

EMERGENCY OPERATIONS PLAN DETAIL (EOP)

POTTAWATOMIE COUNTY

FINAL

FOR OFFICIAL USE ONLY

NOTICE: This document contains information pertaining to the deployment, mobilization, and tactical operations of Pottawatomie County in response to emergencies. It is exempt from public disclosure under Kansas state law.

Acknowledgements

Supersession

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

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Pottawatomie County Emergency Operations Plan Detail

I. INTRODUCTION

This Emergency Operations Plan (EOP) is designed to address natural and man-made hazards that could adversely affect Pottawatomie County. The EOP applies to all county 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. This plan supersedes the Emergency Operations Plan dated April 14, 2009.

The State of Kansas and Pottawatomie County has adopted the National Incident Management System (NIMS). The NIMS lends itself to integrate the capabilities and resources of various governmental jurisdictions, incident management and emergency response disciplines, non-governmental organizations and the private sector into a cohesive, coordinated and seamless framework for incident management. Consistent with the model provided in the NIMS, the EOP can be partially or fully implemented in the context of a threat, anticipation of a significant event, or the response to a significant event. Selective implementation through the activation of one or more of the system's components allows maximum flexibility in meeting the unique operational and information-sharing requirements of the situation and enables effective interaction between various entities.

This EOP is an all-hazards plan that addresses evacuations; sheltering; post-disaster response and recovery; deployment of resources; communications, and warning systems. The EOP also defines the responsibilities of county departments and volunteer organizations. The EOP describes the basic strategies, assumptions and mechanisms through which Pottawatomie County will mobilize resources and conduct activities to guide and support local emergency management efforts through preparedness, response, recovery, and prevention.

To facilitate effective operations, the EOP adopts a functional approach that groups the types of assistance to be provided into 15 Emergency Support Functions (ESF). The 15 EOP ESFs mirror the National Response Framework (NRF) and the Kansas Response Plan (KRP) .

The Basic Plan provides an overview of emergency organization and policies. It describes the overall approach to disaster response and recovery operations and assigns responsibilities for emergency tasks. The ESF Annexes detail the organization, roles and responsibilities of government and cooperating agencies for coordinating emergency response and recovery efforts. Special Incident Annexes are designed for those emergency response and recovery activities unique to a particular hazard.

Each Emergency Support Function is headed by a lead agency or organization, which has been selected based on its authorities, resources, and capabilities in that functional area. The primary agency appoints an emergency representative to manage that function in the County Emergency Operations Center (EOC).

The plan includes the following:

- Defines emergency response in compliance with the State-mandated Emergency Operations Plan process:
- Aligns the basic structures, processes and protocols of the National Response Plan (NRP) guidelines into the plan.
- Incorporates National Incident Management System (NIMS) concepts and guidelines into the Local Emergency Operations Plan utilizing integrated command and control guidelines for local, regional and/or national response collaboration in the event of an emergency.
- Provides a basis for unified training and response exercises.

A. GENERAL

Incident management has changed since the September 11, 2001 terrorist attacks on the United States. These new threats have compelled the federal, state and local officials to re-define the complex nature of 21st century preparedness and develop a unified and coordinated approach to incident management. The Pottawatomie County Emergency Operations Plan (EOP) update has been developed based on this approach as provided in the Kansas Planning Standards - County Response Plan, the National Response Plan, and the National Incident Management System (NIMS), which has been adopted and incorporated by Pottawatomie County, as the primary tool for coordination and response during incidents of local, regional and national significance.

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, Pottawatomie County created this Emergency Operations Plan Detail (EOP) and the Adjutant General's Office, Kansas Division of Emergency Management officially adopted it on .

The revised Pottawatomie County EOP is the product of a detailed and focused planning process that:

- Fully incorporates the NIMS concepts, principles, practice and language:
- Capitalizes on the lessons learned from recent disasters: and
- Incorporates plans, programs and policies that have emerged since the last revision of the EOP.

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 Pottawatomie County Emergency Management Department, on behalf of the Adjutant General's Office, Kansas Division of Emergency Management.

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)

Department of Homeland Security. National Preparedness Guidelines. Washington, DC: DHS, September 13, 2007,

The U.S. Department of Homeland Security (DHS) announced today publication of two important tools to organize and synchronize national efforts to strengthen preparedness: (1) the National Preparedness Guidelines, which establish a vision for national preparedness and provide a systematic approach for prioritizing preparedness efforts across the Nation; and (2) the Target Capabilities List, which describes the collective national capabilities required to prevent, protect against, respond to and recover from terrorist attacks, major disasters and other emergencies.

"The National Preparedness Guidelines and Target Capabilities List are the culmination of extensive efforts to define the specific plans and capabilities our nation must possess in order to address catastrophic threats," said Homeland Security Secretary Michael Chertoff. "These documents will help focus policy, planning and investments at all levels of government and the private sector in order to strengthen our collective capabilities and better prepare for major

incidents."

Publication of the Guidelines and Target Capabilities List fulfills a major component of Homeland Security Presidential Directive 8, "National Preparedness," and establishes a framework for understanding what it means for the nation to be prepared for all hazards. There are four critical elements to the National Preparedness Guidelines:

The national preparedness vision, which provides a concise statement of the core preparedness goal for the nation.

The fifteen National Planning Scenarios, which collectively depict the broad range of natural and man-made threats facing our nation and guide overall homeland security planning efforts at all levels of government and with the private sector. They form the basis for national planning, training, investments and exercises needed to prepare for emergencies of all types.

Universal Task List (UTL), which is a menu of some 1,600 unique tasks that can facilitate efforts to prevent, protect against, respond to and recover from the major events that are represented by the National Planning Scenarios. Although no single entity will perform every task, the UTL presents a common language and vocabulary that supports all efforts to coordinate national preparedness activities.

Target Capabilities List (TCL), which defines 37 specific capabilities that states and communities and the private sector should collectively develop in order to respond effectively to disasters. Developed through an extensive process that involved more than 1,500 federal, state and local officials, and more than 120 national associations, the Guidelines replace the Interim National Preparedness Goal issued on March 31, 2005. They also integrate lessons learned following Hurricane Katrina and a 2006 review of states' and major cities' emergency operations and evacuation plans.

B. PURPOSE

The purpose of the Pottawatomie County Emergency Operations Plan Detail 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.

Its primary intent is to serve as a multi-faceted policy document, where pertinent information regarding disaster operations and planning can be accessed easily. Additional purposes of this instrument include, but are not limited to the following:

- Assist in the preservation of life and property of Pottawatomie County citizenry and residents;
- Establish the capabilities for protecting the population from the effects of a disaster;
- Designate the agencies and personnel necessary which have the capabilities/responsibilities to mobilize in a disaster situation;
- Provide prompt and effective response to disasters and emergencies;
- Provide for the recovery to normal operations after an incident; and

- Provide for mitigation and/or mitigation guidance in regards to disasters and other emergencies.

The EOP provides the framework for interaction with municipal governments; the private sector; and Non-Governmental Organizations (NGOs) in the context of incident prevention, preparedness, response, and recovery activities. Finally, the EOP serves as the foundation for the development of detailed supplemental plans and guidelines to effectively and efficiently implement incident management activities and assistance in the context of specific types of incidents.

The EOP, using the NIMS, establishes mechanisms to:

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



C. Scope

The ultimate goal of Pottawatomie County Emergency Management is the preservation of life and property through the use of preparedness, planning, training, mitigation, response and recovery operations. The Emergency Operations Plan (EOP) for Pottawatomie County considers relevant hazards that are identified in the Pottawatomie County Hazard Analysis. It addresses the four phases of emergency management: Mitigation; Preparedness; Response; and Recovery. These phases are addressed to the extent possible based on existing resources and current capabilities.

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

This EOP contains the Basic Plan, Appendices, Emergency Support Function (ESF) Annexes,

Support Annexes, and Incident Annexes that provide specific information and direction for Emergency Management and other managers. Although not a component of the EOP, attachments, Emergency Operations Guides (EOGs), checklists, and other operational documents that support the ESF's contain technical and detailed information for operating departments and individuals to carry out assigned roles and responsibilities and are considered addendums to this plan.

Cities having county-recognized plans will conduct operations within their own city limits pursuant to those plans. Emergency operations in cities not having such plans and in the unincorporated areas of the county, as well as emergency support activities by agencies of Pottawatomie County government, will be conducted in accordance with the provisions and policies contained in this plan.

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 Pottawatomie 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.

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

D. Methodology

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

Kansas Division of Emergency Management
Pottawatomie Board of County Commissioners
Pottawatomie County Administrator
Pottawatomie County Emergency Management Department

Pottawatomie County Fire Administrator
Pottawatomie County Department of Aging / Transit
Pottawatomie County Dispatch Center
Pottawatomie County Health Department
Pottawatomie County Public Information Officer
Pottawatomie County Public Works
Pottawatomie County Emergency Medical Service
Pottawatomie County Extension Agent
Pottawatomie County School Bus Services
Pottawatomie County Search and Rescue Coordinator
Pottawatomie County Sheriff 's Office
Pottawatomie Local Emergency Planning Committee (LEPC)
Pottawatomie County Sanitarian
Pottawatomie County GIS Department
Pottawatomie County IT Department
Wamego USD 320
Onaga USD 322
Blue Valley USD 384
Riley County USD 378
Rock Creek USD 323
American Red Cross
The Salvation Army
Pawnee Mental Health Center
Wamego Health Center
St.Marys Community Health Center
Onaga Community Health Center
City of Onaga Police Department
City of Wamego Dispatch
City of Wamego Police Department
City of Wamego Fire Department
City of St Marys Police Department
City of St Mary Fire Department
Fire District #1
Fire District #2
Fire District #3
Fire District #4
Fire District #5
Fire District #6
Fire District #8
Fire District #10
Belvue Township Fire Department
7 Township/Westmoreland Fire Department
Louisville Township Fire Department

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 Pottawatomie County EOP. Agency concurrence signatures are maintained with the Pottawatomie County Emergency Management Department . The EOP's concepts were developed by the Pottawatomie County Emergency Management Department , 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.

Each of the above listed agencies will receive "Viewer Access" to the Pottawatomie County EOP via the Bold Planning Solutions Planning System, www.KansasPlanner.com.

In addition:

- The Pottawatomie County EOP is adopted by the Adjutant General's Office, Kansas Division of Emergency Management 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 Pottawatomie County Emergency Management Department .

1. Planning Process

The process used by Pottawatomie 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: and
- Planning is one of the key components of the preparedness cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective actions.

Pottawatomie County shall make every reasonable effort to respond based on the situation, information, and resources available at the time of the disaster. However, no guarantee of a perfect response system is expressed or implied by this Plan or any of its Appendices,

Emergency Support Functions (ESFs), Implementing Instructions, or Guidelines. Since Pottawatomie County Government assets and systems are vulnerable to natural and technological disaster events, they may be overwhelmed.

2. Implementation of NIMS

On February 28, 2003, the President issued Homeland Security Presidential Directive 5 (HSPD-5), "Management of Domestic Incidents," which directed the Secretary of Homeland Security to develop and administer a *National Incident Management System* (NIMS). This system provides a consistent nationwide template to enable federal, state, tribal and local governments, nongovernmental organizations (NGOs) and the private sector to work together to prevent, protect against, respond to, recover from and mitigate the effects of incidents, regardless of cause, size, location or complexity. This consistency provides the foundation for utilization of NIMS for all incidents, ranging from daily occurrences to incidents requiring a coordinated federal response.

HSPD-5 requires all federal departments and agencies to adopt NIMS and to use it in their individual incident management programs and activities, as well as in support of all actions taken to assist state, tribal and local governments. The directive requires federal departments and agencies to make adoption of NIMS by state, tribal and local organizations a condition for federal preparedness assistance (through grants, contracts and other activities). NIMS recognizes the role that NGOs and the private sector have in preparedness and activities to prevent, protect against, respond to, recover from and mitigate the effects of incidents.

The Pottawatomie 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

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

On December 17, 2003, the President issued HSPD-8. HSPD-8 established national policies to strengthen the preparedness of the United States to prevent, protect against, respond to, and recover from threatened or actual terrorist attacks, major disasters, and other emergencies within the United States. HSPD-8 directed the Secretary of Homeland Security to develop a national domestic all-hazards preparedness goal in coordination with the heads of other appropriate Federal departments and agencies and in consultation with State, local, tribal, and territorial governments. The *National Preparedness Guidelines (Guidelines)* finalize development of the national preparedness goal and its related preparedness tools. The purposes of the *Guidelines* are to:

- Organize and synchronize national (including Federal, State, local, tribal, and territorial) efforts to strengthen national preparedness;
- Guide national investments in national preparedness;
- Incorporate lessons learned from past disasters into national preparedness priorities;
- Facilitate a capability-based and risk-based investment planning process; and
- Establish readiness metrics to measure progress and a system for assessing the Nation’s overall preparedness capability to respond to major events, especially those involving acts of terrorism.

The *Guidelines* include a vision, capabilities, and priorities for national preparedness. In order to support a consistent nationwide approach to implementation, the *Guidelines* establish three capabilities-based preparedness tools and a National Preparedness System – all of which are discussed in the sections that follow

The vision for the *National Preparedness Guidelines* is:

A NATION PREPARED with coordinated capabilities to prevent, protect against, respond to, and recover from all hazards in a way that balances risk with resources and need.

The *Guidelines* establish a capabilities-based approach to preparedness. Simply put, a capability provides the means to accomplish a mission. The *Guidelines* address preparedness for all homeland security mission areas: prevention, protection, response, and recovery. Capabilities are presented alphabetically below by mission area for ease of reference. Some capabilities cut across all mission areas and are therefore placed in a Common Mission Area.

Common Mission Area	Respond Mission Area
Communication	Animal Health Emergency Support
Community Preparedness and Participation	Citizen Evacuation and Shelter-in-Place
Planning	Critical Resource Logistics and Distribution
Risk Management	Emergency Operations Center Management
Intelligence/Information Sharing and Dissemination	Emergency Public Information and Warning
	Environmental Health
Prevent Mission Area	Explosive Device Response Operations
CBRNE Detection	Fatality Management
Information Gathering and Recognition of Indicators and Warnings	Fire Incident Response Support
Intelligence Analysis and Production	Isolation and Quarantine
Counter-Terror Investigations and Law Enforcement	Mass Care (Sheltering, Feeding, and Related Services)
	Mass Prophylaxis
Protect Mission Area	Medical Supplies Management and Distribution Medical Surge
Critical Infrastructure Protection	On-site Incident Management
Epidemiological Surveillance and Investigation	Emergency Public Safety and Security

	Response
Food and Agriculture Safety	Responder Safety and Health
Defense Laboratory Testing	Emergency Triage and Pre-Hospital Treatment
	Search and Rescue (Land-Based)
Recover Mission Area	Volunteer Management and Donations
Economic and Community Recovery	WMD/Hazardous Materials Response and Decontamination
Restoration of Lifelines	
Structural Damage Assessment	

A capability consists of the combination of elements required to deliver the desired outcome. Capability elements are consistent with the NIMS.

