Field Airport will be a resource for local agencies to implement air traffic management measures. If that resource is not available, the EOC will have to rely upon phone contact with the appropriate aviation resource such as the FAA.

6. Traffic management is a joint effort between the public works department and the law enforcement jurisdiction of the affected area. Immediate traffic control will be initially handled by law enforcement. However; public works and/or volunteers may be called if the need for traffic control lasts an extended amount of time. Barricade placement is also a joint effort of public works and law enforcement. If requested by law enforcement, public works personnel will respond to areas and place barricades. In some situations

(normal flooding), public works personnel place barricades as the situation dictates. As roads are closed, contact is made with the local dispatch center to make notification to all other response entities. As normal traffic routes are closed, each agency will determine alternate routes based upon their home base location and their final destination. Road closures are crucial to expediency and safety of the first responders and every effort is made to share that information as quickly as possible.

7. Evacuation criteria will take into account variables such as demographics of the region, immediacy, seriousness and expected duration of the threat; vulnerable populations at risk; and adequacy/availability of evacuation routes. In all situations other than those involving immediate life safety concerns, decisions on whether and/or when to evacuate will always be made after consulting with the appropriate city/county departments or agencies, and will be coordinated with all the jurisdictions affected.

    Evacuation routes will be determined based on the location of the event and the type of event. Maps of each municipality in Cowley County have been uploaded into the file archives section of this plan depicting the primary roads to be considered first and foremost. A County-wide roads map is also uploaded showing all roads, including the primary and those that would be considered secondary.

    Evacuation procedures will be supported by all agencies involved, based upon the decision made by the EOC in conjunction with the Incident Commander. Suspension of highway construction and maintenance and lane reversals will be determined by the Kansas Department of Transportation, the Kansas Highway Patrol, Cowley County Engineer Department, the Cowley County Sheriff or the local law enforcement or public works agency of the jurisdiction affected. Any suspensions or changes will be immediately relayed to the EOC to be released via ESF 15 - External Communications. Additional criteria may need to be considered during the following events:

    - Natural Hazards: floodplain data, forecasts for ravine and/or flash flooding, rangeland fire danger indices, and other hazard specific warnings or advisories promulgated by agencies such as the National Weather Service, U.S. Geological Survey, etc.

    - Technological Hazards: hazard classification of dams; or the quantity, toxicity, concentration, flammability and/or explosiveness, projected path, proximity to other hazards, & time-distance-shielding factors for hazardous chemicals.

    - Civil Hazards: location and type of event, number of people involved, and available resources.

Evacuation warnings will be given in coordination with ESF 15 - External Communications. Methods include of the mass notification system, email, text message, phone calls, social media, media outlets and door to door notifications, if necessary.
For large scale events, the County will rely on the Kansas State Animal Response Teams (KSART), the Cowley Animal Response Team (CART) and the Humane Society to help coordinate pet shelter activities, and on the County Extension Office and other farm-related agencies or organizations for issues regarding livestock.

Families are encouraged to prepare all of their family members for disaster situations, including their pets and livestock. Information on these efforts is available through the media, NOAA radio and public education programs sponsored by Cowley County

Emergency Management and the American Red Cross. Local veterinarians assist in educating pet owners of the need to prepare all family members by distributing brochures and fliers on disaster preparedness for pets. An important part of this preparedness is to have on hand a pet carrier to transport pets in the event of an evacuation.

First responders in Cowley County are not required to evacuate pets if the pet is not in a pet carrier. Emergency first responders' primary job is the rescue of affected persons in danger and the safety of themselves. Decisions may have to be made that would require putting down critically injured animals or abandoning animals that may create a danger to responders or victims.

Pet owners should be aware that public shelters will not allow pets and that temporary animal shelters are restricted in the amount of time that an animal can be left before being considered abandoned. If sheltering of the evacuees becomes necessary, it will be handled as set out in ESF 6 - Mass Care, Housing and Human Services, in conjunction with ESF 11 - Agriculture and Natural Resources.

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.

Evacuees from functional needs populations will be handled first by each individual agency to the best of their ability according to their facility/evacuation plan. If assistance is required, it can be requested through this ESF to local EMS agencies, public transportation agencies and each other.

Hospitals
- The two hospitals in Cowley County rely on the MERGe System in cooperation with the Arkansas City Fire/EMS and Winfield Fire/EMS Departments to assist in the transportation of patients to the hospitals during a mass influx of patients. Both local EMS agencies are part of the Medical Emergency Response Group (MERGe) that covers the south central and south east regions for ambulance resources. Upon a request from either Fire/EMS Chief (or designated personnel) or Emergency Management, the MERGe duty officer makes contact with the person making the request for assistance for details. This system can be for any disaster or anticipated disaster whereby participating partners can be put on stand-by. MERGe members have no obligation to respond. Other potential resources for transport of patients include Eagle Med, Lifewatch, Cowley County Department on Aging vans, or other transportation.

Care Facilities, Assisted Living Centers, Independent Living Facilities
- A variety of methods for transportation are available by the various agencies responsible for their care. However, large scale transportation would be difficult with few resources to cover a county of this size. Among the potential transportation resources are Cowley County Department on Aging, school buses, private vehicles, and charter vehicles. The number of vehicles needed for those with severe physical disabilities are extremely limited and would require the assistance of outside agencies and/or businesses.

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

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

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

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

Special need populations and locations are not included in this ESF. That information is included in the 2009 Hazard Mitigation Plan and the 2011 Regional Hazard Analysis kept under separate cover at the Emergency Management office.

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

When the emergency/disaster situation has stabilized and it is again safe to return to a previously evacuated area, the authorization to allow reentry will be funneled through the EOC, the IC, or as otherwise directed. As reentry is determined to be possible, limited access will be allowed primarily based on safety factors. The accessibility of the reentry due to available routes will be another factor for consideration and will be determined by the size of the area affected and the type of incident. Special permissions for reentry can be granted by governmental and administrative authorities of the affected jurisdiction. That information will be provided to the EOC to be shared by ESF 15 - External Communications. Clean up crews will be utilized as soon as the affected area is safe to be entered.

8. Transportation Infrastructure

   The monitoring and reporting of infrastructure damage must begin at the immediate onset of an event. Each public works agency will be responsible for tracking damages to their respective infrastructure. As agencies receive damage reports, it will be funneled to the EOC, where damage will be tracked via damage assessment form. If the damage creates a road blockage or closure, the information will be maintained on a status board and also given to ESF 2 - Internal Communications for immediate first responder dissemination and ESF 15 - External Communications for public release.

Agencies that are responsible for transportation infrastructure should have their own Continuity of Operations protocols to establish priorities. Primary agencies to maintain the roadways are KDOT, Cowley County Engineering Department (Public Works), City Public Works and Townships. Each will have a responsibility for their own roadways. If the event is not widespread, mutual aid among these agencies will ensure that assistance is provided to keep from one agency being overwhelmed.

Emergency repair and restoration will be prioritized by ESF 1 partners along with the governmental body of the affected jurisdiction. Main arterial roads (in the cities and county) will receive priority followed by lesser-traveled secondary roads (county and township roads)

B. Direction and Control

1. The ESF 1 Coordinating Agency is Cowley County Emergency Management in coordination with local planning partners. The staff member serving as ESF 1 Coordinator is a staff member of Cowley County Emergency Management. When ESF 1 support is necessary, the ESF 1 Coordinator coordinates all aspects of ESF 1.

2. ESF 1 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Cowley County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Cowley County.

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

4. During emergency activations, all management decisions regarding transportation for Cowley County are made at the Cowley County EOC by the ESF 1 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section and associated staff at the Cowley County EOC assist the incident commander in carrying out the overall mission.

5. In accordance with a mission assignment from ESF 1, each primary and/or support organization assisting ESF 1 will retain administrative control over its own resources and personnel, but will be under the operational control of ESF 1. Mission operational control may be delegated to the field by the Cowley County EOC.

C. Organization

1. County

   a. During an activation of the Cowley County EOC, primary and support agency staff are integrated with Cowley County Emergency Management staff to provide support.

b. During an emergency or disaster event, the Cowley County EOC, Operations Section Chief will coordinate resource support with the Infrastructure Services Branch Chief.

c. During the response phase, ESF 1 will evaluate and analyze information regarding transportation services requests. ESF 1 will develop and update assessments of the transportation services status in the impacted area and undertake contingency planning to meet anticipated transportation requirements.

d. Cowley County Emergency Management will develop and maintain the overall ESF 1 Annex and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System, and the Cowley County EOP.

e. Cowley County Emergency Management shall be represented in ESF 5 (Information and Planning) and support disaster intelligence collection and analysis as relates to the ESF 1 scope.

2. State of Kansas

a. During an activation of the State of Kansas EOC, the Kansas Department of Transportation is the designated lead agency for State transportation services and may provide a liaison to facilitate requests for transportation service resources to local Emergency Operations Centers.

b. During an emergency or disaster event, the primary and support agencies of ESF 1 at the State of Kansas EOC will report to the Infrastructure Services Branch Chief, who reports to the Response Section Chief under the overall direction of the SEOC Manager.

c. The Kansas Department of Transportation, in coordination with Kansas Highway Patrol, develops and maintains the overall ESF 1 Annex. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Kansas Response Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the Kansas Response Plan.

D. Alerts and Notifications

1. Cowley County Emergency Management works closely with the public works agencies in Cowley County. When information comes to the attention of Cowley County Emergency Management or a public works agency indicating that an emergency or disaster situation is developing, the other(s) will be notified.

2. The County Warning Point (Cowley County EOC), will notify ESF 1 personnel when Cowley County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

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

4. Upon instructions to activate or placement of ESF 1 on standby, Cowley County Emergency Management will implement procedures to notify all ESF 1 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

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

In addition to the individual agencies and their assigned responsibilities found in the next section, there are several actions that need to be taken by all agencies involved:

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

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

Overall Actions Assigned to All Members	
Recovery (Post Event) Actions for ESF 1 - Transportation	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-1 Annex to correct shortfalls and

	improve future response activities.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Participate in after action meetings and prepare after action reports as requested.
6	Continue to coordinate transportation of equipment, supplies and people until authorized to demobilize.
7	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

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

III. Responsibilities

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

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

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

Primary: Cowley County Public Works/Engineering Department

Response (During Event) Actions for ESF 1 - Transportation

1	Coordinate and/or perform damage assessments on infrastructure, transportation systems, facilities and equipment.
2	Coordinate with response agencies and EOC regarding the operational capabilities of the transportation system.
3	Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes.
4	Assist in initiating traffic management operations and control strategies.
5	Assist establishing alternate routes of access required due to road closures.

Recovery (Post Event) Actions for ESF 1 - Transportation

1	Prioritize emergency repair and restoration of transportation infrastructure.
2	Provide personnel and resources to support damage assessment teams.

Mitigation Actions for ESF 1 - Transportation

1	Provide ESF-1 representative for update of mitigation plan.

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

Response (During Event) Actions for ESF 1 - Transportation

1	Assist establishing alternate routes of access required due to road closures.

Supporting: Kansas Department of Transportation

Response (During Event) Actions for ESF 1 - Transportation

1	Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes.
2	Assist in initiating traffic management operations and control strategies.
3	Assist establishing alternate routes of access required due to road closures.

Recovery (Post Event) Actions for ESF 1 - Transportation

1	Prioritize emergency repair and restoration of transportation infrastructure.
2	Provide personnel and resources to support damage assessment teams.

Supporting: Winfield Fire/EMS Department (Fire District #7)

Response (During Event) Actions for ESF 1 - Transportation

1	Assist establishing alternate routes of access required due to road closures.

Adjutant General's Office, Kansas Division of Emergency Management

Response (During Event) Actions for ESF 1 - Transportation

1	Coordinate the management of air resources with other agencies.

Arkansas City (City of)

Response (During Event) Actions for ESF 1 - Transportation

1	Coordinate and/or perform damage assessments on infrastructure, transportation systems, facilities and equipment.
2	Coordinate with response agencies and EOC regarding the operational capabilities of the transportation system.
3	Coordinate and/or provide transportation resources to support evacuations and movement of people.

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

Arkansas City Police Department

Response (During Event) Actions for ESF 1 - Transportation	
1	Coordinate the transportation of evacuated animals to designated shelters.
2	Assist establishing alternate routes of access required due to road closures.
Recovery (Post Event) Actions for ESF 1 - Transportation	
1	Identify transportation reentry criteria and reentry routes.

Atlanta (City of)

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

Burden (City of)

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

Burden Police Department

Response (During Event) Actions for ESF 1 - Transportation	
1	Assist establishing alternate routes of access required due to road closures.

Cambridge (City of)

Response (During Event) Actions for ESF 1 - Transportation

1	Coordinate and/or perform damage assessments on infrastructure, transportation systems, facilities and equipment.
2	Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes.
3	Assist in initiating traffic management operations and control strategies.
4	Assist establishing alternate routes of access required due to road closures.

Recovery (Post Event) Actions for ESF 1 - Transportation

1	Prioritize emergency repair and restoration of transportation infrastructure.
2	Provide personnel and resources to support damage assessment teams.

Cowley County Administrator's Office

Response (During Event) Actions for ESF 1 - Transportation

1	Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes.

Recovery (Post Event) Actions for ESF 1 - Transportation

1	Prioritize emergency repair and restoration of transportation infrastructure.

Cowley County Animal Response Teams (CART)

Response (During Event) Actions for ESF 1 - Transportation

1	Coordinate the transportation of evacuated animals to designated shelters.

Cowley County Appraiser's Office

Recovery (Post Event) Actions for ESF 1 - Transportation

1	Provide personnel and resources to support damage assessment teams.

Cowley County Board of County Commissioners

Response (During Event) Actions for ESF 1 - Transportation

1	Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes.

Recovery (Post Event) Actions for ESF 1 - Transportation

1	Prioritize emergency repair and restoration of transportation infrastructure.

Cowley County Humane Society

Response (During Event) Actions for ESF 1 - Transportation

1	Coordinate the transportation of evacuated animals to designated shelters.

Dexter (City of)

Response (During Event) Actions for ESF 1 - Transportation

1	Coordinate and/or perform damage assessments on infrastructure, transportation systems, facilities and equipment.
2	Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes.
3	Assist in initiating traffic management operations and control strategies.
4	Assist establishing alternate routes of access required due to road closures.

	Recovery (Post Event) Actions for ESF 1 - Transportation
1	Prioritize emergency repair and restoration of transportation infrastructure.
2	Provide personnel and resources to support damage assessment teams.

Dexter Police Department

	Response (During Event) Actions for ESF 1 - Transportation
1	Assist establishing alternate routes of access required due to road closures.

	Recovery (Post Event) Actions for ESF 1 - Transportation
1	Identify transportation reentry criteria and reentry routes.

Kansas Department of Aging and Disabilities Services

	Preparedness (Pre-Event) Actions for ESF 1 - Transportation
1	Identify guidance for evacuation of vulnerable facilities.

Kansas Department of Health and Environment

	Preparedness (Pre-Event) Actions for ESF 1 - Transportation
1	Identify guidance for evacuation of vulnerable facilities.

Kansas Highway Patrol

	Response (During Event) Actions for ESF 1 - Transportation
1	Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes.
2	Assist establishing alternate routes of access required due to road closures.
3	Coordinate the management of air resources with other agencies.

	Recovery (Post Event) Actions for ESF 1 - Transportation
1	Identify transportation reentry criteria and reentry routes.

Parkerfield (City of)

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

	Recovery (Post Event) Actions for ESF 1 - Transportation
1	Prioritize emergency repair and restoration of transportation infrastructure.
2	Provide personnel and resources to support damage assessment teams.

Udall (City of)

	Response (During Event) Actions for ESF 1 - Transportation
1	Coordinate and/or perform damage assessments on infrastructure, transportation systems, facilities and equipment.
2	Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes.

3	Assist in initiating traffic management operations and control strategies.
4	Assist establishing alternate routes of access required due to road closures.
Recovery (Post Event) Actions for ESF 1 - Transportation	
1	Prioritize emergency repair and restoration of transportation infrastructure.
2	Provide personnel and resources to support damage assessment teams.

Udall Police Department

Response (During Event) Actions for ESF 1 - Transportation	
1	Assist establishing alternate routes of access required due to road closures.
Recovery (Post Event) Actions for ESF 1 - Transportation	
1	Identify transportation reentry criteria and reentry routes.

Winfield (City of)

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

Winfield Police Department

Response (During Event) Actions for ESF 1 - Transportation	
1	Coordinate the transportation of evacuated animals to designated shelters.
2	Assist establishing alternate routes of access required due to road closures.
Recovery (Post Event) Actions for ESF 1 - Transportation	
1	Identify transportation reentry criteria and reentry routes.

IV. Financial Management

A. ESF 1 is responsible for coordinating with Cowley County Clerk's Office to manage ESF 1 expenses relevant to an event.

B. During a response, each agency/department fund disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management

Agency via the FEMA/State Agreement.

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

V. References and Authorities

References and Authorities for the entire plan are covered under Section VII of the Base Plan.

ESF 2 - Communications

<u>Coordinating Agency:</u>
Cowley County Emergency Communications

<u>Primary Agency:</u>
Cowley County Emergency Management

<u>Support Agencies:</u>
Amateur Radio Operators (ARES)
Cowley County Emergency Auxiliary (CCEA)
Cowley County MIS/GIS Department
Cowley County Radio Amateur Civil Emergency Service (RACES)
Kansas Department of Transportation

I. Purpose and Scope

A. Purpose

   1. The purpose of ESF 2 is to provide resources of member agencies to support emergency communications needs in Cowley County. The purpose for the allocation of these assets are:

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

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

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

B. Scope

   1. ESF 2 coordinates actions to provide temporary communications to support incident management and facilitates the restoration of the communications infrastructure. Specifically, ESF 2 addresses the following:

      a) Communications interoperability among field response units

      b) Primary and back-up communications systems

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

      d) Sources for communications augmentation such as Amateur Radio

      e) Other communications systems to support emergency operations.

II. Concept of Operations

A. General

1. ESF 2 is organized consistent with the Cowley County EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Cowley County through the Cowley County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.

2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 2 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.

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

4. Throughout the response and recovery periods, ESF 2 will evaluate and analyze information communications requests; develop and update assessments of the communications service situation and status in the impact area; and to undertake contingency planning to meet anticipated communications demands or needs.

5. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.

6. Cowley County Emergency Communications will support the establishment of communications between key facilities. These facilities have a key role in emergency response and recovery under the National Incident Management System.

7. The communication systems identified for Cowley County are provided below and are grouped in order based upon their level of priority for repair and restoration.

Communications		
Communication: UHF Radios		
Priority: High	**Type:** Voice	**Quantity:** 800
Description: Internal Use, External Use, Mobile - Cowley County utilizes a network of 450MHz Conventional Analog Repeater systems strategically located throughout the county. Personnel from many county and municipal departments have access to a good portion if not all of the systems for internal department voice communications, as well as for interoperable communications between departments and jurisdictions within Cowley		

County. The network has a significant level of redundancy, with many individual repeaters providing overlapping coverage, and most having backup power sources. In addition, this network may be enhanced through the use of portable repeaters that can be placed at incident sites, or other key locations to augment existing communications or to replace or repair damaged existing network components.

Communication: Cell Phones

Priority: High	**Type:** Voice	**Quantity:**

Description: Internal Use, External Use, Mobile - Cell phones allow for person to person mobile voice, text, and limited data communications.

Communication: Internet and Email Connectivity

Priority: High	**Type:** Data	**Quantity:**

Description: Internal Use, External Use, Mobile - The internet is used to access email systems, post information on websites, and access situational information. Limited mobile capability exists through the use of smartphones and other wireless devices.

Communication: 800MHz radios

Priority: High	**Type:** Voice	**Quantity:** 30

Description: Internal Use, External Use, Mobile - The State of Kansas 800MHz P25 Radio System allows responders to communicate both locally and across the entire state. Through this system, voice communications links to multiple agencies and locations are available, including County EOCs, PSAPs, National Weather Service Field Offices, as well as the State EOC, KHP, and other key local and state personnel.

Communication: Mobile Communications Center

Priority: High	**Type:** Other	**Quantity:** 1

Description: Internal Use, External Use, Mobile, Secure - A mobile communications center provides mobile emergency response capability, interconnectivity and interoperability between federal, state and local emergency response entities. Its primary purpose is to provide the capability to establish an alternate Emergency Operations Center (EOC) anywhere in the County. In addition to serving as a network hub for the County's alternate EOC, this asset is available to assist local agencies who have lost connectivity. It may be operated independently with an onboard generator, or hardwired to local power, telephone, and internet systems.

Communication: Hard Line Phones

Priority: Moderate	**Type:** Other	**Quantity:**

Description: External Use - Hard line phones allow for voice to voice communications.

Communication: Government Emergency Telecommunications Service (GETS)

Priority: Moderate	Type: Voice	Quantity:
Description: External Use, Mobile - The Government Emergency Telecommunications Service (GETS) provides National Security/Emergency Preparedness (NS/EP) personnel a high probability of completion for their phone calls when normal calling methods are unsuccessful. It is designed for periods of severe network congestion or disruption, and works through a series of enhancements to the Public Switched Telephone Network (PSTN). GETS is in a constant state of readiness. Users receive a GETS "calling card" to access the service. This card provides access phone numbers, Personal Identification Number (PIN), and simple dialing instructions.		

Communication: MOTOBRIDGE		
Priority: Moderate	Type: Voice	Quantity:
Description: External Use - A statewide fixed-site communications interoperability gateway available to emergency responders is called MOTOBRIDGE. This system consists of 76 tower sites owned by the Kansas Department of Transportation and operated by the Kansas Highway Patrol dispatch center in Salina. The MOTOBRIDGE can handle VHF Low Band State channels (30-50 MHz), VHF High Band National channels (150-160 MHz), UHF National channels (450-470 MHz), 800 MHz National Channels (760-870 MHz), and the KHP Event talk groups (Kansas Digital Trunked P-25 Radio System users). Each tower is microwave linked and consists of one control channel and five repeaters, with generally a 20- mile footprint of local coverage. One patch station to station can handle up to five channels (party line). Methods of requesting patching through the MOTOBRIDGE are: Call channel on the radio, *47 on a cell phone, Telephone KHP Dispatch Center, and teletype via the KCJIS network. Information needed from the caller consists of: Home County/City or position, Identify basic location, waiting for acknowledgement from KHP Dispatch of patch completion.		

Communication: Fax Machine		
Priority: Low	Type: Data	Quantity:
Description: External Use - Fax machines allow for the transmission of documents over phone lines to other receiving fax machines.		

8. Cowley County's primary method of communications with responders and other key personnel is via a countywide 450MHz radio system. This robust system is made accessible to all first responder agencies and many support agencies within the county. (See the attached MOU for a list of agencies with access, as well as coverage maps of the system.) The system is capable of providing a communications link between response agencies and personnel both on and off-scene, and is also positioned to provide communications between additional key facilities such as shelters, hospitals, and the County Emergency Operations Center. Components of the system are owned and operated by individual departments, and in an emergency or disaster, management of the system will be coordinated between infrastructure owners and Cowley County Emergency Communications in accordance with their SOG (which is under development, and will be attached at a later date), and with assistance from Cowley County Emergency Management.
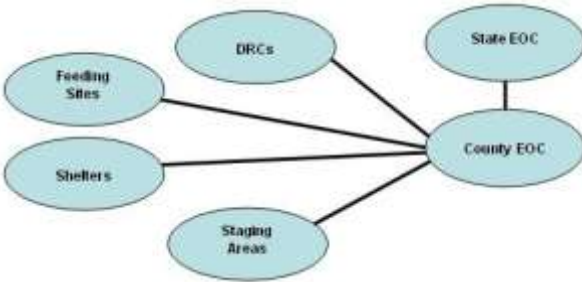
Communication Links with Key Facilities

9. As needed, Cowley County's 450MHz Radio System may be enhanced through the use of portable repeaters that can be placed at incident sites or other key locations to augment existing communications, or to replace or repair damaged existing network components. Interoperability with outside agencies that have communication equipment that is incompatible with Cowley County's may be achieved through the use of the State of Kansas MOTOBRIDGE system, channel patching between existing UHF channels or other national interoperability channels using radio console equipment operated by Cowley County Emergency Communications and the Cowley County EOC, or through county owned portable communications gateways. Additional capacity for emergency communications may be obtained through the services of local and regional Amateur Radio volunteers, under the auspices of the Amateur Radio Emergency Service (ARES), and/or Radio Amateur Civil Emergency Service (RACES). Cowley County has established a local RACES group, which will be activated as needed and deployed in accordance with the Cowley County RACES Plan.

10. Cowley County Emergency Communications will take actions to support communications for on-scene personnel and agencies in accordance with departmental SOGs (under development, to be attached later,) and with support from Cowley County Emergency Management and ESF 2 supporting agencies.

11. Long distance communications in a disaster may be accomplished through a variety of systems and means. If operational and convenient, most long distance communications will be made via public land-line and cellular telephone service. The State of Kansas P25 Trunked Radio System, as well as Amateur Radio may be used to augment or substitute for telephone communications as necessary.

12. Emergency communications systems and resources will be protected via methods and practices as determined by ESF 2 and its supporting agencies, and will be restored according to the priorities outlined in this annex, and as further defined by the nature, scope, and constraints of the emergency or disaster.

13. Cowley County Emergency Communications will monitor the status of all regular communications systems, including but not limited to radio system infrastructure, in cooperation with the system owners, and as per CCEC SOG (pending completion and approval). Should damage or a malfunction occur, any available information will be shared with all Emergency Communications Advisory Board (ECAB) members, including Cowley County Emergency Management, and the relevant Backup Radio Channel plan for the affected system(s) will be activated (see the attached Backup

Radio Plan for point of contact information system information.) Situational updates will be shared as they become available until full functionality is restored.

B. Direction and Control

1. The ESF 2 Coordinating Agency is Cowley County Emergency Communications which is appointed by Cowley County Emergency Management, in coordination with local planning partners. The staff serving as ESF 2 Coordinator is appointed by and located in the Cowley County Emergency Communications. When ESF 2 support is necessary, the ESF 2 Coordinator coordinates all aspects of ESF 2.

2. ESF 2 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by Cowley County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Cowley County.

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

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

5. In accordance with a mission assignment from ESF 2, each primary and/or support organization assisting ESF 2 will retain administrative control over its own resources and personnel, but will be under the operational control of ESF 2. Mission operational control may be delegated to the field by the Cowley County EOC.

C. Organization

1. County

   a. During an activation of the Cowley County EOC, primary and support agency staff is integrated with the Cowley County Emergency Communications staff to provide support.

   b. During an emergency or disaster event, the Cowley County EOC, Operations Section Chief will coordinate resource support with the Infrastructure Services Branch Chief.

   c. During the response phase, ESF 2 will evaluate and analyze information regarding communications services requests. ESF 2 will develop and update assessments of the communications services status in the impacted area and undertake contingency planning to meet anticipated demands and needs.

   d. Cowley County Emergency Communications develops and maintains ESF 2 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must

be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the EOP.

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

2. State of Kansas

    a. During an activation of the State of Kansas EOC, the Kansas Office of Emergency Communications is the designated lead agency for State communications services and will provide a liaison to facilitate requests for communications service resources to local Emergency Operations Centers.

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

    c. The Kansas Office of Emergency Communications develops and maintains ESF 2 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the EOP.

D. Alerts and Notifications

1. Depending on the situation, information indicating that an emergency or disaster situation is developing may reach either Cowley County Emergency Management or Cowley County Emergency Communications first. The two agencies will coordinate to ensure that each are aware of the situation.

2. The County Warning Point (Cowley County EOC) , will notify the appropriate staff and/or ESF Coordinator for ESF 2 when Cowley County has been threatened or impacted by an emergency or disaster event as provided in the Cowley County EOC SOG.

3. ESF 2 will be activated as identified in the Basic Plan. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 2. If additional support is required, the ESF 2 coordinating and primary agencies may jointly manage ESF 2 activities.

4. Upon instructions to activate or placement of ESF 2 on standby, Cowley County Emergency Communications will implement procedures to notify all ESF 2 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

5. Cowley County Emergency Management is the primary agency responsible for coordinating and disseminating public warnings within the county. Both Cowley County Emergency Management and Cowley County Emergency Communications have the ability to initiate public warnings within the county, either directly or through partner agencies such as the National Weather Service Office in Wichita or the Kansas Division of Emergency Management. Warnings will be coordinated, initiated, and disseminated in accordance with the Cowley County Outdoor Warning Siren Guide (attached) and the Cowley County EAS Plan (under development, will be provided as an attachment at a later date).

There are multiple warning systems available within Cowley County. Warnings may be either audible or visual, depending on the medium, and different systems have the ability to accommodate those with visual and hearing impairments, as well as the County's non-English speaking population. The following warning systems and methods are available within Cowley County:
- Outdoor Warning Sirens (see the attached coverage map)
- "Cowley Alerts" Everbridge Mass Notification System (which has the capability to interface with EAS and WEA via the Integrated Public Alert and Warning System)
- EAS Alerts via local TV/Radio (see list of local media outlets in ESF 15)
- WEA Text Alerts to compatible cellular devices
- NOAA All Hazards Radio
- Public Address equipment installed in emergency vehicles

E. Actions

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

Overall Actions Assigned to All Members
Preparedness (Pre-Event) Actions for ESF 2 - Communications

1	Collect, process, and disseminate information to and from the EOC.
2	Participate in training, drills, and exercises.
3	Develop and test emergency communication procedures.
4	Develop and/or review procedures for the crisis augmentation of resources.

Overall Actions Assigned to All Members
Recovery (Post Event) Actions for ESF 2 - Communications

1	Provide documentation for possible financial reimbursement process for recovery activities.
2	Participate in after action meetings and prepare after action reports as requested.

Overall Actions Assigned to All Members
Mitigation Actions for ESF 2 - Communications

1	Participate in the hazard identification process and identify and correct vulnerabilities.
2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.

III. Responsibilities

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

	Coordinating: Cowley County Emergency Communications
	Preparedness (Pre-Event) Actions for ESF 2 - Communications
1	Maintain a central personnel roster, contact, and resource lists to support ESF-2 tasks.
2	Identify responsibilities for liaison roles with state and adjacent county communications officials.
3	Develop standard operating guides and checklists to support ESF-2 activities.
4	Develop and maintain ESF-2 Annex.
5	Develop and/or identify mutual aid and other support agreements with surrounding jurisdictions and the private sector.
6	Identify alternate or backup communications systems and facilities.
	Response (During Event) Actions for ESF 2 - Communications
1	Designate personnel to coordinate ESF-2 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF-2 and EOC or incident command.
3	Provide field support for emergency responders at the scene.
4	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF2.
5	Maintain existing equipment and follow established procedures for communicating with organization personnel performing field operations.
6	Identify damage to communications infrastructure and assist/support damage assessment teams.
7	Activate alternate 911 dispatch center if necessary.
8	Identify communications equipment priority restoration list.
9	Implement procedure to maintain, inspect, and protect communications equipment.
10	Make arrangements to repair emergency communications equipment on a 24-hour basis. Notify EOC of equipment failures and repair actions.
11	Keep the EOC informed of communications operations and maintain a communications link with the EOC.
12	Activate emergency mass notification systems as necessary.
	Recovery (Post Event) Actions for ESF 2 - Communications
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-2 Annex to correct shortfalls and improve future response activities.
4	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.
	Mitigation Actions for ESF 2 - Communications
1	Ensure methods are in place to protect communications equipment, including cyber and telecommunications resources.
2	Provide ESF-2 representative for update of mitigation plan.

Primary: Cowley County Emergency Management	
Preparedness (Pre-Event) Actions for ESF 2 - Communications	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-2 tasks.
2	Identify who is responsible for initial notification of ESF-2 personnel.
3	Identify responsibilities for liaison roles with state and adjacent county communications officials.
4	Develop standard operating guides and checklists to support ESF-2 activities.
5	Train personnel on EOC operation, the Incident Command System (ICS), and the National Incident Management System (NIMS).
6	Develop and maintain ESF-2 Annex.
7	Develop and/or identify mutual aid and other support agreements with surrounding jurisdictions and the private sector.
8	Identify alternate or backup communications systems and facilities.
9	Provide staff and equipment to perform county warning point duties.
10	Identify local emergency notification equipment status and notification procedures.
11	Identify warning systems that will be used for emergency conditions (sirens, radio, emergency alert system, etc...).
Response (During Event) Actions for ESF 2 - Communications	
1	Provide field support for emergency responders at the scene.
2	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF2.
3	Maintain existing equipment and follow established procedures for communicating with organization personnel performing field operations.
4	Identify damage to communications infrastructure and assist/support damage assessment teams.
5	Identify communications equipment priority restoration list.
6	Implement procedure to maintain, inspect, and protect communications equipment.
7	Make arrangements to repair emergency communications equipment on a 24-hour basis. Notify EOC of equipment failures and repair actions.
8	Establish and maintain communications at shelters, feeding sites, staging areas, distribution centers, and hospitals as needed.
9	Activate emergency mass notification systems as necessary.
Recovery (Post Event) Actions for ESF 2 - Communications	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-2 Annex to correct shortfalls and improve future response activities.
4	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.
Mitigation Actions for ESF 2 - Communications	
1	Ensure methods are in place to protect communications equipment, including cyber and telecommunications resources.

Supporting: Amateur Radio Operators (ARES)	
Response (During Event) Actions for ESF 2 - Communications	
1	Provide field support for emergency responders at the scene.

2	Keep the EOC informed of communications operations and maintain a communications link with the EOC.
3	Establish and maintain communications at shelters, feeding sites, staging areas, distribution centers, and hospitals as needed.

Supporting: Cowley County Emergency Auxiliary (CCEA)

Preparedness (Pre-Event) Actions for ESF 2 - Communications	
1	Provide staff and equipment to perform county warning point duties.

Response (During Event) Actions for ESF 2 - Communications	
1	Provide field support for emergency responders at the scene.
2	Keep the EOC informed of communications operations and maintain a communications link with the EOC.
3	Establish and maintain communications at shelters, feeding sites, staging areas, distribution centers, and hospitals as needed.

Supporting: Cowley County MIS/GIS Department

Response (During Event) Actions for ESF 2 - Communications	
1	Identify damage to communications infrastructure and assist/support damage assessment teams.
2	Identify communications equipment priority restoration list.
3	Implement procedure to maintain, inspect, and protect communications equipment.

Mitigation Actions for ESF 2 - Communications	
1	Ensure methods are in place to protect communications equipment, including cyber and telecommunications resources.

Supporting: Cowley County Radio Amateur Civil Emergency Service (RACES)

Preparedness (Pre-Event) Actions for ESF 2 - Communications	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-2 tasks.
2	Identify alternate or backup communications systems and facilities.

Response (During Event) Actions for ESF 2 - Communications	
1	Provide field support for emergency responders at the scene.
2	Maintain existing equipment and follow established procedures for communicating with organization personnel performing field operations.
3	Identify damage to communications infrastructure and assist/support damage assessment teams.
4	Implement procedure to maintain, inspect, and protect communications equipment.
5	Keep the EOC informed of communications operations and maintain a communications link with the EOC.
6	Establish and maintain communications at shelters, feeding sites, staging areas, distribution centers, and hospitals as needed.

Recovery (Post Event) Actions for ESF 2 - Communications	
1	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
2	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

IV. Financial Management

A. ESF 2 is responsible for coordinating with Cowley County Clerk's Office to manage ESF 2 expenses relevant to an event.

B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.

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

V. References and Authorities

References and Authorities for the entire plan are covered under Section VII of the Base Plan.

Additional references include the National Response Framework (NRF), the National Incident Management System.
Local references are the Cowley County RACES Plan, Cowley County Outdoor Warnning Siren Guide, Cowley County EAS Plan (pending), and the Cowley County Emergency Communications SOP (pending).

Additional authorities include 47 CFR Part 97.407 - Rules Specifically Governing the Radio Amateur Civil Emergency Service.

ESF 3 - Public Works and Engineering

Coordinating Agency:
Cowley County Public Works/Engineering Department

Primary Agency:
Arkansas City (City of)
Cowley County Emergency Management
Winfield (City of)

Support Agencies:
Atlanta (City of)
Beaver Township
Bolton Township
Burden (City of)
Cambridge (City of)
Cedar Township
Creswell Township
Dexter (City of)
Dexter Township
Fairview Township
Grant Township
Harvey Township
Liberty Township
Maple Township
Ninnescah Township
Omnia Township
Otter Township
Pleasant Valley Township
Richland Township
Rock Creek Township
Rural Water Districts 1-8
Salem Township
Sheridan Township
Silver Creek Township
Silverdale Township
Spring Creek Township
Tisdale Township
Udall (City of)
Vernon Township
Walnut Township
Windsor Township

I. Purpose and Scope

A. Purpose

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

B. Scope

   1. ESF 3 addresses both emergency public works assistance and engineering support. Specifically, it discusses:

      a) Infrastructure protection and emergency restoration;

      b) Safety inspections and other assistance for first responders;

      c) Engineering and construction services;

      d) Debris management operations; and

      e) Safety of public water supplies and wastewater treatment facilities.

II. Concept of Operations

A. General

   1. ESF 3 is organized consistent with the Cowley County EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Cowley County through the Cowley County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.

   2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 3 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.

   3. In a large event requiring local or State mutual aid assistance, ESF 3 will work with its support agency counterparts to seek and procure, plan, coordinate and/or direct the use of required assets.

   4. Throughout the response and recovery periods, ESF 3 will evaluate and analyze information regarding public works and engineering service requests for response, develop and update assessments of the impacted area, and undertake contingency planning to meet anticipated demands or needs.

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

The Cowley County Transfer Station is located at 23857 81st Road Winfield, KS 67156. It is geographically located east of Strother Field, which is south of Winfield and north of Arkansas City. A map of the Transfer Station and surrounding area is uploaded in the file archive section of this plan. The Cowley County Transfer Station also has a Construction and Demolition Landfill (C&D). The life expectancy of the C&D landfill is through 2040 and a remaining capacity of 641,334cubic yards with room for expansion. No hazardous materials are permitted at the Cowley County Transfer Station with the exception of household hazardous wastes that are accepted during all operating hours.

Temporary debris storage and reduction sites will be handled by the jurisdiction which is affected. Cowley County will use areas already identified that does not hinder traffic flow or emergency response. Inspections on private structures will be the responsibility of the owner and their insurance. However, Cowley County Public Works has access to an Engineer to assist in that area during a disaster. The Kansas Disaster Assessment Team, which is activated by the Kansas Division of Emergency Management can also be requested to provide surveys within 24 hours.

Inspection of the safety of the environment and sanitation needs will be begin at the local level with the Public Health Officer or Environmental Specialist. If assistance is required, the Kansas Department of Health and Environment will be contacted.

6. A map of Cowley County with county-owned areas inside the 100 year flood plain (highlighted in light blue) is attached in the file archive section of this plan (100YR_County). While the County does own property within that flood plain, none of it is considered critical infrastructure.. Jurisdictions that own critical facilities within a flood zone have plans to protect them from flood with sandbags and pumping mechanisms. The majority of the 100 year flood zone is located near Winfield and Arkansas City (Walnut and Arkansas Rivers). Both cities are protected by levees and each city has plans for shutting down the highways and deploying stop logs when the water creates a viable risk.

7. Debris removal and disposal is associated with nearly every disaster. A major disaster can generate an enormous volume of debris in a short period of time. Debris and timber removal and disposal is normally the responsibility of and is accomplished by the legal owner of the property. However, in an emergency situation or in the aftermath of a disaster, local government may need to assume this responsibility or assist the legal owner in discharge of this responsibility when in the public interest.

Technical assistance for debris removal will be requested from the Kansas Department of Health & Environment, Kansas Division of Emergency Management and the Kansas Department of Agriculture. Hazardous materials or hazardous wastes may also be generated as a result of a disaster. These types of waste require specialized removal, neutralization, disposal and remediation procedures in accordance with Federal, State and local laws, regulations and ordinances. The removal of hazardous material debris and hazardous material waste will be coordinated with ESF 10 - Oil and Hazardous Materials with assistance from KDHE. Landfill personnel are trained only to the Awareness Level as prescribed by 29 CFR 1910.120. They can assist HAZMAT Response teams in a support capacity, but not to exceed the extent of their training.

Once landfills, temporary staging areas and/or reduction sites are determined, transportation routes to these facilities will be included in debris disposal announcements

to the public. Considerations for route selection will include truck size, length of haul, traffic patterns, road conditions, and facility access. Designated routes for hazardous materials, if any, will be included.

Timely information will be provided to the public on the magnitude of the situation, as well as the sequence of debris removal & disposal operations. Public officials and environmental groups should be briefed on the burning methods used, how the systems work, environmental standards, and associated health issues and risks.

Incidents of illegal dumping or the locations of illegal dump sites should be reported to the law enforcement agency in that jurisdiction.

Debris removal activities will be coordinated and prioritized by the local governmental public works entities in the following order:

- Threats to Public Health & Safety - Debris as threat to lives, public health, and safety, including debris which obstructs passage of emergency vehicles and access to critical facilities

- Prevention of Damage - Debris posing the threat of significant additional damage to public structures (buildings, roads, etc.), or private property

- Speedy Recovery - Debris hindering the economic recovery of the impacted community

- Debris on Private Property - The property owner is responsible, Most homeowner fire and extended coverage insurance policies have special coverage for debris removal and for demolition of heavily damaged structures. Specific guidance with respect to debris pick-up may be provided to the public following disaster or emergency

- Right of Entry - Should local governmental resources be used to remove debris from private property when it poses a hazard to public health or safety, a right of entry agreement will be executed with the property owner. The right of entry agreement shall include a waiver of liability for government workers and specify any known owner intent to rebuild, to ensure that the foundation and utilities are not damaged further during debris removal operation

Sites selected for temporary debris staging & reduction will be on public property with sufficient acreage to handle anticipated needs. Selection criteria will include minimum noise impact, adequate traffic flow and environmental considerations. Decisions on an ultimate disposal site (or sites) will be based upon the type(s) of debris involved, the proximity of existing public or private landfills, and any restrictions or capacity limits on their use.

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

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

- Environmental Assessment - an environmental assessment or audit may be conducted by the Kansas Department of Health & Environment and/or the Environmental Protection

Agency to establish the need for a testing or monitoring program. This assessment should be done on ash, soil, ground & surface water.

- Environmental Restoration - contamination may occur from petroleum spills at staging & reduction sites, or runoff from the debris piles, burn sites, and ash piles. Assessment reports from the cities should consolidate this information and report it to the ESF #3 Coordinator in the County EOC.

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

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

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

   As needed, each respective municipal jurisdiction will make emergency repairs to their lift stations and critical wastewater facilities, equipment and systems. Cowley County does not own or operate any lift stations or wastewater facilities. Additionally, all Public Works departments and Townships will assist ESF #3 in the Cowley County EOC by providing assistance for debris removal & disposal activities, and by providing a "rapid assessment" of damage sustained to wastewater facilities, equipment and systems.

   Sanitation needs, such as trash removal is the responsibility of individuals and businesses in Cowley County. If portable toilets are required, the transportation, placement and removal of portable toilets will be handled through criteria outlined in ESF 7 - Resources.

9. Cowley County/city public works departments maintain a listing of Public Works Department owned equipment and trained operators including equipment, personnel and supplies. The Cowley County Engineering Department maintain lists of local contractors and equipment rental businesses, including those qualified to remove hazardous materials, substances or wastes, asbestos and lead-based paint. The County-owned

and operated equipment is included as part of the master resource directory maintained under separate cover in the Emergency Management office and has not been uploaded into this plan.

10. The Cowley County Engineer's Department has a Livestock and Small Animal Composting Facility Operations Plan and a Cowley County Transfer Station Construction and Demolition Landfill Plan. Both are uploaded into the file archives section of this plan.

11. A map of pre-identified stockpile locations and temporary storage sites and daily time record have also been uploaded into the file archives section of this plan.

B. Direction and Control

1. The ESF 3 Coordinating Agency is the Cowley County Public Works/Engineering Department who works in coordination with local planning partners. The staff serving as ESF 3 Coordinator is appointed by and located in the Cowley County Public Works/Engineering Department. When ESF 3 support is necessary, the ESF 3 Coordinator coordinates all aspects of ESF 3. Notification of staff, facilities and departments is covered under the Cowley County EOC Standard Operating Guidelines already uploaded into this plan.

2. ESF 3 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Cowley County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Cowley County.

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

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

5. In accordance with a mission assignment from ESF 3, and further mission tasking by a local primary agency, each support organization assisting ESF 3 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF 3. Mission operational control may be delegated to the field by the Cowley County EOC.

C. Organization

1. County

   a. During an activation of the Cowley County EOC, support agency staff is integrated with the Cowley County Public Works/Engineering Department staff to provide support that will provide for an appropriate, coordinated and timely response.

b. During an emergency or disaster event, the Cowley County EOC, Operations Section Chief will coordinate resource support with the Infrastructure Services Branch Chief.

c. During the response phase, ESF 3 will evaluate and analyze information regarding public works and engineering service requests. Also, ESF 3 will develop and update assessments of the public works and engineering services status in the impacted area and undertake contingency planning to meet anticipate demands and needs.

d. The Cowley County Public Works/Engineering Department develops and maintains ESF 3 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the Cowley County Emergency Operations Plan.

2. State of Kansas

a. During an activation of the State of Kansas EOC, the Adjutant General's Office, Kansas Division of Emergency Management in coordination with Kansas Department of Transportation is the designated lead agency for State public works and engineering services and will provide a liaison to facilitate requests for public works and engineering service resources to local Emergency Operations Centers.

b. During an emergency or disaster event, the primary and support agencies of ESF 3 at the State of Kansas EOC will report to the Infrastructure Services Branch Chief who reports to the Operations Section Chief under the overall direction of the SEOC Manager.

c. During the response phase, ESF 3 will evaluate and analyze information regarding public works and engineering service needs requests. ESF 3 will develop and update assessments of the public works services situation and status and undertake contingency planning to meet anticipated demands and needs.

d. The Adjutant General's Office, Kansas Division of Emergency Management in coordination with the Kansas Department of Transportation develops and maintains ESF 3 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the EOP.

D. Alerts and Notifications

1. Cowley County Emergency Management works closely with the Cowley County Engineering Department and other public works agencies in the county. When information comes to the attention of Cowley County Emergency Management, the Cowley County Engineering Department or any Public Works agency in Cowley County indicating that an emergency or disaster situation is developing, the information will be shared with the others.

2. The County Warning Point (Cowley County EOC) , will notify the ESF 3 Coordinator when Cowley County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

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

4. Upon instructions to activate or placement of ESF 3 on standby, the Cowley County Public Works/Engineering Department will implement procedures to notify all ESF 3 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

1. Actions carried out by ESF 3 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 3 agencies and the intended recipients of service.

In addition to the individual agencies and their assigned responsibilities found in the next section, there are several actions that need to be taken by all agencies involved:

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

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

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

Overall Actions Assigned to All Members
Recovery (Post Event) Actions for ESF 3 - Public Works and Engineering

1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Provide documentation for possible financial reimbursement process for recovery activities.
4	Participate in after action meetings and prepare after action reports as requested.
5	Continue to repair infrastructure and buildings on a priority basis.
6	Coordinate with damage assessment teams to condemn, demolish, and dispose of structures that present a safety hazard to the public.
7	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

Overall Actions Assigned to All Members
Mitigation Actions for ESF 3 - Public Works and Engineering

1	Recommend changes in planning, zoning, and building codes to prevent or lessen the effect of future disasters.
2	Identify critical facilities and recommend mitigation activities to those facilities.
3	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.

III. Responsibilities

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

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

4	Perform priority repairs of local roads, bridges, and culverts.
5	Designate personnel to provide technical assistance on the debris removal process.
6	Coordinate with ESF 10 on hazardous material debris removal.
Recovery (Post Event) Actions for ESF 3 - Public Works and Engineering	
1	Evaluate response and recommend changes to ESF-3 Annex to correct shortfalls and improve future response activities.
2	Provide personnel to support damage assessment teams.
Mitigation Actions for ESF 3 - Public Works and Engineering	
1	Participate in the hazard identification process and identify and correct vulnerabilities.
2	Provide ESF-3 representative for update of mitigation plan.

Primary: Cowley County Emergency Management

Preparedness (Pre-Event) Actions for ESF 3 - Public Works and Engineering	
1	Identify who is responsible for initial notification of ESF-3 personnel.
2	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
3	Develop and maintain ESF-3 Annex.
Response (During Event) Actions for ESF 3 - Public Works and Engineering	
1	Manage the collection, processing, and dissemination of information between ESF-3 and EOC or incident command.
2	Designate personnel to provide technical assistance on the debris removal process.
3	Coordinate with ESF 10 on hazardous material debris removal.
Recovery (Post Event) Actions for ESF 3 - Public Works and Engineering	
1	Evaluate response and recommend changes to ESF-3 Annex to correct shortfalls and improve future response activities.
2	Provide personnel to support damage assessment teams.
Mitigation Actions for ESF 3 - Public Works and Engineering	
1	Participate in the hazard identification process and identify and correct vulnerabilities.

Cowley County Appraiser's Office

Recovery (Post Event) Actions for ESF 3 - Public Works and Engineering	
1	Provide personnel to support damage assessment teams.

IV. Financial Management

A. ESF 3 is responsible for coordinating with Cowley County Clerk's Office to manage ESF 3 expenses relevant to an event.

B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.

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

V. References and Authorities

References and Authorities for the entire plan are covered under Section VII of the Base Plan.

ESF 4 - Firefighting

Coordinating Agency:
Cowley County Fire Chiefs Association

Primary Agency:
Arkansas City Fire/EMS Department (Fire District #5)
Atlanta Fire Dept. (Fire District #2)
Burden Fire Dept. (Fire District #3)
Cambridge Fire Dept. (Fire District #8)
Dexter Fire Dept. (Fire District #1)
Udall Fire Dept. (Fire District #4)
Winfield Fire/EMS Department (Fire District #7)

Support Agencies:
Kansas Division of Emergency Management
Kansas State Fire Marshal's Office

I. Purpose and Scope

A. Purpose

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

B. Scope

   1. The scope of ESF 4 addresses fire service assistance. ESF 4 coordinates firefighting activities, including the detection and suppression of fires and if required, providing personnel, equipment and supplies to local governments. Specifically it discusses:

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

      b) Fire suppression and prevention activities

      c) Mutual aid and resource augmentation

      d) Fire command and control structure

II. Concept of Operations

A. General

   1. ESF 4 is organized consistent with Cowley County EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, coordination, and support operations to Cowley

County through the Cowley County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.

2. Procedures, protocols, and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plans (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 4 capabilities (based on the National Planning Scenarios, the Universal Task List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

3. In a large event requiring local and State mutual aid assistance, ESF 4 will coordinate with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required assets.

4. Throughout the response and recovery periods, ESF 4 will evaluate and analyze information regarding fire detection, suppression, and prevention requests for response, develop and update assessments of the fire service situation and status in the impact area, and perform contingency planning to meet anticipated demands or needs.

5. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.

6. Cowley County has seven (7) fire districts (a map has been included in the file archive section of this plan).The Fire Chief of each jurisdiction is responsible for coordination, planning, training and the development of fire fighting operational policy for that jurisdiction. Included is the coordination of fire services during an emergency/disaster occurring within the boundaries of that department's responsibility. Control over personnel and equipment will be retained within the given jurisdiction at all times. Providers of specialized equipment are responsible for ensuring the proper training and certification of equipment operators.Under NIMS, the Safety Officer assesses hazardous and/or unsafe situations, and either develops measures or ensures compliance with existing policies for assuring personnel safety of responders.

7. Cowley County Emergency Communications handles dispatching for all emergency services within the county. Per best practices, the emergency communications department will dispatch the next nearest available unit to respond to a pending call if all units within a particular district are committed or out of service. Cowley County Emergency Communications handles call back responsibilities for all fire departments within the county through the use of digital paging or text messaging. Per best practices, the emergency communication department will perform an all call for departments in surrounding districts to respond to the station to ensure that resources are available for additional responses. Coverage of the county fire districts is maintained through the use of a county-wide mutual aid agreement with all fire departments in the county participating in the agreement. Additionally, per best practices apparatus will be staged at appropriate locations in the county to ensure that response times are minimized to any area of the county in the event that multiple units are committed at one time to an incident response. Depending on the area of the county that has resources depleted,

Emergency Communications will contact departments in either, Butler, Sumner, Elk, or Chautauqua Counties for mutual aid assistance from the nearest available fire department.

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

B. Direction and Control

1. The ESF 4 Coordinating Agency is the Cowley County Fire Chiefs Association which is appointed by Cowley County Emergency Management, in coordination with local planning partners. The staff serving as ESF 4 Coordinator is appointed by and a member of the Cowley County Fire Chiefs Association. When ESF 4 support is necessary, the ESF 4 Coordinator coordinates all aspects of ESF 4.

2. ESF 4 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Cowley County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Cowley County.

3. The ESF 4 may operate at two levels: 1) Cowley County EOC; and 2) Field Operations

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

5. In accordance with a mission assignment from ESF 4, and further mission tasking by a local primary agency, each support organization assisting ESF 4 assignment will retain administrative control over its own resources and personnel but will be under the operation control of ESF 4. Mission operational control may be delegated to the field by the Cowley County EOC.

C. Organization

1. County

   a. During an activation of the Cowley County EOC, support staff is integrated within the firefighting staff of Cowley County to provide support that will allow for an appropriate, coordinated, and timely response.

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

c. During the response phase, ESF 4 will evaluate and analyze information regarding fire service requests. Also, ESF 4 will develop and update assessments of the fire service status in the impact area and undertake contingency planning to meet anticipate demands and needs.

d. The Cowley County Fire Chiefs Association will develop and maintain ESF 4 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the Cowley County EOP.

e. Tactical firefighting operations will be controlled by the Incident Commander(s) at the scene(s) ICS structure. The Incident Commander(s) will assess the need for additional resources and request that the EOC deploy assets to support field operations. Outside firefighting resources will be controlled by the procedures outlined in mutual aid agreements. These agencies will remain under the direct control of the sponsoring agency, but will be assigned by the Incident Commander and/or the EOC to respond as necessary.

f. If firefighting resources within the county are exhausted, the Incident Commander or EOC will coordinate contacting fire departments in surrounding counties through existing mutual aid agreements. If the incident is of a scale that additional resources are needed beyond the abilities within the county and neighboring counties, the Incident Commander or EOC will coordinate placing a request for additional firefighting resources from within our region through a request for FORCE (Fire Operations Resource Coordination) activation. The Incident Commander will place a request with the FORCE Duty Officer for the necessary resources. FORCe activation can be accomplished by calling Life Team dispatch (1-800-HELPKS3), who will page the FORCe Duty Officer who will contact the agency making the request for assistance.

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

2. State of Kansas

a. During an activation of the State of Kansas EOC, the Kansas Fire Marshal's Office is the designated lead agency for Fire Fighting and will provide a liaison to facilitate requests for State Fire Fighting resources to local Emergency Operations Centers.

b. During an emergency or disaster event, the primary and support agencies of ESF 4 at the State of Kansas EOC will report to the Emergency Services Branch Chief who reports to the Response Section Chief under the overall direction of the SEOC Manager.

c. During the response phase, ESF 4 will evaluate and analyze information regarding fire service requests. Also, ESF4 will develop and update assessments of the fire service situation and status in the impact area and do contingency planning to meet anticipated demands and needs.

d. The Kansas Fire Marshal's office develops and maintains ESF 4 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the Cowley County EOP.

D. Alerts and Notifications

1. Members of the Cowley County Fire Chiefs Association and Cowley County Emergency Management work closely together. When information comes to the attention of any Fire Chief/Department within the Fire Chief's Association or Cowley County Emergency Management indicating that an emergency or disaster situation is developing, the information will be shared with the other.

2. The County Warning Point (Cowley County EOC), will notify the ESF Coordinator for ESF 4 as well as all Fire Chiefs when Cowley County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

3. ESF 4 will be activated or placed on standby upon notification by the Cowley County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 4. If additional support is required, the ESF 4 coordinating and primary agencies may jointly manage ESF 4 activities.

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

E. Actions

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

Overall Actions Assigned to All Members	
Preparedness (Pre-Event) Actions for ESF 4 - Firefighting	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-4 tasks.
2	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).

| 3 | Participate in training, drills, and exercises. |

Overall Actions Assigned to All Members
Response (During Event) Actions for ESF 4 - Firefighting

1	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF4.
2	Assist with emergency evacuations.
3	Conduct other specific response actions as dictated by the situation.

Overall Actions Assigned to All Members
Recovery (Post Event) Actions for ESF 4 - Firefighting

1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Participate in after action meetings and prepare after action reports as requested.
3	Support clean up and restoration activities.

III. Responsibilities

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

Coordinating: Cowley County Fire Chiefs Association

Preparedness (Pre-Event) Actions for ESF 4 - Firefighting

1	Identify who is responsible for initial notification of ESF-4 personnel.
2	Identify responsibilities for liaison roles with State and adjacent county fire fighting officials.
3	Develop standard operating guides and checklists to support ESF-4 activities.
4	Collect, process, and disseminate information to and from the EOC.
5	Develop and maintain ESF-4 Annex.
6	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
7	Ensure the availability of necessary equipment to support firefighting activities.

Response (During Event) Actions for ESF 4 - Firefighting

1	Designate personnel to coordinate ESF-4 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF-4 and EOC or incident command.
3	Provide field support for emergency responders at the scene.
4	Preposition firefighting resources as required.
5	Coordinate activating mutual aid agreements as needed.
6	Coordinate and direct the activation and deployment of fire service personnel, supplies and equipment to provide firefighting assistance.
7	Alert and activate off-duty and auxiliary personnel as required by the emergency.

Recovery (Post Event) Actions for ESF 4 - Firefighting

1	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
2	Evaluate response and recommend changes to ESF-4 Annex to correct shortfalls and improve future response activities.
3	Provide documentation for possible financial reimbursement process for recovery activities.

4	Coordinate demobilization of ESF-4 resources.
5	Review plans and procedures with key personnel and make revisions and changes.
6	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

Mitigation Actions for ESF 4 - Firefighting	
1	Participate in hazard identification process and identify and correct vulnerabilities in the firefighting function.
2	Develop fire safety programs that include disaster situations and present them to the public.
3	Provide ESF-4 representative for update of mitigation plan.

Cowley County Emergency Management

Preparedness (Pre-Event) Actions for ESF 4 - Firefighting	
1	Develop and maintain ESF-4 Annex.

Response (During Event) Actions for ESF 4 - Firefighting	
1	Manage the collection, processing, and dissemination of information between ESF-4 and EOC or incident command.
2	Coordinate activating mutual aid agreements as needed.

Recovery (Post Event) Actions for ESF 4 - Firefighting	
1	Evaluate response and recommend changes to ESF-4 Annex to correct shortfalls and improve future response activities.

IV. Financial Management

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

B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.

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

V. References and Authorities

References and Authorities for the entire plan are covered under Section VII of the Base Plan.

ESF 5 - Emergency Management

Coordinating Agency:
Cowley County Emergency Management

Primary Agency:
Cowley County Emergency Management

Support Agencies:
Adjutant General's Office, Kansas Division of Emergency Management
City-Cowley County Health Department
Cowley County Community Emergency Response Teams (CERT)
Cowley County Emergency Auxiliary (CCEA)
Cowley County Emergency Communications
Cowley County MIS/GIS Department
Cowley County Sheriff's Office
United Way of the Plains

I. Purpose and Scope

A. Purpose

    1. The purpose of ESF 5 is to:

        a) Collect, analyze, and disseminate information on the nature, scope and potential impacts of an incident or major disaster;

        b) Use this intelligence to support the Command Group, Logistics, and Operations in their impact assessment and response missions;

        c) Identify and anticipate future needs and resource requirements, and incorporate this analysis into Incident Action Plans.

B. Scope

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

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

II. Concept of Operations

A. General

1. ESF 5 is organized consistent with the Cowley County EOC and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to Cowley County through the County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.

2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plans (i.e. Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 5 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.

3. In a large event requiring local or state mutual aid assistance, ESF 5 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.

4. The development of a fully functional, effective, and sustainable ESF 5 capability for Cowley County will be guided by the following principles:

   a. All ESFs will be fully integrated into all phases of ESF 5.

   b. ESF 5 will address the potential impacts of natural, technological and man-made hazards, and be in full compliance with NIMS.

   c. Planning for recovery will begin on Day 1 of the event.

   d. Emphasis will be given to pre-disaster planning for post-disaster utilization of disaster intelligence to support Incident Action Planning.

5. Information and Planning will give priority to five fundamental functions:

   a. Use of technology and human intelligence to collect, analyze, and disseminate information on disaster impacts, including direct impacts (people, buildings, infrastructure) and indirect impacts (debris generated, hazmat releases)

   b. Assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the disaster.

   c. Assess and prioritize the immediate needs of impacted communities and neighborhoods.

   d. Incorporate the analyses into Incident Action Plans that establish operational objectives, and identify resource requirements to accomplish these objectives.

e. Utilize an Incident Action Matrix to establish priorities, assign tasks to agencies, and track progress in meeting objectives.

6. Incident Assessment

   a. Initially, the Incident Commander will conduct a scene size-up. Any proactive measures or response priorities will be determined at the scene. If the event becomes too large or additional resources are needed, the IC will contact Emergency Management. Upon consultation, Emergency Management may determine the need to declare a State of Local Disaster Emergency as outlined in K.S.A. 48-932 et seq.

      1. An Emergency Declaration may be issued by the Chair of the Board of County Commissioners and has also authorized the County Administrator to sign the Declaration upon approval from the Chair.

      2. Any disaster declaration will filed promptly with the County Clerk and then notification is made to the Kansas Division of Emergency Management and local media outlets.

      3. The effects of a Declaration of Local Emergency will be to activate response and recovery aspects of all applicable local and inter-jurisdictional emergency plans and to authorize the furnishing of aid and assistance.

   b. The status of any incident will be monitored by the gathering and sharing of information from affected jurisdictions, the on scene Incident Commander and the EOC.

7. Incident Command

   a. Incident command operations will be conducted and identified on scene per the protocols or guidelines of the responding agencies. The IC can request EOC activation by notifying Emergency Management and making the request. All tactical and operational decisions will be made in the field within an ICS structure, while policy and coordination functions will be accomplished from the EOC.

8. Emergency Operations Center

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

      1. Collect, record, analyze, display and distribute information

      2. Support activities at the scene and in the field

      3. Coordinate public information and warning

      4. Prioritize and coordinate disaster related activities

5. Conduct liaison and coordination activities with external entities

6. Notify and provide ongoing information to elected officials

7. Coordinate long term recovery operations

8. Prepare action and policy plans

9. Situation assessment

10. Direction and control (broad guidance, not tactical)

11. Interagency coordination

12. Priority establishment

13. Resource management and augmentation

b. Specifics of EOC operations are outlined in the attached Cowley County Standard Operating Guidelines.

c. Status reports will be available to County Administration and the Board of County Commissioners as conditions change or are needed.

d. Coordination for public information will be addressed in ESF-15 External Communications.

B. Direction and Control

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

2. ESF 5 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Cowley County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Cowley County.

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

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

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

C. Organization

  1. County

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

     b. During an emergency or disaster event, ESF 5 will establish staffing in accordance to the EOC organizational chart found in the Basic Plan.

     c. Cowley County Emergency Management develops and maintains ESF 5 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the Cowley County EOP.