Elements of Capability

Planning	Collection and analysis of intelligence and information, and development of policies, plans, procedures, mutual aid agreements, strategies, and other publications that comply with relevant laws, regulations, and guidance necessary to perform assigned missions and tasks.
Organization and Leadership	Individual teams, an overall organizational structure, and leadership at each level in the structure that comply with relevant laws, regulations, and guidance necessary to perform assigned missions and tasks
Personnel	Paid and volunteer staff who meet relevant qualification and certification standards necessary to perform assigned missions and tasks.
Equipment and Systems	Major items of equipment, supplies, facilities, and systems that comply with relevant standards necessary to perform assigned missions and tasks.
Training	Content and methods of delivery that comply with relevant training standards necessary to perform assigned missions and tasks.
Exercises, Evaluations, and Corrective Actions	Exercises, self-assessments, peer-assessments, outside reviews, compliance monitoring, and actual major events that provide opportunities to demonstrate, evaluate, and improve the combined capability and interoperability of the other elements to perform assigned missions and tasks to standards necessary to achieve successful outcomes

Capabilities and Outcomes

(Listed in Alphabetical Order)

Common Mission Areas

- **Communications**

Outcome: A continuous flow of critical information is maintained as needed among multi-jurisdictional and multi-disciplinary emergency responders, command posts, agencies, and governmental officials for the duration of the emergency response operation in compliance with the NIMS. In order to accomplish that, the jurisdiction has a continuity of operations plan for

public safety communications including the consideration of critical components, networks, support systems, personnel, and an appropriate level of redundant communications systems in the event of an emergency.

- **Community Preparedness and Participation**

Outcome: There is a structure and a process for ongoing collaboration between government and nongovernmental organizations at all levels; volunteers and nongovernmental resources are incorporated in plans and exercises; the public is educated, trained, and aware; citizens participate in volunteer programs and provide surge capacity support; nongovernmental resources are managed effectively in disasters; and there is a process to evaluate progress.

- **Planning**

Outcome: Plans incorporate an accurate threat analysis and risk assessment and ensure that capabilities required to prevent, protect against, respond to, and recover from all-hazards events are available when and where they are needed. Plans are vertically and horizontally integrated with appropriate departments, agencies, and jurisdictions. Where appropriate, emergency plans incorporate a mechanism for requesting State and Federal assistance and include a clearly delineated process for seeking and requesting assistance from appropriate agency (ies).

- **Risk Management**

Outcome: Federal, State, local, tribal, territorial, and private-sector entities identify and assess risks, prioritize and select appropriate protection, prevention, and mitigation solutions based on reduction of risk, monitor the outcomes of allocation decisions, and undertake corrective actions. Additionally, Risk Management is integrated as a planning construct for effective prioritization and oversight of all homeland security investments.

- **Intelligence/Information Sharing and Dissemination**

Outcome: Effective and timely sharing of information and intelligence occurs across Federal, State, local, tribal, territorial, regional, and private sector entities to achieve coordinated awareness of, prevention of, protection against, and response to a threatened or actual domestic terrorist attack, major disaster, or other emergency.

Prevent Mission Area

- **CBRNE Detection**

Outcome: Chemical, biological, radiological, nuclear, and/or explosive (CBRNE) materials are rapidly detected and characterized at borders and ports of entry, critical locations, events and incidents.

- **Information Gathering and Recognition of Indicators and Warning**

Outcome: Locally generated threat and other criminal and/or terrorism-related information is identified, gathered, entered into an appropriate data/retrieval system, and provided to appropriate analysis centers.

- **Intelligence Analysis and Production**

Outcome: Timely, accurate, and actionable intelligence/information products are produced in support of prevention, awareness, deterrence, response, and continuity planning operations.

- **Counter-Terror Investigations and Law Enforcement**

Outcome: Suspects involved in criminal activities related to homeland security are successfully deterred, detected, disrupted, investigated, and apprehended. All counter-terrorism-related cases are aggressively prosecuted.

Protect Mission Area

- **Critical Infrastructure Protection**

Outcome: The risk to, vulnerability of, and consequence of an attack on critical infrastructure are reduced through the identification of critical infrastructure; conduct, documentation, and standardization of risk assessments; prioritization of assets; decisions regarding protective and preventative programs; and implementation of protective and preventative plans.

- **Epidemiological Surveillance and Investigation**

Outcome: Potential exposure to disease is identified rapidly by determining exposure and mode of transmission and agent; interrupting transmission to contain the spread of the event; and reducing number of cases. Confirmed cases are reported immediately to all relevant public health, food regulatory, environmental regulatory, and law enforcement agencies. Suspected cases are investigated promptly, reported to relevant public health authorities, and accurately confirmed to ensure appropriate preventive or curative countermeasures are implemented. An outbreak is defined and characterized; new suspect cases are identified and characterized based on case definitions on an ongoing basis; relevant clinical specimens are obtained and transported for confirmatory laboratory testing; the source of exposure is tracked; methods of transmission identified; and effective mitigation measures are communicated to the public, providers, and relevant agencies, as appropriate.

- **Food and Agriculture Safety and Defense**

Outcome: Threats to food and agricultural safety are prevented, mitigated, and eradicated; affected products are disposed of; affected facilities are decontaminated; public and plant health are protected; notification of the event and instructions of appropriate actions are effectively communicated with all stakeholders; trade in agricultural products is restored safely; and confidence in the U.S. food supply is maintained.

- **Public Health Laboratory Testing**

Outcome: Chemical, radiological, and biological agents causing, or having the potential to cause, widespread illness or death are rapidly detected and accurately identified by the public health laboratory within the jurisdiction or through network collaboration with other appropriate Federal, State, and local laboratories. The public health laboratory, working in close partnership with public health epidemiology, environmental health, law enforcement, agriculture and veterinary officials, hospitals, and other appropriate agencies, produces timely and accurate

data to support ongoing public health investigations and the implementation of appropriate preventative or curative countermeasures.

Respond Mission Area

- **Fire Incident Response Support** Outcome: Dispatch and safe arrival of the initial fire suppression resources occur within jurisdictional response time objectives. The first unit to arrive initiates the Incident Command System (ICS), assesses the incident scene, communicates the situation, and requests appropriate resources including any necessary mutual aid or cross-discipline support. Firefighting activities are conducted safely and fire hazards are contained, controlled, extinguished, and investigated, and the incident is managed in accordance with emergency response plans and procedures.
- **Isolation and Quarantine** Outcome: Individuals who are ill, exposed, or likely to be exposed are separated, movement is restricted, basic necessities of life are available, and their health is monitored in order to limit the spread of a newly introduced contagious disease (e.g., pandemic influenza). Legal authority for those measures is clearly defined and communicated to all responding agencies and the public. Logistical support is provided to maintain measures until danger of contagion has elapsed.
- **Mass Care (Sheltering, Feeding, and Related Services)** Outcome: Mass care services, including sheltering, feeding, and bulk distribution, are rapidly provided for the population and companion animals within the affected area.
- **Mass Prophylaxis** Outcome: Appropriate drug prophylaxis and vaccination strategies are implemented in a timely manner upon the onset of an event to prevent the development of disease in exposed individuals. Public information strategies include recommendations on specific actions individuals can take to protect their family, friends, and themselves
- **Medical Supplies Management and Distribution** Outcome: Critical medical supplies and equipment are appropriately secured, managed, distributed, and restocked in a time frame appropriate to the incident.
- **Medical Surge** Outcome: Injured or ill from the event are rapidly and appropriately cared for. Continuity of care is maintained for non-incident related illness or injury.
- **On-site Incident Management** Outcome: The event is managed safely, effectively, and efficiently through the common framework of the ICS.
- **Emergency Public Safety and Security Response** Outcome: The incident scene is assessed and secured; access is controlled; security support is provided to other response operations (and related critical locations, facilities, and resources); emergency public information is provided while protecting first responders and mitigating any further public risks; and any crime/incident scene preservation issues are addressed.
- **Responder Safety and Health** Outcome: No illnesses or injury to any first responder, first receiver, medical facility staff member, or other skilled support personnel as a result of preventable exposure to secondary trauma, chemical/radiological release, infectious disease, or physical and emotional stress after the initial incident or during decontamination and incident follow-up.

- **Emergency Triage and Pre-Hospital Treatment** Outcome: Emergency Medical Services (EMS) resources are effectively and appropriately dispatched and provide pre-hospital triage, treatment, transport, tracking of patients, and documentation of care appropriate for the incident, while maintaining the capabilities of the EMS system for continued operations.
- **Search and Rescue (Land-Based)** Outcome: The greatest numbers of victims (human and, to the extent that no humans remain endangered, animal) are rescued and transferred to medical or mass care capabilities, in the shortest amount of time, while maintaining rescuer safety.
- **Volunteer Management and Donations** Outcome: The positive effect of using unaffiliated volunteers and unsolicited donations is maximized and does not hinder response and recovery activities.

Recover Mission Area

- **Economic and Community Recovery**

Outcome: Economic impact is estimated; priorities are set for recovery activities; business disruption is minimized; and individuals and families are provided with appropriate levels and types of relief with minimal delay.

- **Restoration of Lifelines**

Outcome: Lifelines to undertake sustainable emergency response and recovery activities are established.

- **Structural Damage Assessment**

Outcome: Accurate situation needs and damage assessments occur. The full range of engineering, building inspection, and enforcement services are implemented, managed, and coordinated in a way that maximizes the use of resources, aids emergency response, and implements recovery operations. Mitigation projects to lessen the impact of similar future events are identified and prioritized.

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The challenge for government officials, working with the private sector, nongovernmental organizations, and individual citizens, is to determine the best way to build capabilities for bolstering preparedness and achieving the *Guidelines*. The “best way” will vary across the Nation. In order to assist officials in that effort, the *Guidelines* establish a Capabilities-Based Preparedness process and three planning tools: the *National Planning Scenarios*; the *Target Capabilities List* (TLC); and the *Universal Task List* (UTL), which are discussed in detail in Appendix B. The *National Planning Scenarios* are designed to identify the broad spectrum of tasks and capabilities needed for all-hazards preparedness. The TLC is a comprehensive catalog of capabilities to perform

homeland security missions, including performance measures and metrics for common tasks. The UTL is a library and hierarchy of tasks by homeland security mission area. Capabilities-Based Preparedness encourages flexibility and requires collaboration. More importantly, it helps to ensure that operations planners and program managers across the Nation can use common tools and processes when making planning, training, equipment, and other investments, and can produce measurable results. For more information on how the *Guidelines* contribute to the development of specific homeland security capabilities.

II. SITUATION

This section of the plan summarizes the hazards that could potentially affect Pottawatomie 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 Pottawatomie County mitigation plan. The plan is kept under separate cover and can be accessed by contacting Pottawatomie County Emergency Management Department .

Pottawatomie County will continue to be exposed to the hazards noted in the hazard and vulnerability analysis and elsewhere in this Plan, as well as others that may develop in the future. County and local government officials recognize their responsibilities regarding the public safety and well-being, and their responsibilities in the implementation of the Emergency Operations Plan.

In 2012 Pottawatomie County conducted a Hazard Analysis, a critical component for planning and responding to hazardous chemical incidents, weather and natural events, civil/societal threats and potential vector diseases and vulnerabilities that impact Pottawatomie County. Information included in the Hazard Analysis was based on a multi-hazard approach, providing both the factual basis to set priorities for planning and the necessary documentation for supporting future hazard planning, response, and mitigation efforts. This information is included in HzVAT, which houses the Hazard Analysis (HzART), Hazard Analysis Chemical Reporting Tool (HzChRT), Pottawatomie County Emergency Management is responsible for approving/providing access to the on-line program.

The following summary is excerpted from the Hazard Analysis. The focus of the Hazard Analysis included the following hazard categories:

- Natural Hazards, defined as naturally occurring events such as floods, earthquakes, tornadoes, and wildfires that strike populated areas. A natural event is a hazard when it has the potential to harm people, property, or the environment. Historical records for Pottawatomie County indicate natural hazards with the highest risk rating in order of significance are as follows:
 - Wildfire
 - Hail

- Thunderstorm Wind
- Winter Storm
- Tornado
- Other less frequently occurring hazards include: flash flooding, extreme windchill, and heavy snow, which also pose a risk to the County.

Obviously, little can be done about the weather. Pottawatomie County has protocols in place to manage severe weather events and the potential impact of damage ensuing from these events.

Technological hazards impacted by severe weather also have the capacity to escalate into cascading events. Weather events cannot be controlled, but chemical and technological hazards impacted by severe weather and their tendency to escalate into cascading events can be mitigated through the implementation of risk reduction measures in cooperation with facility owners.

Technological Hazards - generally refer to hazardous materials, petroleum, natural gas, synthetic gas, acutely toxic chemicals, and other toxic chemicals at fixed facilities or in transport. Twenty-nine (29) HES chemicals, including sulfuric acid and aluminum phosphide, were identified in Pottawatomie County. Additional information regarding Pottawatomie County's chemical hazards is included in the Pottawatomie County Hazard Analysis.

Transportation Hazards - the Kansas Department of Transportation (KDOT) published a study in 1995 regarding the risk and vulnerability of the transport of hazardous materials in the State of Kansas. KDOT assigned a risk-factor ranking of 1.67 to Pottawatomie County's highways, which was below the State mean average of 2.19, ranking Pottawatomie County 52nd out of 105 counties in Kansas. Railway transport of hazardous materials through Pottawatomie County was above the State mean average. Fixed facilities, waterway, pipeline, and airport transport of hazardous materials through Pottawatomie County were below the State mean averages.

Civil or Societal Hazards - refer to civil disorder and unrest or the unlawful use of force or violence by a group or individual to intimidate or coerce a government, the civilian population, or a segment thereof, in furtherance of political or social objectives. Weapons of Mass Destruction (WMD) risk analysis of the county has been conducted utilizing the Office of Homeland Security - Office for Domestic Preparedness (ODP) Agency's "State Homeland Security Assessment and Strategy (SHSAS)" for local jurisdictions, dated December 2003. Data from the State Homeland Assessment indicates that no Potential Threat Elements (PTE's) were identified within Pottawatomie County. Local law enforcement groups have identified nine (9) "potential targets" and 36 "legal hazardous sites" in the county with the potential to utilize chemical, biological, and explosive materials that could be used by terrorist threat groups. Security concerns for known hazardous materials are addressed further in the Hazard Analysis performed for Pottawatomie County.