  2. State of Kansas

     a. During an activation of the State of Kansas EOC, the Adjutant General's Office, Kansas Division of Emergency Management is the designated lead agency for ESF 5 and will provide a liaison to facilitate requests for information and planning resources to local Emergency Operations Centers.

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

     c. The Adjutant General's Office, Kansas Division of Emergency Management develops and maintains ESF 5. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the EOP.

D. Alerts and Notifications

  1. Depending on the situation, information indicating that an emergency or disaster situation is developing may reach either Cowley County Emergency Management or Cowley County Emergency Communications first. The two agencies will coordinate to ensure that each are aware of the situation.

  2. The County Warning Point (Cowley County EOC), will notify the appropriate staff and/or ESF Coordinator for ESF 5 when Cowley County has been threatened or impacted by an emergency or disaster event as provided in the Cowley County EOC SOG.

3. ESF 5 will be activated as identified in the Basic Plan. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 5. If additional support is required, the ESF 5 coordinating and primary agencies may jointly manage ESF 5 activities.

4. Upon instructions to activate or placement of ESF 5 on standby, Cowley County Emergency Management will implement procedures to notify all ESF 5 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

The following are general actions performed by ESF 5. The specific actions carried out by ESF 5 in Cowley County are grouped into phases of emergency management in the table below. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 5 agencies and the intended recipients of service.

1. Intelligence Planning Functions

   a. Gathering information, analyzing intelligence, preparing incident action plans, and providing training and exercises on the above is the prime focus of ESF-5. These actions are spread across all phases of emergency management.

2. Intelligence Collection and Analysis

   a. The ability to acquire, analyze and disseminate information and intelligence on disasters and their impacts is fundamental to effective use of intelligence to establish operational and logistical objectives and priorities. Intelligence can be collected, analyzed and used in support of three overlapping phases of disaster operations: pre-event (as applicable for foreseeable events such as Severe Storms, Wildfires, etc.); impact assessment and immediate response; and sustained response and initial recovery.

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

   c. Immediate, post-disaster impact assessments, which focus on: 1) disaster impacts on people, buildings and infrastructure – with emphasis on assessments of functionality of essential services; and 2) local response capabilities and immediate needs.

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

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

a. To evaluate ESF resource and capabilities and shortfalls (e.g., availability of trained personnel, equipment, supplies) to determine the level of State and Federal assistance that is needed, organized by ESF; and

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

4. Incident Action Planning

   a. Disaster intelligence will provide critical input to the Incident Action Plan (IAP), which provides:

      1. Current information that accurately describes the incident situation and resource status;

      2. Predictions of the probable course of events

      3. Alternative strategies to attain critical incident objectives; and

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

5. Training

   a. Training is a critical preparedness component of ESF 5. The objective is to develop and sustain a capability in Cowley County to routinely implement each phase and function of ESF 5. Accordingly, training will address the following:

      1. ESF 5 – Planning and Information – overview of key components of ESF 5; role, requirements and integration of ESF 5 under NIMS.

      2. Intelligence and Analysis - procedures for identifying, collecting, prioritizing and utilizing intelligence.

      3. Use of Predictive Models – coordination with in use of predictive tools for rapid needs assessment; templates; SOPs; identification of needed local expertise (Geographic Information Systems)

      4. Preparation and Utilization of Incident Action Plans

      5. Incident Action Matrix: A Tool for Establishing Priorities, Assigning Tasks to Agencies, and Tracking Progress

6. Exercises

   a. Consistent with NIMS, Cowley County will incorporate ESF 5 plans and procedures into exercises that will be conducted at the local and State level. On an annual basis, at least two exercises will be used to evaluate ESF 5 readiness.

   b. Actions carried out by ESF 5 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended

recipients of service. ESF 5 encompasses a full range of activities from training to the provision of field services.

7. Actions

The actions for all agencies are located in the Responsibilities Section of this document.

III. Responsibilities

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

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

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

**Primary: Cowley County Emergency Management**
*Preparedness (Pre-Event) Actions for ESF 5 - Emergency Management*
1	Maintain a central personnel roster, contact and resource list to support ESF-5 tasks.
2	Identify who is responsible for initial notification of ESF-5 personnel.
3	Identify responsibilities for liaison roles with state and adjacent county emergency management officials.
4	Develop standard operating guides and checklists to support ESF-5 activities.
5	Train personnel on EOC operations, the Incident Command System (ICS), and the National Incident Management System (NIMS).

6	Collect, process, and disseminate information to and from the EOC and distribute to pre-determined list.
7	Develop and maintain Basic Plan and ESF-5 Annex.
8	Coordinate the construction of the EOP with other ESFs.
9	Coordinate and participate in training, drills, and exercises; including position specific training for EOC operations.
10	Incorporate ESF 5 plans and procedures into training and exercises and conduct at local level.
11	Establish, staff, and train damage assessment teams within the jurisdiction.
12	Identify how initial damage assessment will be collected, processed, and disseminated among local, county and State entities.
13	Identify EOC ability to respond to disasters longer than 24 hours.
14	Identify alternate EOC location and requirements to open and staff.
15	Identify protective action decisions and establish response priorities.

Response (During Event) Actions for ESF 5 - Emergency Management	
1	Coordinate activities between incident command and EOC.
2	Coordinate response to unplanned arrivals and volunteer groups who self deploy.
3	Collect and process information received from rapid damage assessment teams, analyze this information, and share with appropriate partners.
4	Support the preparation of and/or prepare an Incident Action Plans and distribute to appropriate partners.
5	Ensure that requests for Assessment Teams are forwarded to the local and State EOC.
6	Coordinate with ESF 7 to ensure that all available resources are logged and requests for resources are filled.
7	Ensure that copies of all news releases and situation reports are transmitted to the State EOC.
8	Collect and analyze intelligence in support of the overlapping phases of disaster operations: pre-event, impact assessment, and immediate response; and sustained response and initial recovery.
9	Evaluate ESF resources, capabilities and shortfalls (e.g., availability of trained personnel, equipment, supplies) to determine the level of State and Federal assistance that is needed.
10	In the case of a foreseeable event impact, set up the status boards, obtain data/studies and electronic files, and staff ESF 5. Initiate contact with the media through ESF 15, and establish contact with KDEM.
11	In the case of a foreseeable event impact, review pre-determined requests for pre-positioning of critical resources (personnel, equipment, and supplies).
12	In the case of a foreseeable event impact, collect, analyze and apply disaster intelligence information and deployment of local damage assessment teams.
13	Develop standard operating guides and checklists to support ESF-5 activities.
14	Collect, process, and disseminate information to and from the EOC and distribute to pre-determined list.

Recovery (Post Event) Actions for ESF 5 - Emergency Management	
1	Establish and draft recovery plans to address: building inspection requirements and priorities; emergency and temporary housing issues; business impacts (direct and indirect); debris management; route clearance; and utilities restoration.
2	Perform pre and post-disaster analyses of disaster impacts on buildings, infrastructure and the general population can be used to support mitigation decision-making.
3	Provide continued situation reports to support recovery and damage assessment process.

4	Provide information on damage assessment flyovers and transmitting video/pictures to the Local EOC/State EOC.
5	Schedule and conduct after action meetings and after action reviews. Draft corrective action plan.
6	Collect documentation for possible financial reimbursement process for recovery activities. Provide updates to eligible applicants on any disaster recovery programs.
7	Develop standard operating guides and checklists to support ESF-5 activities.
Mitigation Actions for ESF 5 - Emergency Management	
1	Analyze community economic impacts - including the total percentage of building stock damaged in disaster and replacement values. Refine and implement protective actions for the jurisdiction.
2	Coordinate mitigation plan revision to identify county risk and projects that could lessen risk.
3	Provide ESF partners and other eligible applicants of mitigation funding opportunities.
4	Coordinate the update of the mitigation plan.

Supporting: Cowley County Community Emergency Response Teams (CERT)

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

Supporting: Cowley County Emergency Auxiliary (CCEA)

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

Supporting: Cowley County Emergency Communications

Response (During Event) Actions for ESF 5 - Emergency Management	
1	Coordinate activities between incident command and EOC.

Supporting: United Way of the Plains

Response (During Event) Actions for ESF 5 - Emergency Management	
1	Coordinate response to unplanned arrivals and volunteer groups who self deploy.

IV. Financial Management

A. ESF 5 is responsible for coordinating with Cowley County Clerk's Office to manage ESF 5 expenses relevant to an event.

B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management

Agency via the FEMA/State Agreement.

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

V. References and Authorities

References and Authorities for the entire plan are covered under Section VII of the Base Plan.

ESF 6 - Mass Care, Housing and Human Services

Coordinating Agency:
Cowley County Emergency Management

Primary Agency:
American Red Cross

Support Agencies:
Central Christian Church - Ark City
City-Cowley County Health Department
Cowley County Animal Response Teams (CART)
Cowley County Community Developmental Disability Organization (CDDO)
Cowley County Community Emergency Response Teams (CERT)
Cowley County Emergency Auxiliary (CCEA)
Cowley County Housing Authority
Cowley County MIS/GIS Department
Cowley County Radio Amateur Civil Emergency Service (RACES)
Cowley County VOAD
Dexter (City of)
Dexter Outreach Center
First United Methodist Church
Kansas Mid-Cap
Parkerfield (City of)
South Central Kansas Regional VOAD
State Animal Response Team (SART)
The Salvation Army
United Way of the Plains
USD 465 - Winfield Schools
Winfield Recreation Center

I. Purpose and Scope

A. Purpose

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

B. Scope

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

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

      a) Mass care involves the coordination of non-medical mass care services to include sheltering of disaster survivors and household pets, organizing feeding operations,

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

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

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

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

II. Concept of Operations

A. General

1. ESF 6 is organized consistent with the Cowley County EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Cowley County through the Cowley County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation. A diagram of the ICS structure has been uploaded into the file archives section of this plan.

2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 6 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.

3. In a large event requiring local or State mutual aid assistance, ESF 6 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of required assets.

4. ESF 6 will coordinate with ESF 8 to address the requirements of persons with vulnerable needs, including their sheltering requirements.

5. Shelters within this jurisdiction are operated under the management of the American Red Cross. ARC identifies potential shelters, performs an evaluation and, if all standards are met, signs an agreement with the sponsoring entity.

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

needs to remain open to serve displaced persons.

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

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

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

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

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

Arkansas City
Central Christian Church

Dexter
Dexter Community Building
Dexter Outreach Center

Parkerfield
Parkerfield Community Center

Winfield
First United Methodist Church
Joe Thornton Recreation Center
USD 465 (High School/Middle School Complex)

Tisdale
Tisdale United Methodist Church

The Shelter Managers will follow the ARC standard operating procedure and are responsible for managing their individual shelters.
Healthcare personnel and contact information is kept under separate cover with Cowley County Emergency Management and will not be uploaded into this document.

Cowley County has created a VOAD (Volunteer Agencies Active in Disasters). The VOAD contact list is regularly updated to provide a list of agencies who can provide human services support during emergencies along with the services they provide.

1. The Cowley County VOAD and the South Central Kansas VOAD will work in conjunction with the local Housing Authority and Kansas Mid-Cap programs to identify available Section 8 housing for qualifying individuals. This process will begin once the ARC has conferred with the EOC to determine the status of the local recovery effort.

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

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

   The ARC, Cowley County volunteer groups, the Salvation Army and other volunteer organizations will set up distribution centers for the delivery of emergency relief items.

   The ARC and Salvation Army, along with other volunteer agencies, will continue to provide essential care to citizens in the affected area. The Cowley County Animal Response Team, with assistance from the Kansas State Animal Response Team, will provide shelter and care for dislocated animals. Service animals are allowed in shelters and necessary supplies/support will be arranged as needed.

3. At the time of certification, the ARC will determine if the shelter meets ADA standards.

   ARC shelters may not be able to accommodate vulnerable populations, especially at the beginning of a disaster. With this in mind, those responsible for vulnerable populations should be prepared to activate their own emergency shelter plans. The ARC is responsible for first aid level of care only. Identification of vulnerable needs population can be obtained through a list maintained by the cities (if applicable).

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

   It is the responsibility of registered sex offenders, parolees and other individuals required to report to any level of law enforcement to provide self-identification in regards to their status. Shelter managers will follow ARC guidelines to contact the proper authorities regarding the location of those listed above. It will be the responsibility of law enforcement to determine if the placement is appropriate or if the individual will need to

be relocated to a more secure setting. The Cowley County Sheriff's Department and the Kansas Department of Corrections will be responsible for the institutionalized population.

4. The ARC will keep records on the number of shelters, shelter residents, etc. through the capabilities of the Crisis Information Management System (CIMS) to document all ESF6 sheltering activities.

   The ARC will operate a Disaster Welfare Information (DWI) system to report on victim statuses and assist with family reunification. Information regarding individuals residing in the affected area will be collected and provided to authorities and immediate family members.

   Volunteers will check in with the United Way 2-1-1 for assignments. Volunteers associated with an organization will report to their coordinator. Hours/activities will be recorded and reported to the EOC through the agency liaison.

   Every effort will be made to provide crisis-counseling services to people affected by the disaster. Trained mental health counselors are available through Cowley County Mental Health and Counseling Center. Numerous volunteer organizations also have the ability to provide both faith-based and non-faith based disaster counseling services.

5. In the event of a disaster with the potential for contaminated victims who may be seeking shelter, a hazardous materials team, the City-County Health Department or Emergency Medical Personnel, or other appropriately trained county or city representatives will be sent to the shelter to screen evacuees. Those found to be contaminated will be isolated in a separate holding area until properly decontaminated or transported elsewhere for decontamination and/or treatment. Area hospitals have the ability to establish a decontamination area for affected individuals. After decontamination, if sheltering is necessary, they will be directed/taken to an appropriate shelter set up for them.

6. Animal sheltering

   a. Cowley County has a County Animal Response Team working on identifying resources, including area veterinarians, around the county to identify, shelter, and feed both large and small animals. A significant animal population in the county is comprised of pets. Pet ownership corresponds, for the most part, with general population density. An approximately number of companion animals in Cowley County can be estimated by utilizing a system developed by the American Veterinary Medical Association Pet Ownership and Demo Sourcebook: by multiplying the number of households (13,940 per 2010 census figures) by a table provided in the AVMA book, the number of companion animals in Cowley County are roughly:

Dogs = 7,444	Rodents = 321
Cats = 8,336	Reptiles = 209
Birds = 1756	Fish = 878
Rabbits and Ferrets = 321	

It has been determined by CART that in this rural area there will be very few pet owners seeking shelter for their pets as they will be likely to seek shelter with family and friends outside of the affected area. Owners of boarding kennels and area veterinarians have been contacted, as well as the county humane society, to shelter any pets that need to be housed. A copy of the map has been uploaded into the file archive section of this plan.

Once Cowley County CART has been activated by CCEM, they will begin to perform the tasks assigned and practiced. Those participating in active search and rescue of animals will know which pre-selected shelter will be appropriate for the animals they have collected and deliver them there. Team members are trained to follow policies and procedures set forth in the KSSART Operations Manual.

b. The proposed shelters for animals have already met standard guidelines. CART members will be available to assist with the identification/registration, feeding, care and treatment of animals brought to a shelter location. The pre-identified animal shelters are currently either a boarding facility, veterinary facility or the Humane Society, therefore utility provisions are already in place and covered by their emergency plan.

Household pets, other than service animals, are not allowed at any of the identified shelters. If supplies (crates, food, water, etc.) are needed for the specialty animals, CART will provide that assistance.

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

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

c. As stated above, household pets other than service animals will not be housed in shelters provided and run by the ARC. Pets will be housed with the humane society, a local animal hospital or a certified boarding kennel. CART members and the facility operators will treat and or segregate the animals depending upon condition and need. Emergency Management and CART plan to seek permission from the City of Winfield to certify several buildings at the Winfield Fairgrounds as emergency long term shelters for animals of all sizes when needed. Set up and operations of these shelters will follow the standards set forth in the KSSART Operations Manual.

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

Animals will be provided with a record, picture and chipped (if this has not already been done) at the time they are brought into the shelter. Owners bringing the animal to the

shelter will also have identifying information regarding their pet. They will present their information (receipt) to claim their pet once they are able to care for them again.

12. Cohabitation shelter (if applicable)
Currently, there no pre-identified cohabitation shelters in Cowley County. CART will work towards identifying these types of shelters in the future.

B. Direction and Control

1. The ESF 6 Coordinating Agency is Cowley County Emergency Management in coordination with local planning partners. The staff serving as ESF 6 Coordinator is appointed by and located in the Cowley County Emergency Management. When ESF 6 support is necessary, the ESF 6 Coordinator coordinates all aspects of ESF 6.

2. ESF 6 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Cowley County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Cowley County.

3. The ESF 6 may operate at two levels: 1) Cowley County EOC; and 2) Field operations

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

5. In accordance with a mission assignment from ESF 6, and further mission tasking by a local primary agency, each support organization assisting ESF 4 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF 6. Mission operational control may be delegated to the field by the Cowley County EOC.

C. Organization

1. County

a. During an activation of the Cowley County EOC, support agency staff is integrated with Cowley County Emergency Management staff to provide support that will allow for an appropriate, coordinated and timely response.

b. During an emergency or disaster event, the Cowley County EOC Operations Section Chief will coordinate resource support with the Human Services Branch Chief.

c. During the response phase, ESF 6 will evaluate and analyze information regarding mass care, mass feeding and bulk distribution of relief supplies. Also, ESF 6 will develop and update assessments of the mass care services status in

the impact area and undertake contingency planning to meet anticipate demands and needs.

    d. Cowley County Emergency Management develops and maintains ESF 6 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the Cowley County Emergency Operations Plan.

2. State of Kansas

    a. During an activation of the State of Kansas EOC, the Kansas Department of Children and Families (SRS) is the designated lead agency for State mass care services and will provide a liaison to facilitate requests for mass care service resources to local Emergency Operations Centers.

    b. During an emergency or disaster event, the primary and support agencies of ESF 6 at the State of Kansas EOC will report to the Human Services Branch Chief who reports to the Response Section Chief under the overall direction of the SEOC Manager.

    c. During the response phase, ESF 6 will evaluate and analyze information regarding mass care service needs requests. Also, ESF 6 will develop and update assessments of the mass care services situation and status in the impact area and undertake contingency planning to meet anticipated demands and needs.

    d. The Kansas Department of Children and Families (SRS) develops and maintains ESF 6 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the Cowley County Emergency Operations Plan.

D. Alerts and Notifications

1. Cowley County Emergency Management will notify ESF 6 planning partners when information comes to their attention indicating that an emergency or disaster situation is developing.

2. The County Warning Point (Cowley County EOC), will notify ESF partners for ESF 6 when Cowley County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

3. ESF 6 will be activated or placed on standby upon notification by the Cowley County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 6. If additional support is required, the ESF 6 coordinating and primary agencies may jointly manage ESF 6 activities.

4. Upon instructions to activate or placement of ESF 6 on standby, Cowley County Emergency Management will implement procedures to notify all ESF 6 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

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

In addition to the individual agencies and their assigned responsibilities found in the next section, there are several actions that need to be taken by all agencies involved:

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

Overall Actions Assigned to All Members	
Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Provide field support for emergency responders at the scene.
2	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF6.

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

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

III. Responsibilities

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

Coordinating: Cowley County Emergency Management	
Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-6 tasks.
2	Identify who is responsible for initial notification of ESF-6 personnel.
3	Identify responsibilities for liaison roles with state and adjacent county officials.
4	Develop and maintain ESF-6 Annex.
5	Identify, inspect and establish locations for the use of suitable shelter facilities.
6	Establish pre-designated shelters that are in compliance with FEMA and ADA requirements. In the absence of available ADA compliant shelters, establish procedures to offer reasonable accommodations to vulnerable needs citizens.
7	Identify how county will sustain shelter operations for less than 72 hours and greater than 72 hours.
8	Coordinate with ESF-13 to identify the process of handling parolees, registered sex offenders, and other individuals with legal reporting requirements.
Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Designate personnel to coordinate ESF-6 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF-6 and EOC or incident command.
3	Indentify and establish protocol to provided reasonable accommodations for vulnerable needs populations in the absence of ADA compliant shelter.
4	Coordinate with ESF-13 to provide security at shelters.
5	Coordinate with ESF-15, EOC, and Incident Command to provide information regarding the disaster to evacuees and the public.
6	Coordinate with ESF 14 to identify short term and long term housing resources.
Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Provide public information regarding safe re-entry to damaged areas.
Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Provide ESF-6 representative for update of mitigation plan.

Primary: American Red Cross	
Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Identify, inspect and establish locations for the use of suitable shelter facilities.
2	Establish pre-designated shelters that are in compliance with FEMA and ADA requirements. In the absence of available ADA compliant shelters, establish procedures to offer reasonable accommodations to vulnerable needs citizens.

3	Establish the criteria for how shelters will be selected and operated (kitchen, restrooms, showers, size, parking, etc.).
4	Identify how county will sustain shelter operations for less than 72 hours and greater than 72 hours.
5	Identify resources to be used for sanitation of shelters.
6	Coordinate with ESF-13 to identify the process of handling parolees, registered sex offenders, and other individuals with legal reporting requirements.
Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Manage the collection, processing, and dissemination of information between ESF-6 and EOC or incident command.
2	Identify and provide staff to support shelter operations. This includes activation, staffing and management of shelter operations.
3	Indentify and establish protocol to provided reasonable accommodations for vulnerable needs populations in the absence of ADA compliant shelter.
4	Identify procedures for handling and providing for unaccompanied minors in shelters.
5	Coordinate with ESF-13 to provide security at shelters.
6	Coordinate with ESF-15, EOC, and Incident Command to provide information regarding the disaster to evacuees and the public.
7	Coordinate with ESF 14 to identify short term and long term housing resources.
8	Coordinate with the EOC, ESF partners, and private sector to provide meals and necessary supplies to shelter residents and staff.

Supporting: City-Cowley County Health Department	
Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Identify resources to be used for sanitation of shelters.
Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Indentify and establish protocol to provided reasonable accommodations for vulnerable needs populations in the absence of ADA compliant shelter.

Supporting: Cowley County Animal Response Teams (CART)	
Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Develop and maintain ESF-6 Annex.
2	Identify, inspect and establish locations for the use of suitable shelter facilities.
Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Identify and provide staff to support shelter operations. This includes activation, staffing and management of shelter operations.

Supporting: Cowley County Community Emergency Response Teams (CERT)	
Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Establish and staff reception centers while waiting for shelters to open.
2	Identify and provide staff to support shelter operations. This includes activation, staffing and management of shelter operations.

Supporting: Cowley County Emergency Auxiliary (CCEA)	
Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Identify and provide staff to support shelter operations. This includes activation, staffing and

	management of shelter operations.

Supporting: Cowley County Housing Authority

Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Coordinate with ESF 14 to identify short term and long term housing resources.

Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Identify long-term housing resources.

Supporting: Cowley County Radio Amateur Civil Emergency Service (RACES)

Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Identify and provide staff to support shelter operations. This includes activation, staffing and management of shelter operations.

Supporting: Cowley County VOAD

Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Establish and staff reception centers while waiting for shelters to open.
2	Identify and provide staff to support shelter operations. This includes activation, staffing and management of shelter operations.
3	Indentify and establish protocol to provided reasonable accommodations for vulnerable needs populations in the absence of ADA compliant shelter.
4	Identify procedures for handling and providing for unaccompanied minors in shelters.
5	Coordinate with ESF 14 to identify short term and long term housing resources.
6	Coordinate with the EOC, ESF partners, and private sector to provide meals and necessary supplies to shelter residents and staff.

Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Identify long-term housing resources.
2	Form a long-term recovery assistance team to help identify current assistance to individuals and families, and identify any unmet needs.

Supporting: Kansas Mid-Cap

Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Coordinate with ESF 14 to identify short term and long term housing resources.

Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Identify long-term housing resources.

Supporting: South Central Kansas Regional VOAD

Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Identify long-term housing resources.
2	Form a long-term recovery assistance team to help identify current assistance to individuals and families, and identify any unmet needs.

Supporting: State Animal Response Team (SART)

Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services	
1	Identify, inspect and establish locations for the use of suitable shelter facilities.

Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services

1	Identify and provide staff to support shelter operations. This includes activation, staffing and management of shelter operations.

IV. Financial Management

A. ESF 6 is responsible for coordinating with Cowley County Clerk's Office to manage ESF 6 expenses relevant to an event.

B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.

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

V. References and Authorities

References and Authorities for the entire plan are covered under Section VII of the Base Plan.

ESF 7 - Resource Support

Coordinating Agency:
Cowley County Emergency Management

Primary Agency:
Cowley County Emergency Management

Support Agencies:
Adjutant General's Office, Kansas Division of Emergency Management
American Red Cross
Arkansas City Police Department
Cowley County Animal Response Teams (CART)
Cowley County Clerk's Office
Cowley County Community Emergency Response Teams (CERT)
Cowley County Emergency Auxiliary (CCEA)
Cowley County MIS/GIS Department
Cowley County Radio Amateur Civil Emergency Service (RACES)
Cowley County Sheriff's Office
Federal Emergency Management Agency
Kansas Division of Emergency Management
South Central Kansas Regional VOAD
The Salvation Army
United Way of the Plains
Winfield Police Department

I. Purpose and Scope

A. Purpose

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

B. Scope

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

a) EOC logistics section operations;

b) Resource identification;

c) Resource procurement;

d) Resource coordination;

e) Facilities and logistics;

f) Personnel augmentation;

g) Logistic management; and

h) Volunteer and donations management

II. Concept of Operations

A. General

1. ESF 7 is organized consistent with Cowley County EOC and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, coordination, and support operations to Cowley County through the County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to assure a timely and appropriate response to an emergency or situation.

2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plans (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 7 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.

3. In a large event requiring local or State mutual aid assistance, ESF 7 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of required assets.

4. The focal point for all requests for resources will be the Cowley County EOC. Resource requests unable to be provided by applicable ESFs will be routed to ESF7. In coordination with Logistics Section, the ESF 7 representative will determine the sources of the needed resources. The ESF 7 representative will follow procedures as outlined in the Logistics Standard Operating Procedures. These include:

   a. Procurement Process

      1. Equipment and materials will be procured from both intra-departmental and inter-departmental supplies. Inter-departmental resource requests will be submitted through ESF 7. Requests unable to be filled by County inventories are procured by ESF7 from commercial vendors. Sources include assets within County government and the municipalities. During disaster situations, all resources within County government agencies are considered available. Coordination for such resource reallocation will be accomplished within the Cowley County EOC. If necessary, reimbursement will be made in accordance with local directives.

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

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

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

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

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

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

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

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

b. Transportation requirements will be coordinated through ESF 1.

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

2. Sources include County and municipal assets, as well as those belonging to private nonprofit organizations.

3. Existing County resources will be transported to the disaster area by the County department normally responsible for the resources.

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

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

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

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

Broadway Recreation Complex
2200 Broadway St.
Winfield, KS 67156

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

Winfield Fairgrounds
1105 W. 9th
Winfield, KS 67156

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

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

d. Storage Facilities. A list of available storage facilities within the area should be pre-identified in advance of an event. ESF 7 will identify these storage facility locations and lease storage space as necessary. The replacement of any damaged or destroyed facilities would be accomplished by relocating the affected personnel to other County-owned buildings, or space obtained as outlined above, temporarily until the damaged facilities can be repaired or replaced by County personnel or through contractual arrangements secured on an emergency basis through ESF 7.

e. It is the responsibility of agencies receiving loaned property to maintain appropriate accountability of items received.

1. Agencies will monitor and track loaned items.

2. Documentation will be provided to lending organizations for their records.

3. Intra-departmental property/equipment requests are documented and submitted to ESF 7.

4. The loaning department normally furnishes an operator which is responsible for the care and location of the equipment.

5. The borrowing department is responsible for the return of the equipment after the disaster period.

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

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

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

6. Cowley County Emergency Management is responsible for coordinating critical resource management during an emergency or disaster. Individual county departments & agencies will maintain listings of critical resources with respect to their own operations. Cities will also maintain lists of their critical resources, and provide these lists to Cowley County Emergency Management upon request. Specific inventories maintained by the local agencies are kept within that agency and are not uploaded into this plan.

   For smaller emergencies, resource management will be handled by the cities and/or individual county departments/agencies. For larger scale emergencies, where limited local resources may require centralized coordination & prioritization, the Cowley County Emergency Operations Center will be activated (See ESF 5 –Emergency Management).

   Resource lists maintained by the cities or individual county departments/agencies could include, but not necessarily limited to: vehicle inventory, personnel, facilities, staging areas, equipment, equipment operators, suppliers/contractors/vendors and agreements. Facilities and staging areas will be selected based on criteria to include proximity to the affected area, transportation, communications capability, storage space, conditions, security and overall availability.

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

   Cowley County does not have a comprehensive resource list that includes restaurants, motels, grocery stores, hardware stores, etc.; however, each agency in Cowley County maintains a list of specific contacts for services they use on a regular basis. The local Chambers of Commerce and the County's Economic Development Department have listings of all restaurant, motels, grocery stores, ice producers, hardware stores, medical facilities and equipment rentals and contractors. Cowley County is part of the South Central Kansas Regional (SCKR) VOAD made of volunteer agencies (with some from the private sector) that can provide resources. That contact list is avialable by contacting the chair of the group. Additional resources are available to Cowley County through a recently formed group called the Cowley County Service Alliance which tracks agencies/resources across the County which include volunteer and private sector

resources along with contact information. Additionally, the Extension Office maintains a comprehensive list of services offered to residents from agencies from Cowley County and surrounding counties. That list is on file electronically with the Emergency Management office.

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

Cowley County has mutual aid agreements in place with surrounding jurisdictions to augment critical resources during emergencies. Additionally, there are numerous private sector resources available to support emergency operations.

7. Resources request and management. When it becomes clear that local resources will be insufficient to handle the situation, the issuance of a local emergency/disaster declaration is the mechanism for obtaining assistance from other government agencies. At any point during the development of an emergency situation, the local jurisdiction may determine it cannot handle the situation without the use of outside resources. Such resources may be obtained through the invocation of existing, routine mutual aid agreements without declarations of emergency/disaster; however, significant augmentation of resources or activation of state and federal assistance (as provided under K.S.A. 48-9, K.S.A. 12-16, 117 or the Stafford Act) must be accompanied by a properly executed emergency declaration by the chief elected official of the local jurisdiction.

Requests for federal assistance may be made only by the Governor through the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA). Major disasters are declared by the President upon a request by the Governor and with the recommendation of FEMA. Presidential declarations activate the full range of disaster assistance outlined in the Stafford Act. Other federal declarations can be made by the Administrator of the Small Business Administration (SBA) for loan programs to persons affected by disasters and by the Secretary of Agriculture (agricultural disaster situations). Common to all requests for emergency/ disaster declarations is the requirement that the requesting jurisdiction has exhausted its available resources to handle the situation. (See ESF14 Long-Term Recovery).

Points of Distribution will be established based on the magnitude and location of the disaster and including the availability of vacant warehouses or parking lots. Logistic staging areas, receiving points and distribution points have not been finalized in Cowley County. Several potential sites have been pre-identified, but won't be determined until the location and extent of the disaster can be assessed.

The priority for allocation of resources in the response phase will be based on life safety situations. Essential resources (personnel, critical supplies, heavy equipment, etc.) will be relocated if it is determined that an immediate or potential threat exists to the area.

A resource request flow chart has not been created by Cowley County. However, all requests that go through the Cowley County EOC should be done on an ICS 213 form. Vehicle inventories should be tracked using an ICS 218 form (samples of both are uploaded into the file archives section of this plan). Requests made to the State EOC will be done via WebEOC and then followed up with a phone call.