Vector Hazards - from an emergency management perspective, are limited to infectious Foreign Animal Disease (FAD), biological agents, and/or by-products utilized to create WMD's, which could otherwise require an emergency response. The potential economic impact to commercial cattle operations in Pottawatomie County is lower than counties in western Kansas. However, local emergency planners need to develop and maintain FAD plans in order to prepare, respond, and recover from a potential disease outbreak. The local FAD plan should also

address industrial hygiene procedures for personnel, and quarantine and treatment procedures of animals in the county.

A. Hazard Analysis

Hazard and Vulnerability Assessment Summary

Pottawatomie 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, Pottawatomie 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.

Based on the livestock operations conducted in the county, Pottawatomie County could face an increased vulnerability to livestock disease and agro-movement issues due to the large numbers of livestock present and transported through the county. In effect, the presence of feeding operations and livestock become the source of a hazard as well as an area of vulnerability. Livestock are routinely transported on Pottawatomie County roadways from producers to feedlots to packing plants.

In the event of a hazardous incident, special human populations (hospitals, schools, disabled care facilities, senior care facilities, youth care facilities, prisons, etc.) that may lie within the vulnerable radius of an event may be subject to increased risk due to proximity. A combination of these factors could pose significant limitations when implementing response actions in a hazardous event.

One Federal highway traverses through Pottawatomie County. U.S. Highway 24 enters the county near the southeast corner, and trends west through St. Marys, Belvue, Wamego, and Swamp Angel before exiting the county in the southwest corner.

Total mileage for Federal roadways in Pottawatomie County is 29.193 miles. Transporters of hazardous chemicals/materials, agricultural goods, and petroleum industry products commonly use these routes.

Two State highways traverses through Pottawatomie County. Highways 16 and 13 are main road in Pottawatomie County.

Two Union Pacific (BRR) Railway systems traverse Pottawatomie County. Union Pacific leases the railway track rights from Blue Rapids Railroad. One segment of the railway enters the southeast corner of the county, and trends roughly to the west through the towns of St. Marys, Belvue, Wamego, and Swamp Angel before exiting the county to the southwest. Another segment enters the county in the southeast portion of the county, and trends roughly to the north-northwest west through the towns of Emmett, Adkins, Jeffery, and Onaga before exiting the north-central portion of the county.

Approximate railroad mileage for the UP systems in the county is 55 miles.

Seven (7) airports (two publicly operated and five privately operated) were identified in Pottawatomie County, and include the Onaga Airport, located on the west side of Onaga, and the Wamego Municipal Airport in Wamego. There was no information obtained during the performance of the Hazard Analysis regarding the possible presence of crop-dusting companies in Pottawatomie County.

Pottawatomie County maintains a list of fixed facilities subject to reporting requirements under the provisions of Title III of the Superfund Amendments and Re-authorization Act (SARA), including extremely hazardous substances (EHS) as defined by the U.S. EPA. Twenty-nine (29) EHS chemicals were reported for 2006 in Pottawatomie County, including sulfuric acid and aluminum phosphide.

Federal Reservoirs Within Pottawatomie County

Tuttle Creek Reservoir is the most significant water body in Pottawatomie County, and is formed by a compacted earth-fill dam impoundment of the Big Blue river within the Kansas-Lower Republican River Basin (watershed). The reservoir is operated by the U.S. Army Corps of Engineers, and the dam consists of a rolled earth-fill and hydraulic fill embankment with a gated, concrete chute spillway on the left abutment and gated twin 20-foot diameter conduits near the right abutment.

Tuttle Dam is shared between Pottawatomie and Riley counties, and is located 5-miles north of Manhattan (in Riley County). The Big Blue river is also the "natural" county boundary between these counties. The Lake was completed in 1962 primarily for flood control for downstream flow of water from a 9,600 square mile drainage area. Tuttle Lake provides flood protection along the Big Blue River downstream from the dam. As part of the Kansas-Lower Republican River basin system of lakes, Tuttle Dam also contributes to flood protection on the Missouri and Mississippi rivers.

The total storage capacity (multipurpose and flood pool) is 2,367,017 acre-ft, but with present sedimentation rates, the estimated current capacity is 2,150,872 acre-ft. A potential breach or overtopping of the dam could cause significant flooding in Manhattan, and other low-lying areas of the Big Blue, Little Blue, and Black Vermillion Rivers, and Fancy Creek, and affect populations as far away as Kansas City, Missouri. Flood waters could potentially affect residential, commercial, and agricultural areas downstream, with potential life, social, and economic consequences. Low lying areas along creeks and streams in the county would also be impacted.

The Corp of Engineers has identified a "hot spot" along the middle part of the Humboldt Fault with a potential for generating an earthquake with a maximum magnitude (moment magnitude)

of 6.6, at a minimum epicentral distance of 12.5 miles from the dam site. A potential breach in the dam from a large magnitude seismic event would flood residential, commercial, and agricultural areas downstream, and would have many other adverse social and economic consequences. Dam failure could result in direct loss of life in the residential, commercial and industrial areas, potential disruption of services, critical facilities access, extensive property losses, and extensive environmental losses with high costs for mitigation.

For reference purposes, a summary of the Corps of Engineers Tuttle Creek Dam Study documenting earthquake effects on Tuttle Creek dam is presented to provide local emergency management staff insight on the potential impact of seismic activity on large impoundment structures.

Federal Reservoirs Outside Pottawatomie County

Two Federal Reservoirs were identified outside of Pottawatomie County that could have a negative impact in the event of a breach, overtopping, or failure of the dam.

Milford Reservoir

Milford Dam is located on the Republican River in Geary County, approximately 5 miles northwest of Junction City, Kansas. The dam was originally constructed on Milford Lake in the mid-1960s for flood control and water conservation. Discharge from Milford Lake flows into the Republican River, then towards the conflux of the Republican River and Smoky Hill River and into the Kansas River, which flows east and northeast through the southern portions of Riley County.

Review of the Milford Lake Emergency Action Plan, prepared by the U.S. Army Corps of Engineers dated January 2000 (updated 2002), indicated that significant portions of Pottawatomie County in the general vicinity of the Kansas River valley would be inundated with flood waters from Milford Lake in the event of a flooding incident. Inundation maps indicated the following:

A spillway design flood with dam failure would impact the area of St. George within eight hours; Wamego within 40-hours; Belvue within 46.6 hours, and St. Marys within 52.5 hours (Arrival Time).

A copy of the Milford Reservoir EAP and pertinent inundation maps for Pottawatomie County are included in the Resources Section of this Hazard Analysis.

Lovewell Reservoir

Lovewell Dam is located in Jewell County on the White Rock Creek 3-miles northwest of Lovewell, Kansas. The reservoir stores water from White Rock Creek and diversions from the Republican River by way of the Courtland Canal. The primary purpose of the dam is for irrigation. The dam is a 3-million-cubic-yard earthfill structure, 8,500 feet long, with a height-of-embankment 81 feet above stream bed. The total capacity of the reservoir is 92,150 acre-feet, of which 24,930 is allocated for conservation, 50,460 acre-feet for flood control, and the remainder for inactive and dead capacity. The dam was constructed in 1955-1957, and consists of earthfill structure. Failure of this dam could cause potential inundation surge to the Republican river and affect areas of Pottawatomie County downstream.

The emergency action plan for the Lovewell Reservoir is on file with the Local Emergency Management Department.

High Hazard Dams Within Pottawatomie County

The Kansas Department of Water Resources has identified four (4) dams/reservoirs in Pottawatomie County as High Hazard Class C structures. The identified dams are College Creek FRD No. 2; Jeffery Energy Center-Makeup Dam; Jeffery EC: aux. Make-up; and Pottawatomie State Lake No. 1.

College Creek FRD No. 2 Dam (State ID #DPT-0085) is subject to State regulations, and is owned and operated by the City of St. Mary's. Construction date is unknown.

Jeffery Energy Center-Makeup Dam (State ID #DPT-0105), is subject to State regulations, and is owned and operated by Westar Energy. Construction date is unknown.

Jeffery EC: aux. Make-up Dam (State ID #DPT-0126), is subject to State regulations, and is owned and operated by Westar Energy. Construction date is unknown.

Pottawatomie State Lake No. 1 Dam (State ID #DPT-0136), is subject to State regulations, and is owned and operated by the Kansas Department of Transportation (KDOT), and was constructed in 1932.

The Department of Agriculture - Water Resources noted that the Emergency Action Plans (EAP) that are required for the referenced Dams, as of the writing of this report, are not complete or available for review from the City of St. Mary's, KDOT and Westar Energy. In addition, the Pottawatomie County Emergency Management Department does not have EAPs for the referenced dams. As a result, inundation maps are not available at this time. An excel file of Pottawatomie County Dams is available in the Pottawatomie County Hazard Analysis.

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. Event

Hazard Profile Summary for Emergency Operations Plan Detail						
Hazard	Probability	Magnitude	Warning Time	Duration	CPRI	Planning Significance
Flood	4	3	3	3	3.45	High
Tornado	4	3	4	1	3.4	High
Major Disease Outbreak	4	3	1	4	3.25	High
Windstorm	4	3	3	2	3.35	High

Wildfire	4	2	4	2	3.2	High
Winter Storm	4	3	2	3	3.3	High
Hailstorm	4	2	3	1	2.95	Moderate
Pandemic Event	3	3	1	4	2.8	Moderate
Lightning	4	1	2	1	2.5	Moderate
Hazardous Materials	4	1	4	2	2.9	Moderate
Utility/Infrastructure Failure	3	2	4	3	2.85	Moderate
Agricultural Infestation	4	2	1	4	2.95	Moderate
Terrorism, Agri-terrorism, and Civil Disorder	1	4	4	4	2.65	Moderate
Land Subsidence	4	1	1	4	2.65	Moderate
Expansive Soils	4	1	1	4	2.65	Moderate
Extreme Temperatures	3	2	1	3	2.4	Moderate
Drought	2	3	1	4	2.35	Moderate
Dam and Levee Failure	1	4	2	4	2.35	Moderate
Landslide	3	1	3	1	2.2	Moderate
Radiological	1	3	2	3	1.95	Low
Soil Erosion and Dust	2	1	1	4	1.75	Low
Earthquake	1	2	4	1	1.75	Low
Fog	2	1	2	1	1.6	Low

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.

E. Spatial Profile

The following geographical summary of Pottawatomie County is provided from the hazard analysis conducted for Pottawatomie County in 2007. For additional information, reference Section 3.3 of this section, and the Pottawatomie County Hazard Analysis.

Pottawatomie County is located in the northeast part of the State of Kansas, and is bounded on the east by Jackson County, on the southeast by Shawnee County, on the west by Riley County, on the south by Wabaunsee and Riley Counties, and on the northwest by Marshall County, and northeast by Nemaha County.

Wamego is the county's largest city. Westmoreland serves as the county seat. At 844 square miles total area and approximately 26 people per square mile, Pottawatomie County is ranked 71st in population density. With a 2012 population of approximately 22,302 Pottawatomie County was the 30th most populated county in the State of Kansas.

Pottawatomie County is divided into 23 townships. The city of Manhattan is considered governmentally independent and is excluded from the census figures for the townships.

All Townships and independent cities

<u>Name</u>	<u>County</u>	Population (2010 census)	Notes
Belvue Township	Pottawatomie	368	
Blue Township	Pottawatomie	3,046	
Blue Valley Township	Pottawatomie	343	
Center Township	Pottawatomie	105	
Clear Creek Township	Pottawatomie	140	
Emmett Township	Pottawatomie	427	
Grant Township	Pottawatomie	268	
Green Township	Pottawatomie	184	
Lincoln Township	Pottawatomie	119	
Lone Tree Township	Pottawatomie	216	
Louisville Township	Pottawatomie	803	
Manhattan (city)	Pottawatomie	146	
Mill Creek Township	Pottawatomie	1,011	
Pottawatomie Township	Pottawatomie	601	
Rock Creek Township	Pottawatomie	740	
Shannon Township	Pottawatomie	270	
Sherman Township	Pottawatomie	118	
Spring Creek Township	Pottawatomie	38	
St. Clere Township	Pottawatomie	72	
St. George Township	Pottawatomie	3,415	
St. Marys Township	Pottawatomie	3,630	
Union Township	Pottawatomie	224	

Vienna Township	Pottawatomie	86	
Wamego			

Incorporated Cites

Name and population (2004 estimate):

- [Wamego, 4,224](#)
- [St. Marys, 2,246](#)
- [Onaga, 686](#)
- [Westmoreland, 643 \(county seat\)](#)
- [St. George, 475](#)
- [Emmett, 274](#)
- [Belvue, 224](#)
- [Louisville, 211](#)
- [Olsburg, 185](#)
- [Havensville, 147](#)
- [Wheaton, 92](#)

Pottawatomie County also contains a small part of the city of Manhattan.

Pottawatomie County is located in an area of the United States rated for “low to moderate damage” - Zone 2A (UBC 1997) seismic activity. From a tectonic standpoint, the most important structural feature in the near vicinity is the Nemaha Ridge Fault, a fault system that extends southwest from northern Kansas across the entire state. Pottawatomie County is located within two major land resource areas within the Central Lowlands Physiologic Province. The majority of Pottawatomie County is located in the Bluestem Hills, with the eastern segment of the county lying within the Cherokee Prairies land resource areas. Elevation ranges from 300 to 500 m. These dissected limestone and shale uplands have narrow divides and narrow steep-sided valleys. Only a few large streams have a significant area of flood plain. Local relief is commonly in meters or tens of meters.

The highest elevation in the county, at 1,507 feet above sea level, is at Blane, located in the north-central portion of the county. The town of Belvue, located in the southeast portion of the county, is situated at the lowest elevation in the county, at approximately 960 feet above sea level. Belvue resides to the southeast of the confluence of the Red Vermillion and East Rock Creek streams leading into the Kansas River.

The Kansas-Lower Republican River Basin covers most of Pottawatomie County. The exceptions include the extreme southeast corner that lies within the Neosho River Basin, and

the southwest corner, which lies within the Marias des Cygnes River Basin. The Kansas-Lower Republican covers nearly 10,500 square miles of northeastern Kansas. The basin includes all or part of 24 counties. The basin has the largest population of all the twelve major river basins, with an estimated 1,025,644 residents in the year 2000. The population is projected to grow to nearly 1,531,000 in the year 2040.

Major streams within the basin include the Kansas, Republican, Big Blue, Little Blue, Delaware and Wakarusa rivers, and the Vermillion and Stranger creeks. The major reservoirs in the basin are Lovewell, Milford, Tuttle Creek, Perry and Clinton.

Most of the western part of Pottawatomie County is drained by the Big Blue River and its tributaries. The East Fork Rock Creek and Red Vermillion creek drains the central and eastern portions of the county respectively. The Big Blue touches the county at its northwest corner, separating it from Riley County; starting in a southwesterly direction, its farthest west point is reached at about Kansas 16 Highway, then the course is southeasterly to its mouth at Manhattan in Riley County. Its northwestern tributaries are Spring Creek with eastern branches, and the Four Miles as a western branch; the Shannon, Carnahan, McIntire, Cedar and Elbow creeks. The Kansas River forms the southern boundary of the county, its principal tributary in the county being the Red Vermillion, which has its source in Nemaha County, enters Pottawatomie from the northeast, runs southwesterly, and empties into the Kansas in Bellevue Township. Its tributaries from the west are French and Mill creeks. Others are Coal, Indian, Adam, Rock Bush, Darnell, Cross Clear and Pleasant Run creeks.

The Big Blue and Kansas Rivers make up the primary water sources in Pottawatomie County. Besides the Big Blue and the Kansas Rivers, which form the western and southern boundaries, there is the Vermillion River flowing south through the eastern portion of the county and emptying into the Kansas River.

The Kansas Water Office identified Tuttle Creek Lake (shared with Riley County), located within the Lower- Republican River Basin, as a "Multipurpose Large Lake". Tuttle Creek Lake is located in the southwest portion of the county and is five miles north of Manhattan. Its primary purpose is floodwater detention and sediment storage, water supply, recreation, fish and wildlife conservation, water quality control and downstream navigation supplementation. Tuttle Creek Lake has approximately 9,628 square miles of drainage area above the dam.



The 2005 Kansas Land Cover Patterns map produced by the Kansas Applied Remote Sensing (KARS) program provides a fairly accurate assessment of 11 land use/land cover classes. The bulk of the land cover in the county (81.99%) is comprised of cropland and grassland. The primary water bodies include Tuttle Creek Lake, Pottawatomie State Lake No.1, Pottawatomie State Lake No.2, and Lebo Lake. Urban residential and urban industrial/commercial development comprises roughly 1.4% of the land cover, primarily in and around the cities of Wamego, St. Mary's, and Onaga, with smaller populations in Westmoreland, St. George, Wheaton, Olsburg, Louisville, Havensville, Emmett, and Belvue. Woodlands are typically clustered along the many streams and creeks that traverse through the county. The principle varieties of native timber are the walnut, oak, hickory, cottonwood and sycamore.

D. Economic Profile

According to the 2010 U.S. Census Bureau, the primary occupation for the employed civilian worker in Pottawatomie County was identified as educational, health, and social services (28.9); sales and office occupations (22.5%); construction, extraction, and maintenance occupations (10.4%); production, transportation, and material moving occupations (14.0%); service occupations (13.7%); and farming, fishing, and forestry occupations (2.0%). Pottawatomie County Property was valued at \$370,795,287 in 2006. Public Utility properties accounted for 54.89% of the total property valuation, with residential properties identified as 24.04% of the total property valuation. Commercial real estate properties accounted for 10.82% of the total property valuation, and agricultural land accounted for 4.56% of the total property valuation.

Pottawatomie County, Kansas Statistics

Geographic Area	850 Square Miles
------------------------	------------------

Population (Current)	22,305
Population (1990)	16,131
Population Increase	6,174

Businesses (Current)	482
(1990)	331
Business Establishment Increase	151
% Increase	45.6%

Annual Payroll (Current)	133,400,000
(1990)	50,709,000
(\$ Change)	82,691,000
(% Change)	163%

Taxable Retail Sales (Current)	288,000,000
(1990)	133,800,000
(\$ Change)	155,800,000
(% Change)	116%

Retail Pull Factor (2010)	1.39
(1990)	1.37

Overview

Agriculture

- Average size of farms: 553 acres
- Average value of agricultural products sold per farm: \$63,899
- Average value of crops sold per acre for harvested cropland: \$97.77
- The value of livestock, poultry, and their products as a percentage of the total market value of agricultural products sold: 75.98%
- Average total farm production expenses per farm: \$64,506
- Harvested cropland as a percentage of land in farms: 28.40%
- Average market value of all machinery and equipment per farm: \$57,020
- The percentage of farms operated by a family or individual: 91.92%
- Average age of principal farm operators: 54 years
- Average number of cattle and calves per 100 acres of all land in farms: 15.60
- Milk cows as a percentage of all cattle and calves: 0.61%
- Corn for grain: 20121 harvested acres
- All wheat for grain: 7622 harvested acres
- Soybeans for beans: 35565 harvested acres
- Vegetables: 4 harvested acres
- Land in orchards: 35 acres

Read more: http://www.city-data.com/county/Pottawatomie_County-KS.html#ixzz2wtkutsX2

Business & Industry

According to the 2010 93% of Pottawatomie County's population was in the labor force while 2.1% were unemployed and looking for work. The top employment sectors include: management, professional, and related services (32.8%); sales and office occupations (22.5%); construction, extraction, and maintenance occupations (15.0%); production, transportation, and material moving occupations (14.0%); service occupations (13.7%); farming, fishing, and forestry occupations (2.0%). In 2010, 67.7% of the working class was identified by the U.S. Census Bureau as private wage and salary workers; 7% as self-employed, and 26% as government workers.

2. Population Demographics

Pottawatomie County is one of the state's mid-sized counties in terms of total land area. Pottawatomie County's current population of 22,302 ranks 29th out of 105 counties in the state. Most of these residents are dispersed throughout the county's two (2) main population centers, with some smaller concentrations residing in rural parts of the county. The average population density for the entire county is 26 people per square mile of land.

Ethnic Groups in Pottawatomie County:

- White Non-Hispanic Alone (91.1%)
- Hispanic or Latino (4.4%)
- Two or more races (2.0%)
- Black Non-Hispanic Alone (1.0%)
- Asian alone (0.7%)
- American Indian and Alaska Native alone (0.6%)

Read more: http://www.city-data.com/county/Pottawatomie_County-KS.html#ixzz2wtgTuwZg

Median Age: 34

Males: 41.7%

Females: 58.3%

Average household size: 2.0 people

Median household income: \$47,289

Median contract rent for apartments: \$457.00/month

Estimated median house or condo value: \$131,960

F. Vulnerabilities

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

The following vulnerability summary of Pottawatomie County is provided from the hazard analysis conducted in 2007. For additional information, reference Section 3.3 of this section, and the Pottawatomie County Hazard Analysis.

According to population numbers provided by the U.S. Census Bureau, the 2010 population of Pottawatomie County was 22,305 an increase from the population of 16,128 in 1990 and from a population of 14,782 in 1980.

Based on the livestock operations conducted in the county, Pottawatomie County could face an increased vulnerability to livestock disease and agro-movement issues due to the large numbers of livestock present and transported through the county. In effect, the presence of feeding operations and livestock become the source of a hazard as well as an area of vulnerability. Livestock are routinely transported on Pottawatomie County roadways from producers to feedlots to packing plants.

In the event of a hazardous incident, special human populations (hospitals, schools, disabled care facilities, senior care facilities, youth care facilities, prisons, etc.) that may lie within the vulnerable radius of an event may be subject to increased risk due to proximity. A combination of these factors could pose significant limitations when implementing response actions in a hazardous event.

One Federal highway traverses through Pottawatomie County. U.S. Highway 24 enters the county near the southeast corner, and trends west through St. Marys, Belvue, Wamego, and Swamp Angel before exiting the county in the southwest corner. The highway traffic include numerous vehicles carrying hazardous materials which could pose a significant problem.

Total mileage for Federal roadways in Pottawatomie County is 29.193 miles. Transporters of hazardous chemicals/materials, agricultural goods, and petroleum industry products commonly use these routes.

Two Union Pacific (BRR) Railway systems traverse Pottawatomie County. Union Pacific leases the railway track rights from Blue Rapids Railroad. One segment of the railway enters the southeast corner of the county, and trends roughly to the west through the towns of St. Marys, Belvue, Wamego, and Swamp Angel before exiting the county to the southwest. Another segment enters the county in the southeast portion of the county, and trends roughly to the north-northwest west through the towns of Emmett, Adkins, Jeffery, and Onaga before exiting the north-central portion of the county. Approximate railroad mileage for the UP systems in the county is 55 miles.

Seven (7) airports (two publicly operated and five privately operated) were identified in Pottawatomie County, and include the Onaga Airport, located on the west side of Onaga, and the Wamego Municipal Airport in Wamego. There was no information obtained during the performance of the Hazard Analysis regarding the possible presence of crop-dusting companies in Pottawatomie County.

Pottawatomie County maintains a list of fixed facilities subject to reporting requirements under the provisions of Title III of the Superfund Amendments and Re-authorization Act (SARA), including extremely hazardous substances (EHS) as defined by the U.S. EPA. Twenty-nine (29) EHS chemicals were reported for 2006 in Pottawatomie County, including sulfuric acid and aluminum phosphide.

1. Critical Facilities

For some activities and facilities, even a slight chance of flooding is too great a threat. Typical critical facilities include hospitals, fire stations, police stations, storage of critical records, and similar facilities. These facilities should be given special consideration when formulating regulatory alternatives and floodplain management plans. A critical facility should not be located in a floodplain if at all possible. If a critical facility must be located in a floodplain it should be provided a higher level of protection so that it can continue to function and provide services after

the flood. Communities should develop emergency plans to continue to provide these services during the flood.

Under Executive Order 11988, Floodplain Management, Federal agencies funding and/or permitting critical facilities are required to avoid the 0.2% (500-year) floodplain or protect the facilities to the 0.2% chance flood level.

Based on the livestock operations conducted in the county, Pottawatomie County could face an increased vulnerability to livestock disease and agro-movement issues due to the large numbers of livestock present and transported through the county. In effect, the presence of feeding operations and livestock become the source of a hazard as well as an area of vulnerability. Livestock are routinely transported on Pottawatomie County roadways from producers to feedlots to packing plants.

In the event of a hazardous incident, special human populations (hospitals, schools, disabled care facilities, senior care facilities, youth care facilities, prisons, etc.) that may lie within the vulnerable radius of an event may be subject to increased risk due to proximity. A combination of these factors could pose significant limitations when implementing response actions in a hazardous event.

Pottawatomie County maintains a list of fixed facilities subject to reporting requirements under the provisions of Title III of the Superfund Amendments and Re-authorization Act (SARA), including extremely hazardous substances (EHS) as defined by the U.S. EPA. Twenty-nine (29) EHS chemicals were reported for 2006 in Pottawatomie County, including sulfuric acid and aluminum phosphide.

Facility Summary for Emergency Operations Plan Detail					
Facility Type	Facility Name	Address	City	State	Zip Code
Fusion Center	Kansas National Guard Armory	2722 SE Topeka Blvd	Topeka	KS	66611
Points of Distributions (supplies, food, water, etc)	New Life Baptist Church	17065 Neff Road	Wamego	KS	
Points of Distributions (supplies, food, water, etc)	Belvue United Methodist Church	502 Anderson St.	Belvue	KS	
Points of Distributions (supplies, food, water, etc)	United Methodist Church	211 North 7th	St. Marys	KS	
Points of Distributions (supplies, food, water, etc)	United Methodist Church	107 2nd Street	Westmoreland	KS	
Points of Distributions (supplies, food, water, etc)	Havensville Fire Department		Havensville	KS	
Shelter Location	Onaga High School	500 High School	Onaga	KS	
Shelter Location	Rock Creek High	9355 Flush	St George	KS	

	School	Road			
Shelter Location	Westmoreland Elementary School	205 South 4th	Westmoreland	KS	
Warning Point	Wamego 911 Dispatch Center		Wamego	KS	
Staging Area	St. George Fire Department	17063 Neff Road	Wamego	KS	
Points of Distributions (supplies, food, water, etc)	Olsburg Fire Department		Olsburg	KS	
Staging Area	Louisville Fire Department		Louisville	KS	
Disaster Recovery Center	Wamego Senior Center		Wamego	KS	
Disaster Recovery Center	Old Courthouse	106 Main	Westmoreland	KS	
Other	Wamego Police Department		Wamego	KS	
Other	St. Mary's Police Department		ST Marys	KS	
Other	Onaga Police Department		Onaga	KS	
Other	St George Police Department		St, George	KS	
Other	Pottawatomie County Sheriff's Office		Westmoreland	KS	
Other	Administration Offices	207 N. 1st	Westmoreland	KS	
Other	Pottawatomie County Health Department	320 Main	Westmoreland	KS	
Strategic National Stockpile Location (SNS)	Wamego Middle School	1701 Kaw Valley Road	Wamego	KS	
Emergency Operations Center	EOC			KS	
Warning Point	Pottawatomie County Dispatch Center		Westmoreland	KS	
Landing Zone	Onaga Airport		Onaga	KS	
Points of Dispersing (SNS/Medical Supplies)	Wamego Middle School	1701 Kaw Valley Road	Wamego	KS	
Other	State Emergency Operations Center	2800 SW Topeka Blvd.	Topeka	KS	66611

3. Vulnerable Needs

Pottawatomie County recognizes considerations must be made to reasonably accommodate vulnerable populations during emergencies. Pottawatomie 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.

Pottawatomie 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 Pottawatomie County. They include law enforcement, medical services, fire districts, emergency management and communication and dispatching centers.