8. Donated goods, services, and equipment will be coordinated through The Salvation Army. Volunteers will be coordinated through the United Way of the Plains per Memorandum of Agreement which is uploaded in the file archive section of this plan. Volunteer and donations management must be closely coordinated with the Cowley County EOC to ensure complementary efforts and avoid unnecessary procurement. Public information announcements will be judiciously utilized to request the specific types of goods, services & equipment needed and to encourage monetary donations through existing relief organizations whenever possible. Key elements of volunteer and donations management will involve the receipt, inventory, organization & channeling of the following:

• Donated Goods
- The Salvation Army will manage in-kind donations for individual assistance, including food, clothing, toiletries and household items.
• Volunteers
- ESF 8 - Public Health and Medical Services has access to the Kansas System for the Early Registration of Volunteers (K-SERV) system, which can be utilized as a volunteer database at the local and state levels. Other groups and agencies within Cowley County can use their own volunteer system per their guidelines. Unaffiliated volunteers will be referred to the United Way of the Plains or a to a specific volunteer agency for coordination. Volunteer hours will be tracked and reported.
• Equipment
- Procurement of donated equipment will be coordinated through the ESF #7 Resources Support Group.
• Monetary Donations
- Funds donated to support emergency relief efforts will be collected by existing relief organizations.
• Unsolicited Donations

Through a vigorous approach using ESF 15 - External Communications, unsolicited donations will be highly discouraged. However, as donations arrive, the Salvation Army, in conjunction with local volunteer groups, either through Cowley County Emergency Management or the VOAD, will attempt to sort and distribute if possible.
If the event becomes a State Disaster, the Adjutant General's Department, Division of Emergency Management (KDEM) has a Memorandum of Agreement with the Salvation Army to manage the State's Donation's Management program. Cowley County will coordinate closely with KDEM to facilitate an integrated system and to avoid duplication of services.

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

10. Emergency contracting. When requests are of a high priority, an emergency procurement and/or hiring process may be necessary. Emergency procurement may involve contacting suppliers, negotiating terms, and making transportation and

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

B. Direction and Control

1. The ESF 7 Coordinating Agency is Cowley County Emergency Management who works in coordination with local planning partners. The staff serving as ESF 7 Coordinator is appointed by and located at Cowley County Emergency Management. When ESF 7 support is necessary, the ESF 7 Coordinator coordinates all aspects of ESF 7.

2. ESF 7 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Cowley County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Cowley County.

3. The ESF 7 may operate at two levels: 1) Cowley County EOC; and 2) Field operations.

4. During emergency activations, all management decisions regarding resource support for Cowley County are made at the Cowley County EOC by the ESF 7 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Cowley County EOC assist the incident commander in carrying out the overall mission.

5. In accordance with a mission assignment from ESF 7, each primary and/or support organization assisting ESF 7 will retain administrative control over its own resources and personnel, but will be under the operational control of ESF 7. Delegation of mission operational control may be delegated to the field by the Cowley County EOC.

C. Organization

1. County

   a. During an activation of the Cowley County EOC, primary and support agency staff is integrated with the Cowley County Emergency Management staff to provide support.

   b. During an emergency or disaster event, the Cowley County EOC, Operations Section will coordinate resource support with the Logistics Section. In addition, ESF 7 will:

      1. Operate under the direction of the Cowley County Emergency Management Coordinator.

2. Operate throughout the emergency, either in the Cowley County EOC, or at a location designated by the Logistics Section Chief in coordination with the Cowley County Emergency Management coordinator.

3. Alert designated primary personnel of possible resource needs and to report to the Cowley County EOC.

4. Maintain liaison with other ESFs and interested parties. This will be accomplished through the coordination of the Cowley County Emergency Management Coordinator and the Logistics Section Chief.

5. At the tasking of the Logistics Chief, take action if another ESF requires assistance in obtaining needed items. ESF 7 finds a source for needed items and provides to the requesting ESF the name of the contact person, the price and schedule for when the material can be made available at the established location.

6. Unless otherwise directed, and in order to provide resource support when needed during disaster operations, the ESF 7 function will be staffed on a 24 hour basis at the Cowley County EOC. Cowley County Emergency Management will develop and maintain ESF 7 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System, and the Cowley County EOP.

2. State of Kansas

   a. During an activation of the State of Kansas EOC, the Adjutant General's Office, Kansas Division of Emergency Management is the designated lead agency for State resource services and will provide a liaison to facilitate requests for transportation service resources to local Emergency Operations Centers.

   b. During an emergency or disaster event, the primary and support agencies of ESF 7 at the State of Kansas EOC will report to the Logistics Section Chief, who reports to the SEOC Manager.

   c. The Adjutant General's Office, Kansas Division of Emergency Management develops and maintains the overall ESF 7 Emergency Operations Plan and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the Cowley County Emergency Operations Plan.

D. Alerts and Notifications

    1. Cowley County Emergency Management will notify ESF 7 partners when information comes to their attention indicating that an emergency or disaster situation is developing.

    2. The County Warning Point (Cowley County EOC), will notify ESF 7 partners when Cowley County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

    3. ESF 7 will be activated or placed on standby upon notification by the Cowley County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 7. If additional support is required, the ESF 7 coordinating and primary agencies may jointly manage ESF 7 activities.

    4. Upon instructions to activate or placement of ESF 7 on standby, Cowley County Emergency Management will implement procedures to notify all ESF 7 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

    1. Actions carried out by ESF 7 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 7 agencies and the intended recipients of service.

    In addition to the individual agencies and their assigned responsibilities found in the next section, there are several actions that need to be taken by all agencies involved:

Overall Actions Assigned to All Members	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Collect, process, and disseminate information to and from the EOC.
2	Participate in training, drills, and exercises.
3	Establish contact with private resources that could provide support during an emergency.
4	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
5	Identify and establish SOPs for points of distributions and staging areas.
6	Establish emergency contracting procedures.

Overall Actions Assigned to All Members	
Response (During Event) Actions for ESF 7 - Resource Support	
1	Manage the collection, processing, and dissemination of information between ESF 7 and EOC or incident command.
2	Provide field support for emergency responders at the scene.
3	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF7.
4	Work with the EOC staff to establish priorities and grant resource requests according to priorities.
5	If necessary, establish staging areas, distribution sites and mobilization centers.

6	Activate mutual aid agreements as required.
7	Maintain accurate records of resources utilized and submit reports.
8	Preposition resources when incident is likely or imminent.
9	Relocate essential resources outside of threatened area when required.
10	Cooperate with EOC, incident command, adjacent counties, and/or region to provide logistics support for larger regional incidents.
11	Coordinate with ESF 12 to support missions with limited fuel availability.
12	Track resources during incident and ensure equipment maintenance is conducted and tracked.

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

Overall Actions Assigned to All Members *Mitigation Actions for ESF 7 - Resource Support*	
1	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.

III. Responsibilities

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

Coordinating: Cowley County Emergency Management	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-7 tasks.
2	Identify who is responsible for initial notification of ESF-7 personnel.
3	Identify liaison rolls with the state and adjacent county resource support officials.
4	Develop standard operating guides and checklists to support ESF-7 activities.
5	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
6	Develop and maintain ESF-7 Annex.
7	Identify and establish a credentialing system to be used in a disaster.
8	Identify how access will be granted and tracked to critical or limited access sites following an incident.
9	Identify how resources are inventoried and tracked.

Response (During Event) Actions for ESF 7 - Resource Support	
1	Designate personnel to coordinate ESF-7 activities in EOC.
2	Maintain an inventory system to track supplies used in the disaster.
3	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.
Recovery (Post Event) Actions for ESF 7 - Resource Support	
1	Evaluate response and recommend changes to ESF-7 Annex to correct shortfalls and improve future response activities.
Mitigation Actions for ESF 7 - Resource Support	
1	Participate in the hazard identification process identify and correct vulnerabilities.
2	Provide ESF-7 representative for update of mitigation plan.

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

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

Supporting: Arkansas City Police Department	
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support	
1	Identify how access will be granted and tracked to critical or limited access sites following an incident.

Supporting: Cowley County Clerk's Office
Response (During Event) Actions for ESF 7 - Resource Support
1	Maintain an inventory system to track supplies used in the disaster.

Supporting: Cowley County MIS/GIS Department
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support
1	Identify information technology disaster plan to assist in restoration of computer resources.

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

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

Supporting: The Salvation Army
Response (During Event) Actions for ESF 7 - Resource Support
1	Manage the collection, distribution, or rejection of unsolicited donations.

Supporting: United Way of the Plains
Response (During Event) Actions for ESF 7 - Resource Support
1	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.

Supporting: Winfield Police Department
Preparedness (Pre-Event) Actions for ESF 7 - Resource Support
1	Identify how access will be granted and tracked to critical or limited access sites following an incident.

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

IV. Financial Management

A. Once the Emergency Declaration is in effect ESF 7, in conjunction with the support agencies, assumes the full responsibility for resource support for all departments within the guidelines of the Emergency Declaration.

B. All inter-departmental and a portion of intra-departmental procurement from existing inventories is handled on the departmental level with no assistance from ESF 7. If this course is pursued, departments are instructed to document all transactions pursuant to FEMA audit requirements.

C. Resources obtained from outside sources (other governmental entities or commercial suppliers) are routed through ESF 7 as necessary.

D. Procurement procedures should be outlined in an "Emergency Purchasing Procedures Manual." This manual should be complete with a copy of telephone and fax numbers for "emergency vendors" sorted by product or service. These "emergency vendors" should have agreed in advance to provide necessary supplies to authorized Cowley County officials and employees at little or no notice at the normal government discount rate.

E. Expenditures for cost recovery are documented during the incident and after the incident period. All response agencies work with ESF 7 personnel in notifying the Cowley County Emergency Management of expenditures based on standard accounting procedures.

F. Each agency is responsible for tracking its own costs associated with ESF 7 operations using the standard procedures established by the support agency's standard accounting and tracking procedures.

G. Each agency is responsible for monitoring staff hours using its own tracking system, and requesting financial reimbursement (as applicable) for staff hours incurred in association with ESF 7 operations.

H. The State of Kansas EOC through the Cowley County EOC will provide appropriate forms, and provide guidance to complete forms for efficient tracking and reimbursement.

V. References and Authorities

References and Authorities for the entire plan are covered under Section VII of the Base Plan.

ESF 8 - Public Health and Medical Services

Coordinating Agency:
City-Cowley County Health Department

Primary Agency:
Arkansas City Fire/EMS Department (Fire District #5)
Cowley County Coroner
Cowley County Mental Health and Counseling Center
South Central Kansas Medical Center
William Newton Hospital

Support Agencies:
Cowley County Emergency Management
Kansas Department of Health and Environment
Kansas Division of Emergency Management

I. Purpose and Scope

A. Purpose

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

B. Scope

   1. ESF 8 is a functional annex to the Cowley County EOP and this Annex describes the actions required to coordinate public health and medical services during a disaster. It addresses:

      a) Local Health Department notification, coordination and response

      b) Emergency Medical Services (EMS) activities

      c) Coordination among community hospital partners

      d) Mass fatality partnerships in planning

      e) Community planning with other health care providers

      f) Behavioral health (mental health) activities

   2. Most of the agencies involved in public health and medical services activities have existing emergency plans and procedures. The ESF 8 Annex is not designed to take the place of these plans rather it is designed to complement, support, and reference existing plans and procedures.

3. The ESF 8 Annex supports health and medical response during a biological incident within the community and complements the Biological Incident Annex (BIA) to the Cowley County EOP.

4. For this document, public health and medical services include: medical needs associated with behavioral health needs of victims and responders, medical needs of "at risk" populations, and environmental health concerns associated with activities outlined in other portions of the Cowley County EOP.

II. Concept of Operations

A. General

1. Operational Overview

    a. ESF 8 is organized to be consistent with the Cowley County EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System (ICS). This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Cowley County through the Cowley County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.

    b. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding appendices, annexes, and standard operating guidelines, which describe ESF 8 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.

    c. In a large event requiring local or State mutual aid assistance, ESF 8 Health and Medical Task Force will work with its primary and support agency counterparts to seek and procure, plan, coordinate and direct the use of required assets. ESF-8 will utilize all local available resources first. Secondary resources will come from established Mutual Aid Agreements and Regional, State or Federal resources.

    d. When an event is focused in scope to a specific type or response mode (i.e., hospital evacuation, biological threat, hazardous materials release, pandemic disease or radiological event) technical and subject matter expertise may be provided by an appropriate person(s) from a primary or supporting agency with skills pertinent to the type of event, who will advise or may direct operations within the context of the ICS structure.

    e. Throughout the response and recovery periods, the ESF 8 Primary Agencies represented through the Health and Medical Task Force will evaluate and analyze information regarding medical, health, and public health assistance requests for response, develop and update assessments of medical and public health status in the impact area and do contingency planning to meet anticipated demands.

f. As the coordinating agency, the City-Cowley County Health Department will convene the Health and Medical Task Force for planning purposes and/or when an event occurs requiring activation of ESF 8. The Task Force shall include representatives of the primary agencies and may include support agencies listed in this document. This group will establish coordinated incident specific plans for the county using guidance from the appropriate state and federal agencies.

g. The Public Health Officer/Medical Officer or designee for Cowley County through the office of the City – Cowley County Health Department coordinates ESF 8 preparedness, response, and recovery actions. The Cowley County Public Health Officer/Medical Officer or designee is the primary ESF 8 lead and shall assume operational control of all local public health and medical response to public health emergencies and incidents covered by ESF 8. Operational Control may be deferred to technical and subject matter experts when deemed appropriate. These actions do not alter or impede the existing authorities of any department or agency supporting ESF #8.

h. If additional support is necessary, ESF 8 Coordinating Agency or designated Emergency Response Team will contact the supporting agencies and other ESFs to request applicable support activities.

i. Dependent upon the scope of an emergency, a Joint Information Center (JIC) may be established in support of ESF 8 response. The JIC is authorized to release general medical and public health response information to the public. When possible, a recognized spokesperson from the public health and medical community (State, tribal, or local) shall deliver relevant community messages after consultation with the Coordinating Agency, Primary Agencies, Incident Commander and the lead Public Information Officer. In the event of a zoonotic disease outbreak or in coordination with ESF 11– Agriculture and Natural Resources, public information may be released only after consultation with the ESF 11 Coordinator or designated Incident Commander. As the Coordinating Agency for ESF 8, CCHD may need to unilaterally determine the appropriateness of some requests for release of public health and medical information and is responsible for consulting with and organizing local public health and medical subject-matter experts, as needed.

2. Continuity of Operations

a. Continuity of operations planning establishes policies and guidance to ensure the essential business functions of the healthcare system in the community are continued in the event that a manmade, natural or technological emergency disrupts or threatens to disrupt normal business operations. Each county community hospital has established procedures and policies to address continuity of operations within their agency. Comprehensive hospital Continuity of Operations Plan Standard Operating Guides (COOP SOG's) are currently under development. The county health department has established a Continuity of Operations Plan (COOP) to support its role in ESF 8 coordination. The county health department COOP is managed through an electronic application to ensure access to plan during an emergency. The hospital and public health COOP's are intended to be highly coordinated to ensure complimentary use of community

resources and response capabilities during an emergency. Further agency coordination of individual COOP's is expected.

b. Reconstitution is the process by which surviving and/or replacement health and medical personnel resume normal operations at the original or replacement facility. There are three tasks associated with reconstitution: transitioning, coordinating and planning, and outlining the procedures. The decision to reconstitute will be made by the Incident Commander and as outlined in internal plans. Operations may be resumed in phases with the essential functions being first priority followed by other functions as resources and personnel allow.

3. Medical Surge

a. In the event of a disaster, it is necessary to use surge capacity to provide emergency care and appropriate definitive management of patients. Bed counts alone do not determine surge capacity or the ability to care for patients. The hospital has internal policies, plans, and procedures for patient surge within their facilities, including requesting medical material and pharmaceuticals and coordinating mass fatality. Medical Surge in a declared emergency will be coordinated through the ESF 8, including individual hospital plans and each related Standard Operating Guide for ESF 8; and specifically the Cowley Strategic National Stockpile (SNS) plan as developed by the Health and Medical Task Force and maintained by the City-Cowley County Health Department.

b. ESF 8 will monitor the EMSystem application in the Cowley County EOC to maintain awareness of the availability of beds at hospitals within their jurisdiction and surrounding counties. Hospitals in Cowley County will be requested to update their bed availability at the time of a disaster or large-scale emergency through a HAvBED alert initiated at the regional or state level. The hospital will update the HAvBED alert as requested to assist with planning of patient transfers.

c. The health and medical community has a decontamination plan and access to necessary equipment. The hospitals are currently working on plans to rebuild teams of trained individuals who can assist and perform decontamination activities for patients arriving from the scene of emergencies and disasters.

d. Health and medical entities have processes and policies for medical surge capabilities, these internal plans provide details with internal patient tracking procedures. Patients seen as a result of an emergency will be tracked utilizing these procedures. The numbers of patients seen, disposition, and status of these patients will be coordinated throughout the day by ESF 8. Hospitals will follow CMS and HIPAA regulations when reporting patient information. All participating health and medical organizations will assist in determining the health and medical impact of the emergency on the community.

e. Health and medical entities protect the privacy of individually identifiable health information. ESF 8 follows standards to protect information and will utilize internal policies for reunification of patients with family. ESF 8 will coordinate efforts, when possible, to gather missing persons information from participating health and medical partners and response organizations to cross reference with data

received from ESF 6 – Mass Care, Housing, and Human Services. If ESF 8 recognizes a patient identified as missing on the American Red Cross's Safe and Well or another missing person data system provided by another mass care, housing, and human service agency, ESF 8 will verify to the extent possible the validity of their reunification need and, if acceptable, provide the current location of the patient to the requesting family member.

f. In the event individuals are in need of additional transportation to health and medical facilities, ESF 8 will coordinate with ESF 1 - Transportation.

g. During a large scale emergency, emergency room departments, treatment centers, and other medical clinics across the community may see an influx in patients. An Alternate Care Site (ACS) is a community-based location that may provide additional treatment area(s) with a minimum specific level of care for patients. An ACS may be established at sites where no medical care is usually provided or at medical facilities where the usual scope of medical services does not normally include large-scale urgent care or traditional inpatient services. If an ACS is needed to respond for managing a disaster that creates a surge of patients beyond community capabilities, the health and medical entities within Cowley County will consider options for ACS sites to care for ill patients who would otherwise seek care at hospitals and community health centers.

h. Through preparedness planning the community has developed regional relationships within the health and medical sector. This provides additional access to medical surge supply trailers, field hospital trailers, health and medical supplies, and specialized equipment which may be necessary for response. The ESF 8 Coordinator and/or Incident Commander will follow standard procedures for requests (See: CCHD SOG's) in the event these assets are needed to support operations and improve the health delivery during an emergency.

i. The Local Health Department is a full participant in the LEPC and maintains ongoing communication with Cowley County EM and all other ESF-8 partners that includes information and data sharing.

j. Suppliers - ESF-8 Public Health acquisition/procurement is coordinated through LHD, State Health Department and CDC based upon the response level required. Local MC/MF events include local hospitals and their acquisition/procurement capacities.

k. Services/Contracts - currently there are no service contracts in place for ESF-8 in Cowley County although planning does exist for temporary morgue facilities and cold storage in teh event of a mass fatality event.

l. Mutual Aid Agreements - ESF-8 agreement is managed through county-wide EM and regionally through the South Central Metro Preparedness Region and the South Central Kansas Hospital Care Coalition (SCKH HCC) as part of the KDHE-CDC required ESF-8 preparedness plans.

4. Epidemiology and Surveillance

   a. The City- Cowley County's Health Department is responsible for conducting disease surveillance and investigation within Cowley County and maintains access to an electronic disease tracking and surveillance system.

   b. The health department conducts disease surveillance and investigation activities in partnership with local hospitals, physician's offices, clinics, schools and pharmacies to maintain an overall assessment of disease outbreaks or clusters within the county. These activities also provide a reporting avenue from these organizations to the City- Cowley County Health Department to identify and contain disease outbreaks. The City- Cowley County Health Department also utilizes neighboring counties and state assistance in disease surveillance and investigation as part of a coordinated statewide public health system.

   c. Cowley County Emergency Management has identified vulnerabilities within the community. In the event of a radiological emergency, Community Reception Center (CRC) guidance is available to assist Cowley County with this process and would be used as guidance for population monitoring of county residents should a radiological emergency be declared. At the CRC, citizens will be asked to provide information regarding their location and possible exposure to the radiological emergency. This will assist the City- Cowley County Health Department, Kansas Department of Health and Environment and the Centers for Disease Control and Prevention in providing appropriate surveillance and follow up after this type of emergency.

5. Fatalities Management

   a. Cowley County recognizes the need to organize local agencies and resources to plan for and respond to an incident resulting in catastrophic loss of life. Natural disasters frequently overwhelm local systems that care for the deceased. Consequently, the responsibility for the immediate response falls on local organizations and communities. Management of the dead requires coordination of body recovery, short and long-term storage, identification, burial arrangements, and support of victims and relatives.

   b. Cowley County Emergency Management, the City-Cowley County Health Department and ESF 8 Primary Agencies will coordinate with county coroner, funeral directors, mortuary services, and coordinating group(s)/team(s) early during an emergency to ensure required resources, assessment activities, and the responsible agencies implement appropriate plans.

   c. Following an emergency, ESF 8 Primary Agencies, when requested an in coordination with its partner organizations, will assist or help identify resources to support the local district coroner, medical professionals, and law enforcement agencies in:

      1. Tracking and documenting of human remains and associated personal effects;

      2. Reducing the hazard presented by chemically, biologically, or radiologically contaminated human remains (when indicated and possible);

      3. Establishing temporary morgue facilities;

4. Determining the cause and manner of death. When the determination of the cause of a death is held to be in the public interest or a child under the age of 18 dies, the coroner or deputy coroner shall be notified. The coroner shall decide if an investigation shall take place;

5. Collecting ante mortem data in a compassionate and culturally competent fashion from authorized individuals;

6. Performing postmortem data collection and documentation;

7. Identifying human remains using scientific means (e.g., dental, pathology, anthropology, fingerprints, and, as indicated, DNA samples);

8. Preparing, processing and returning human remains and personal effects to the authorized person(s) when possible;

9. Providing technical assistance and consultation on fatality management and mortuary affairs; and

10. Coordinating with behavioral health, social workers, counselors, and community mental health centers in support of victims and relatives.

d. During an event, first responders will follow appropriate policies, procedures, and guideline to ensure safety precautions are appropriate and implemented. A copy of the Cowley County Mass Fatality SOG has been uploaded into the file archive section of this plan. This SOG contains forms and logs for procurement and resource allocation. Specialized record keeping may arise due to the specific mass prophylaxis which is passed through from the State Health Department and availalble from KDHE.

e. Through preparedness planning the community has developed regional relationships within the health and medical sector. This provides additional access resources to deal with mass fatality. The ESF 8 Coordinator and/or Incident Commander will follow standard procedures for requests in the event these assets are needed to support operations and improve the health delivery during an emergency.

6. Pre-Hospital Care

a. Cowley County promotes local and regional coordination and cooperation in emergency pre-hospital care for mass casualty events, including those that involve children. During an emergency, pre-hospital care may involve more than one jurisdiction, therefore ICS will be used to help standardize organizational structure and common terminology and to ensure a useful and flexible management system is practical for incidents involving multi-jurisdictional and multi-agency response, especially those in the field.

b. Pre-arrival assessments will be conducted by Emergency Medical Services and notification procedures to dispatch, hospitals, and other mutual aid partners will be activated.

c. Triage procedures, ambulance diversion guidelines, EMSystem protocol and policies, pediatric guidelines, and other community and internal agency plans have been developed and may be implemented in response this type of emergency.

d. Medical mutual aid may be necessary and implemented during a mass casualty or large-scale emergency.

7. Medical Countermeasure Dispensing

a. The primary goal of the county's mass dispensing program is to provide life saving medical countermeasures to citizens and visitors of Cowley County in a timely manner in response to a health and medical emergency. This program is led by the City-Cowley County Health Department and includes many of the county's other departments, health and medical partner organizations and private companies. The City-Cowley County Health Department has developed a Mass Dispensing Standard Operating Guide (SOG) which will be used during an emergency as a guide for providing vaccines and pharmaceuticals at Point of Dispensing (POD) sites for the public.

8. Medical Material Distribution

a. During a time of disaster state and federal medical material and pharmaceuticals may be available to Cowley County. To access these assets, a coordinated resource management and requesting process must be in place for participating agencies. This process promotes the full utilization of local medical equipment and supplies and exhaustion of services available locally. With the exhaustion or immediate exhaustion of these local supplies and services, Cowley County health and medical agencies can request additional resources through ESF 8 Coordinating Agency or ESF 8 Incident Command Structure which will then submit the appropriate and coordinated request through Cowley County Emergency Management to the State of Kansas EOC for fulfillment. Procedures for requesting medical materials can be found in the Cowley County Mass Dispensing SOG and Hospital EOP.

b. Health and medical entities have processes in place for requesting medical countermeasures, including but not limited to the Strategic National Stockpile (SNS), CHEMPACK (nerve agent and organophosphate antidotes), and Chemical Event Shipping Supply Location (CESSL) program.

9. Non-Pharmaceutical Interventions

a. The Kansas Isolation and Quarantine statute K.S.A. 65-129 provides the template for control efforts in the case of large-scale outbreaks of naturally occurring diseases, like pandemic influenza, SARS or artificially introduced biological agents in connection with bioterrorism. The Public Health Officer and/or the Cowley County Board of Health may also issue advisories or recommendations for the closure of public buildings, events and activities. In partnership with local school districts, schools may also be dismissed to aid in disease containment measures.

b. When necessary, ESF 8 will coordinate with ESF 13 – Public Safety to ensure the safety of public and community members related to isolation and quarantine.

c. The hospital maintains an appropriate HVAC system which is an essential tool for the control of infection. The hospital has a negative pressure room and procedures to keep contaminants and pathogens from reaching surrounding areas within the hospital. These procedures are outlined in internal hospital policies and will be actives as outlined in these policies to prevent cross-contaminations from room to room.

10. Responder Health and Safety

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

b. A community hazardous vulnerability assessment (HVA) has been made available to identify any anticipated hazards, including infectious disease, hazardous materials, and environmental factors.

c. The ESF 8 Primary Agencies maintain limited inventories and have access to expanded inventories of personal protective equipment (PPE) to ensure the safety and health of first responders.

d. There are counseling services available throughout the community for those victims and responders with behavioral health needs. This is outlined under the Behavioral Health section of this Annex.

11. Volunteer Management

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

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

12. Environmental Health

a. The City-Cowley County Health Department Environmental Specialist, under the direction of the Public Health Officer, will act as a liaison between primary and supporting agencies including the Kansas Department of Agriculture, Kansas Department of Health and Environment (KDHE), Cowley County Sheriff

Department, and other applicable agencies to coordinate efforts for responding to a disease carrying vectors and/or animal control issues within Cowley County.

b. The City-Cowley County Health Department Environmental Specialist, under the direction of the Public Health Officer, will conduct assessments within Cowley County to determine whether property and/or structures: meet the definition of an uninhabitable structure, pose a potential health and/or safety hazard, or a health emergency. These activities may include, but are not limited to: assisting with determining whether structures meet the definition of "significant damage" following major flooding events and determination of proper sanitary conditions.

c. To ensure the safety of public drinking water, the City-Cowley County Health Department Environmental Specialist, under the direction of the Public Health Officer, will act as a liaison between primary and supporting agencies including the permitted public water suppliers within Cowley County, KDHE, and other applicable agencies with an interest in public drinking water.

13. Behavioral Health

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

14. Demobilization and Recovery

a. When the Incident Commander has ordered demobilization, the ESF 8 Coordinator will notify health and medical response entities. Each agency should consider their property and business impact for returning to normal facility operations.

   1. As needs for personnel decrease, personnel should report to debriefing area or standard area of operations as directed by supervisor. Positions will deactivate in a phased manner as outlined by internal plans and policies.

   2. All equipment and supplies shall be returned or disposed of in compliance with recommendations from internal and/or external authorities and coordinated by supply unit leader and finance/administration section. Health and medical supplies and equipment should be repaired, repacked, and replaced as needed.

   3. Any plans to salvage, restore, and recover the impacted facility will initiate upon approval from applicable local, State, and Federal law enforcement and emergency service authorities.

B. Direction and Control

1. During a state of emergency, Cowley County health and medical response activities will be coordinated through the Cowley County EOC; which will serve as the source of all direction and control.

2. The Cowley County Emergency Manager or designee provides direction and control for ESF 8 to include mission assignments, mutual aid, contracts for goods and services, and recovery and mitigation activities.

3. During emergency activations, all management decisions regarding Cowley County or regional response are made at the Cowley County EOC by the ESF 8 Coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section Coordinators and staff at the Cowley County EOC assist the commander in carrying out the overall mission. Resources for response are modular and scalable, depending on the type, size, scope and complexity of the emergency or disaster event.

4. A staffing directory and the ESF 8 Emergency Operations Plan, its accompanying appendices, annexes and standard operating guidelines are maintained by the City-Cowley County Health Department. City-Cowley County Health Department is responsible for ensuring contact information is accurate and ready for response.

5. Agencies of ESF 8 may serve in Field Operations (i.e., Disaster Recovery Center operations, intrastate and/or interstate mutual aid assistance, etc.).

6. When a request for assistance is received by ESF 8 it is assigned to the agency or agencies that have the most appropriate resources and expertise to accomplish the task.

7. Cowley County Emergency Management will assist in the coordination of state response efforts under the provisions of a Governor's Disaster Declaration.

C. Organization

1. County

    a. During an actual or potential emergency or disaster, the primary agency of City-Cowley County Health Department will assign a liaison to Cowley County EOC to fill the role of ESF 8 Coordinator. During an activation of the Cowley County EOC, support agency staff will work with the coordinating agency to provide support that will allow for an appropriate, coordinated and timely response. If additional support is required, the City-Cowley County Health Department and primary agencies may co-manage ESF 8 activities.

    b. ESF 8 Coordinator will report to the Cowley County Emergency Manager or designee. During the response phase, the ESF 8 Coordinator will evaluate and analyze information regarding medical and public health assistance requests.

    c. ESF 8 Coordinator will develop and update assessments of medical and public health status in the impact area and do contingency planning to meet anticipated demands.

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

    2. State of Kansas

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

D. Alerts and Notifications

    1. Cowley County Emergency Management will notify the City-Cowley County Health Department when an area of Cowley County is threatened or has been impacted by an emergency or disaster event.

    2. All primary agencies notified will report to the Cowley County EOC, if so advised or requested by Cowley County Emergency Management.

    3. The ESF 8 Coordinator and/or Cowley County Emergency Management will provide notification to support agencies as outlined in internal call down procedures and/or Code Red automated notification system. The ESF 8 Coordinator will continue to update those agencies as the situation progresses and upon demobilization and recovery.

E. Actions

    1. Actions carried out by ESF 8 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 8 agencies and the intended recipients of service. In addition to all the actions listed in the Responsibilities section, all agencies in this ESF are responsible for the following:

       During the Preparedness Phase:
          - Credential and badge department employees prior to an incident
          - Capture incident related expensed to be used in emergency response

       During the Mitigation Phase:
          - Provide hand washing and other disease prevention campaign activities

III. Responsibilities

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

Coordinating: City-Cowley County Health Department

Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services

1	Identify organizations or facilities responsible for providing initial notification for ESF 8
2	Identify liaison to communicate between health department and ESF for emergency related information
3	Coordinate with ESF 6, to identify at-risk individuals in advance of, during, and following an emergency
4	Identify health services needed to support identified disaster risks and provision of those services
5	Identify county's fatality management capabilities
6	Maintain MOUs or MOAs in place to share medical resources
7	Coordinate local efforts related to K-SERV and medical professional volunteer registration
8	Identify currently available health and medical sector related volunteer organizations
9	Develop procedures to appropriately vet and release casualty and fatality information
10	Coordinate activities related to health department SOG development
11	Participate in the CDC Public Health Preparedness Program
12	Coordinate health department's exercise program
13	Credential medical staff
14	Participate in county medical countermeasure planning
15	Coordinate credentialing/privileging procedures to utilize volunteer behavioral health professional and other staff
16	Coordinate community medication dispensing activities including vaccines and pharmaceuticals
17	Coordinate activities in preparing at-risk populations for disasters
18	Coordinate and maintain family reunification policies or procedures to be used by ESF 8

Response (During Event) Actions for ESF 8 - Public Health and Medical Services

1	Communicate ESF 8 information to and between support agencies
2	Coordinate and maintain ESF 8 situational awareness
3	Coordinate medical operations activities and resource needs for the following: Health department, Hospital(s) , EMS, Environmental health, Pharmacy(ies), Behavioral health center(s)/team(s), Clinic(s), Funeral director(s)/coroner
4	Coordinate support activities to ESF 6 for Vulnerable Needs at shelters
5	Identify specific health and safety risks for disasters
6	Coordinate with ESF 7 for requesting resources
7	Coordinate and activate mutual aid, K-SERV and other methods for requesting additional medical providers and support personnel
8	Communicate incident related health and medical information to citizens including at-risk populations
9	Coordinate surveillance and epidemiological activities of the local health department including activities with community partners: schools, EMS, hospitals, private medical providers, and others
10	Recommend or determine health-related protective actions
11	Coordinate fatality management process and requests additional support
12	Activate the Kansas Funeral Directors Association Disaster Team to support fatality management according to the Kansas Mass Fatality Plan
13	Determine the extent or threat of contamination from chemical, radiological or infectious agents
14	Document and track resources that are committed to specific missions and costs

15	Activate and conduct activities that may be involved in community disease containment measures including isolation, quarantine, and gathering cancelation
16	Activate and conduct county's mass dispensing campaign priorities and general activities
17	Activate continuity of operations plan
18	Activate and conduct county's disease surveillance system
19	Recommend or determine health department's protective action
20	Provide liaison to communicate between health department and ESF 8 for emergency related information
21	Provide liaison for communication between hospitals and ESF 8 related to patient numbers and information
22	Report incident related injuries to EOC
23	Report incident related fatality to EOC
24	Coordinate vector surveillance activities
25	Perform vector surveillance activities
26	Provide briefs or updates related to vector surveillance activities to ESF 8
27	Coordinate and activate mortuary services during an emergency
28	Coordinate and activate behavioral health care activities
29	Coordinate emergency organization credentialing/privileging procedures
30	Coordinate community outreach to at-risk populations
31	Coordinate with at-risk populations at a community shelter
32	Coordinate and activate the Kansas Funeral Directors Association to support fatality management according to the Kansas Mass Fatality Plan

Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services

1	Activate family reunification policies or procedures to be used by ESF 8
2	Coordinate with health and medical sector agencies submitting response and recovery information to emergency management
3	Conduct and monitor health effects post-disaster
4	Provide public health input into community recovery affairs
5	Provide incident reports for elected officials
6	Inspect food service establishments prior to resuming business
7	Restore water and wastewater capabilities in coordination with ESF 3
8	Assist at-risk populations in recovering from disasters including programs provided

Mitigation Actions for ESF 8 - Public Health and Medical Services

1	Identify the public health impact of identified risks
2	Provide vaccinations against preventable diseases including tetanus, influenza, pertussis, etc
3	Provide hand washing and other disease prevention campaign activities

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

Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services

1	Identify health services needed to support identified disaster risks and provision of those services

Response (During Event) Actions for ESF 8 - Public Health and Medical Services

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

Primary: Cowley County Mental Health and Counseling Center

Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services

1	Identify county's behavioral health response capabilities
2	Coordinate credentialing/privileging procedures to utilize volunteer behavioral health professional and other staff
3	Coordinate behavioral health capabilities of the organization
4	Coordinate organization's behavioral health disaster team

Response (During Event) Actions for ESF 8 - Public Health and Medical Services

1	Coordinate and activate behavioral health care activities
2	Conduct behavioral health care activities

Primary: South Central Kansas Medical Center

Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services

1	Identify hospital's ability to perform decontamination of patients, service animals and pets
2	Identify health services needed to support identified disaster risks and provision of those services
3	Monitor available medical beds and reports to ESF 8
4	Identify county's fatality management capabilities
5	Maintain MOUs or MOAs in place to share medical resources
6	Identify alternate care site planning activities
7	Develop procedures to appropriately vet and release casualty and fatality information
8	Credential medical staff
9	Participate in the Hospital Preparedness Program
10	Participate in county medical countermeasure planning

Response (During Event) Actions for ESF 8 - Public Health and Medical Services

1	Communicate incident related health and medical information to citizens including at-risk populations
2	Recommend or determine health-related protective actions
3	Activate community alternate care site
4	Operate community alternate care site
5	Determine the extent or threat of contamination from chemical, radiological or infectious agents
6	Track the injured (Registration to discharge process)
7	Activate continuity of operations plan
8	Activate and conduct medical care activities during a disaster
9	Activate and conduct medical surge activities: cancellation of elective surgeries, transfer of patients, etc.
10	Activate and perform decontamination of patients, service animals and pets
11	Provide numbers of available beds, resources, medical capabilities and medical specialties to the ESF 8 Coordinator
12	Coordinate and activate patient decontamination activities with EMS agencies
13	Dispose of medical supplies
14	Conduct decontamination activities, in coordination with ESF 10, from chemical, radiological or biological agents

Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services

1	Report damages of hospitals to ESF 8
2	Restore water and wastewater capabilities in coordination with ESF 3

	Mitigation Actions for ESF 8 - Public Health and Medical Services
1	Provide hand washing and other disease prevention campaign activities

Primary: William Newton Hospital

	Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services
1	Identify hospital's ability to perform decontamination of patients, service animals and pets
2	Identify health services needed to support identified disaster risks and provision of those services
3	Monitor available medical beds and reports to ESF 8
4	Identify county's fatality management capabilities
5	Maintain MOUs or MOAs in place to share medical resources
6	Identify alternate care site planning activities
7	Develop procedures to appropriately vet and release casualty and fatality information
8	Credential medical staff
9	Participate in the Hospital Preparedness Program
10	Participate in county medical countermeasure planning

	Response (During Event) Actions for ESF 8 - Public Health and Medical Services
1	Communicate incident related health and medical information to citizens including at-risk populations
2	Recommend or determine health-related protective actions
3	Activate community alternate care site
4	Operate community alternate care site
5	Determine the extent or threat of contamination from chemical, radiological or infectious agents
6	Track the injured (Registration to discharge process)
7	Activate continuity of operations plan
8	Activate and conduct medical care activities during a disaster
9	Activate and conduct medical surge activities: cancellation of elective surgeries, transfer of patients, etc.
10	Activate and perform decontamination of patients, service animals and pets
11	Provide numbers of available beds, resources, medical capabilities and medical specialties to the ESF 8 Coordinator
12	Coordinate and activate patient decontamination activities with EMS agencies
13	Dispose of medical supplies
14	Conduct decontamination activities, in coordination with ESF 10, from chemical, radiological or biological agents

	Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services
1	Report damages of hospitals to ESF 8
2	Restore water and wastewater capabilities in coordination with ESF 3

	Mitigation Actions for ESF 8 - Public Health and Medical Services
1	Provide hand washing and other disease prevention campaign activities

Supporting: Cowley County Emergency Management

	Preparedness (Pre-Event) Actions for ESF 8 - Public Health and Medical Services
1	Identify organizations or facilities responsible for providing initial notification for ESF 8
2	Coordinate with ESF 6, to identify at-risk individuals in advance of, during, and following an emergency

3	Coordinate local efforts related to K-SERV and medical professional volunteer registration
4	Develop procedures to appropriately vet and release casualty and fatality information
5	Credential medical staff
6	Coordinate credentialing/privileging procedures to utilize volunteer behavioral health professional and other staff
Response (During Event) Actions for ESF 8 - Public Health and Medical Services	
1	Coordinate and activate mutual aid, K-SERV and other methods for requesting additional medical providers and support personnel
2	Coordinate emergency organization credentialing/privileging procedures
3	Coordinate and activate the Kansas Funeral Directors Association to support fatality management according to the Kansas Mass Fatality Plan
Recovery (Post Event) Actions for ESF 8 - Public Health and Medical Services	
1	Record damage assessment information
2	Provide incident reports for elected officials
3	Restore water and wastewater capabilities in coordination with ESF 3

American Red Cross
Response (During Event) Actions for ESF 8 - Public Health and Medical Services

1	Provide communication of at-risk populations' needs to the ESF 8 Coordinator

Winfield Fire/EMS Department (Fire District #7)
Response (During Event) Actions for ESF 8 - Public Health and Medical Services

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

IV. Financial Management

A. ESF 8 is responsible for coordinating with Cowley County Clerk's Office to manage ESF 8 expenses relevant to an event.

B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.

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

V. References and Authorities

References and Authorities for the the entire plan are covered under Section VII of the Base Plan.

ESF 9 - Search & Rescue

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

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

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

I. Purpose and Scope

A. Purpose

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

B. Scope

1. ESF 9 coordinates actions to provide search and rescue to support incident management and facilitate the response process. Specifically, ESF 9 supports local governments by supporting:

a) Searches and rescues rural areas for lost, missing, or endangered persons;

b) Waterborne searches and rescues in lakes, ponds, or rivers;

c) Searching for downed or missing aircraft; and

d) Searches as a result of a structural collapse.

II. Concept of Operations

A. General

1. ESF 9 is organized consistent with the Cowley County EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Cowley County through the Cowley County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.

2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 9 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.

3. In a large event requiring local or State mutual aid assistance, ESF 9 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of required assets.

4. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure. Cowley County will use agencies within the County for sustainment purposes depending upon the severity of the incident. In the event that the resources needed exceed the abilities of the departments within the County, assistance will be requested from KS Task Force 5. KS Task Force 5 has equipment and training comparable to a Federal USAR team. The Arkansas City and Winfield Fire Departments are members of TF 5 and have mutual aid agreements with the other members of the Task Force: Wichita FD, Sedgwick County FD, Newton Fire/EMS Hutchinson FD, and Great Bend Fire/EMS. If the incident is expected to go longer than 72 hours, mutual aid agencies will be contacted or resources will be obtained through contacting KDEM and activation of additional Kansas Task Force Teams.

5. In the event the incident is beyond the scope of the capabilities of the USAR task force teams within the State of Kansas, specially trained and equipped Urban Search and Rescue (USAR) teams are maintained by the Department of Homeland Security, Federal Emergency Management Agency (FEMA). USAR teams may be deployed to assist local jurisdictions with complex search and rescue operations. The closest USAR teams from outside the State of Kansas are Task Forces based in Oklahoma City and Tulsa. Coordination for their response may be made through the SUSAR system. The nearest FEMA USAR teams are located in Lincoln, Nebraska and Columbia, Missouri.

6. In the event of a downed aircraft, the Federal Aviation Administration is responsible for locating the downed aircraft. Cowley County will coordinate ground rescue and/or recovery operations of victims.

Accurate records must be kept to provide information to various agencies and individuals at the completion of search & rescue activities.

Arkansas City Fire/EMS and Winfield Fire/EMS will document where injured persons were found, treated, and transported (if applicable) for additional medical care.

7. Recovering Victims - Recovering Victims - Law enforcement, under the direction of the Cowley County Coroner, will record where deceased victims were found. Law enforcement, under the direction of the Sheriff or local Police Chief, will account for and secure evidence and personal belongings.

   • Victims with no injuries will be released from the scene either to themselves or a responsible party (i.e. parent/guardian). In the event, of a potential crime scene, victims with no injuries will be referred to Law Enforcement representatives on scene. At a minimum, contact information will be obtained for all victims prior to them being released from the scene.

   • Injured victims will be transferred to a triage area to be screened for treatment and transport. Transport will be coordinated by Winfield Fire/EMS and Arkansas City Fire/EMS. In the event the needs exceed local resources, mutual aid will be utilized or MERGE will be contacted for assistance in providing additional ambulances and personnel.

   • Fatality victims

      Crime Scenes: Fatality Victims will be left in place until the body is either released by law enforcement or arrangements are made by law enforcement to transfer the body for further crime scene processing.

      Non-crime Scenes: A temporary morgue will be set up at the scene at a location deemed appropriate by on scene medical personnel. Once all injured victims are treated and transported by EMS, the transfer of bodies to the appropriate receiving facilities will be handled as set out in ESF 8 - Public Health and Medical Services.

   • Partial remains will be left in place until released by law enforcement or arrangements are made by law enforcement to transfer the remains to an appropriate facility for crime scene processing. If the remains are released at the scene, coordination of movement of the remains to the appropriate receiving facility will be made as set out in ESF 8 - Public Health and Medical Services.

8. Vulnerable needs - Certain facilities contain vulnerable populations that have the potential to pose unique problems during disaster situations. These include: care facilities, assisted living center, independent living facilities, schools, hospital and day care facilities. Each facility should have their own emergency plan. Fire departments will assist each of these agencies/facilities to implement their plan based on the situation. If an evacuation is in order, fire department personnel will assist in the implementation of the agencies' specific plan. In the event, the structures are deemed unsafe for entry, Task Force 5 will be deployed for shoring operations to allow for search and rescue operations.

9. Rescue Teams

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

Specialized rescue capabilities within or available to Cowley County include:

• Swift Water
Incidents involving water rescues in deep water or flash flood areas are directed to the Water Rescue Team members from either the Arkansas City Fire/EMS or Winfield Fire/EMS Departments. Members from these two teams are available for all of Cowley County, but due to the size of the county and the possibility of an event that would affect multiple jurisdictions; a large-scale event would quickly deplete this resource. Additional assistance can be requested through other member departments of Task Force 5 or through a request for resources through the FORCE group.

• High Angle
Incident involving high angle rescue are directed to the Arkansas City Fire/EMS and Winfield Fire/EMS Departments. Additional assistance can be obtained from other member departments of Task Force 5.

• Aerial
Cowley County can call upon the services of a private airplane vendor, the City of Wichita and the Kansas Highway Patrol to provide assistance for aerial search and rescue activities.

• Collapsed Structures
All fire departments in Cowley County are the first line of response for most rescue situations including vehicular extrications, collapsed buildings and trench collapse. The Rescue Teams from Arkansas City Fire/EMS and/or Winfield Fire/EMS Departments are called upon to provide heavy rescue, additional manpower and equipment. The local fire departments provide the initial size up of the situation as well as the initial triage. The Fire Officer on scene will assume the role of Incident Commander, direct the response of additional manpower and equipment as needed and direct the shut off of utilities such as gas or power at the scene. Additional resources can be obtained from additional member departments of Task Force 5. In the event, the incident exceeds the resources available through TF5, requests for assistance will be made to additional Task Forces within the state.

• Urban
Cases involving missing persons or fugitives are the responsibility of law enforcement who may call upon fire departments within Cowley County for assistance of search efforts. The closest search and rescue dogs teams available are through the Augusta Department of Public Safety and the Andover Police Department, both in Butler County. K-9 assistance is available through the Sedgwick County Emergency Management Agency.

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

  K-9 Search and Rescue of Kansas (K-9 SARK) assistance can be obtained for the areas of ground searching, tracking, search management and search dog handling.

B. Direction and Control

1. The ESF 9 Coordinating Agencies are the Arkansas City and Winfield Fire Departments which are appointed by Cowley County Emergency Management, in coordination with local planning partners. The staff serving as ESF 9 Coordinator is appointed by and located in the Arkansas City Fire/EMS Department (Fire District #5) / Winfield Fire/EMS Department (Fire District #7). When ESF 9 support is necessary, the ESF 9 Coordinator coordinates all aspects of ESF 9.

2. ESF 9 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Cowley County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Cowley County.

3. The ESF 9 may operate at two levels: 1) Cowley County EOC; and 2) Field operations

4. During emergency activations, all management decisions regarding search and rescue for Cowley County are made at the Cowley County EOC by the ESF 9 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Cowley County EOC assist the incident commander in carrying out the overall mission.

5. In accordance with a mission assignment from ESF 9, each primary and/or support organization assisting ESF 9 will retain administrative control over its own resources and personnel, but will be under the operational control of ESF 9. Delegation of mission operational control may be delegated to the field by the Cowley County EOC.

C. Organization

1. County

   a. During an activation of the Cowley County EOC, primary and support agency staff is integrated with the Arkansas City Fire/EMS Department (Fire District #5) / Winfield Fire/EMS Department (Fire District #7) staff to provide support.

b. During an emergency or disaster event, the Cowley County EOC Operations Section Chief will coordinate resource support with the Emergency Services Branch Chief.

c. During the response phase, ESF 9 will evaluate and analyze information regarding search and rescue requests. Also, ESF 9 will develop and update assessments of the search and rescue status in the impact area and do contingency planning to meet anticipate demands and needs.

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

2. State of Kansas

a. During an activation of the State of Kansas EOC, the Adjutant General's Office, Kansas Division of Emergency Management is the designated lead agency for search and rescue and will provide a liaison to facilitate requests for State search and rescue resources to local Emergency Operations Centers.

b. During an emergency or disaster event, the primary and support agencies of ESF 9 at the State of Kansas EOC will report to the Emergency Services Branch Chief who reports to the Response Section Chief under the overall direction of the SEOC manager.

c. The Adjutant General's Office, Kansas Division of Emergency Management develops and maintains the overall ESF 9 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the Cowley County Emergency Operations Plan.

D. Alerts and Notifications

1. The Arkansas City Fire/EMS Department, the Winfield Fire/EMS Department and Cowley County Emergency Management work very closely together. When information comes to the attention of any of these agencies indicating that an emergency or disaster situation is developing, the information will be shared with each other.

2. The County Warning Point (Cowley County EOC), will notify the ESF Coordinators for ESF 9 when Cowley County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

3. ESF 9 will be activated or placed on standby upon notification by the Cowley County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 9. If additional support is required, the ESF 9 coordinating and primary agencies may jointly manage ESF 9 activities.

4. Upon instructions to activate or placement of ESF 9 on standby, Arkansas City Fire/EMS Department (Fire District #5) / Winfield Fire/EMS Department (Fire District #7) will implement procedures to notify all ESF 9 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

1. Actions carried out by ESF 9 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 9 agencies and the intended recipients of service. In addition to the individual agencies and their assigned responsibilities found in the next section, there are several actions that need to be taken by all agencies involved:

Overall Actions Assigned to All Members	
Preparedness (Pre-Event) Actions for ESF 9 - Search & Rescue	
1	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
2	Collect, process, and disseminate information to and from the EOC.
3	Participate in training, drills, and exercises

Overall Actions Assigned to All Members	
Response (During Event) Actions for ESF 9 - Search & Rescue	
1	Provide field support for emergency responders at the scene.
2	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF9.

Overall Actions Assigned to All Members	
Recovery (Post Event) Actions for ESF 9 - Search & Rescue	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-9 Annex to correct shortfalls and improve future response activities.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Participate in after action meetings and prepare after action reports as requested.
6	Clean, replenish, repair, and perform maintenance on all equipment before returning to normal operations or storage.

Overall Actions Assigned to All Members
Mitigation Actions for ESF 9 - Search & Rescue
1	Participate in the hazard identification process and identify and correct vulnerabilities.

III. Responsibilities

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

Coordinating: Arkansas City Fire/EMS Department (Fire District #5)	
Preparedness (Pre-Event) Actions for ESF 9 - Search & Rescue	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-9 tasks.
2	Identify responsibilities for liaison roles with state and adjacent county SAR officials.
3	Develop and maintain ESF-9 Annex.
4	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
5	Identify search and rescue sustainment needs for incidents less than 72 hours and greater than 72 hours.
6	Identify guidance on handling vulnerable populations as is necessary to search and rescue operations.
Response (During Event) Actions for ESF 9 - Search & Rescue	
1	Designate personnel to coordinate ESF-9 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF-9 and EOC or incident command.
3	Transport victims to emergency treatment centers, mass casualty centers, or fatality collection points.
4	Coordinate fatality information with other agencies and provide documentation as available.
5	Coordinate the activation of mutual aid agreements.
6	Coordinate with search and rescue elements responding from outside the jurisdiction.
7	Alert or activate off-duty and auxiliary personnel as required by the emergency.
Recovery (Post Event) Actions for ESF 9 - Search & Rescue	
1	Provide assistance in initial needs assessment and augment search and rescue operations.

Coordinating: Winfield Fire/EMS Department (Fire District #7)	
Preparedness (Pre-Event) Actions for ESF 9 - Search & Rescue	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-9 tasks.
2	Identify responsibilities for liaison roles with state and adjacent county SAR officials.
3	Develop and maintain ESF-9 Annex.
4	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
5	Identify search and rescue sustainment needs for incidents less than 72 hours and greater than 72 hours.
6	Identify guidance on handling vulnerable populations as is necessary to search and rescue operations.

Response (During Event) Actions for ESF 9 - Search & Rescue	
1	Designate personnel to coordinate ESF-9 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF-9 and EOC or incident command.
3	Coordinate fatality information with other agencies and provide documentation as available.
4	Coordinate the activation of mutual aid agreements.
5	Coordinate with search and rescue elements responding from outside the jurisdiction.
6	Alert or activate off-duty and auxiliary personnel as required by the emergency.
Recovery (Post Event) Actions for ESF 9 - Search & Rescue	
1	Provide assistance in initial needs assessment and augment search and rescue operations.

Supporting: Cowley County Emergency Management	
Preparedness (Pre-Event) Actions for ESF 9 - Search & Rescue	
1	Identify who is responsible for initial notification of ESF-9 personnel.
2	Develop and maintain ESF-9 Annex.

Supporting: Cowley County Sheriff's Office	
Preparedness (Pre-Event) Actions for ESF 9 - Search & Rescue	
1	Develop standard operating guides and checklists to support ESF-9 activities.

Cowley County Coroner	
Response (During Event) Actions for ESF 9 - Search & Rescue	
1	Coordinate fatality information with other agencies and provide documentation as available.

Cowley County Fire Chiefs Association	
Preparedness (Pre-Event) Actions for ESF 9 - Search & Rescue	
1	Develop standard operating guides and checklists to support ESF-9 activities.
Mitigation Actions for ESF 9 - Search & Rescue	
1	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
2	Provide ESF-9 representative for update of mitigation plan.

IV. Financial Management

A. ESF 9 is responsible for coordinating with Cowley County Clerk's Office to manage ESF 9 expenses relevant to an event.

B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.

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

V. References and Authorities

References and Authorities for the entire plan are covered under Section VII of the Base Plan.

ESF 10 - Oil and Hazardous Materials

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

Primary Agency:
Cowley County Fire Chiefs Association
Cowley County Local Emergency Planning Committee

Support Agencies:
Atlanta Fire Dept. (Fire District #2)
Burden Fire Dept. (Fire District #3)
Cambridge Fire Dept. (Fire District #8)
City-Cowley County Health Department
Cowley County Emergency Communications
Cowley County Emergency Management
Dexter Fire Dept. (Fire District #1)
Udall Fire Dept. (Fire District #4)

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 10 is to provide hazardous materials (HazMat) coordination and support services in support of emergency events in Cowley County.

B. Scope

1. ESF 10 provides for a coordinated response to HazMat incidents. This includes the appropriate response and recovery actions to prepare for, prevent, minimize, or mitigate a threat to public health, welfare, or the environment caused by oil or HazMat.

2. ESF 10 describes the actions unique to oil and hazardous materials response. ESF 10 addresses:

a) Response to oil and hazardous materials incidents at both fixed sites and on transportation routes

b) Specialized local, regional, state and federal mutual aid resources

c) Hazardous materials planning and reporting requirements

d) Short and long-term environmental clean-up

II. Concept of Operations

A. General

1. ESF 10 is organized consistent with the Cowley County EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Cowley County through the Cowley County Emergency Response Team, Area Operations, Regional HazMat Teams, and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.

2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 10 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.

3. In a large event requiring State, Federal or mutual aid assistance, ESF 10 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of any required assets.

4. Throughout the response and recovery periods, ESF 10 will evaluate and analyze information regarding identification, securing, removing and disposing of the hazardous materials, process requests for response, develop and update assessments of the hazardous materials situation and status in the impact area, and do contingency planning to meet anticipated demands or needs.

5. When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure. The Incident Commander will make all tactical field decisions using the Hazardous Materials Operating Procedures (SOPs) of their own department. These SOPs have been included in the file archive section of this plan.

6. The release of hazardous materials into the environment can pose 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. Maps of these corridors are available and as part of the 2011 Regional Hazard Analysis and the 2014 Regional Commodity Flow Survey; both which have been uploaded into the file archives section of this plan.

   Notification of a hazardous materials spill or release from transportation incidents is normally made through Cowley County Emergency Communications, which will notify the appropriate agencies and also Cowley County Emergency Management.

   Business and Industry

   The Cowley County LEPC maintains a list of facilities reporting extremely hazardous

substances (EHS) under the provision of Title III of the Superfund Amendments and Reauthorization Act (SARA).

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 911 and/or the appropriate Fire Department. The industry has the legal obligation to notify the LEPC, NRC, and KDEM on all releases. This emergency notification must include:
- Chemical name and whether it is an extremely hazardous substance
- Estimate of the quantity released into the environment
- Time and duration of the release
- Medium into which the release occurred
- Any known or anticipated acute or chronic health risks associated with the release
- Advice on medical attention for exposed individuals
- Necessary precautions such as evacuation or in-place shelter
- Name of a contact person

The facility is required to provide ongoing information and assistance to the Fire Department, Cowley County Emergency Management and /or the EOC as required by the situation.

Any facility producing, using or storing one or more hazardous materials must also notify the National Response Center, the KDEM, the Kansas Department of Health and Environment and the Local Emergency Planning Committee (LEPC) of any release that exceeds the reportable quantity for that substance. Subject to this notification requirement are all materials on the CERCLA list and those on the list of extremely hazardous substances established by the Environmental Protection Agency (EPA).

The Hazardous Materials Classification scheme follows national guidelines for transportation as outlined by the US Department of Transportation and for fixed facilities as defined by the NFPA. The classification scheme is uploaded into the file archives section of this plan.

7. Pre Incident

The Cowley County LEPC's primary role is to fulfill the requirements of the Superfund Amendments and Reauthorization Act of 1986, commonly known as SARA Title III. In addition, the LEPC shall be an all-hazards planning committee to include: information sharing, community planning, exercise design/implementation, the critique of emergency incidents—real or exercised, other activities aimed at efficient, compassionate, and rapid response to disaster survivors', care-givers', and workers' needs in times of disasters.

Public or private resources are available to be used during a hazardous materials response incident. Public resources available include hazmat technicians within both the Arkansas City and Winfield Fire Departments. Several state agencies are available to provide resources and technical assistance to Cowley County including those of the Kansas Department of Transportation (KDOT), Kansas Department of Health and Environment (KDHE), which can be contacted 24/7 at (785) 296-1679 and the Kansas Division of Emergency Management (KDEM). The resources of the Federal Environmental Protection Agency (EPA) and the Regional Hazardous Materials Response Teams may also be available to supplement County resources. The Kansas State Fire Marshal's Office in

Topeka can be contacted 24/7 for hazardous material emergencies at (866) 542-9628.

Limited agencies have Radiological Instruments within Cowley County. Those agencies and equipment include:
Arkansas City Fire/EMS Dept:
    3 - International Medcom Radalert 50 Radiation Monitors
    1 - CDV 700
    1 - CDV 715
    1 - CDV 718A
    1 - CDV 750 Model 5a Tester
    4 - CDV 742 Dosimeters
Winfield Fire Dept:
    3 - International Medcom Radalert 50 Radiation Monitors
    1 - CDV 718A
    2 - CDV 777-1

Cowley County Emergency Management
    1 - International Medcom Radalert 50 Radiation Monitor
    5 - CDV 777-1

William Newton Hospital
    1 - CDV 777-1

South Central Kansas Medical Center
    1 - CDV 777-1

The Emergency Planning and Community Right-to-Know act requires that Local Emergency Planning Committees (LEPC) develop an emergency response plan, review it annually and provide information about chemicals in the community to the citizens. KSA 65-5703 requires a state emergency response commission. For Kansas, that group is called the Commission Emergency Planning and Response (CEPR). Local districts were created, which are county borders. Cowley County Emergency Management is responsible for maintaining current by-laws, ensuring compliance of required membership, submitting yearly compliance reports, maintaining all Tier II information, providing administrative staff members for all meetings and serves as the Information Coordinator to process public requests.

A comprehensive list of chemicals subject to EPCRA, CERCLA and Section 112(r) of the Clean Air Act is known as the List of Lists. Any agency that meets minimum requirements of this list may be subject to certain reporting requirements. Those facilities and critical facilities located in proximity of the facilities is shown in the Cowley County Hazard Analysis Plan uploaded into the file archive section of this plan. Primary routes for transportation to these facilities will be the main arterial routes such as State and Federal highways. If necessary for access, County and even township roads may have to be utilized.

A facility's emergency coordinator is identified as the contact person listed on the Tier II reports submitted to local fire departments and Cowley County Emergency Management. Plans of the facilities can be requested by response agencies.

Local rail and highway routes are uploaded in the file archive section of this plan.

Evacuation routes are also uploaded into the file archive section of this plan. The primary routes will once again be the main arterial routes (Federal and State Highways) followed by County and Township Roads as necessary.

Radiological training is at a minimum in Cowley County. Local and regional hazmat teams receive radiological training. However, it is recommended that all first responders take a radiological awareness course available on the FEMA website. Further training can be scheduled through the Kansas Division of Emergency Management utilizing the MERRTT (Modular Emergency Response Radiological Transportation Training).

8. Warning, alert, and public announcement

Any wide-scale public warning will be accomplished through a combination of different media including, but not limited to: Emergency Alert System (EAS) notifications over radio/television stations and cable TV networks, paging/texting systems for responders, a mass notification system, local government television channels, local media outlets and social media. Specific media contact information can be found in ESF 15 - External Communications. If requested by the Incident Commander, the EOC will notify any special facilities located within an affected area. If in the event a special facility cannot be notified via telephone and it is safe to do so, a Law Enforcement Officer will be dispatched to make direct contact with the facility using the appropriate personal protective equipment.

Federal and state laws require that federal, state and local agencies be notified in the event of a spill, discharge or accidental release of any material that may endanger people or pollute the water, air or soil. The responsibility for reporting these spills lies with the facility owner/operator or, for transportation incidents, the shipper. Initial notification is made by calling 911. The Emergency Communication Center will then call the necessary fire units and, if needed, a HAZMAT team. Medical support for the HAZMAT team will be provided by the Arkansas City Fire/EMS, Winfield FIre/EMS, or both.

In addition to notifying 911, the spiller is also responsible for notifying the appropriate state and federal agencies depending on the type of incident. The Emergency Management Agency will check with the Incident Commander of the lead responding agency to ensure that proper notification has been made to the National Response Center (NRC) as needed. Other notifications will be made in accordance to State and Federal requirements per standard operating procedures.

For spills of hazardous materials covered under SARA Title III, the 911 call fulfills the spiller's obligation to notify both the fire district and the Cowley County LEPC. Similarly, the call to the Kansas Division of Emergency Management (KDEM) constitutes the spiller's notification of the State Emergency Response Commission (SERC). For fixed facility spills that either affect or have the potential to affect other counties, the spiller has an additional obligation to notify the LEPC in each of those counties. If a spill occurs during transport, the shipper is required only to call 911. Regardless whether CERCLA, EPCRA, Toxic Substances Control Act (TSCA), or Oil Pollution Act (OPA) related, notifications must be made to KDEM, KDHE, and the NRC.

The Incident Commander will be the ultimate authority to determine if a hazardous materials incident is safe for any evacuated residents to return to an affected area. Public notification will be made via procedures outlines in ESF 15 - External Communications.

Cowley County falls outside of the 50-mile ingestion pathway of the Wolf Creek Generating Station in Burlington, KS. Radiological incidents from a transportation accident are the primary threat to our county and require preparation. A radiological response checklist has been uploaded into the file archive section of this plan.