Name of Agency	Area Served	Description of Agency
Westmoreland Township Fire	214.36 miles	Fire Department
Belvue Fire	35.92 miles	Fire Department
Blue Township Fire	49.13 miles	Fire Department
Emmett Fire	60.09 miles	Fire Department
Havensville Fire	60.01 miles	Fire Department
Louisville Fire	41.68 miles	Fire Department
Manhattan Fire	.97 mile	Fire Department
Olsburg Fire	130.89 miles	Fire Department
Onaga Fire	110.1 miles	Fire Department
St. George Fire	34.12 miles	Fire Department
St. Mary Fire	44.98 miles	Fire Department
Wamego Fire	2.22 miles	Fire Department
Wamego Township Fire	17.89 miles	Fire Department
Westmoreland City Fire	0.51 miles	Fire Department
Wheaton Fire	59.17 miles	Fire Department
Pottawatomie County Sheriff' Office	Pottawatomie County	Law Enforcement
Wamego Police Department	City of Wamego	Law Enforcement
St. Mary Police Department	City of St. Marys	Law Enforcement
Onaga Police Department	City of Onaga	Law Enforcement

St. George Police Department	City of St George	Law Enforcement
Emergency Medical Services	Pottawatomie County	Medical Services
Emergency Management	Pottawatomie County	Emergency Management
City of Wamego	City of Wamego	Emergency Management
County Dispatch Center	Pottawatomie County	Dispatching Center
Wamego City Dispatch Center	City of Wamego	Dispatching Center

H. Education

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

Name of Agency	Area Served	Description of Agency
USD 320	Wamego	Elementary, Junior High and Senior High Schools
USD 321	Rossville, Emmett, and Delia	Elementary, Junior High and Senior High Schools
USD 322	Havensville and Wheaton	Elementary, Junior High and Senior High Schools
USD 323	St. George and Westmoreland	Elementary, Junior High and Senior High Schools
Highland Community College		2 year higher education facility
St. Marys Academy and College		Private religious institution

I. Culture, Arts and Humanities

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

Name of Agency	Area Served	Description of Agency
Columbian Theater		Offers year-round theater, music and dance productions, as well as a beautiful gallery for area artists. Located in Wamego, KS
OZ Museum		Housing one of the most robust collections of OZ artifacts in existence. Located in Wamego, KS
St. Marys Academy		This is a working religious institution and visitors must make prior arrangements to visit buildings other than the chapel
St. Marys Museum and Pay Station		Features the original old Pottawatomie Tribal Pay Station and an adjoining museum building filled with historic artifacts from the later settlement of the St. Marys area.
Wamego Historic Museum		Traces the evolution of Wamego and Pottawatomie County from the first inhabitants, the Konza and Pottawatomie Indians.

Rock Creek Society and Museum		Houses many historical items from the early settlement of this area along with period furnishing in the old stone church and log cabin that make up the museum complex
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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.
- Pottawatomie 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 EOC will become the central point and control for County response and recovery activities.
- The EOC will be activated and staffed with agencies organized into specific ESFs. The coordinating agency for each support function is responsible for coordinating the planning and response activities for all the agencies of the function.
- The 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 Pottawatomie 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. Pottawatomie 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.

ESF 6, ESF 8 and ESF 11 will coordinate efforts to manage the response to incidents that involve service animals or household pets.

III. ROLES AND RESPONSIBILITIES

A. Federal Government

The Federal Government recognizes the roles and responsibilities of State and local authorities in domestic incident management. Initial responsibility for managing domestic incidents generally falls on State and local authorities. The Federal Government will assist State and local authorities when their resources are overwhelmed, or when Federal interests are involved.

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

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

The Stafford Act (§401) requires that: "All requests for a declaration by the President that a major disaster exists will be made by the Governor of the affected State".

The Governor's request is made through the regional FEMA/Emergency Preparedness Response (EPR) office. State and Federal officials conduct a preliminary damage assessment (PDA) to estimate the extent of the disaster and its impact on individuals and public facilities. This information is included in the Governor's request to show that the disaster is of such severity and magnitude that effective response is beyond the capabilities of the State and the local governments and that Federal assistance is necessary. Normally, the PDA is completed prior to the submission of the Governor's request. However, when an obviously severe or catastrophic event occurs, the Governor's request may be submitted prior to the PDA. Nonetheless, the Governor must still make the request.

As part of the request, the Governor must take appropriate action under State law and direct execution of the State's emergency plan. The Governor will furnish information on the nature and amount of State and local resources that have been or will be committed to alleviating the results of the disaster, provide an estimate of the amount and severity of damage and the impact on the private and public sector, and provide an estimate of the type and amount of assistance needed under the Stafford Act. In addition, the Governor will need to certify that, for the current disaster, State and local government obligations and expenditures (of which State commitments must be a significant proportion) will comply with applicable cost-sharing requirements.

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

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; and
- 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.

When an emergency exceeds the local government's capability to respond, assistance can be

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

Kansas Division of Emergency Management: (KDEM)

- Provides warning support
- Provides hazardous materials and radiological support
- Informs and educates the public
- Provides communications
- Trains and Exercises Staff
- Supports local EOC through State EOC

Kansas Highway Patrol (KHP)

- Assists with law enforcement
- Assists with traffic control
- Conducts search and rescue operations

Homeland Security Operations is assigned to the Kansas Highway Patrol's General Headquarters and is responsible for the agency's homeland security related functions and administers the Office for Domestic Preparedness (ODP) Grant Program which is designed to equip, train, and exercise first responders for a Weapons of Mass Destruction incident.

Military (Kansas National Guard, Active and Reserve)

- Provides warning support
- Provides radiological support
- Assists with traffic control
- Informs and educates the public
- Conducts search and rescue operations
- Clears debris
- Provides shelter facilities and supplies
- Provides communications
- Supports EOC through military liaison

- Provides manpower and equipment for mass feeding and evacuation
- Provides emergency transportation of food supplies to stranded livestock

Other State Departments

- Monitors public welfare
- Provides resources as appropriate
- Provides law enforcement enhancement when needed
- Provides health and medical services
- Clears debris
- Informs and educates the public
- Trains staff
- Supports EOC and State EOC liaison
- Provides critical resources for chemical analysis, environmental assessments, biological sampling, plume movement tracking, contamination surveys, etc.

Civil Air Patrol (Requested through KDEM)

- Provides aerial damage surveys
- Provides aerial surveillance
- Provides light transportation flights
- Provides aerial and ground radiological monitoring

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 Pottawatomie 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.

Pottawatomie County departments have specific responsibilities during disasters and/or during EOC activations, the everyday organizational structure of Pottawatomie 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.

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

The County Chairperson, a Municipal Mayor, or City Manager, or designee as a jurisdiction's Chief Executive, is responsible for the public safety and welfare of the people within that jurisdiction. Duties of the Chief Executive include the following:

- Is responsible for coordinating resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from hazardous incidents, terrorism, natural disasters, accidents, and other contingencies;
- Dependent upon law, has extraordinary powers to supersede laws and ordinances, establish curfews, direct evacuations, and, in coordination with the health authority, to order a quarantine;
- Provides leadership and plays a key role in communicating with the public, and in helping people, businesses, and organizations cope with the consequences of any type of incident within the jurisdiction;

- Negotiates and enters into mutual aid agreements with other jurisdictions to facilitate resource-sharing; and
- Requests State and, if necessary, Federal assistance through the Governor of the State when the jurisdiction's capabilities have been exceeded or exhausted.

The Pottawatomie County Board of Commissioners has charged the Emergency Management Coordinator with the responsibility for coordination, preparedness, operation, and execution of actions which must be taken to combat the effects of natural or technological disasters; and for the purpose of rendering duties for the protection of lives and property of the population.

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

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

D. Municipal Government

Cities and municipalities 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 and municipalities should establish emergency response policies and procedures for their jurisdiction. Specific responsibilities of cities and municipalities include:

- Appoint and support a qualified person to serve as the City Emergency Management Liaison. 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 Pottawatomie County Emergency Management Department 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 Pottawatomie County's overall damage assessment process;

- Ensure that Pottawatomie County Emergency Management Department is kept informed of situations that require (or may potentially require) countywide coordination and/or the activation of the EOC and
- Ensure that, during a disaster, response activities (including requests for assistance, and public information efforts) are coordinated with Pottawatomie County and that situation reports, damage assessments, and requests for County, State and/or Federal assistance are channeled through Pottawatomie 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 Pottawatomie 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.

Special Districts within Pottawatomie County include:

Rural Water District #1	5650 Highway	Wamego, KS
Rural Water District #2	2nd Street	Olsburg, KS
Rural Water District #3	Westmoreland	
Rural Water District #4	6005 Camp Creek,	Westmoreland

Natural Resources Conservation Services Westmoreland

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.

Owners/operators of certain regulated facilities or hazardous operations may bear responsibilities under the law for preparing for and preventing incidents from occurring, and responding to an incident once it occurs. For example, some activities are required by law or regulation to maintain emergency (incident) preparedness plans, guidelines, and facilities and to

perform assessments, prompt notifications, and training for a response to an incident.

The private-sector will be a resource for goods, services, and potential manpower. The continued analysis of prevention and preparedness will forecast the need for these categories. Effort should then be made to have a contractual relationship in place prior to an incident.

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.

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

The Kansas Capital Area Chapter of the American Red Cross disaster relief focuses on meeting people's immediate disaster-related needs. When a disaster threatens or strikes, the Red Cross provides shelter, food, and health and mental health services to address basic human needs. In addition to these services, the core of Red Cross disaster relief is the assistance given to individuals and families affected by disaster to enable them to resume their normal daily activities independently.

The American Red Cross and the Salvation Army also feed emergency workers, handles inquiries from concerned family members outside the disaster area, , maintains field canteens, provides counseling, coordinates Voluntary Agencies Active in Disasters(VOAD), and helps those affected by disaster to access other available resources.

Citizen Corps

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

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

Citizen Corps Affiliate Programs expand the resources and materials available to communities through partnerships with programs and organizations that offer resources for public education,

outreach, and training; represent volunteers interested in helping to make their communities safer; or offer volunteer service opportunities to support first responders, disaster relief activities, and community safety efforts.

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

The Citizen Corps works through a Citizen Corps Council that bring together leaders from law enforcement, fire, emergency medical and other emergency management, volunteer organizations, elected officials, the private sector, and other community stakeholders.

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.

Pottawatomie County Emergency Management is available to assist with developing and updating an emergency operations plan for this facilities. A copy of each of these plan is kept in the Emergency Management office.

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.

Pottawatomie County Emergency Management is available to assist in developing and updating emergency plans for local school districts. Emergency management also assists with school emergency training and exercising.

J. Legal Affairs Officer

The Pottawatomie County Attorney is the Legal Affairs Officer responsible for providing legal advice and guidance to emergency management and the Adjutant General's Office, Kansas Division of Emergency Management all emergency management issues and concerns. The staffing of this position is the responsibility of the Pottawatomie County Attorney. Pottawatomie County Attorney Legal Affairs Officers are responsible for supporting requests about actions that require a legal opinion regarding jurisdictional policy and authority by ordinances, statutes and under state and federal laws (e.g., evacuations, quarantines, etc.).

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 inter-agency 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 inter-agency 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.

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

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

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

The following emergency support functions provide a departmental summary of responsibilities.

ESF-1 Transportation

Responsible for coordinating county-wide transportation support to local governments and voluntary organizations. Support includes, but is not limited to the following:

- Overall coordination of transportation assistance to other emergency support functions, local governments, and voluntary agencies requiring transportation capacity to perform emergency response missions;
- Prioritization and/or allocation of county transportation resources;
- Processing transportation requests from county, municipal, and voluntary agencies. This ESF will coordinate evacuation transportation as its first priority; and
- Operational coordination of ground, air, and rail.

ESF-2 Communications

Responsible for the provision and coordination of communications support to other emergency support functions within the county emergency response team and agencies as required. Support includes but is not limited to the following:

- Provide necessary notification of officials, and Emergency Operations Center (EOC) – field Incident
- Command (IC) communications;
- Provision of communications equipment and capability including telephone, radio, and data;
- Identification of communications facilities and resources available for use;
- Coordination of operations, installation, and restoration of commercial communications services;
- Coordination, acquisition, and deployment of additional resources, equipment, and personnel to establish point-to-point communications as required; and
- Prioritization and coordination of restoration activities with public utility communications providers.

ESF-3 Public Works and Engineering

Responsible for providing technical advice and evaluation for engineering services, construction management and inspection, emergency contracting, facilities management, emergency road and debris clearance, emergency traffic signalization, flood control and solid waste facilities. Support includes but is not limited to the following:

- Emergency clearance of debris for reconnaissance of the damaged areas and access for personnel and equipment for health and safety purposes;
- Emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to the public health and safety, or as necessary to facilitate the execution of rescue operations; and
- Coordination of damage assessment operation, and provision of technical assistance, including structural inspections.

ESF-4 Firefighting Primary Agencies:

Responsible for managing and coordinating local fire services operations, and the use of personnel, equipment, and resources to support other emergency support functions in hazard mitigation and search and rescue operations. Support includes, but is not limited to the following:

- Detection and suppression of fires;
- Primary Agency for hazardous materials response;
- Building inspections;
- Mobilization of personnel, equipment, and supplies to support fire services and prevention operations and
- Supports urban search and rescue activities.

ESF-5 Emergency Management

Responsible for coordination, preparedness, operation, and execution of actions which must be taken to combat the effects of natural or technological disasters; and for the purpose of rendering duties for the protection of lives and property of the population.

- Maintains the LEOP in coordination with government and the LEPC;
- Advises public, administrative and response officials of disaster incident matters;
- Coordinate compilation and analysis of disaster data;
- Responsible for operational integrity of the EOC; and
- Responsible for Radiological response.

ESF-6 Mass Care, Housing and Human Services

Responsible for coordinating efforts to provide sheltering, feeding, and emergency relief, and for coordinating bulk distribution of supplies to victims. Support includes, but is not limited to the following:

- Establishing and operating mass care and special need shelters;
- Coordinating the provision of relief efforts by volunteer organizations actively engaged in providing assistance;
- Establishing and administering a system to provide casualty information and shelter registration lists to human service agencies. and
- Establishing mass feeding facilities.

ESF-7 Resource Management

Responsible for providing logistical management and resource support to emergency support functions in response and recovery efforts to include emergency relief supplies, facilities,

equipment, fuel, office supplies, contracting services, and other resources which may be required. Support includes, but is not limited to the following:

- Maintenance of inventories of resources available locally;
- Location and identification of necessary logistical support and resources;
- Establishment and administration of distribution facilities; and
- Coordination of state and federal resources.

ESF-8 Public Health and Medical Services

Responsible for providing supplemental assistance in identifying and meeting the general health and welfare requirements of victims and for provision of emergency first aid and pre-hospital emergency medical services to the affected population. Support includes, but is not limited to the following:

- Assessment of general health and medical needs of the affected population;
- Surveillance and monitoring of conditions that could impact general health;
- Evaluation of food, drug, or medical safety;
- Assessment of worker health and safety;
- Identification of biological, chemical, or radiological physiological hazards;
- Evaluation of the mental health of victims;
- Implementation of vector controls;
- Advise on potable water sources and the disposition of solid waste and wastewater;
- Victim identification and mortuary services;
- Provision of emergency public health information;
- Provision of pre-hospital and hospital emergency medical care;
- Identification, coordination, and mobilization of medical equipment, supplies, and personnel;
- Coordination and support of the registration of people with special needs;
- Overall management of special needs program;
- Coordination of transportation of people with special needs;
- Identification of facilities and resources available for sheltering and care of people with special needs and
- Coordination of staffing of special needs shelters.

ESF-9 Search and Rescue

Responsible for the conduct of urban search-and-rescue operations including locating, extricating, and providing disaster medical treatment for victims. Support includes, but is not limited to, the following:

- Mobilization and management of search-and-rescue teams;
- Initiation of a search for victims throughout the impacted area; and
- Provision of strategic command and control of emergency rescue teams.