9. Contamination

With the use of appropriate resources, personnel will establish adequate safe zones within the affected area of contamination or quarantine. Appropriately trained personnel will continue atmospheric and radiological monitoring of the affected area until it is determined that the conditions within the affected area are within acceptable limits. Hot, Warm, and Cold zones will be marked and security maintained to ensure that only appropriately trained and equipped personnel enter into potentially hazardous atmospheres. In the event of a radiological incident, personnel working in the affected area, will be issued personal dosimeters that will be checked at regular intervals to track each responder's radiological exposure. In the event that available monitoring equipment within the county is completely committed, additional resources can be obtained from additional hazardous materials teams within the Kansas State Fire Marshal's regional response system. Appropriate resources and incident modeling software will be used to determine and predict the size of the affected area and population of that area for the duration of the incident.

Arkansas City Fire/EMS and Winfield Fire/EMS Department personnel will coordinate the establishment of an appropriate decontamination system for the products involved in the incident. Accommodations for the appropriate storage and disposal of waste from the decontamination system will be made as well.

10. Environmental clean-up

Most environmental clean-up will be handled by private contractors. Cowley County Emergency Management and Hazardous Materials Technicians from Arkansas City Fire/EMS and Winfield Fire/EMS Departments will coordinate with the contractors to ensure that the cleanup methods are conducted in a safe and appropriate manner. Additional coordination may be made with the City-County Health Department and the appropriate state and federal agencies to ensure that all appropriate local, state, and federal guidelines are followed during the course of clean-up and recovery operations.

Cowley County does not fall within the ingestion pathway emergency planning zone (50-mile radius) of the nuclear generating station in Burlington, KS.

B. Direction and Control

1. The ESF 10 Coordinating Agencies are the Arkansas City Fire/EMS Department (Fire District #5) / Winfield Fire/EMS Department (Fire District #7) which is appointed by Cowley County Emergency Management, in coordination with local planning partners. The staff serving as ESF 10 Coordinator is appointed by and located in the Arkansas City Fire/EMS Department (Fire District #5) / Winfield Fire/EMS Department (Fire District #7). When ESF 10 support is necessary, the ESF 10 Coordinator coordinates all aspects of ESF 10.

2. ESF 10 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Cowley County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Cowley County.

3. ESF 10 may operate at two levels: 1) Cowley County EOC; and 2) Field operations

4. During emergency activations, all management decisions regarding hazardous material response and/or protection for Cowley County are made at the Cowley County EOC by the ESF 10 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Cowley County EOC assist the incident commander in carrying out the overall mission.

5. In accordance with a mission assignment from ESF 10, and further mission tasking by a Local primary agency, each support organization assisting ESF 10 assignment will retain administrative control over its own resources and personnel but will be under the operation control of ESF 10. Delegation of mission operational control may be delegated to the field by the Cowley County EOC.

C. Organization

1. County

   a. During an activation of the Cowley County EOC, primary and support agency staff is integrated with the Arkansas City Fire/EMS Department (Fire District #5) / Winfield Fire/EMS Department (Fire District #7) staff to provide support.

   b. During an emergency or disaster event, the Cowley County EOC, Operations Section Chief will coordinate resource support with the Emergency Services Branch Chief.

   c. During the response phase, ESF 10 will evaluate and analyze information regarding transportation services requests. ESF 10 will develop and update assessments of the transportation services status in the impacted area and undertake contingency planning to meet anticipated requirements.

   d. The Arkansas City Fire/EMS Department (Fire District #5) / Winfield Fire/EMS Department (Fire District #7) will develop and maintain ESF 10 and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the Cowley County Emergency Operations Plan.

2. State of Kansas

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

State hazardous materials and will provide a liaison to facilitate requests for hazardous materials resources to local Emergency Operations Centers.

b. During an emergency or disaster event, the primary and support agencies of ESF 10 at the State of Kansas EOC will report to the Emergency Services Branch Chief who reports to the Response Section chief under the overall direction of the SEOC Manager.

c. During the response phase, ESF 10 will evaluate and analyze information regarding hazardous materials requests. Also, ESF 10 will develop and update assessments of the hazardous materials situation and status in the impact area and do contingency planning to meet anticipated demands and needs.

d. The Adjutant General's Office, Kansas Division of Emergency Management develops and maintains ESF 10 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the Cowley County Emergency Operations Plan.

D. Alerts and Notifications

1. The Arkansas City Fire/EMS Department, the Winfield Fire Department and Cowley County Emergency Management work very closely together. When information comes to the attention of any of these agencies indicating that an emergency or disaster situation is developing, the information will be shared with each other.

2. The County Warning Point (Cowley County EOC), will notify the ESF Coordinators for ESF 10 when Cowley County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

3. ESF 10 will be activated or placed on standby upon notification by the Cowley County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 10. If additional support is required, the ESF 10 coordinating and primary agencies may jointly manage ESF 10 activities.

4. Upon instructions to activate or placement of ESF 10 on standby, Arkansas City Fire/EMS Department (Fire District #5) / Winfield Fire/EMS Department (Fire District #7) will implement procedures to notify all ESF 10 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

1. Actions carried out by ESF 10 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 10 agencies and the intended recipients of service.

In addition to the individual agencies and their assigned responsibilities found in the next section, there are several actions that need to be taken by all agencies involved:

Overall Actions Assigned to All Members	
Preparedness (Pre-Event) Actions for ESF 10 - Oil and Hazardous Materials	
1	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
2	Participate in training, drills, and exercises.
3	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
4	Identify and track radiological response training requirements for personnel and agencies.
5	Develop radiological awareness programs for responders, public and industry.

Overall Actions Assigned to All Members	
Recovery (Post Event) Actions for ESF 10 - Oil and Hazardous Materials	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-10 Annex to correct shortfalls and improve future response activities.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Participate in after action meetings and prepare after action reports as requested.
6	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

Overall Actions Assigned to All Members	
Mitigation Actions for ESF 10 - Oil and Hazardous Materials	
1	Participate in the hazard identification process and identify and correct vulnerabilities.
2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.

III. Responsibilities

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

Coordinating: Arkansas City Fire/EMS Department (Fire District #5)
Preparedness (Pre-Event) Actions for ESF 10 - Oil and Hazardous Materials
1   Maintain adequate supply of radiological monitors and monitoring equipment.
Recovery (Post Event) Actions for ESF 10 - Oil and Hazardous Materials
1   Continue to monitor personnel and area for radiological contamination.

Coordinating: Winfield Fire/EMS Department (Fire District #7)
Preparedness (Pre-Event) Actions for ESF 10 - Oil and Hazardous Materials
1   Maintain adequate supply of radiological monitors and monitoring equipment.

	Recovery (Post Event) Actions for ESF 10 - Oil and Hazardous Materials
1	Continue to monitor personnel and area for radiological contamination.

Primary: Cowley County Fire Chiefs Association

	Preparedness (Pre-Event) Actions for ESF 10 - Oil and Hazardous Materials
1	Identify who is responsible for initial notification of ESF-10 personnel.
2	Identify responsibilities for liaison roles with state and adjacent county officials.
3	Develop standard operating guides and checklists to support ESF-10 activities.
4	Collect, process, and disseminate information to and from the EOC.
5	Develop and maintain ESF-10 Annex.
6	Identify procedures for notification to the public about the status of hazmat facilities and transports.
7	Participate in LEPC meetings as a representative of ESF 10.
8	Identify critical facilities that may contain hazardous materials and develop a response plan for those facilities.
9	Identify local transportation routes for hazardous materials on highway and rail.
10	Identify evacuation routes away from regulated facilities.
11	Develop emergency preparedness programs for hazardous materials incidents.

	Response (During Event) Actions for ESF 10 - Oil and Hazardous Materials
1	Designate personnel to coordinate ESF-10 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF 10 and EOC or incident command.
3	Provide field support for emergency responders at the scene.
4	Coordinate with ESF 2 and 15 to initiate warning to the public of imminent hazmat incident or radiological release.
5	Coordinate with EOC to deploy trained personnel to the incident to provide hazardous material assessment and response activities.
6	Manage the direction and control of hazardous materials response efforts.
7	Establish adequate safety zones required for decontamination and quarantine.
8	Identify resources needed to ensure personnel are adequately protected and equipped to handle radiological incidents
9	Request mutual aid as needed.
10	Request assistance from the EPA, KDHE and others as dictated by the situation.

	Recovery (Post Event) Actions for ESF 10 - Oil and Hazardous Materials
1	Coordinate with ESFs 2 and 15 to announce an area is "all clear" after the assessment team determines the area is safe for return.
2	Develop and implement environmental cleanup plan.
3	Assess the extent of contamination and determine the area and population likely to be affected by hazardous materials release.

	Mitigation Actions for ESF 10 - Oil and Hazardous Materials
1	Participate in identification and planning response to potential radiological incidents.
2	Provide ESF-10 representative for update of mitigation plan.

Supporting: Cowley County Emergency Management

	Preparedness (Pre-Event) Actions for ESF 10 - Oil and Hazardous Materials
1	Maintain a central personnel roster, contact, and resource lists to support ESF-10 tasks.
2	Develop and maintain ESF-10 Annex.

3	Maintain adequate supply of radiological monitors and monitoring equipment.
4	Identify procedures for notification to the public about the status of hazmat facilities and transports.
5	Identify local transportation routes for hazardous materials on highway and rail.
6	Identify evacuation routes away from regulated facilities.
7	Develop emergency preparedness programs for hazardous materials incidents.
Response (During Event) Actions for ESF 10 - Oil and Hazardous Materials	
1	Coordinate with ESF 2 and 15 to initiate warning to the public of imminent hazmat incident or radiological release.
2	Alert all local, state, and federal agencies of incidents as prescribed by law or policy.
3	Request assistance from the EPA, KDHE and others as dictated by the situation.
Recovery (Post Event) Actions for ESF 10 - Oil and Hazardous Materials	
1	Coordinate with ESFs 2 and 15 to announce an area is "all clear" after the assessment team determines the area is safe for return.
2	Develop and implement environmental cleanup plan.
3	Assess the extent of contamination and determine the area and population likely to be affected by hazardous materials release.
Mitigation Actions for ESF 10 - Oil and Hazardous Materials	
1	Participate in identification and planning response to potential radiological incidents.

IV. Financial Management

A. Each ESF 10 entity is responsible for managing their own expenses relevant to an event.

B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.

C. Expenditures by support entities will be documented by those entities and submitted to Cowley County Emergency Management upon request.

V. References and Authorities

References and Authorities for the entire plan are covered under Section VII of the Base Plan.

ESF 11 - Agriculture and Natural Resources

Coordinating Agency:
Cowley County Emergency Management

Primary Agency:
City-Cowley County Health Department
Cowley County Animal Response Teams (CART)
Cowley County Extension Agency
Cowley County Humane Society
State Animal Response Team (SART)

Support Agencies:
American Red Cross
Arkansas City Police Department
Kansas Department of Agriculture
Kansas Department of Health and Environment
The Salvation Army
Winfield Police Department

I. Purpose and Scope

A. Purpose

　　1. ESF 11 provides the mechanism for coordinated local assistance to supplement other emergency support functions and, if available, support state and federal agencies with overall response authority. For this document, agriculture and natural resources include: animal and plant health, nutrition assistance, food protection, natural and cultural resources, and water quality and availability.

B. Scope

　　1. ESF 11 addresses the following:

　　　　a) Describes food and water security and inspections in the aftermath natural or technological disaster.

　　　　b) Addresses how natural and cultural resources will be protected and recovered in the aftermath of a disaster.

　　　　c) Due to limited local authorities in the areas of food contamination, plant pests, and animal disease, this plan references the Food and Agriculture Incident Annex that is attached to the Kansas Response Plan. This annex describes federal and state roles and authorities for food contamination, plant pests, and animal disease.

II. Concept of Operations

A. General

1. ESF 11 is organized consistent with the Cowley County EOC and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Cowley County through the County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.

2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plans (i.e. Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 11 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.

3. In a large event requiring local or State mutual aid assistance, ESF 11 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.

4. Throughout the response and recovery periods, ESF 11 will evaluate and analyze information regarding the availability of ESF 11 support services.

5. In some agriculture emergencies, State and Federal law grants lead response authority to state and/or federal agencies. This authority will be exercised pursuant to the Food and Agriculture Incident Annex to the 2017 Kansas Response Plan. The county will support State and Federal operations pursuant to county policy and/or availability of resources.

6. Food and Water Supply

    a. The Kansas Department of Agriculture is responsible for inspections and provision of a safe food supply. To provide safety and security of the food supply, the Kansas Department of Agriculture will follow established agency standard operating guidelines for food inspection.

        1. All transportation accidents involving food must be reported to the Kansas Department of Agriculture Food Safety Division before the food can be transported (Daytime: 1-785-296-5600, Nights and Weekends: 1-800-915-6163)

    b. The Kansas Department of Health and Environment is responsible for inspections of the water supply. To provide safety and security of the water supply, the Kansas Department of Health and Environment will follow established agency standard operating guideline for water inspections.

c. Although volunteer agencies providing mass care services normally have the ability to provide food and water to both individuals affected by the event and those in emergency shelters, a major disruption to supplies of water or food may create a need to provide both acquisition and logistical support to the volunteer agencies.

Public and private schools, hospitals and other institutions may have facilities available to conduct mass feedings if necessary. The federal government may also provide assistance in the bulk distribution of disaster food supplies and/or food stamps during major emergency events.

The Cowley County EOC will work closely with local volunteer agencies to determine the emergency food and water needs of the affected population (i.e., the number of people in need of food and water and their locations).The Cowley County EOC will work to ensure adequate logistical support is provided to the volunteer agencies to obtain and distribute food and water supplies to the affected population. The volunteer agencies will consider both stationary and mobile feeding operations based on the needs of the situation. If required by the event, the EOC will coordinate with the volunteer agencies to determine suitable food preparation facilities to use for mass feeding.

In most events, Cowley County will use the capabilities of the many volunteer agencies with emergency feeding capabilities (e.g., Salvation Army Canteens and others). If the situation warrants, the lead and support agencies in the Cowley County EOC will work closely with state and federal agencies to ensure the coordination of bulk food distribution and the issuance of disaster food stamps.

7. Animal Health Care

   a. Requests for Animal Control assistance will be channeled through the Cowley County dispatch.

   b. Cowley County CART (County Animal Response Team) is a recently-formed volunteer agency. As CART grows, many of the functions and responsibilities in this section will be taken on by these volunteers. In the meantime, Cowley County will rely upon assistance from the Kansas State Animal Response Team based in Wichita.

The county has a local capability for providing expedient health services to injured response animals, pets and livestock that includes local veterinary hospitals & clinics Animal control services for both Arkansas City and Winfield have a very limited capability to transport injured animals to veterinary relief facilities. Assistance with animal transportation may be available from surrounding counties through established mutual support agreements. Local & state Veterinary Medical Associations may also be able to provide listings of available transportation resources. In addition, ESF 6 – Mass Care, Housing and Human Services, along local veterinarians and the Humane Society can coordinate with the American Red Cross to pick up any animals arriving at Red Cross shelters and transport them to kennels or other temporary holding facilities.

Specialized facilities (i.e., animal shelters, veterinary hospitals & clinics, boarding facilities, etc.) are responsible for making their own arrangements for emergency energy sources to provide proper environmental conditions, food & water to highly vulnerable animal populations.

Families are encouraged to prepare all of their family members for disaster situations. Local veterinarians can assist in educating pet owners of the need to prepare by distributing brochures and fliers on disaster preparedness for pets. Pet owners can assist locating lost or missing pets by providing a description or picture of the lost animal.

Livestock owners are responsible for preparing for adverse weather conditions. When livestock feeding is beyond the owner's capabilities, the county must commit all local resources prior to requesting assistance from the State.

To the extent possible, Cowley County Emergency Management, in coordination with the Cowley CART and the KS State Animal Response Team will coordinate efforts to meet any additional or unforeseen circumstances. Critical supplies will be available either locally or regionally. Should additional critical supplies be needed, local & state Veterinary Medical Associations can provide listings of resources available and assistance with their procurement and delivery.

In general, physical methods of euthanasia will be in accordance with established city Animal Control guidelines. Where large numbers of livestock or pets are involved, these procedures may have to be modified, but will adhere, to the extent possible, to guidelines for humane euthanasia of animals.

Local law enforcement will assist local veterinarians if the decision is made to employ euthanasia for critically injured animals. Law enforcement officials may have to make these decisions in the early part of the disaster before animal medical care specialists are available. The primary job of law enforcement is the protection of emergency responders and disaster victims. As such, decisions may have to be made that would require putting down animals that may create a danger to responders or victims.

Unclaimed animals or situations where the owners are unavailable require special consideration. To the extent possible, local Animal Control officers will retain this responsibility within their own jurisdictions. Should the problem exceed local capability, assistance may be available from surrounding counties through established mutual support agreements. If additional resources are required, local & state chapters of the Veterinary Medical Association and the Humane Society may also be able to assist with locating & obtaining these services.

If the event, there may be a need to dispose of contaminated carcasses and other materials using expedient burial operations, the land used for such burials must meet environmental requirements and should be as close as possible to the exposed area. If needed, land purchases may need to be made to secure adequate disposal sites. Pre-identified burial sites have been approved by the Kansas Department of Health and Environment. Listing of these sites are kept on file in the office of Cowley County Emergency Management.

8. Incident Specific Operations - 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.

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 Cowley County FAD Plan is maintained under separate cover and is designated "For Official Use Only".

a. Zoonotic

   1. 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.

b. Radiological incident where contamination/deposition is present

   1. The Kansas Department of Agriculture may implement an agriculture control zone in response to a CBRNE incident.

c. Plant Disease

   1. Reference the Food and Agriculture Incident Annex to the 2011 Kansas Response Plan.

   2. The Cowley County Emergency Operations Plan provides established processes for resource support for all hazards. Resource support is subject to Cowley County policy, resource availability and capability status.

d. Plant, Pest or Disease

   1. Reference the Food and Agriculture Incident Annex to the 2011 Kansas Response Plan.

2. The Cowley County Emergency Operations Plan provides established processes for resource support for all hazards. Resource support is subject to Cowley County policy, resource availability and capability status.

e. Foreign Animal Disease

1. The Kansas Department of Agriculture will provide direction and control in a FAD event. Reference the Food and Agriculture Incident Annex to the 2011 Kansas Response Plan

2. The Cowley County Emergency Operations Plan provides established processes for resource support for all hazards. Resource support is subject to Cowley County policy, resource availability and capability status.

National or State Historical

Depending on the event, there may be cultural or historic preservation and restoration issues to address, as well as natural resources issues such as potential contamination of the water and/or soil, as well as plants and animal life. If the emergency causes damage to historical sites, Cowley County will work with the state and federal government to help ensure appropriate measures are taken to preserve and protect them.

Structures registered in the national or state historical registries, or those structures eligible for inclusion in those registries, are subject to special considerations. The Kansas State Historical Society maintains a list of those structures in Cowley County on the national and state registries. A list of those sites has been uploaded into the file archives section of this plan.

B. Direction and Control

1. The ESF 11 Coordinating Agency is Cowley County Emergency Management which is appointed by the Cowley County Emergency Management, in coordination with local planning partners. The staff serving as ESF 11 Coordinator is appointed by and located in the Cowley County Emergency Management. When ESF 11 support is necessary, the ESF 11 Coordinator coordinates all aspects of ESF 11.

2. ESF 11 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Cowley County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Cowley County.

3. The ESF 11 may operate at two levels: 1) Cowley County EOC; and 2) Field operations

4. During emergency activations, all management decisions regarding agriculture and natural resources for Cowley County are made at the Cowley County EOC by the ESF 11 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Cowley County EOC assist the incident commander in carrying out the overall mission.

5. In accordance with a mission assignment from ESF 11, each primary and/or support organization assisting ESF 11 will retain administrative control over its own resources and personnel, but will be under the operational control of ESF 11. Delegation of mission operational control may be delegated to the field by the Cowley County EOC.

C. Organization

1. County

   a. During an activation of the Cowley County EOC, primary and support agency staff is integrated with the Cowley County Emergency Management staff to provide support.

   b. During an emergency or disaster event, the Cowley County EOC, Operations Section Chief will coordinate resource support with the Human Services Branch Chief.

   c. During the response phase, ESF 11 will evaluate and analyze information regarding volunteers and donations requests. ESF 11 will develop and update assessments of the requirements for resources in the impacted area and undertake contingency planning to meet anticipated demands and requirements.

   d. The Cowley County Emergency Management, or an assigned designee at the Cowley County EOC, is responsible for all activity of the ESF. All volunteer animal-related agencies will coordinate directly with this ESF at the Cowley County EOC.

   e. Cowley County Emergency Management will develop and maintain ESF 11 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the Cowley County Emergency Operations Plan.

   f. Staffing of ESF 11 positions will be accomplished through using resources of the Cowley County Emergency Management along with personnel from ESF 11 support agencies and trained and screened unaffiliated volunteers.

2. State of Kansas

   a. During an activation of the State of Kansas EOC, the Kansas Department of Agriculture is the designated lead agency for agriculture and natural resources and will provide a liaison to facilitate requests for ESF 11 resources to local Emergency Operations Centers.

   b. During an emergency or disaster event, the primary and support agencies of ESF 11 at the State of Kansas EOC will report to the Human Services Branch Chief who reports to the Operations Section Chief under the overall direction of the SEOC Manager.

    c. The Kansas Department of Agriculture develops and maintains ESF 11 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the Cowley County Emergency Operations Plan.

D. Alerts and Notifications

1. Cowley County Emergency Management will notify ESF 11 partners when information comes to their attention indicating that an emergency or disaster situation is developing.

2. The County Warning Point (Cowley County EOC), will notify ESF 11 partners when Cowley County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

3. ESF 11 will be activated or placed on standby upon notification by the Cowley County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 11. If additional support is required, the ESF 11 coordinating and primary agencies may jointly manage ESF 11 activities.

4. Upon instructions to activate or placement of ESF 11 on standby, Cowley County Emergency Management will implement procedures to notify all ESF 11 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

1. Actions carried out by ESF 11 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 11 agencies and the intended recipients of service.

   In addition to the individual agencies and their assigned responsibilities found in the next section, there are several actions that need to be taken by all agencies involved

Overall Actions Assigned to All Members	
Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources	
1	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
2	Participate in training, drills, and exercises.
3	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
4	Identify national and state historical properties and how they will be preserved, conserved, rehabbed, recovered, and restored to protect natural and cultural historic properties.

Overall Actions Assigned to All Members
Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources

1	Provide field support for emergency responders at the scene.
2	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF11.
3	Provide and/or receive appropriate mutual aid with surrounding jurisdictions.

Overall Actions Assigned to All Members
Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources

1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-11 annex to correct shortfalls and improve future response activities.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Participate in after action meetings and prepare after action reports as requested.
6	Restore equipment and restock supplies to normal state of readiness.

Overall Actions Assigned to All Members
Mitigation Actions for ESF 11 - Agriculture and Natural Resources

1	Participate in the hazard identification process and identify and correct vulnerabilities.

III. Responsibilities

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

Coordinating: Cowley County Emergency Management	
Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-11 tasks.
2	Identify who is responsible for initial notification of ESF-11 personnel.
3	Collect, process, and disseminate information to and from the EOC.
4	Develop and maintain ESF-11 Annex.
5	Identify pet boarding facilities and private organizations that may provide emergency shelters for animals.
6	Identify sources to augment emergency food and water supplies.
7	Identify local agribusiness operators with equipment and personnel to assist with animal stop movement and quarantine activities.
8	Develop and review procedures for augmentation of ESF 11 primary and support personnel.
Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources	
1	Designate personnel to coordinate ESF-11 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF -11 and EOC or incident command.
3	Determine the nutrition assistance needs, obtain appropriate food supplies and arrange for delivery of those supplies to the individuals or animals requiring such needs.
Mitigation Actions for ESF 11 - Agriculture and Natural Resources	
1	Provide ESF-11 representative for update of mitigation plan.

Primary: City-Cowley County Health Department

Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources

1	Conduct inspections of food and water to determine safety for people and animals.

Mitigation Actions for ESF 11 - Agriculture and Natural Resources

1	Provide surveillance for a foreign animal disease or an animal borne poison or toxin that may pose a threat to the animal industries, the economy or public health.

Primary: Cowley County Animal Response Teams (CART)

Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources

1	Identify responsibilities for liaison roles with state and adjacent county transportation officials.
2	Develop standard operating guides and checklists to support ESF-11 activities.
3	Collect, process, and disseminate information to and from the EOC.
4	Develop preparedness programs that address household pet preparedness and response during disasters.
5	Identify pet boarding facilities and private organizations that may provide emergency shelters for animals.
6	Identify sources to augment emergency food and water supplies.
7	Identify local agribusiness operators with equipment and personnel to assist with animal stop movement and quarantine activities.
8	Develop and review procedures for augmentation of ESF 11 primary and support personnel.

Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources

1	Determine the nutrition assistance needs, obtain appropriate food supplies and arrange for delivery of those supplies to the individuals or animals requiring such needs.
2	Provide assistance to established pet shelters.
3	Support ESF 6 in the capture and transfer of animals to shelters.
4	Coordinate the removal and disposal of dead animals.
5	Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and the spread of disease.
6	Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health or any act of agro terrorism.
7	Investigate and respond to animal related inquiries, including animal cruelty and neglect complaints.
8	Coordinate with ESF 15 and PIO to release public information regarding animal health issues.

Mitigation Actions for ESF 11 - Agriculture and Natural Resources

1	Promote awareness of animal protection through public education brochures and information.
2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
3	Provide ESF-11 representative for update of mitigation plan.

Primary: State Animal Response Team (SART)

Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources

1	Identify responsibilities for liaison roles with state and adjacent county transportation officials.
2	Develop standard operating guides and checklists to support ESF-11 activities.
3	Collect, process, and disseminate information to and from the EOC.

4	Develop preparedness programs that address household pet preparedness and response during disasters.
5	Identify pet boarding facilities and private organizations that may provide emergency shelters for animals.
6	Identify sources to augment emergency food and water supplies.
7	Identify local agribusiness operators with equipment and personnel to assist with animal stop movement and quarantine activities.
8	Develop and review procedures for augmentation of ESF 11 primary and support personnel.

Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources	
1	Determine the nutrition assistance needs, obtain appropriate food supplies and arrange for delivery of those supplies to the individuals or animals requiring such needs.
2	Provide assistance to established pet shelters.
3	Support ESF 6 in the capture and transfer of animals to shelters.
4	Coordinate the removal and disposal of dead animals.
5	Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and the spread of disease.
6	Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health or any act of agro terrorism.
7	Investigate and respond to animal related inquiries, including animal cruelty and neglect complaints.
8	Coordinate with ESF 15 and PIO to release public information regarding animal health issues.

Mitigation Actions for ESF 11 - Agriculture and Natural Resources	
1	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.

Supporting: Arkansas City Police Department

Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources	
1	Support ESF 6 in the capture and transfer of animals to shelters.
2	Coordinate the removal and disposal of dead animals.
3	Investigate and respond to animal related inquiries, including animal cruelty and neglect complaints.
4	Enforce local animal control ordinances.

Supporting: Kansas Department of Agriculture

Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources	
1	Conduct inspections of food and water to determine safety for people and animals.

Mitigation Actions for ESF 11 - Agriculture and Natural Resources	
1	Provide surveillance for a foreign animal disease or an animal borne poison or toxin that may pose a threat to the animal industries, the economy or public health.
2	Provide for surveillance of plant pests of unknown or questionable origin that may pose a potential threat to agriculture, horticulture, the economy or public health.
3	Promote awareness of animal protection through public education brochures and information.

Supporting: Kansas Department of Health and Environment	
Mitigation Actions for ESF 11 - Agriculture and Natural Resources	
1	Provide surveillance for a foreign animal disease or an animal borne poison or toxin that may pose a threat to the animal industries, the economy or public health.

Supporting: Winfield Police Department	
Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources	
1	Support ESF 6 in the capture and transfer of animals to shelters.
2	Coordinate the removal and disposal of dead animals.
3	Investigate and respond to animal related inquiries, including animal cruelty and neglect complaints.
4	Enforce local animal control ordinances.

IV. Financial Management

A. ESF 11 is responsible for coordinating with Cowley County Clerk's Office to manage ESF 11 expenses relevant to an event.

B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.

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

V. References and Authorities

References and Authorities for the entire plan are covered under Section VII of the Base Plan.

ESF 12 - Energy and Utilities

Coordinating Agency:
Cowley County Emergency Management

Primary Agency:
Arkansas City (City of)
Black Hills Energy
Butler Rural Electric
Caney Valley Electric
Centerpoint Energy
Kansas Gas Service
Rural Water Districts 1-8
Sumner-Cowley Electric
Westar Energy
Winfield (City of)

Support Agencies:
City-Cowley County Health Department

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 12 is to establish policies to be used in the coordination with private providers for restoration energy and other utilities during emergencies or following a major disaster in Cowley County.

B. Scope

1. The activities within the scope of this function include, but are not be limited to:

a) Estimate number of customers without specific utility (electricity, natural gas, petroleum, etc);

b) Assess energy and utility system damages;

c) Estimate the time needed for restoration of utility systems;

d) Support the restoration of utility services;

e) Assist in assessing emergency power needs and priorities;

f) Coordinate restoration efforts with utility providers to prioritize emergency power needs;

g) Assist in obtaining emergency power generation capabilities for critical infrastructure and essential facilities;

h) If appropriate, assist energy suppliers and utilities in obtaining equipment, specialized labor, and transportation to repair or restore systems;

i) Provide emergency information, education, and conservation guidance concerning energy and utility systems.

II. Concept of Operations

A. General

1. ESF 12 is organized consistent with the Cowley County EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Cowley County through the Cowley County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.

2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 12 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.

3. In a large event requiring local or State mutual aid assistance, ESF 12 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of required assets.

4. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.

5. There is always a potential for widespread loss of power in Cowley County due to severe weather events. Loss of power to large areas of the County may require that shelters be opened and some basic services be provided. Power companies serving Cowley County have well established and proven storm plans and procedures and their representatives are knowledgeable in the contents of the Cowley County Emergency Operations Plan and ESF 12.

6. Limitations in supplies will be handled on a case by case basis. Most ESF 12 Primary Agencies have their own contingency plans in place to address supply shortages, however ESF 12 support may be requested to help procure and coordinate supplies as necessary. Certain supplies, such as fuel, may be found locally within the community.

7. The ESF 12 Coordinator will work with the Cowley County EOC Team to rapidly assess damage and/or disruption to energy and utilities services and recommend actions to restore and/or protect systems. Major disasters and emergencies are known to the utility

providers. Cowley County's role is to assist in the response of the utility providers through escort, traffic control, debris removal and constant coordination to provide information to elected officials and the public as to the restoration timeline. Utility providers determine the priority for restoration of electrical services, some according to internally created priority lists that have not been shared. Where possible, priority will be given to hospitals and critical government services. A priority restoration list to best suit the safety of the responders and citizens has been uploaded into the file archive section of this plan.

B. Direction and Control

1. The ESF 12 Coordinating Agency is Cowley County Emergency Management. The staff serving as ESF 12 Coordinator is appointed by and located in the Cowley County EOC. When ESF 12 support is necessary, the ESF 12 Coordinator coordinates all aspects of ESF 12.

2. ESF 12 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Cowley County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Cowley County.

3. The ESF 12 may operate at two levels: 1) Cowley County EOC; and 2) Field operations

4. During emergency activations, all management decisions regarding transportation for Cowley County are made at the Cowley County EOC by the ESF 12 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections and staff at the Cowley County EOC assist the incident commander in carrying out the overall mission.

5. In accordance with a mission assignment from ESF 12, each primary and/or support organization assisting ESF 12 will retain administrative control over its own resources and personnel, but will be under the operational control of ESF 12. Delegation of mission operational control may be delegated to the field by the Cowley County EOC.

C. Organization

1. County

    a. During an activation of the Cowley County EOC, support agency staff is integrated with the Cowley County Emergency Management staff to provide support that will allow for an appropriate, coordinated and timely response.

    b. During an emergency or disaster event, ESF 12 will establish staffing in accordance to the EOC organizational chart found in the Basic Plan.

    c. During the response phase, ESF 12 will evaluate and analyze information regarding energy service requests. Also, ESF 12 will develop and update

assessments of the energy situation and status in the impact area and perform contingency planning to meet anticipated demands and needs.

    d. The Cowley County Emergency Management will develop and maintain ESF 12 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the Cowley County Emergency Operations Plan.

    e. The Cowley County Emergency Management serves as the lead agency for ESF 12 and will work with the support agencies listed above to coordinate the response and process resource requests for power companies during major power outages. Upon notification by the power companies of any major problem or potential problem, the office will coordinate with ESF 6 and ESF 8 to open shelters as necessary.

    f. Power companies within Cowley County, using established response plans and standard operating guidelines, will provide their own resources through contractual agreements with other power providers to perform damage assessment; and obtain necessary equipment, repair or rebuild transmission and distribution systems, and restore power.

    g. Power companies serving Cowley County have public information officers who, in conjunction with the Cowley County Emergency Management, will issue statements and press releases that address existing or potential power problems or shortages.

2. State of Kansas

    a. During an activation of the State of Kansas EOC, the Adjutant General's Office, Kansas Division of Emergency Management is the designated lead agency for ESF 12 Energy and will provide a liaison to facilitate requests for state Energy resources to local Emergency Operations Centers.

    b. During an emergency or disaster event, the primary and support agencies of ESF 12 at the State of Kansas EOC will report to the Infrastructure Branch Chief who reports to the Operations Section Chief under the overall direction of the SEOC Manager.

    c. The Adjutant General's Office, Kansas Division of Emergency Management develops and maintains ESF 12 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the Cowley County Emergency Operations Plan.

D. Alerts and Notifications

1. Depending on the situation, information indicating that an emergency or disaster situation is developing may reach either Cowley County Emergency Management or Cowley County Emergency Communications first. The two agencies will coordinate to ensure that each are aware of the situation.

2. The County Warning Point (Cowley County EOC), will notify the appropriate staff and/or ESF Coordinator for ESF 12 when Cowley County has been threatened or impacted by an emergency or disaster event as provided in the Cowley County EOC SOG.

3. ESF 12 will be activated or placed on standby upon notification by the Cowley County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 12. If additional support is required, the ESF 12 coordinating and primary agencies may jointly manage ESF 12 activities.

4. Upon instructions to activate or placement of ESF 12 on standby, Cowley County Emergency Management will implement procedures to notify all ESF 12 planning team members who will then, if necessary, coordinate with all involved entities to conduct specific response actions based on the emergency circumstance.

E. Actions

1. Actions carried out by ESF 12 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 12 agencies and the intended recipients of service.

Overall Actions Assigned to All Members	
Preparedness (Pre-Event) Actions for ESF 12 - Energy and Utilities	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-12 tasks.
2	Identify responsibilities for liaison roles with state and adjacent county officials.
3	Develop standard operating guides and checklists to support ESF-12 activities.
4	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
5	Collect, process, and disseminate information to and from the EOC.
6	Develop and maintain ESF-12 Annex.
7	Participate in training, drills, and exercises.
8	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
9	Ensure the availability of necessary equipment to support energy and utilities activities.
10	Identify and establish contact with county electric providers.
11	Identify how agencies will provide support while having limited fuel supplies and identify alternate fuel providers for emergency response.
12	Identify bulk storage fuel facilities.

Overall Actions Assigned to All Members	
Response (During Event) Actions for ESF 12 - Energy and Utilities	
1	Designate personnel to coordinate ESF-12 activities in EOC.

2	Provide field support for emergency responders at the scene.
3	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF12.
4	Monitor power restoration response activities and provide estimates for restoration.
5	Identify facilities that require priority repair of utilities and establish a plan for restoration of critical services.
6	Coordinate with ESF 7 to obtain resources to assist in utility and energy repair and restoration.
7	Coordinate with ESF 15 to disseminate information to the public regarding the status or utilities and power restoration.
8	Coordinate with ESF 6 and ESF 7 to provide emergency power and utilities to shelters when available.
9	Respond to significant physical, operational, or economic disruptions to energy supplies.
10	Identify damage to energy and utility outside of county borders that may impact local jurisdictions.
11	Deploy trained individuals to the EOC to assist with coordination of utility repairs.
12	Coordinate with ESF 13 to provide security to critical energy facilities and protection to maintenance personnel.
13	Alert or activate off-duty and auxiliary personnel as required by the emergency.

Overall Actions Assigned to All Members
Recovery (Post Event) Actions for ESF 12 - Energy and Utilities

1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-12 Annex to correct shortfalls and improve future response activities.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Participate in after action meetings and prepare after action reports as requested.
6	Clean, repair, replenish and perform maintenance on all equipment before returning to normal operations or storage.

Overall Actions Assigned to All Members
Mitigation Actions for ESF 12 - Energy and Utilities

1	Participate in the hazard identification process and identify and correct vulnerabilities.
2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
3	Provide ESF-12 representative for update of mitigation plan.

III. Responsibilities

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

Coordinating: Cowley County Emergency Management
Preparedness (Pre-Event) Actions for ESF 12 - Energy and Utilities

1	Identify who is responsible for initial notification of ESF-12 personnel.
Response (During Event) Actions for ESF 12 - Energy and Utilities	
1	Manage the collection, processing, and dissemination of information between ESF-12 and EOC or incident command.
2	Work with private energy and utility organizations to maintain current information regarding damage to supply and distribution systems.

Primary: Arkansas City (City of)

Preparedness (Pre-Event) Actions for ESF 12 - Energy and Utilities	
1	Implement a public awareness campaign regarding energy and utilities safety in emergencies.

Primary: Black Hills Energy

Preparedness (Pre-Event) Actions for ESF 12 - Energy and Utilities	
1	Implement a public awareness campaign regarding energy and utilities safety in emergencies.

Primary: Butler Rural Electric

Preparedness (Pre-Event) Actions for ESF 12 - Energy and Utilities	
1	Implement a public awareness campaign regarding energy and utilities safety in emergencies.

Primary: Caney Valley Electric

Preparedness (Pre-Event) Actions for ESF 12 - Energy and Utilities	
1	Implement a public awareness campaign regarding energy and utilities safety in emergencies.

Primary: Centerpoint Energy

Preparedness (Pre-Event) Actions for ESF 12 - Energy and Utilities	
1	Implement a public awareness campaign regarding energy and utilities safety in emergencies.

Primary: Kansas Gas Service

Preparedness (Pre-Event) Actions for ESF 12 - Energy and Utilities	
1	Implement a public awareness campaign regarding energy and utilities safety in emergencies.

Primary: Sumner-Cowley Electric

Preparedness (Pre-Event) Actions for ESF 12 - Energy and Utilities	
1	Implement a public awareness campaign regarding energy and utilities safety in emergencies.

Primary: Westar Energy

Preparedness (Pre-Event) Actions for ESF 12 - Energy and Utilities	
1	Implement a public awareness campaign regarding energy and utilities safety in emergencies.

Primary: Winfield (City of)
Preparedness (Pre-Event) Actions for ESF 12 - Energy and Utilities
1 Implement a public awareness campaign regarding energy and utilities safety in emergencies.

IV. Financial Management

A. Each ESF 12 entity is responsible for managing their own expenses relevant to an event.

B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.

C. Expenditures by support entities will be documented by those entities and submitted to Cowley County Emergency Management upon request.

V. References and Authorities

References and Authorities for the entire plan are covered under Section VII of the Base Plan.

ESF 13 - Public Safety and Security

Coordinating Agency:
Cowley County Sheriff's Office

Primary Agency:
Arkansas City Police Department
Burden Police Department
Dexter Police Department
Udall Police Department
Winfield Police Department

Support Agencies:
Cowley County Emergency Communications
Cowley County Emergency Management
Department of Homeland Security
Kansas Bureau of Investigation
Kansas Department of Wildlife and Parks and Tourism
Kansas Highway Patrol
Kansas National Guard
Winfield Correctional Facility

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 13 is to provide law enforcement coordination and support services in support of emergency events in Cowley County.

B. Scope

1. ESF 13 provides a mechanism for coordinating and providing support to local authorities to include law enforcement, public safety, and security capabilities and resources during potential or actual disaster/emergencies.

2. ESF 13 generally is activated in situations requiring extensive assistance to provide public safety and security and where local government resources are overwhelmed or are inadequate, or in pre-incident or post-incident situations that require protective solutions.

3. ESF 13 capabilities support incident management requirements including:

a) Force and critical infrastructure protection;

b) Security planning and technical assistance; and

c) Technology support and public safety in both pre-incident and post-incident situations.

d) To create a county law enforcement emergency response that provides for the

command, control, and coordination of law enforcement planning, operations, and mutual aid; and

e) To coordinate dispatch and the use of county law enforcement and means of coordination with local government.

II. Concept of Operations

A. General

1. ESF 13 is organized consistent with the Cowley County EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to Cowley County through the Cowley County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.

2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 13 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.

3. In a large event requiring local or State mutual aid assistance, ESF 13 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of required assets.

4. Throughout the response and recovery periods, ESF 13 will evaluate and analyze information requests to move people, materials, equipment and other resources as necessary; develop and update assessments of the Law Enforcement situation and status in the impact area; and undertake contingency planning to meet anticipated demands or needs.

5. When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.

6. Cowley County has approximately 100 certified law enforcement officers with the majority being full-time employees. Some are trained to a basic Hazardous Materials Awareness level. Officers that are part of the Drug Task Force have more advance training in the areas of Anhydrous Ammonia and Methamphetamine Labs. There are no officers in Cowley County trained in aviation or in radiological monitoring. The Kansas Highway Patrol has officers located in Cowley County, and others throughout the State, with explosive ordinance detection/disposal capabilities.

The following are local resources in the field of law enforcement:

- Cowley County Drug Task Force (comprised of officers from agencies across the county)

- Southern Kansas SWAT (comprised of officers from agencies in Cowley and Sumner Counties)

- Cowley County Trackers (comprised of officers from agencies across the county who specialize in human tracking)

- Winfield Correctional Facility's Special Operation Response Team

Local agencies across the State of Kansas, with leadership from the Kansas Highway Patrol, have a program called LEAD (Law Enforcement Assistance Deployment). LEAD is an organization to coordinate deployment of law enforcement resources under mutual aid in emergency incidents and planned events. LEAD agencies can report the number and type of resources they can deploy along with the length of deployment and travel distances.

7. The Cowley County Sheriff's Department provides law enforcement in the unincorporated areas of the county as well as the incorporated cities that do not have city police departments (Atlanta, Cambridge, a small portion of Geuda Springs, and Parkerfield). Police departments in the cities of Arkansas City, Burden, Dexter, Udall and Winfield provide law enforcement in their respective incorporated areas. The Cowley County Sheriff's Department can and will provide assistance in the incorporated areas of the county at the request of the Police Chief or Supervising Officer of the affected jurisdiction.

The Arkansas City Police Department and the Cowley County Sheriff's Department have patrol beats based upon how many personnel are on duty at any given time. The Winfield Police Department has set beats. Maps of the patrol beats are available are uploaded into the file archives section of this plan.

Each agency will establish public safety and security requirements based on the event. Mutual aid among the agencies within the county will be used at the request of the Incident Commander. Agencies can actiivate off-duty personnel and for those that have part-time or reserve officers, those can also be activtated if the conditions require it.

During large scale disasters, law enforcement has access to many local resources to assist in securing areas. Mutual aid agencies, fire departments, volunteers, State, County and City Public Works agencies can all provide manpower to assist if requested. These agencies can be called for aid during natural disasters, hazardous material and mass casualty incidents. For criminal acts and terrorism, other law enforcement agencies will be requested from the State of Kansas and the FBI to assist.

Local law enforcement, in coordination through ESF 13 may be asked or required to provide safety and security at the following location:

- Emergency Operations Center: at the request of the Emergency Management Director;

- Field Command Posts: at the request of the Incident Commander

- Staging Areas: at the request of the Incident Commander

- Lodging and Feeding Facilities: at the request of the Incident Commander from facility personnel

- Public Shelter security will be handled first by the agency in which the shelter is located

- Registered sex offenders, parolees or other offenders required to report to local, state or federal law enforcement entities will not be treated any differently. Law Enforcement, in conjunction with ESF 6 - Mass Care, Housing and Human Services will maintain a list of those housed at these facilities for reference purposes.

- Temporary morgues: security will be provided in conjunction with ESF 6 - Health and Medical Services

- Hospitals: the William Newton Hospital and South Central Kansas Medical Center will provide routine security for their own facilities. In the event of an actual or threatened criminal act, or whenever facility security forces are deemed insufficient to ensure safety, the Incident Commander will direct law enforcement agencies in providing the necessary security

  The Incident Commander, through use of law enforcement agencies, is responsible for the protection and safety of all emergency responders.

8. Continuity of operations - law enforcement agencies within Cowley County should have Continuity of Operations Plans in the event of facility damage or failure. If personnel become overwhelmed, resources will be requested as noted above in the capabilities section to include mutual aid and LEAD agencies.

B. Direction and Control

1. The ESF 13 Coordinating Agency is the Cowley County Sheriff's Office which is appointed by Cowley County Emergency Management, in coordination with local planning partners. The staff serving as ESF 13 Coordinator is appointed by and located in the Cowley County Sheriff's Office. When ESF 13 support is necessary, the ESF 13 Coordinator coordinates all aspects of ESF 13.

2. ESF 13 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Cowley County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Cowley County.

3. The ESF 13 may operate at two levels: 1) Cowley County EOC; and 2) Field operations

4. During emergency activations, all management decisions regarding transportation for Cowley County are made at the Cowley County EOC by the ESF 13 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Cowley County EOC assist the incident commander in carrying out the overall mission.

5. In accordance with a mission assignment from ESF 13, each primary and/or support organization assisting ESF 13 will retain administrative control over its own resources and personnel, but will be under the operational control of ESF 13. Delegation of mission operational control may be delegated to the field by the Cowley County EOC.

C. Organization

1. County

   a. During an activation of the Cowley County EOC, primary and support agency staff is integrated with the Cowley County Sheriff's Office staff to provide support.

   b. During an emergency or disaster event, the Cowley County EOC/Operations Section Chief will coordinate the support resources from the support agencies with the Emergency Services Branch Chief.

   c. During the response phase, ESF 13 will evaluate and fulfill all valid requests for law enforcement resources. ESF 13 will complete and update assessments and contingency plans for the law enforcement support services deployed or anticipated in the incident area.

   d. The Cowley County Sheriff's Office will develop and maintain ESF 13 and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain supporting documents for agency use, which must be compatible with the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the Cowley County Emergency Operations Plan.

2. State of Kansas

   a. During an activation of the State of Kansas EOC, the Kansas Highway Patrol is the designated lead agency for State law enforcement and will provide a liaison to facilitate requests for State law enforcement resources to local Emergency Operations Centers.

   b. During an emergency or disaster event, the primary and support agencies of ESF13 at the State of Kansas EOC will report to the Emergency Services Branch Chief who reports to the Operations Section Chief under the overall direction of the SEOC Manager.

   c. During the response phase, ESF 13 will evaluate and analyze information regarding statewide law enforcement coordination and support requests. ESF 13

will develop and update law enforcement assessments and contingency plans to meet anticipated demands and needs.

    d. The Kansas Highway Patrol develops and maintains ESF 13 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain similar documents for agency use, which must be compatible with and in support of the overall Kansas Response Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the Kansas Response Plan.

D. Alerts and Notifications

    a. The Cowley County Sheriff's Office (along with all the local Police Departments) works closely with Cowley County Emergency Management. When information comes to the attention of any law enforcement agency or Cowley County Emergency Management indicating that an emergency or disaster situation is developing, that information will be shared with the other agencies.

    b. The County Warning Point (Cowley County EOC), will notify the ESF Coordinator for ESF 13 when Cowley County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

    c. ESF13 will be activated or placed on standby upon notification by the Cowley County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 13. If additional support is required, the ESF 13 coordinating and primary agencies may jointly manage ESF 13 activities.

    d. Upon instructions to activate or placement of ESF 13 on standby, Cowley County Sheriff's Office will implement procedures to notify all ESF 13 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

    1. Actions carried out by ESF 13 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 13 agencies and the intended recipients of service.

In addition to the individual agencies and their assigned responsibilities found in the next section, there are several actions that need to be taken by all agencies involved:

Overall Actions Assigned to All Members
Preparedness (Pre-Event) Actions for ESF 13 - Public Safety and Security
1 Participate in training, drills, and exercises.

2	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
3	Develop safety programs, to include disaster situations, and present them to the public.

Overall Actions Assigned to All Members
Response (During Event) Actions for ESF 13 - Public Safety and Security

1	Manage the collection, processing, and dissemination of information between ESF-13 and EOC or incident command.
2	Provide field support for emergency responders at the scene.
3	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF13.
4	Secure disaster area in accordance with the requirements of the specific hazard present.
5	Provide protection to emergency responders.
6	Alert or activate off-duty and auxiliary personnel as required by the emergency.
7	Activate continuity of operations protocol when agencies are overwhelmed or unable to respond due to facilities damage.

Overall Actions Assigned to All Members
Recovery (Post Event) Actions for ESF 13 - Public Safety and Security

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

Overall Actions Assigned to All Members
Mitigation Actions for ESF 13 - Public Safety and Security

1	Participate in the hazard identification process and identify and correct vulnerabilities.
2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.

III. Responsibilities

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

Coordinating: Cowley County Sheriff's Office
Preparedness (Pre-Event) Actions for ESF 13 - Public Safety and Security

1	Identify responsibilities for liaison roles with state and adjacent county law enforcement officials.
2	Develop standard operating guides and checklists to support ESF-13 activities.
3	Collect, process, and disseminate information to and from the EOC.

Response (During Event) Actions for ESF 13 - Public Safety and Security

1	Designate personnel to coordinate ESF-13 activities.

2	Identify capabilities to provide safety and security for hazmat, EOD, aviation, and radiological incidents.
3	Coordinate with other ESF sections to provide protection to key and critical facilities.
4	Coordinate with EOC or incident command to provide protection to shelters and feeding facilities.
5	Provide support to ESF 6 in handling individuals in shelters with legal restrictions.
6	Coordinate the activation of mutual aid agreements.
7	Coordinate with law enforcement agencies responding from outside the jurisdiction.
Recovery (Post Event) Actions for ESF 13 - Public Safety and Security	
1	Evaluate response and recommend changes to ESF-13 Annex to correct shortfalls and improve future response activities.
Mitigation Actions for ESF 13 - Public Safety and Security	
1	Provide ESF-13 representative for update of mitigation plan.

Supporting: Cowley County Emergency Management	
Preparedness (Pre-Event) Actions for ESF 13 - Public Safety and Security	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-13 tasks.
2	Identify who is responsible for initial notification of ESF-13 personnel.
3	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
4	Develop and maintain ESF-13 Annex.

IV. Financial Management

A. ESF 13 is responsible for coordinating with Cowley County Clerk's Office to manage ESF 13 expenses relevant to an event.

B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance with the formula that has been established by the Federal Emergency Management Agency via the FEMA/State Agreement.

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

V. References and Authorities

References and Authorities for the the entire plan are covered under Section VII of the Base Plan.

ESF 14 - Long-Term Community Recovery

Coordinating Agency:
Cowley County Emergency Management

Primary Agency:
Cowley County VOAD
South Central Kansas Regional VOAD

Support Agencies:
American Red Cross
City-Cowley County Health Department
Cowley County Animal Response Teams (CART)
Cowley County Appraiser's Office
Cowley County Economic Development
Cowley County Extension Agency
Cowley County Mental Health and Counseling Center
Cowley County Public Works/Engineering Department
Federal Emergency Management Agency
Legacy Regional Community Foundation
State Animal Response Team (SART)
The Salvation Army
United Way of the Plains

I. Purpose and Scope

A. Purpose

    1. The purpose of ESF 14 is to coordinate the long term recovery of Cowley County in an efficient and effective manner.

B. Scope

    1. This ESF is structured to provide coordination during large-scale or catastrophic incidents that require assistance to address significant long-term impacts in the affected area.

    2. Specifically the scope of ESF 14 is to:

        a) Provide for coordinated measures and policies designed to facilitate recovery from the effects of natural and technological disasters, civil disturbances, or acts of domestic terrorism.

        b) Provide for effective utilization of resources to support efforts to aid long-term community recovery, stabilize local and regional economies, and reduce or eliminate risks from future incidents.

        c) Assist in coordinating the damage assessment process in order to determine the need for assistance.

d) Provide a government conduit and administrative means for appropriate voluntary and private sector organizations to assist Cowley County governments during the recovery and mitigation phases.

e) On-going and post-incident assessments of infrastructure and assessment of total damages including insured and uninsured losses.

f) Providing technical assistance to include engineering expertise, construction management, contracting and real estate services.

II. CONCEPT OF OPERATIONS

A. General

1. ESF 14 is organized consistent with the State of Kansas EOC and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to Cowley County through the County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.

2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 14 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.

3. In a large event requiring local or State mutual aid assistance, ESF 14 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of any required assets.

4. Throughout the response and recovery periods, ESF 14 will evaluate and analyze information regarding the availability of volunteers and donated goods and services.

5. A volunteer representative will serve a liaison role at the Cowley County EOC to assist in coordination of all activities under ESF 14.

6. Requests will be made of the State of Kansas EOC ESF 14 and ESF 2 to assist in managing incoming volunteer and donations related calls placed from outside of Cowley County. This assistance will come by referring interested parties to the Kansas AID MATRIX website or by directing them to contact United Way 2-1-1. The Cowley County Emergency Management Public Information Officer will publicize the importance of outside callers using these locations for receiving volunteer and donation instructions prior to citizens sending donations or arriving for volunteer assignment.

7. Pre-designated warehouse space will be utilized by ESF 14 to receive, sort, inventory and redistribute donated goods to agencies and assisting organizations.

8. Volunteer coordinators will establish reception centers adjacent to donations warehouse facilities. A volunteer reception center will be coordinated by the United Way of the Plains.

9. Cash donations for recovery will be handled by the Legacy Regional Community Foundation. Legacy will assist in establishing public information statements and a system to solicit, handle, maintain and disseminate local donations.

10. Damage Assessments:

    Timely and thorough disaster assessments will allow Cowley County to:
    • Prioritize response operations
    • Request mutual aid
    • Alleviate human suffering
    • Manage resources
    • Minimize recovery time
    • Document the need for State and/or Federal assistance
    • Mitigate against future disasters
    • Plan for long term recovery activities

    Any of the hazards identified in the Cowley County Hazard Analysis Study could cause extensive public and private property damage creating a need for disaster assessments.

    The Cowley County EOC will monitor, collect, process and maintain disaster assessment information reported from the field. Additional information may come from emergency repair crews, other County or City employees, business and industry, private citizens and/or the media.

Rapid Assessments

In most cases, a rapid windshield assessment (file archive section) will be completed within a few hours of the incident, while detailed assessments may take days or weeks. As additional information becomes available, updates will be made to the Cowley County EOC and passed on to the Kansas Division of Emergency Management. A rapid assessment is a quick evaluation of what has happened and used to help prioritize response activities, allocate resources and determine the need for outside assistance.

During rapid assessments, emphasis will be placed on collecting and organizing information in a manner that will facilitate timely decision-making. This will allow both field personnel and the EOC to:

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

It is anticipated that most rapid assessment information will be forwarded to the EOC from the field the by phone and radio. In most cases, enough rapid assessment information will come from first responders already in the field. But if the situation dictates, personnel may be deployed specifically to conduct damage assessments and to report information to the

EOC as quickly as possible. For example, Cowley County CERT and Emergency Auxiliary members have been trained by Cowley County Emergency Management to perform damage assessment duties.

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

If necessary, rapid assessments will also include safety inspections of critical facilities and infrastructure, such as hospitals, the EOC, potential shelters, evacuation routes, and others as needed. Rapid assessments will also include utility safety checks for electric hazards and combustible gas. The structural integrity of emergency shelters and other emergency facilities will be determined by a team developed by the Cowley County Engineering Department, the American Red Cross, fire departments and other essential personnel as identified by the EOC.

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

The rapid assessment will include information regarding the:

• Area or jurisdiction affected
• Known injuries
• Known fatalities
• Critical facilities damaged or destroyed
• Evacuations
• County emergency declared
• Mutual aid activated
• Any state or federal resources anticipated

Cowley County will work closely with the Kansas Division of Emergency Management (KDEM) throughout the disaster assessment process. Cowley County Disaster Assessment Teams and the County EOC will use disaster assessment forms consistent with those developed by KDEM to ensure a standard reporting method is used and that all damage assessment activities are conducted in accordance with State and Federal requirements. These forms are uploaded in the file archive section of this plan.

In most cases, the American Red Cross (ARC) will also conduct assessments to determine the immediate needs of people affected by the disaster. Cowley County will work closely with the ARC to share assessment information. Depending on the event, the ARC and members of the private sector may partner with the County to conduct joint disaster assessments.

In rare cases, the scope and magnitude of the event may dictate an expedited disaster assessment to gather enough information to justify a request for a major disaster declaration. If a Federal declaration is made before detailed disaster assessments are

conducted, the detailed damage assessment will become a part of the ongoing recovery process.

Detailed Disaster Assessment

A detailed disaster assessment is needed to document the magnitude of public and private damage for planning recovery activities and to justify the need for State and Federal assistance. A detailed disaster assessment is also necessary to meet the information needs of the public, elected officials and the media.

During detailed disaster assessments, emphasis will be placed on collecting and organizing information in a manner that will allow the EOC to:

• Evaluate the overall total scope, magnitude and impact of the incident
• Prioritize recovery activities
• Plan for ongoing recovery and restoration activities
• Project the total costs of long-term recovery
• Document the need for supplemental assistance

Detailed disaster assessments will generally begin following the completion of response activities to protect life and property or will be completed as additional disaster assessment information becomes available. Depending on the magnitude of the disaster, a detailed disaster assessment could last for days or even weeks.
The EOC Team will decide when the situation allows for detailed disaster assessments. The Cowley County Engineering Department will contact, organize, brief and deploy detailed damage assessment field teams in the unincorporated areas of the county. In the Cities, the Mayor or designated personnel will make this determination. In most cases, field assessment teams will be deployed to the damaged areas to gather information and report it to the EOC for analysis and reporting.

In addition to field assessments, it may be necessary for the Emergency Management Agency to assign personnel to estimate projected disaster costs to determine the need for State and Federal assistance. For example, the total cost of a large debris removal and disposal operation may be projected based on formulas applied to data already gathered from the field.

Detailed assessments will include information regarding the:

• Number of persons affected in disaster area
• Number of persons evacuated
• Number of shelters open
• Number of persons in shelter
• Number of confirmed injured
• Number of confirmed fatalities
• Number of confirmed missing persons
• Number of homes and businesses with damage
    - Destroyed
    - Major

    - Minor
    - Affected
    - Uninsured loss
- Number of homes in flood plain
- Number of acres burned
- Number of critical care facilities damaged
    - Hospitals
    - Assisted living facilities
- Number of municipally or county owned facilities
    - Fire, police, city hall, schools
    - Road, bridge, infrastructure damage
    - Road closures
- Utility damage
    - Power
    - Water
    - County declaration issued

There are two types of detailed assessments:
Private Property

- Detailed assessments on homes, apartment dwellings and businesses are needed to document the extent of damage to individuals, families and businesses.
- The number of private property damage assessment teams and team members required will be based on the scope and magnitude of the damage. Depending on the magnitude, the Kansas Assessment Team may be deployed by KDEM to conduct this assessment and placard buildings to indicate if they are safe to enter. The ESF #14 Coordinator will work with ESF #15 to ensure information regarding the meanings of inspection tags and markings are made available to the public.
- In addition to documenting the locations and extent of damage, the private property damage assessment teams should attempt to determine the socio-economic impact of the disaster on the affected community. For example, the loss of a major business or industry that creates a temporary unemployment situation.

Public Property

- Used to document the extent of damage to public facilities, roads, bridges, utilities and other publicly owned structures.
- Public property damage assessment teams should be comprised of individuals with construction estimating skills who are familiar with determining damage to public buildings, roads, bridges and other infrastructure.
- The number of public property disaster assessment teams and team members required will be based on the scope and magnitude of the damage. When requested, KDEM representatives will accompany and assist with the public property damage assessment process.
- Public property damage assessment team leaders will be assigned based on the type of damage to be assessed. Depending on the type of disaster, teams will be organized by expertise to document damage.

Both private property and public property damage assessment teams will collect detailed information and document it on the forms included in this Annex. To the extent possible, photographs and video will be taken to provide documentation and historical references.

Depending on the nature of the disaster, a team of engineers and architects may be needed to assess the structural integrity of one or several buildings, as well as provide advice to emergency crews during initial rescue and recovery operations. In many cases, technical teams will be required to confirm initial damage assessments and determine the best course of action for repairs, demolition and/or rebuilding strategies. Kansas Division of Emergency Management may facilitate this by deploying a KAT member to the area.

Joint Preliminary Damage Assessments (PDAs)

Based on the extent of the damages, KDEM may initiate a Preliminary Damage Assessment (PDA). PDAs are joint local, State and Federal damage assessments used to document the need for supplemental Federal assistance. PDAs may be conducted to document the need for Individual Assistance (IA) Programs and/or Public Assistance (PA) Programs.

A Cowley County staff member will accompany all PDA Teams. In most cases, the staff member will have been a member of the Detailed Assessment Team and should be familiar with the damaged area(s). During a PDA, the role of the Cowley County staff member is critical, as they are to ensure all damage is observed and documented by KDEM, the Federal Emergency Management Agency (FEMA), the Small Business Administration (SBA) and any other agencies potentially providing assistance.

Based on the results of the PDA, KDEM may recommend that the Governor request a Presidential disaster declaration for Individual Assistance or Public Assistance, or both. Cowley County will work closely with the KDEM to ensure all types of disaster assistance are considered during the PDA process. For example, if the extent of damage does not warrant a Presidential disaster declaration, the SBA may announce a declaration to make low interest loans available to individuals and small businesses. Or if the disaster warrants, other types of Federal disaster assistance may be available to a local jurisdiction, such as funds from the Federal Highway Administration's (FHWA) Emergency Relief Program to repair damaged infrastructure.

If the County receives a Presidential Disaster Declaration based on a request from the Governor (see ESF #5 – Emergency Management for information regarding the declaration process), several programs may be made available to assist Cowley County government, residents and businesses. Even without a Presidential disaster declaration, there are programs that may assist those affected by the disaster. In some instances, local government may request immediate assistance from Federal agencies without a damage assessment, such as assistance from the Environmental Protection Agency for Hazardous Materials incidents or the Corps of Engineers for flooding events.

10. Environmental Assessment

Assessing damage to the environment from a chemical and/or radiological will be differentiated in the following categories:

• Damage to Containment Structures

- Damage to chemical or radiological containment structures will be handled by specifically

trained hazardous material technicians or radiological specialists (Refer to ESF #10 Oil and Hazardous Materials).

• Contamination

- Contamination of water, air, food, and exposed populations or animals will be determined by city or county environmental specialists and/or hazardous material technicians with specialized training and equipment to make those determinations.

• Biological
- In cooperation with Kansas Department of Health and Environment (KDHE), local hospitals, and other regional health departments, the City-County Health Department will provide disease monitoring.

In addition, the City-County Health Department will coordinate the collection and testing of biological samples with KDHE and the Center for Disease Control (CDC)

The City-County Health Department will be responsible for inspecting food preparation and food and water supplies.

The City-County Health Department will assess the overall sanitation and living conditions in emergency facilities.