ESF-10 Oil and Hazardous Materials

Responsible for providing a coordinated response to major releases or spills of hazardous materials. Support includes, but is not limited to the following:

- Detection and identification of hazardous materials discharges;
- Coordination of initial incident command at the scene of a release;
- Support of protective action decisions by field command;
- Coordination of the overall containment and cleanup; and
- Provision of equipment, personnel, and technical assistance.

ESF-11 Agricultural and Natural Resources

Responsible for agricultural resources mobilization and response in conjunction with Kansas Animal Health and Kansas Department of Emergency Management, including but not limited to the following:

- Coordinate the provision of nutrition assistance (FNS) to include determining nutrition assistance needs, obtaining appropriate food supplies, arranging for delivery of supplies and authorizing disaster food stamps;
- Protection of natural and cultural resources and historic properties; and
- Control and eradication of animal/zoonotic disease.

ESF-12 Energy

Responsible for coordination, prioritization, and restoration of public utilities and services to include emergency power and gas. Support includes, but is not limited to the following:

- Assessing system damages and requirements to restore such systems;
- Prioritizing restoration of services;
- Coordinating public utility equipment and personnel as required; and
- Providing guidance for utility information and conservation.

ESF-13 Public Safety and Security

Responsible for maintaining law and order in Pottawatomie County. Support includes, but is not limited to the following:

- Implements and monitors traffic control;
- Controls restricted areas;
- Provides warning support;
- Prepares and maintains an expanded jail;
- Provides communications; and
- Provides EOC support.

ESF-14 Long Term Community Recovery

Responsible for hazard mitigation efforts for the county to reduce exposure to disaster incidents. Steering Committee support includes, but is not limited to the following:

- Serves as Mitigation Officer for the county;
- Serves as an advisor relating to property damage and
- Receives and records damage data for reimbursement or litigation.

ESF-15 External Communications

Responsible for coordination of information relating to the preparation and release of public information materials. Support includes, but is not limited to the following:

- Compiles reports and data for the Public Information Officer;
- Coordinates with the Emergency Management Coordinator and the County Board of Commissioners;
- Works with agencies and private sector for news releases; and
- Establishes a Public Inquiry Center.

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.

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

IV. METHOD OF OPERATIONS

Normal Operations

A basic premise of emergency management is that incidents are generally handled at the lowest jurisdictional level possible. Police, fire, public health, medical, emergency management, and other personnel are responsible for incident management at the local level. Accordingly, in order to protect life and property from the effects of emergencies, government is responsible for emergency management activities. When operating under such conditions, Pottawatomie County Emergency Management will utilize available resources from within the county, including voluntary and private assets, before requesting other assistance. Upon documenting that the emergency exceeds local capacity to respond, assistance will be requested from other jurisdictions and the Kansas Division of Emergency Management (KDEM). Upon a Presidential declaration, assistance as requested by the state may be provided through Federal Emergency Support Functions (ESFs) and/or other resources.

The normal day-to-day operations of the Pottawatomie County Government, its departments, and agencies are covered by the individual organization's Standard Operating Guidelines. The readiness state for day-to-day operations generally includes training and exercises, maintenance of plans, SOGs, and Memorandums of Understanding (MOUs), and monitoring of weather or other disturbances and events that may cause a threat.

Emergency Operations

The Pottawatomie County Emergency Management Coordinator is responsible for coordination, preparedness, operation, and execution of actions which must be taken to combat the effects of natural or technological disasters; and for the purpose of rendering duties for the protection of lives and property. Pottawatomie County utilizes the Incident Command System (ICS) for on-scene direction and control operations:

- Command - Overall management of the incident(s) is provided by the first responder on the scene until command is relinquished to a more senior/higher ranking individual in accordance with ICS policies.
- Other ICS Functions - Other ICS functions include, but are not necessarily limited to: Operations, Finance, Planning, Logistics, and Finance/Administration will be in accordance with accepted ICS practices and Standard Operating Guidelines, and fall under the purview of the Incident Commander.
- NIMS operating (ICS) guidelines are provided in ESF 5 – Emergency Management.

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

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

Coordination between the incident scene and the EOC will be accomplished with direct radio or

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

A. General

Pottawatomie 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, Pottawatomie 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 Pottawatomie County resources will likely provide the first response for all incidents impacting the jurisdictions.

1. Non-Disaster Daily Operations

A basic premise of emergency management is that incidents are generally handled at the lowest jurisdictional level possible. Police, fire, public health, medical, emergency management, and other personnel are responsible for incident management at the local level. Accordingly, in order to protect life and property from the effects of emergencies, government is responsible for emergency management activities. When operating under such conditions, Pottawatomie County Emergency Management (PCEM) will utilize available resources from within the county, including voluntary and private assets, before requesting other assistance. Upon documenting that the emergency exceeds local capacity to respond, assistance will be requested from other jurisdictions and the Kansas Division of Emergency Management (KDEM). Upon a Presidential declaration, assistance as requested by the state may be provided through Federal Emergency Support Functions (ESFs) and/or other resources.

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

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

Day to day operations of Pottawatomie 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 Council prepares regional hazardous materials emergency plans that indicate the facilities that use, produce, or store hazardous substances that are present in the jurisdiction.

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

It is the responsibility of governments of Pottawatomie 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

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

Pottawatomie County utilizes the Incident Command System (ICS) for on-scene direction and control operations:

- Command - Overall management of the incident(s) is provided by the first responder on the scene until command is relinquished to a more senior/higher ranking individual in accordance with ICS policies.
- Other ICS Functions - Other ICS functions include, but are not necessarily limited to: Operations, Finance, Planning, Logistics, and Finance/Administration will be in accordance with accepted ICS practices and Standard Operating Guidelines, and fall under the purview of the Incident Commander.
- NIMS operating (ICS) guidelines are provided in ESF 5 – Emergency Management

In accordance with KSA 48-932, Pottawatomie County Adjutant General's Office, Kansas Division of Emergency Management may declare a state of local disaster emergency within Pottawatomie 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.

Pottawatomie County Pottawatomie County Emergency Management Department 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 Adjutant General's Office, Kansas Division of Emergency Management 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.

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

1. Pottawatomie County Board of County Commissioners
2. The Director of Pottawatomie County Emergency Management Department
3. The Assistant Director of the Emergency Management
4. Any ESF Coordinator

Response

The organized structure for response to an emergency/disaster is under the leadership of the Pottawatomie County Adjutant General's Office, Kansas Division of Emergency Management who appoints the County Emergency Management Director overall coordination authority for the incident. The agencies, through the ESF structure, operate from the EOC and support the Pottawatomie County Emergency Management Department . The management structure designated to respond to emergency/disasters is coordinated by the staff of the Pottawatomie County Emergency Management Department .

Initial and subsequent notification procedures have been provided to the 24 hour Pottawatomie County Warning Point 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 the Pottawatomie County Emergency Management Department . The EOC will be activated for actual or potential events that threaten Pottawatomie 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 EOC (EOC):

1. A threat (or potential threat) increases the risk in Pottawatomie 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 EOC (EOC) may be activated or deactivated by any of the following individuals:

- Emergency Management Director - Pottawatomie County Emergency Management
- Fire Supervisor ESF 4 - Pottawatomie County Emergency Management
-
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The EOC (EOC) utilizes 3 levels of activation:

- **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 EOC (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 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 EOC (EOC).

The EOC (EOC) is located at: 311 Main, Westmoreland, KS

EOC KS

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

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

EOC Organizational Structure

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

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

- **EOC Management**: This component is responsible for the overall disaster policy and coordination. Specific functions include oversight of the EOC and coordinates public information with ESF 15. EOC Management is led by the EOC Director. This position is staffed by 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 Logistics Sections Coordinator which is staffed by a designated responsible agency.
- **Finance Section**: The finance section is responsible for the coordination of the financial planning, operations, and reporting services. This section is led by the Finance Section Coordinator which is staffed by Pottawatomie County Administrator.

EOC Organizational Chart



Each agency responding will report back to the EOC (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.

The Pottawatomie County Emergency Management Department reports directly to the Pottawatomie County Adjutant General's Office, Kansas Division of Emergency Management and then provides overall direction to the EOC.

All municipalities, City departments, constitutional officers, agencies and other organizations fall

under the direction of the coordinating agency designated in the plan. The Coordinator of Pottawatomie County Emergency Management Department will coordinate with State, Federal and other outside agencies.

Pottawatomie County Emergency Management has numerous verbal agreements to additional response and is in the process of developing formal MOUs.

3. Field Operations

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

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

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

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

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 EOC (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 EOC (EOC) have critical roles in an emergency.

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

- Ensure that each agency involved in incident management activities is providing appropriate situational awareness and resource status information to EOC(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 the Pottawatomie County Emergency Management Department . These tasks are accomplished by the 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).



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.



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.

Pottawatomie County has implemented and institutionalized processes, procedures and plans for its JIC and can be referenced in the Annex for Emergency Support Function 15.

When the EOC is activated, the Coordinator of Pottawatomie County Emergency Management Department 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 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 EOC within a reasonable period of time. Communication will be accomplished via the Emergency Alert System, radio, cable override, television, fax, Internet, telephone or any other means available. When the JIC is activated, the Public Information Officer or his/her designee will notify media outlets that all media inquiries are to be directed to the JIC and that the JIC will be releasing media updates on a routine basis and when noteworthy events take place. Members of the media will not be allowed access to the EOC.

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

B. Coordination, Direction and Control

1. County Level

The Chairperson of the County Commission is responsible for emergency management within Pottawatomie County. The Chairperson provides direction to the Emergency Management Coordinator.

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

The Pottawatomie County Emergency Management Coordinator is appointed by the Pottawatomie County Board of County Commissioners to head the Emergency Management Department and to serve as the advisor to the Board of County Commissioners on emergency management matters. In addition to duties set forth by Resolution #1989-9, dated April 17, 1989 by the Board of County Commissioners, responsibilities also include:

- Direction of Emergency Operations Center (EOC) Operations
- Briefing and advising the Board of County Commissioners and other elected officials on the various emergency situations
- Coordination of the overall disaster response

- Serves as a liaison with other governmental disaster management agencies
- Provides direction and guidance to the EOC staff
- Identification of the Local Emergency Planning Committee (LEPC) points of contact for receiving notification of releases of hazardous substances originating within or outside of Pottawatomie County

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

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

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 Pottawatomie County communication center. Other agencies with responsibilities for notification include the National Weather Service and Kansas Highway Patrol.

The Pottawatomie County communication center will be responsible for notifying response and Emergency management personnel when the threat of a disaster is imminent.

- **Internal:** Response agencies will be notified from the communication center as required by the nature of the disaster.
- **External:** It is the responsibility of Pottawatomie County Emergency Management Department 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 Pottawatomie County communication center provides communications essential for the city and county governments to communicate with all governmental entities. This information is then passed along to the public via siren, notification system, radio, NOAA radio, television, social media alerts, etc.

The media assume a vital role in dispersing information to the public. Pottawatomie County

Emergency Management Department works closely with local media providers to ensure timely and accurate information is provided to the public.

Information collection needs and priorities will include:

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

Direction and Control

Impacted entities will coordinate the emergency response efforts within their political jurisdiction (county and municipalities). The Incident Command System (ICS) and National Incident Management System (NIMS) will be used to coordinate emergency response and recovery operations at the disaster scene(s). The ICS/NIMS organization will maintain communications and coordination with the Sunflower Room at all times as detailed by this plan.

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

1. The Pottawatomie County Emergency Management Coordinator
2. Any designated personnel authorized by Pottawatomie County Emergency Management.

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

1. Exhausted or will likely exhaust Pottawatomie 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 Pottawatomie County Emergency Management Department Coordinator or designee is delegated policy-making authority and can commit Pottawatomie County resources at the Sunflower Room (EOC) as well as routine management and operation of the facility. The Coordinator of Pottawatomie County Emergency Management may issue mission assignments to the ESFs to perform duties consistent with Pottawatomie County policy. Mission assignments and mutual aid assistance is tracked at the Sunflower Room (EOC).

Coordination of county-wide protective actions will occur among all affected risk and host areas and Sunflower Room (EOC) under the direction and control of the Pottawatomie County Emergency Management Department . Areas not impacted by these events may be requested to provide assistance. Prior to an evacuation and under the direction of Pottawatomie County Emergency Management , the Sunflower Room (EOC) will implement coordination on issues which may include, but not limited to: 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 Coordinator of Pottawatomie 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 Pottawatomie County. While response actions necessary to protect public health and safety are being implemented, the recovery section within the Sunflower Room(EOC) begins coordination and implementation of the recovery programs.

In the event state and federal assistance is required by Pottawatomie 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.

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 Pottawatomie County communication center. Other agencies with responsibilities for notification include the National Weather Service and Kansas Highway Patrol.

The Pottawatomie County communication center will be responsible for notifying response and Emergency management personnel when the threat of a disaster is imminent.

- **Internal:** Response agencies will be notified from the communication center as required by the nature of the disaster.
- **External:** It is the responsibility of Pottawatomie County Emergency Management Department 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 Pottawatomie County communication center provides communications essential for the city and county governments to communicate with all governmental entities. This information is then passed along to the public via siren, notification system, radio, NOAA radio, television, social media alerts, etc.

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

Information collection needs and priorities will include:

1. Life safety
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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 EOC at all times as detailed by this plan.

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

1. The Pottawatomie County Director of Emergency Management
2. Any designated personnel authorized by Pottawatomie County Director of Emergency Management

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

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

Coordination of County-wide protective actions will occur among all affected risk and host areas and EOC under the direction and control of the Director of Pottawatomie County Emergency Management Department . Areas not impacted by these events may be requested to provide assistance. Prior to an evacuation and under the direction of the Director of Pottawatomie County Emergency Management Department , the 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 Coordinator of Pottawatomie County Emergency Management Department 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 Pottawatomie County. While response actions necessary to protect public health and safety are being implemented, the recovery section within the EOC begins coordination and implementation of the recovery programs.

In the event state and federal assistance is required by Pottawatomie 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 Pottawatomie County Emergency Management Department designates the coordinating agencies for each emergency support function to coordinate the activities of that support function.