Roads and Bridges

Damage assessment of county roads, bridges and culverts will be accomplished by the County Engineer/Townships. Assessment of damage to city streets will be accomplished by the appropriate city street departments.

Utilities

Public utilities are assessed for damage by the appropriate utility providers. This information is to be reported to the Cowley County EOC for inclusion in reports to the State.

Private Business and Individuals

Damages sustained by private businesses and individuals are determined by the owners of the property and their insurance representatives. Damage assessments conducted by county, city or American Red Cross representatives are for the purposes of determining extent of damage only and numbers of people affected and are not an indication or promise of federal aid.

Private appraisers, insurance adjusters and others may obtain damage assessments reports for specific properties from the Damage Assessment Coordinator. Such information will be limited to that necessary to assist them in expediting the adjustment of claims.

The Cowley County Economic Development Agency will assist displaced or affected businesses from a disaster.

Agriculture

The Cowley County Extension Office in coordination with the Agricultural Stabilization and Conservation Service (ASCS) is responsible for conducting an assessment of agricultural damages. This information is passed to the State's Department of Agriculture.

11. Types of Disaster Declarations

Disaster Declarations occur at three separate levels, depending upon the magnitude of the emergency or disaster. The first is at the County level, then the State level and then the Federal level. Each declaration is defined and references are made to Federal Programs in the attached titled, "Disaster Declarations" in the file archive section of this plan.

12. Other/Vulnerable Needs Considerations

The Cowley County VOAD, in conjunction with the South Central Kansas VOAD, will coordinate with local housing authorities to identify housing resources for individuals and families permanently displaced by the event. When suitable, the Cowley County Housing Authority will provide assistance in identifying available Section 8 housing resources. Kansas Mid-Cap (Community Action Program) can also offer assistance in this area.

The Cowley County CDDO (Community Developmental Disability Organization) can assist for those special needs individuals who are displaced from their own residences due to a disaster. Special needs individuals who are already receiving services from an organized entity will be cared for by that specific agency.

Cowley County has recently formed a CART (County Animal Response Team). Animal welfare and coordination will begin at the local level with the Cowley CART with direct assistance from the Kansas SART (State Animal Response Team) based out of Wichita.

Every effort will be made to provide crisis-counseling services to people affected by the disaster. Trained mental health counselors are available through the Cowley County Mental Health and Counseling Center and numerous volunteer organizations have the ability to provide both faith-based and non-faith-based disaster counseling services. Coordination of behavioral and mental health services will take place between ESF 6 - Mass Care, Housing and Human Services and ESF 8 - Public Health and Medical Services.

B. Direction and Control

1. The ESF 14 Coordinating Agency is Cowley County Emergency Management in along with local planning partners. The staff serving as ESF 14 Coordinator is appointed by

and located in Cowley County Emergency Management. When ESF 14 support is necessary, the ESF 14 Coordinator coordinates all aspects of ESF 14.

2. ESF 14 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Cowley County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Cowley County.

3. The ESF 14 system operates in two arenas; 1) Cowley County EOC; 2) field locations.

4. During emergency activations, all management decisions regarding transportation for Cowley County are made at the Cowley County EOC by the ESF 14 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the Cowley County EOC assist the incident commander in carrying out the overall mission.

C. Organization

1. County

   a. During an activation of the Cowley County EOC, support agency staff is integrated with Cowley County Emergency Management staff to provide support.

   b. During an emergency or disaster event, the Cowley County EOC Operations Section Chief will coordinate resource support with the Human Services Branch Chief.

   c. During the response phase, ESF 14 will evaluate and analyze information regarding volunteers and donations requests. Also, ESF 14 will develop and update assessments of the requirements for volunteers and donations in the impacted area and undertake contingency planning to meet anticipated demands and requirements.

   d. Cowley County Emergency Management will develop and maintain ESF14 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System, and the Cowley County Emergency Operations Plan.

   e. Cowley County Emergency Management shall be represented in ESF 5 (Information and Planning) and support disaster intelligence collection and analysis as relates to the ESF 14 scope.

   f. Individual organizations supporting ESF 14 will maintain contact with the Cowley County EOC ESF 14 liaison to advise them of status and response capabilities.

2. State of Kansas

   a. During an activation of the State of Kansas EOC, the Adjutant General's Office, Kansas Division of Emergency Management is the designated lead agency for State volunteer and donations services and will provide a liaison to facilitate requests for ESF 14 resources to local Emergency Operations Centers.

   b. During an emergency or disaster event, the primary and support agencies of ESF 14 at the State of Kansas EOC will report to the Human Services Branch Chief who reports to the Response Section Chief under the overall direction of the SEOC Manager.

   c. The Adjutant General's Office, Kansas Division of Emergency Management develops and maintains ESF 14 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the Cowley County Emergency Operations Plan.

D. Alerts and Notifications

   1. Cowley County Emergency Management will notify local and regional ESF 14 partners when information comes to their attention indicating that an emergency or disaster situation is developing. Contact information for VOAD partners (local and regional level) are kept on file in a separate document and are not uploaded into this plan.

   2. The County Warning Point (Cowley County EOC), will notify the ESF Coordinator for ESF 14 when Cowley County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point procedure.

   3. ESF 14 will be activated or placed on standby upon notification by the Cowley County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 14. If additional support is required, the ESF 14 coordinating and primary agencies may jointly manage ESF 14 activities.

   4. Upon instructions to activate or placement of ESF 14 on standby, Cowley County Emergency Management will implement procedures to notify all ESF 14 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

   5. When notified that the EOC has been activated, the ESF 14 coordinator will:

      a. Conduct an immediate telephone survey of all Health and Human Service agencies to assess damage, determine ability to continue to provide services and determine support capabilities.

      b. Establish contact with the Cowley County Public Information Officer to coordinate dissemination of media information relative to volunteers and donations.

c. Establish contact with the State of Kansas EOC ESF 14 coordinator to advise them of current situation, status and emerging needs.

E. Actions

1. Actions carried out by ESF 14 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 14 agencies and the intended recipients of service.

   In addition to the individual agencies and their assigned responsibilities found in the next section, there are several actions that need to be taken by all agencies involved:

Overall Actions Assigned to All Members	
Preparedness (Pre-Event) Actions for ESF 14 - Long-Term Community Recovery	
1	Collect, process, and disseminate information to and from the EOC.
2	Participate in training, drills, and exercises.
3	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.

Overall Actions Assigned to All Members	
Response (During Event) Actions for ESF 14 - Long-Term Community Recovery	
1	Provide field support for emergency responders at the scene.

Overall Actions Assigned to All Members	
Recovery (Post Event) Actions for ESF 14 - Long-Term Community Recovery	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-14 Annex to correct shortfalls and improve future response activities.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Participate in after action meetings and prepare after action reports as requested.
6	Support community recovery activities.

Overall Actions Assigned to All Members	
Mitigation Actions for ESF 14 - Long-Term Community Recovery	
1	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
2	Develop and implement mitigation strategies.

III. Responsibilities

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

Coordinating: Cowley County Emergency Management

Preparedness (Pre-Event) Actions for ESF 14 - Long-Term Community Recovery

1	Maintain a central personnel roster, contact, and resource lists to support ESF-14 tasks.
2	Identify who is responsible for initial notification of ESF-14 personnel.
3	Identify responsibilities for liaison roles with state and adjacent county transportation officials.
4	Develop standard operating guides and checklists to support ESF-14 activities.
5	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
6	Develop and maintain ESF-14 Annex.
7	Inform all personnel of their emergency responsibilities.
8	Identify how long term community recovery efforts in support of emergency operations will be directed and controlled.

Response (During Event) Actions for ESF 14 - Long-Term Community Recovery

1	Designate personnel to coordinate ESF-14 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF-14 and EOC or incident command.
3	Coordinate with EOC and incident command to provide lists of long term recovery personnel staff.
4	Identify long term recovery efforts for individuals with vulnerable needs.
5	Communicate with ESF-15 the status of long term recovery efforts for public information purpose.

Recovery (Post Event) Actions for ESF 14 - Long-Term Community Recovery

1	Coordinate with ESF 6 and housing authorities for sheltering and short/long term recovery efforts.
2	Work with the State and Federal government to administer disaster recovery programs.

Mitigation Actions for ESF 14 - Long-Term Community Recovery

1	Participate in the hazard identification process and identify and correct vulnerabilities.
2	Support programs that provide individual assistance, public assistance, and hazard mitigation.
3	Provide ESF-14 representative for update of mitigation plan.

Primary: Cowley County VOAD

Preparedness (Pre-Event) Actions for ESF 14 - Long-Term Community Recovery

1	Identify responsibilities for liaison roles with state and adjacent county transportation officials.
2	Identify how long term community recovery efforts in support of emergency operations will be directed and controlled.

Response (During Event) Actions for ESF 14 - Long-Term Community Recovery

1	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF14.
2	Identify long term recovery efforts for individuals with vulnerable needs.
3	Communicate with ESF-15 the status of long term recovery efforts for public information purpose.
4	Identify and provide strategy to assist citizens with unmet needs.

Recovery (Post Event) Actions for ESF 14 - Long-Term Community Recovery

1	Coordinate with ESF 6 and housing authorities for sheltering and short/long term recovery efforts.
2	Work with the State and Federal government to administer disaster recovery programs.

Primary: South Central Kansas Regional VOAD

Preparedness (Pre-Event) Actions for ESF 14 - Long-Term Community Recovery

1	Identify responsibilities for liaison roles with state and adjacent county transportation officials.
2	Identify how long term community recovery efforts in support of emergency operations will be directed and controlled.

Response (During Event) Actions for ESF 14 - Long-Term Community Recovery

1	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF14.
2	Use impact assessment to identify number of persons affected, homes damaged/destroyed, and infrastructure losses to predict the ongoing need for long term recovery efforts.
3	Identify long term recovery efforts for individuals with vulnerable needs.
4	Communicate with ESF-15 the status of long term recovery efforts for public information purpose.
5	Identify and provide strategy to assist citizens with unmet needs.

Recovery (Post Event) Actions for ESF 14 - Long-Term Community Recovery

1	Coordinate with ESF 6 and housing authorities for sheltering and short/long term recovery efforts.
2	Work with the State and Federal government to administer disaster recovery programs.

Supporting: American Red Cross

Recovery (Post Event) Actions for ESF 14 - Long-Term Community Recovery

1	Coordinate with ESF 6 and housing authorities for sheltering and short/long term recovery efforts.
2	Work with the State and Federal government to administer disaster recovery programs.

Supporting: City-Cowley County Health Department

Preparedness (Pre-Event) Actions for ESF 14 - Long-Term Community Recovery

1	Identify the trained personnel or agency responsible for conducting an environmental assessment.

Response (During Event) Actions for ESF 14 - Long-Term Community Recovery

1	Identify long term impacts of environmental issues caused by the disaster.

Supporting: Cowley County Animal Response Teams (CART)

Response (During Event) Actions for ESF 14 - Long-Term Community Recovery

1	Identify long term recovery efforts for animal welfare and agriculture stakeholders.

Supporting: Cowley County Economic Development

Response (During Event) Actions for ESF 14 - Long-Term Community Recovery

1	Work with the private sector to ensure the disaster related needs of the business community are met.

Supporting: Cowley County Mental Health and Counseling Center

Response (During Event) Actions for ESF 14 - Long-Term Community Recovery

1	Coordinate with ESF6 and ESF 8 to acquire long term mental health services.

Supporting: State Animal Response Team (SART)	
Response (During Event) Actions for ESF 14 - Long-Term Community Recovery	
1	Identify long term recovery efforts for animal welfare and agriculture stakeholders.

Supporting: United Way of the Plains	
Recovery (Post Event) Actions for ESF 14 - Long-Term Community Recovery	
1	Coordinate with ESF 6 and housing authorities for sheltering and short/long term recovery efforts.
2	Work with the State and Federal government to administer disaster recovery programs.

IV. Financial Management

A. ESF 14 is responsible for coordinating with Cowley County Clerk's Office to manage ESF 14 expenses relevant to an event.

B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.

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

V. References and Authorities

References and Authorities for the entire plan are covered under Section VII of the Base Plan.

ESF 15 - External Communication

<u>**Coordinating Agency:**</u>
Cowley County Administrator's Office

<u>**Primary Agency:**</u>
Cowley County Emergency Communications
Cowley County Emergency Management

<u>**Support Agencies:**</u>
American Red Cross
Arkansas City (City of)
Arkansas City Fire/EMS Department (Fire District #5)
Arkansas City Police Department
Atlanta (City of)
Burden (City of)
Burden Police Department
Cambridge (City of)
City-Cowley County Health Department
Cowley County Sheriff's Office
Dexter (City of)
Dexter Police Department
Federal Emergency Management Agency
Kansas Division of Emergency Management
Parkerfield (City of)
PIO Working Group
South Central Kansas Medical Center
Udall (City of)
Udall Police Department
USD 462 - Burden Schools
USD 463 - Udall Schools
USD 465 - Winfield Schools
USD 470 - Arkansas City Schools
USD 471 - Dexter Schools
William Newton Hospital
Winfield (City of)
Winfield Correctional Facility
Winfield Fire/EMS Department (Fire District #7)
Winfield Police Department

I. Purpose and Scope

A. Purpose

   1. The purpose of ESF 15 is to disseminate information on emergencies to the public through the news media in Cowley County.

B. Scope

1. This ESF coordinates actions to provide the required external affairs support to county and incident management elements. This Annex details the establishment of support positions to coordinate communications to various audiences. This ESF applies to county departments and agencies that may require public affairs support or whose public affairs assets may be employed during an emergency. This scope describes:

a) Quickly relay critical and potentially lifesaving information to those at risk

b) Provide timely, consistent information on the status of emergency operations

c) Coordinate the release of public information from all responding agencies

d) Assure the public that government is responding effectively to the emergency

e) Make credible and consistent information available to answer citizen inquiries

f) Provide ongoing and useful information regarding recovery activities

g) Ensure a system is in place to provide information and guidance to County, City and if appropriate, State and Federal, elected and appointed officials

II. Concept of Operations

A. General

1. ESF 15 is organized consistent with the State of Kansas EOC and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System to provide incident assessment, planning, procurement, deployment, coordination and support operations to the County Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to assure a timely and appropriate response to an emergency or situation.

2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Cowley County EOC and in the field. These are in the form of Emergency Operations Plans (i.e. Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 15 capabilities

3. In a large event requiring local or state mutual aid assistance, ESF 15 will coordinate with support agency counterparts to seek, procure, plan, coordinate and direct the use of required assets.

4. The Cowley County Administrator's Office will act as the lead agency for ESF 15. Depending on the severity of the situation, other local public information officers and County staff will assist with media advisories and releases. Lead or support agency public information staff will operate from the Cowley County EOC on a 24-hour schedule to help maintain the flow of public information.

5. Depending on the severity of the disaster, Cowley County Emergency Management may activate a 24-hour citizen information center to handle citizens' inquiries.

6. In a catastrophic disaster, ESF 7 (Resource Support), ESF 14 (Long Term Recovery) and ESF 15 will work together to release information regarding volunteer goods and services that need to be sent to the disaster area, and where volunteers and donors may go to deliver such goods or services. All ESFs will routinely provide information to ESF 15 to keep Cowley County officials and citizens aware of current events. Information regarding shelter capacity and availability will be updated and shared via normal communication methods such as local media, websites and social media in conjunction the American Red Cross.

    Radio, television, print media, fliers, posters, brochures, information brochures are all established methods for providing information to the public. Use of a particular medium(s) will be situation dependent, based upon the urgency of the information and the intended audience. Local cable providers have assigned specific channels to local governments for informational purposes. Local radio stations are available for use and newspaper coverage is provided on a daily basis in most of the cities.

7. The local media is a logical extension of the disaster operation and recognized as the best means to quickly get information to the majority of the public. Cowley County relies upon the local media to provide emergency instructions and potentially lifesaving information to the public following a disaster. A partnership role will be maintained with the media by making every attempt to provide timely and accurate information throughout the disaster situation. In most cases, contact with the media will be maintained using landline and cellular telephones, facsimile, and email.

   a. Organization

      If the situation dictates, emergency public information activities will be coordinated from a Joint Information Center (JIC). Activating a JIC will help County departments and participating organizations coordinate their activities and help to ensure consistent and accurate information is disseminated.

      Since many emergencies strike rapidly, the public information system cannot always react swiftly enough to properly inform the public about the hazard and for this reason, it is important that citizens are made aware of potential hazards and appropriate protective measures prior to the occurrence of an emergency. Cowley County will make every effort to provide ongoing public education to its citizens regarding emergency preparedness activities.

      Every effort will be made to provide emergency public information to special needs groups, such as the hearing and visually impaired and non-English speaking populations. Close coordination will be required with the government, volunteer and community agencies described further ESF #6 –Mass Care, Housing and Human Services.

      A large disaster will result in state, national and international media coverage, and in the aftermath of a disaster, media personnel may attempt to obtain information from other than official sources

b. Joint Information System

The Joint Information System (JIS) describes all public information activities being conducted regarding the event, including those outside the EOC and the JIC (i.e., public information functions being carried out at the scene and from departmental offices or other remote offices and locations).

The ESF #15 Coordinator will work to establish communications with all Joint Information System (JIS) components to facilitate the exchange of information. The use of an organized JIS will help to ensure interagency communication and the release of consistent information.

As part of the JIS, the on scene agency PIO will address media representatives at the incident site and keep the EOC and the JIC informed of these briefings. Contact with JIS components will be maintained primarily by telephone and radio.

c. Joint Information Center (JIC)

The Joint Information Center (JIC) is a physical location where PIOs from organizations with primary disaster involvement come together to coordinate and disseminate information.

The purpose of a JIC is to:

• Gather and coordinate information and serve as the "hub" for the release of timely, accurate, consistent and useful disaster related information
• Allow all involved organizations to speak from "one sheet of paper" providing consistent messages to the public
• Enable the EOC Team to concentrate on emergency decision-making and refer all media and public inquires to the JIC
• Ensure the ability exists to answer direct inquiries from the public
• Monitor media coverage to verify the accuracy of information being disseminated
• Be proactive in responding to the disaster related information needs of all audiences
• Develop and implement a comprehensive public information strategy to gain and maintain public trust and confidence

In most cases, the JIC will be located in close proximity to the Cowley County EOC. However, it may be located anywhere to support emergency activities. Wherever it is located, it is imperative that the JIC maintain contact with decision makers and/or the EOC via telephone, radio, the internet, facsimile and/or face-to-face communications.

Once a JIC is activated, all emergency public information activities, including media inquiries, should be coordinated through the JIC. The JIC will become the central coordination point for all emergency public information and external communications activities. To the extent possible, the JIC will be staffed with Public Information Officers (PIOs) from all agencies and organizations involved in the event.

The JIC is designed to be flexible to accommodate the unique requirements of any emergency or disaster situation and its structure and staffing will be customized for each response. For example, a major event would require JIC activation and full staffing, while a smaller event might only require one or two people performing all of the necessary tasks.

Regardless of the incident, the function of the JIC remains essentially the same, while the number of departments and agencies involved as well as the location and the quantity of information to be disseminated will vary greatly. At a minimum, the following functions must be performed regardless of these variables:

• 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 meet 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 ensure appropriate information is being released and take steps to correct any inaccurate information
• Exchange information with elected officials, voluntary organizations, industry representatives, State and Federal PIOs and all other involved agencies as the situation dictates
• Provide ongoing information to and coordination with County, City, State and Federal elected officials

PIOs working in the JIC retain the autonomy to represent the public information needs of their respective agencies, while working closely with the EOC Team and/or JIC to ensure consistent information is being disseminated in a timely manner by all departments.

The PIOs working in the JIC will have two primary functions: (1) carry out the public information activities of their respective departments and agencies and (2) provide support to and assist with the overall JIC mission.

Designated departmental PIOs may be asked to staff various JIC functions regardless of the level of involvement of their respective departments. This will ensure an adequate number of PIOs are available to support emergency public information activities.

Other Resources

Cowley County has developed a PIO Working Group comprised of PIOs and Public Relations personnel from many agencies across the County. The group can serve as an asset when needing to pull in PIO expertise for a JIC. A list of the PIO Working Group members is kept on file in the Emergency Management office.

KAPIO - Several of the members of the PIO Working Group are also members of the KAPIO (Kansas Association of Public Information Officers). This group maintains a contact list if Cowley County were to request assistance from other PIOs during an event.

8. Vulnerable Needs: Many methods are used to disseminate information to the public during an emergency or disaster. Warning systems, in general, are described in Annex ESF #2 - Communications.

Considerations for special populations are outlined below:

Hearing impaired
• The Emergency Alerting System (EAS) produces trailers on TV screens to provide weather watch and 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
• All schools in Cowley County have NOAA all-hazards radios and also monitor broadcast media.
Hospitals & Nursing Homes
• All hospitals and nursing homes in Cowley County have the ability to monitor broadcast media. Both hospitals have public safety radios (local UHF and 800MHz) with receive capabilities and limited transmit capabilities. The William Newton Hospital has NOAA Hll-Hazard radios in three separate buildings, with one being monitored 24 hours a day. The South Central Kansas Medical Center has a NOOA All-Hazards radio in the ER. The ER monitors that radio, the local scanner and computer based radar as well.
Correctional Facilities
• The Winfield Correctional Facility and the Cowley County Jail are able to receive and communicate information through public safety radios to the EOC and other local agencies. The WCF monitors a NOAA All-Hazards radio in their control room.

B. Direction and Control

1. The ESF 15 Coordinating Agency is the Cowley County Administrator's Office which is appointed by Cowley County Emergency Management, in coordination with local planning partners. The staff serving as ESF 15 Coordinator is appointed by and located in the Cowley County Administrator's Office. When ESF 15 support is necessary, the ESF 15 Coordinator coordinates all aspects of ESF 15.

2. ESF 15 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by Cowley County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Cowley County.

3. The ESF 15 system operates at two levels: 1) Cowley County EOC; 2) field locations.

4. Cowley County Emergency Management serves as the focal point for ESF 15 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other ESF and other private voluntary agencies have knowledge about the system and ESF 15 expectations, as well as coordinate and cooperate efficiently during an event.

C. Organization

    1. County

        a. During an activation of the Cowley County EOC, primary and support agency staff is integrated with the Cowley County Administrator's Office staff to provide support.

        b. The Public Information function will be a part of the Command Staff. The Public Information Officer is responsible for interfacing with the public and media and/or agencies with incident-related information requirements.

        c. During a disaster, the Cowley County EOC will act as the central coordinating facility for receiving and disseminating public information. Information flow to the Cowley County EOC will occur directly from news media reports and citizen public information phone calls. Information will flow from the Cowley County EOC in the form of media briefings, news releases and situation reports. Information will also flow from ESF 15 to the State of Kansas EOC.

           Public Information Officer's General Media Guidelines and Hazard Specific checklists are provided and included in the file archives section of this plan.

        d. The Cowley County Administrator's Office, with assistance from Cowley County Emergency Management, will develop and maintain ESF 15 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System, and the Cowley County EOP.

    2. State of Kansas

        a. During an activation of the State of Kansas EOC, the Adjutant General's Department, Office of Public Affairs is designated as the state lead for Public Information and will provide a liaison to facilitate requests for State PIO resources to local Emergency Operations Centers.

        b. During an emergency or disaster event, the primary and support agencies of ESF 15 at the State of Kansas EOC will report to the SEOC Manager.

        c. The Adjutant General's Department, Office of Public Affairs develops and maintains ESF 15 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Kansas Response Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the Kansas Response Plan.

d. The primary and supporting agencies working for the State ESF 15 will report directly to the State of Kansas EOC.

D. Alerts and Notifications

1. Cowley County Emergency Management will notify the Cowley County Administrator's Office when information comes to their attention indicating that an emergency or disaster situation is developing.

2. The County Warning Point (Cowley County EOC), will notify the Cowley County Administrator's Office when Cowley County has been threatened or impacted by an emergency or disaster event as provided in the County Warning Point SOG, which is included in ESF 5 file archive section of this plan.

3. ESF 15 will be activated or placed on standby upon notification by the Cowley County EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 15. If additional support is required, the ESF 15 coordinating and primary agencies may jointly manage ESF 15 activities.

4. Upon instructions to activate or placement of ESF 15 on standby, the Cowley County Administrator's Office will implement procedures to notify all ESF 15 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

1. Actions carried out by ESF 15 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service.

In addition to the individual agencies and their assigned responsibilities found in the next section, there are several actions that need to be taken by all agencies involved:

Overall Actions Assigned to All Members	
Preparedness (Pre-Event) Actions for ESF 15 - External Communication	
1	Participate in training, drills, and exercises.
2	Develop pre-scripted media releases and public advisories.

Overall Actions Assigned to All Members	
Response (During Event) Actions for ESF 15 - External Communication	
1	Activate and staff management functions of the JIC.
2	Provide field support for emergency responders at the scene.
3	Participate in EOC briefings, incident actions plans, situation reports and meeting to support ESF 15.
4	Inform the public of health and/or safety concerns, status of emergency situation, and ways to reduce or eliminate the associated dangers.
5	Resolve any conflicting information and dispel rumors.

	Overall Actions Assigned to All Members
	Recovery (Post Event) Actions for ESF 15 - External Communication
1	Provide documentation for possible financial reimbursement process for recovery activities.
2	Participate in after action meetings and prepare after action reports as requested.
3	Continue all emergency public information activities based on the circumstances and the organizations involved in the recovery efforts.
4	Participate in briefings, incident action plans, situation reports and briefings.
5	Release information concerning the need for volunteer goods and services.
6	Maintain records of all news releases to support documentation after the disaster.
7	Evaluate response and recommend changes to ESF-15 Annex to correct shortfalls and improve future response activities.
8	Provide documentation for possible financial reimbursement process for recovery activities.
9	Participate in after action meetings and prepare after action reports as requested.
10	Assess effectiveness of information and education programs.

	Overall Actions Assigned to All Members
	Mitigation Actions for ESF 15 - External Communication
1	Conduct all-hazard safety visits to increase home hazard prevention actions.
2	Promote preparedness information that will lessen the impact of disasters, such as having a disaster preparedness kit and family disaster plan.
3	Establish contacts and develop working relationships with the media.
4	Provide ESF-15 representative for update of mitigation plan.
5	Conduct all-hazard safety visits to increase home hazard prevention actions.
6	Establish contacts and develop working relationships with the media.

III. Responsibilities

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

	Coordinating: Cowley County Administrator's Office
	Preparedness (Pre-Event) Actions for ESF 15 - External Communication
1	Identify all viable methods to reach the public including but not limited to radio, television, print media flyers, posters, brochures, informational booths and the Internet.
2	Establish process to verify information is accurate and valid before public release.
	Response (During Event) Actions for ESF 15 - External Communication
1	Designate personnel to coordinate ESF-15 activities in EOC and JIC.
2	Manage the collection, processing, and dissemination of information between ESF-15 and EOC or incident command.
3	In coordination with the EOC team, release emergency information.
4	Implement a proactive public information strategy to meet media needs.
	Recovery (Post Event) Actions for ESF 15 - External Communication
1	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
2	Distribute information on what to do when returning to your damaged home.

3	Compile a written record of events, including any printed materials, news releases, tapes and clippings.

Primary: Cowley County Emergency Management

Preparedness (Pre-Event) Actions for ESF 15 - External Communication

1	Maintain a central personnel roster, contact, and resource lists to support ESF-15 tasks.
2	Identify who is responsible for initial notification of ESF-15 personnel.
3	Identify responsibilities for liaison roles with state and adjacent county PIOs.
4	Develop standard operating guides and checklists to support ESF-15 activities.
5	Train personnel on EOC operation, JIC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
6	Collect, process, and disseminate information to and from the EOC.
7	Develop and maintain ESF-15 Annex.
8	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
9	Identify all viable methods to reach the public including but not limited to radio, television, print media flyers, posters, brochures, informational booths and the Internet.
10	Ensure adequate space and equipment is available for the operation of a JIC.
11	Pre-identify media outlets, establish contact lists, and provide training on emergency public information procedures.
12	Train emergency responders on public information procedures on referring media to the appropriate field or JIC personnel for information.
13	Provide continuous and accessible public information about disasters and recovery activity.
14	Establish process to verify information is accurate and valid before public release.
15	Identify public information needs required for facilities that serve vulnerable needs populations.
16	Identify public information needs required for individuals with vulnerable needs.
17	Identify personnel or process used to provide public information to individuals with limited English language ability.

Response (During Event) Actions for ESF 15 - External Communication

1	Designate personnel to coordinate ESF-15 activities in EOC and JIC.
2	Manage the collection, processing, and dissemination of information between ESF-15 and EOC or incident command.
3	In coordination with the EOC team, release emergency information.
4	Implement a proactive public information strategy to meet media needs.

Recovery (Post Event) Actions for ESF 15 - External Communication

1	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
2	Distribute information on what to do when returning to your damaged home.
3	Distribute information on how and where to apply for different types of disaster assistance.
4	Provide information regarding available disaster recovery programs and resources to the media and the public.
5	Compile a written record of events, including any printed materials, news releases, tapes and clippings.

Mitigation Actions for ESF 15 - External Communication

1	Promote preparedness information that will lessen the impact of disasters, such as having a disaster preparedness kit and family disaster plan.
2	Provide information and increase awareness about safe rooms and other shelter methods.

3	Provide ESF-15 representative for update of mitigation plan.

Supporting: City-Cowley County Health Department	
Preparedness (Pre-Event) Actions for ESF 15 - External Communication	
1	Identify public information needs required for facilities that serve vulnerable needs populations.
2	Identify public information needs required for individuals with vulnerable needs.
Recovery (Post Event) Actions for ESF 15 - External Communication	
1	Distribute information on what to do when returning to your damaged home.

IV. Financial Management

A. ESF 15 is responsible for coordinating with Cowley County Clerk's Office to manage ESF 15 expenses relevant to an event.

B. During a response, each agency/department funds disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally declared disaster exists, each agency is responsible for seeking reimbursement in accordance to the formula has established by the Federal Emergency Management Agency via the FEMA/State Agreement.

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

V. References and Authorities

References and Authorities for the entire plan are covered under Section VII of the Base Plan.

ANNEX
ORDERS OF SUCCESSION

Orders of Succession for Cowley County

The EOP has developed an Orders of Succession for all key positions held within the organization. Provided below is the title and name of each primary person currently holding each key position, followed by a list of designated successors. The successors are listed by title in order of precedence.

Who is authorized to activate the local Emergency Operations Center?

Primary: Director - Brian Stone - Cowley County Emergency Management

1. Assistant Coordinator - John Stradal - Cowley County Emergency Management

2. EM Specialist - Jason Kazban - Cowley County Emergency Management

3. Volunteer Coordinator - Taylor Dory - Cowley County Emergency Management

4. County Administrator - Lucas Goff - Cowley County Administrator's Office

5. Chair - Wayne Wilt - Cowley County Board of County Commissioners

6. Vice Chair - Bob Voegele - Cowley County Board of County Commissioners

7. Commissioner - Wayne Wilt - Cowley County Board of County Commissioners

Who is authorized to declare a State of General Emergency?

Primary: Chair - Alan Groom - Cowley County Board of County Commissioners

1. Vice-Chair - Bob Voegele - Cowley County Board of County Commissioners

2. Commissioner - Wayne Wilt - Cowley County Board of County Commissioners

3. County Administrator - Lucas Goff - Cowley County Administrator's Office

Who is the Public Information Officer for your County?

Primary: County Administrator - Lucas Goff - Cowley County Administrator's Office

1. Director - Brian Stone - Cowley County Emergency Management

2. Sheriff - David Falletti - Cowley County Sheriff's Department

3. Unassigned Person

Who is the Main Point of Contact for this plan?

Primary: Director - Brian Stone - Cowley County Emergency Management

1. Assistant Coordinator - John Stradal - Cowley County Emergency Management

2. EM Specialist - Jason Kazban - Cowley County Emergency Management

3. Volunteer Coordinator - Taylor Dory - Cowley County Emergency Management