Coordinating Agency Listing for Emergency Operations Plan Detail	
FUNCTIONAL ANNEX	COORDINATING AGENCY
ESF 1 - Transportation	Pottawatomie County Emergency Management Department
ESF 2 - Communications	Pottawatomie County Sheriff
ESF 3 - Public Works and Engineering	Pottawatomie County Public Works
ESF 4 - Firefighting	Pottawatomie County Emergency Management Department Pottawatomie County Fire Supervisor
ESF 5 - Emergency Management	Pottawatomie County Emergency Management Department
ESF 6 - Mass Care, Housing and Human Services	Pottawatomie County Health Department

ESF 7 - Resource Support	Pottawatomie County Emergency Management Department
ESF 8 - Public Health and Medical Services	Pottawatomie County Health Department
ESF 9 - Search & Rescue	Pottawatomie County Sheriff Pottawatomie County Search and Rescue Coordinator Pottawatomie County Fire Supervisor
ESF 10 - Oil and Hazardous Materials	Pottawatomie County Emergency Management Department Pottawatomie County Fire Supervisor
ESF 11 - Agriculture and Natural Resources	Pottawatomie County Health Department
ESF 12 - Energy and Utilities	Pottawatomie County Emergency Management Department Pottawatomie County Public Works
ESF 13 - Public Safety and Security	Pottawatomie County Sheriff
ESF 14 - Long-Term Community Recovery	Pottawatomie County Administrator
ESF 15 - External Communication	Pottawatomie County Emergency Management Department Pottawatomie County Public Information Officer

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

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

3. Intergovernmental Mutual Aid

Mutual Aid Agreements and Memorandum 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 Pottawatomie 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 EOC.

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

Mutual Aid - Resources obtained through Mutual Aid are considered local resources and must be exhausted before requesting State or Federal assistance. Mutual Aid Agreements and Memorandums of Understanding are in effect with numerous surrounding jurisdictions. Pottawatomie County has adopted by resolution, KSA 12-16,117 which provides automatic mutual aid, as needed. Kansas state statute KSA, 12-16, 117 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 "inter-local agreement" mechanism contained in KSA 12-2901.

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

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

Requesting Mutual Aid

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

- The Party seeking mutual aid shall make the request directly to the party providing the aid in coordination with Pottawatomie County Emergency Management Department .
- Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing no later than thirty (30) calendar days following the verbal request unless otherwise stated according to policies or resolutions.
- All communication shall be conducted directly between recipient and provider in coordination with Pottawatomie County Emergency Management Department .
- The Recipient shall be responsible for keeping all parties advised of the status of mutual aid activities.

If assistance is needed to coordinate mutual aid, Pottawatomie 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 Pottawatomie County, including:

- Dissemination of emergency information to response organizations and government
- Information flow and management to and from the 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.

Pottawatomie County Warning Point

The Pottawatomie County Dispatch Center serves as the Pottawatomie County Warning Point.

The Pottawatomie County Warning Point provides Pottawatomie 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 Pottawatomie County Dispatch Center has Standard Operating Guides (SOG) to notify and warn officials and general public of emergency and disaster events that occur in Pottawatomie 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 Pottawatomie County Dispatch Center. Notification of the State Warning Point is included in these guides. The Director of Emergency Management or the on-call Emergency Management staff person will initiate any further notification.

Developing or existing emergency conditions which should be reported to the Pottawatomie County Dispatch Center 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 Pottawatomie County Emergency Management Department 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 Pottawatomie County Emergency Management Department 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 Pottawatomie County Warning Point (Pottawatomie County Dispatch Center) 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 Pottawatomie County:

5. State Level

Requesting State assistance will be accomplished in accordance with the guidelines specified in this plan. When an emergency exceeds Pottawatomie County's capabilities, additional assistance will be requested from the Adjutant General's Division, Kansas Division of Emergency Management (KDEM), which will assist and inform the Governor of the State of Kansas as to the status of the emergency. The Governor may then issue an Executive Order proclaiming a State of Emergency or activate the emergency response, recovery and mitigation aspect of the State disaster plan and KDEM will coordinate with other state agencies; and, if deemed necessary, request a Presidential Disaster Declaration from the Federal Emergency Management Agency (FEMA). This major declaration allows supplemental federal financial and technical assistance.

At the State level, the Kansas Adjutant General, or designee performs policy-making authority and commitment of State resources at the State Emergency Operations Center. The State Emergency Operations Center Manager is responsible for the provision of State assistance, as well as routine management and operation of the State Emergency Operations Center. The State Emergency Operations Center 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 Emergency Operations Center.

Coordination of regional and multi-regional protective actions will occur among all affected risk and host counties, other states, and the State Emergency Operations Center under the direction and control of the State Emergency Operations Center 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 Emergency Operations Center, the State Emergency Operations Center 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 Emergency Operations Center liaison and shares information with local command, who then shares the information as per local protocol. The State Emergency Operations Center will provide incident information to State agencies, State legislative, and United States Congressional officials. This is typically accomplished via situation reports and frequent State Emergency Operations Center 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 Emergency Operations Center. In the event the State Emergency Operations Center 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 Emergency Operations Center.

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 Pottawatomie County, the Pottawatomie County Emergency Management Department will provide the proper liaisons to the appropriate field office operations.

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

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

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

C. Prevention

Pottawatomie 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.

Pottawatomie County does not have a local liaison to the Kansas Fusion Center, but the local law enforcement agencies do receive intelligence briefing from the Center as necessary.

D. Preparedness

The goal of Pottawatomie 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 an inclusive planning process using the "Whole Community" concept.

1. Resource Management and Credentialing

Resource Management

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

1. Vehicle inventories
2. Personnel
3. Equipment
4. Equipment operators
5. Suppliers/Contractors/vendors
6. Resources in adjacent jurisdictions that could be used during a disaster-if applicable

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

1. Facilities
2. Staging areas for internal and external response
3. Services/Contracts/Mutual Aid Agreements
4. List of critical facilities having priority for restoration of utilities during emergencies

Credentialing

Pottawatomie County utilizes the CRMCS as the county credentialing system. Pottawatomie 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 Pottawatomie County Emergency Management Department is responsible for coordination,

preparedness, operation, and execution of actions which must be taken to combat the effects of natural or technological disasters. This Plan and these actions are necessary for the purpose of rendering duties for the protection of lives and properties of the people and alleviating suffering and damage caused by flood, fire, drought, tornado, earthquake, storm, explosion, or any other catastrophe.

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

- Pottawatomie 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 Pottawatomie County Emergency Operations Plan Detail:

- EOP Systems training and plans updates

Sept. 2013	Planning meeting with County Administrator and Emergency Management
October 2013	ESF Meetings with ESF 1, ESF 2 and ESF 3
January 2014	ESF Meetings with ESF 5, ESF 8, ESF 11 and ESF 13
February 2014	ESF Meetings with ESF 12, ESF 4, ESF 9 and ESF 10
March 2014	ESF Meetings with ESF 6, ESF 7, ESF 10, ESF 14 and ESF 15
April 2014	4 Planning meetings with Emergency Management
May 2014	Meeting with LEPC

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

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

The public will be provided the opportunity to view the Basic Plan portion of this document by contacting Pottawatomie County Emergency Management Department .

Plan Maintenance

The Pottawatomie County Emergency Management Department will maintain the Pottawatomie 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. The Pottawatomie County Emergency Management Department 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 Adjutant General's Office, Kansas Division of Emergency Management.

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.

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

Other Plans

In addition to the Pottawatomie County EOP, additional plans have been developed and are maintained pursuant to state and federal requirements.

The following plans are listed as Annexes to this plan:

Foreign Animal Disease Plan (FAD)

Terrorism

Biological Incident Plan

Debris Management Plan

3. Public Information

The public information activities will be directed by the Pottawatomie County Public Information Officer (PIO). The PIO is responsible for the collection, coordination, and dissemination of emergency public information to the residents and populace of Pottawatomie County. The PIO for Pottawatomie County is the Emergency Management Coordinator, who serves as the official spokesperson for the incident, and is a member of the Emergency Operations Center staff.

Public Information Officer - The PIO will appoint a support staff as needed to assist in the public information functions and verify the capability of 24-hour operations.

Alternate Public Information Officer - In the event that the Public Information Officer is unavailable, the Alternate Public Information Officer will serve as the PIO.

Response organizations, and those agencies and department having specific duties and tasks related to the emergency situation will coordinate releases of information through the PIO. It is

the policy of the Pottawatomie County Board of County Commissioners that no one, with the exception of the Public Information Officer, or their designee, will release any emergency information to the media or public.

Emergency information efforts are the responsibility of the PIO. These efforts will focus on specific event-related information. The public information program requires a coordinated flow of information from every level of government and private agency through a central release point to verify that only accurate information is presented. The PIO is responsible for the close coordination and exchange of information with key staff and department heads, including collection, compiling, and verifying information at the Inquiry Center (Rumor Control) before authorizing releases.

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

- General Public - The general public will be informed of pertinent information from the PIO by various means. This includes television media, written media (newspapers), radios, signage, and public address systems.
- Special Populations - Special needs for disabled and elderly will be accomplished by each individual agency within their responsibility. The media is encouraged to disseminate the information to these special populations.
- Hearing Impaired - Dissemination of information for the hearing-impaired population of Pottawatomie County will be discussed in the Vulnerable Populations Plan that Pottawatomie County is in the process of completing. This Plan is under review and will be included as an Annex to this Plan.
- Non-English Speaking - Dissemination of information for the hearing-impaired population of Pottawatomie County will be discussed in the Vulnerable Populations Plan that Pottawatomie County is in the process of completing. This Plan is under review and will be included as an Annex to this Plan.
- Visually Impaired - Dissemination of information for the hearing-impaired population of Pottawatomie County will be discussed in the Vulnerable Populations Plan that Pottawatomie County is in the process of completing. This Plan is under review and will be included as an Annex to this Plan.
- Nursing Homes - The Nursing Homes will be notified of important information by the means described above or by individual telephone calls to nursing home facilities.
- Specialized Information Protocol - Relative to the methods described in this annex, additional information regarding reentry into a disaster area, security for restricted access, emergency assistance and information on casualties will be handled by the most expedient means possible.
- Pre-Scripted Information - Camera ready copy and pre-scripted releases are kept by the county and can be readily disseminated to the appropriate television stations, radio stations and print media as necessary. Television and radio stations in the area maintain a selection of public service announcements related to emergency preparations.

Information regarding specific activities of the Public Information Office and pre-scripted announcements are provided in the attachments to this plan.

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.

- Unassigned Person or other designee will serve as the Public Information Officer (PIO). The PIO will work closely with the Coordinator of Pottawatomie County Emergency Management Department, and will be the primary resource for providing disaster-related information to the public. This includes information about all preparedness, response, recovery, and mitigation activities. Following a disaster, the public will be informed that they can contact the EOC to receive disaster-related preparedness, response, recovery, or mitigation information.
- Pre-scripted public service announcements are maintained by the Pottawatomie County Emergency Management Department.
- The PIO will be responsible for collecting information, preparing releases for the media, and responding to requests for information and interviews.
- The Pottawatomie County Emergency Management Department will prepare pre-scripted news releases that can easily be edited to include disaster specific information.
- The PIO will, at his/her discretion, send disaster updates to local media outlets, and to the Adjutant General's Office, Kansas Division of Emergency Management.
- Additional information is provided in ESF 15.

4. Training and Exercise

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

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

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

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

Hazardous Materials Training - The Local Emergency Planning Committee (LEPC) through the Pottawatomie County Emergency Management Coordinator, is responsible for encouraging, supporting, and participating in a full range of training and exercise programs for hazardous materials emergency response personnel, to increase the skills and coordination of local response needs.

In addition to the Emergency Management functions regarding exercises and testing, the schools, nursing homes, licensed day-care centers, airport, and the hospital located in Pottawatomie County, Kansas are required to conduct specific exercise programs.

Integration of exercises is largely accomplished by utilizing the unified command structure to coordinate, communicate, and respond to the incident exercise.

The type of training varies substantially by organization. Individual departments provide training and exercises outlined in the respective department or agency SOGs. The Emergency Management Coordinator assists with developing training standards when requested. Additionally, primary agencies invite support agencies within the county to attend training programs.

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

Pottawatomie 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.

Pottawatomie 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. The Pottawatomie County Emergency Management Department participates on an ongoing basis in a range of exercises, including multi-disciplinary and multi-jurisdictional exercises that are designed to improve integration and interoperability. These exercises are integrated in an annual Training and Exercise Planning Workshop (TEPW). Among the key exercises types that Pottawatomie County participates in or has participated in include:

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

The following agencies and entities have exercise programs:

Name of Agency	Type of Exercise Program
Pottawatomie County Emergency Management	Emergency Preparedness
All Fire Department	Fire Suppression, Hzm, SAR Emergency Preparedness
All Law Enforcement	Law Enforcement and Emergency Preparedness
All Health Care	Health Care and Emergency Preparedness

After Action Reviews and Corrective Action Plans

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

- Change to plans/procedures
- Acquire new or replace outdated equipment/resources
- Train/Re-Train Personnel

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

E. Response

Pottawatomie 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.

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

Pottawatomie County Board of County Commissioners (Chairperson)

- Declares local disaster emergency
- Requests military assistance to civil authorities when applicable
- Requests State and Federal disaster assistance
- Issues executive orders to deal with emergency situations, and establishes policies for expenditure of funds
- Responsible for public information releases to the media

Pottawatomie County Emergency Management Coordinator

- Promotes coordination among public and private agencies regarding emergency management
- Coordinates and compiles local damage assessment reports. Assists with the compiling of local, state, and federal preliminary joint damage assessment reports.
- Serves as Mitigation Officer and Public Information Officer for the county.
- Coordinates requests for state and federal assistance
- Provides public information and education during phases of emergencies
- Coordinates resource management including donations of materials, equipment and services
- Conducts local emergency management activities which include, but are not limited to, risk vulnerability assessment, incident reporting, emergency notification, emergency response operations planning and management, and exercise planning and evaluation

- Assists with planning and coordination of emergency response operations to cope with accidental or un-planned releases of hazardous substances
- Manage and coordinate activities of the Pottawatomie County EOC
- Provides comprehensive emergency management planning
- Trains staff and other emergency personnel
- Responsible for local Hazard Mitigation concerns and assists in the update of the State Hazard Mitigation plan when requested
- Provides assistance in IC of other agencies in providing a smooth transition of Command

Pottawatomie County Public Information Officer (Emergency Management Coordinator)

- Serves as advisor to the Board of County Commissioners on matters related to the preparation and release of public information.
- Works with agencies and private-sector for news releases
- Establishes a Public Information Center
- Acts as a liaison in a Joint Information Center

Pottawatomie County Counselor

- Act as legal advisor on items related to law enforcement activity
- Act as legal advisor on items related to public safety
- Assist in legal problems that may arise due to disaster situations

Pottawatomie County / City Clerks

- Maintains vital statistics
- Serves as the advisor for manpower
- Safeguards vital records and documents
- Pays outstanding bills

Pottawatomie County Treasurer

- Advises Commissioners on matters relating to public finances

Pottawatomie County Appraiser

- Acts as Damage Assessment Officer and establishment of the “Damage Assessment Team” for the county
- Serves as the principal advisor relating to property damage
- Receives and records damage data for reimbursement or litigation and manages and compiles the “Initial Damage Assessment Report”, information and statistics for the Chief Executive and Emergency Management

Pottawatomie County Agent

- Functions as liaison between the rural area and governmental and private agencies
- Liaison with the United States Department of Agriculture (USDA) County Emergency Board in assessment of damage, sanitation condition, and other board functions
- Educates population in effective vector and rodent control
- Educates and informs the public

Pottawatomie County Public Works

- Provides engineering service and advice
- Performs damage assessment (streets, bridges, and roads)
- Provides equipment and manpower
- Assists with traffic control
- Assists with the procurement of resources
- Assist in the contract process for debris removal
- Condemns and posts unsafe structures
- Monitors utilities
- Assigns priorities on materials
- Issues temporary repair contracts
- Serves as the liaison with other Public Works Departments within the County

Pottawatomie County/City Water Departments

- Take action necessary to prevent contamination of the water supply. Provide necessary service to the fire department when mains are closed, by re-opening or re-routing
- Restore water service to the disaster area as soon as possible

- Coordinate efforts in the restoration of essential utilities at the scene
- Take necessary action to minimize radiation or chemical contamination of the water supply in the event of a radiation or hazardous materials incident

Pottawatomie County Coroner/Medical Examiner

- Operates as senior medical officer relating to the deceased
- Provide direction in body tagging and marking at the scene of the disaster.
- Provide coordination and expertise in establishing and operating centers for body processing to encompass needed services
- Establish positive identification of deceased victims utilizing available means
- Provide information as required to establish the cause of death, and other information as needed, to establish immediate and historical perspective on the disaster
- Provide liaison with local funeral Coordinators in the disposition of victims, and releasing bodies to the next of kin
- Provide expertise where needed in planning for future disasters and mitigation of casualties
- Provides assistance in maintaining the County's Mass Fatalities plan
- Secures temporary morgue sites

911 Emergency Dispatch Centers

- Dispatch or notify emergency departments as required according to information received. Dispatch additional equipment as required during emergency operations
- Provide notification to elected officials and key personnel as outlined in department standard operating guidelines
- Issue Watch and Warning information or other pertinent information to agencies and communities that might be affected
- Activate the outdoor warning system sirens according to established guidelines

Pottawatomie County Law Enforcement (Sheriff & Municipal Police Departments)

- Maintains law and order
- Implements and monitors traffic control
- Controls restricted areas
- Provides warning support

- Prepares and maintains an expanded jail
- Provides communications
- Provides EOC support

Pottawatomie County Transportation Coordinator (Emergency Management Coordinator)

- Provides, maintains, and coordinates available transportation (county, city, school, and private) to move personnel, equipment, and supplies throughout an emergency

Pottawatomie County Volunteer Coordinator (Community Service Work Coordinator)

- Registers, tracks and manages emergent volunteers

Pottawatomie County Health Department

- Provides community health services as required by the situation
- Assist in the determination and elimination of health hazards in the disaster area
- Provide a representative to assist on the Pottawatomie County Hazardous Materials Response Team
- Provides guidance in bio-hazard incidents
- Investigate sanitation conditions
- Coordinates public health education
- Provides EOC support
- Provides medical personnel and equipment
- Coordinates special immunization programs
- Monitors exposure to radiological, chemical, and biological agents
- Issues quarantine orders

Pottawatomie County Emergency Medical Services

- Assist in evacuation of hospital/nursing homes
- Serve as the Incident Commander for incidents where EMS is the primary agency with responsibility. In other instances, serve as a resource to the Incident Commander for the agency with primary responsibility
- Assist in the rescue of victims and provide immediate emergency medical triage, care, and transport to the appropriate hospital

- Coordinate the dispatch of ambulances and the number and types of injured to area hospitals
- Provide emergency medical service for areas of Pottawatomie County not directly affected by the disaster
- Provide transportation to and communication with hospitals

Pottawatomie Fire Departments (Rural and Urban)

- Serve as the Incident Commander (IC) for incidents where fire departments are the primary agency with responsibility (fire). In other instances such as hazardous materials, serve as a resource to the Incident Commander for the agency with primary responsibility
- Extinguish fires at or near the scene of the disaster
- Operate mobile warning system
- Provide radiological defense, decontamination and monitoring
- Assist in the rescue and triage of disaster victims
- Provide personnel to assist in the "Initial Damage Report" survey at the scene of the disaster if requested
- Survey the scene of the disaster for the presence of hazardous materials or radiation where applicable
- Notify and advise the law enforcement agencies and operating departments of dangers to personnel at or near the scene of the disaster
- Maintain fire protection for those areas of the county and cities not affected directly by the disaster
- Pottawatomie County Fire Departments serve as the primary resource for hazardous materials response.

Pottawatomie County Radiological Safety Officer (Emergency Management Coordinator)

- Coordinates radiological protection activities
- Supports damage assessment and repair
- Provides training to responders

Pottawatomie County Public School Superintendents

- Assists in the coordination transportation needs

- Coordinates actions necessary to provide registration, lodging, mass feeding, and emergency social services in coordination with the American Red Cross (ARC)
- Recruits and trains volunteers to operate reception, feeding, and congregate care facilities
- Maintains records on individuals in congregate care facilities, and provide information as required

1. Local Emergency Operations Center (EOC)

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

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

By definition an Emergency Operations Center (EOC) is considered a facility located in a disaster-affected area within which key elected and appointed officials exercise direction and control of emergency or disaster operations. The Board of County Commissioners is responsible for functional operation of equipment and facilities, and assuring the facilities and equipment are utilized for their intended purpose.

Although it is maintained in a public building, the EOC area is generally non-accessible to the public. Due to the location and size, the EOC it is considered adequate for county operations. It also falls outside of any hazardous materials fixed facility vulnerability footprint. It is however within close proximity to major transportation routes through the county. Consequently, the EOC is vulnerable to certain hazards due to the location.

Mitigating these vulnerabilities would involve relocating operations to the Alternate EOCs if deemed necessary. Upon activation of the Alternate EOC, one member of the Executive Staff or someone appointed by the Pottawatomie County Emergency Management Coordinator will be in charge until the Emergency Management Coordinator can take command. Initially, in most cases, equipment, supplies, and personnel will be in short supply. The movement of personnel, supplies, and equipment to the Alternate EOC will be accomplished in stages. When Command and Control functions can be shifted to the Alternate EOC, the Primary EOC will then be closed.

EOC Activation/Deactivation - The Pottawatomie County Emergency Management Coordinator, upon notification, is responsible for the activation of the EOC, and assembles the EOC staff, initiates the necessary functional guidelines and also initiates scaling down and eventual deactivation of the EOC when the situation no longer warrants an active Emergency Operations Center. The EOC will be activated/deactivated in specific phases depending upon the severity of the incident and the need for resources. These levels are designated: Phase I, Phase II, and

Phase III. Local and State response phases (EOC Staffing Guidelines) are provided in detail in ESF 2 – Communications, Attachment 2C – EOC Staffing Guidelines.

Security - Access to the EOC during activation is controlled by the Pottawatomie County Emergency Management Coordinator or the Pottawatomie County Sheriff's Coordinator. The radio dispatcher on duty is responsible for verifying the authenticity of radio communications traffic. Telephone communications are verified by Pottawatomie County Sheriff's Department personnel.

EOC Staffing - Initial staffing of the EOC will be the Emergency Management Coordinator, the Pottawatomie County Sheriff's Department Shift Supervisor, and the 911 Dispatcher, (or their designated representatives). This is the minimum staffing for the EOC. Depending upon the magnitude of the situation, the EOC staffing will be expanded as needed. Due to space limitations, only the following officials and/or functional groups will operate from the EOC (other key officials will operate from locations as defined in functional annexes).

Full activation – due to space limitations in the EOC, the following officials or functional groups will operate from the EOC; other key officials will operate from their normal locations:

- Executive Group (County Commissioners and Municipal Mayors)
- Communications Officer
- Damage Assessment Officer
- Public Information Officer
- Emergency Management Coordinator
- Sheriff and Municipal Police Chiefs
- Fire Chiefs
- EMS Coordinator
- Public Health Coordinator
- Radiological Safety Officer
- Public Works Director

Staffing of the EOC will be accomplished in accordance with the Pottawatomie County Emergency Management guidelines.

The EOC activation Checklist is provided in ESF 5 – Emergency Management.

Pottawatomie County will employ the standard Incident Command System reporting forms (ICS) and reporting mechanisms used or modified by Pottawatomie County.

Additional information on EOC (EOC), communications, warning points, and field operations are provided within the ESFs.

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.

Local officials are responsible for development, coordination, and execution of service and site-restoration plans and the reconstitution of government operations and services through individual, private-sector, nongovernmental, and public assistance programs. Short-term recovery includes damage assessment and the return of vital functions, such as utilities and emergency services, to minimum operating standards. When rebuilding and re-locating is due to damaged property, long-term recovery activities may continue for years.

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

Pottawatomie County Emergency Management is in the process of developing guidelines for damage assessment activities to protect the population and property in the county in the event of a disaster. The teams being developed and trained include the following:

- Public Works and Engineering activities during post-response and recovery activities;
- 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;
- 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 EOC (EOC). These initial reports include hazard conditions, critical emergency needs and condition of surface routes, and are extremely important in allocating emergency responders and determining incident situation status.

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

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

The Emergency 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. The Pottawatomie County Emergency Management Department 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 the Pottawatomie County Emergency Management Department, and provided to the provided to Pottawatomie County Emergency Management Department, 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. The Pottawatomie County Emergency Management Department maintains a current contact list of Damage Assessment Team members. Information collected through the initial damage assessment will be collected by the Pottawatomie County Emergency Management Department, and provided to the provided to Pottawatomie County Emergency Management Department, 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 Pottawatomie County Health Department. When practical, this assessment will be coordinated with the American Red Cross, or other relief agencies.

The municipalities in Pottawatomie 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 the Pottawatomie County Emergency Management Department , 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 the Pottawatomie County Emergency Management Department , 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 Pottawatomie 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 Pottawatomie County Emergency Management Department , who will then provide the information to the Adjutant General's Office, Kansas Division of Emergency Management.

4. Disaster Declarations

Local Disaster Declaration

Pottawatomie County Emergency Operations Plan Implementation - In a disaster situation or an event requiring the resources of Pottawatomie County in an emergency situation, the Emergency Operations Plan will be implemented and activated in accordance with pre-established guidelines. The Plan may be implemented in part, or in whole, depending on the level of response required for the emergency.

A Disaster Declaration may be authorized by the Chief Executive of the affected political subdivision within the county when it appears that response and recovery efforts will exceed local capabilities. Any Disaster Declaration will be filed promptly with the clerk of the affected jurisdiction, the Pottawatomie County Clerk, the Pottawatomie County Emergency Management Department, and the State of Kansas Division of Emergency Management. The effect of a

County Disaster Declaration will be to activate the response and recovery aspects of applicable local and county emergency plans, and authorize the furnishing of aid and assistance in accordance with this plan.

The declaration of a local disaster emergency in Pottawatomie County remains in effect for a period of seven days unless earlier terminated or renewed by consent of the Board of County Commissioners. The proclamation may be extended by re-issuing the legal instrument. The termination date of a disaster proclamation will be determined by a voice vote of the Board of County Commissioners.

The County Counselor for Pottawatomie County acts as legal advisor on items related to public safety, and assists in resolution of legal problems that may arise due to disaster situations.

State Disaster Declaration

A State Disaster Declaration is issued by the Governor of the State of Kansas and would activate the State Emergency Operations Plan.

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

When seeking a State Disaster Declaration, it is necessary for the local jurisdiction to contact the State of Kansas Division of Emergency Management to implement the request process for State assistance. The Kansas Emergency Operations Plan may be implemented by approval of the Governor, or designee. This should be done as soon as it is determined that the incident requires the intervention of the State Government.

The State of Kansas Emergency Fund is intended to reimburse State agencies for their costs in assisting local governments during State declared disasters. State funds are not available for reimbursement for county disaster costs.

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

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

Federal Disaster Declaration

A Federal Disaster Declaration is issued by the President of the United States.

There are two types of disaster declarations available to the President; Emergency and Major Disaster. A brief description is as follows:

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

Major Disaster - "Any natural catastrophe including hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm or drought, or, regardless of any cause, any fire, flood, or explosion in any part of the United States which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the effects and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby."

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

Assistance Available - Not all programs are activated for every disaster. The determination of which programs are activated is based on the needs found during damage assessment and any subsequent information that may be discovered.

The mission of FEMA/Emergency Preparedness Response (EPR) is to improve the Nation's capability to reduce losses from all disasters, including terrorist attacks. FEMA/EPR disaster assistance falls into three general categories:

Individual Assistance - aid to individuals and households.

Public Assistance – provides aid to public (and certain private non-profit) entities for certain emergency services and the repair or replacement of disaster-damaged public facilities

Hazard Mitigation Assistance - funding for measures designed to reduce future losses to public and private property. Some declarations will provide only individual assistance or only public assistance. Hazard mitigation opportunities are assessed in most situations.

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

Major Disaster: FEMA identified two specific financial thresholds, as well as several other less specific criteria, such as severe local impact, previous actions taken that helped mitigate the disaster damages, and the overall impact of multiple recent disasters in the state. Any or all of these, as well as "other relevant information", can be used to determine whether a disaster declaration should be recommended under the Public Assistance program.

Based on the preliminary damage assessment, an estimate of total damages is made. The calculated per capita estimate of damage must exceed \$1.04. (Per capita threshold adjusted annually for inflation). In addition, each state is expected to cover the first \$1 million in damages.

Small Disaster: To better use disaster resources and devolve major management responsibility for the Public Assistance program to the states, the Coordinator of FEMA implemented a pilot project in 2000 to allow those states that have the capability to do so to manage the Public Assistance segment of their own small disasters. Small disasters are defined as those whose estimated infrastructure damages do not exceed an estimate of \$15 million (Public Assistance projects) and do not exceed \$3 per capita statewide.

National Response Plan (NRP) Implementation - The NRP can only be implemented by a Federal Disaster Declaration. This request must come from the Governor of the State of Kansas.

Coordination - The State of Kansas and the Federal Government support county-wide disaster operations. Pottawatomie County will maintain jurisdiction over the disaster area. The exception to this rule is in the event of a terrorist incident or threat, in which a Joint Operations Command will be activated upon the implementation of PDD-39 (Presidential Decision Directive) and implemented as part of the Federal Response Plan (FRP). Pottawatomie County, however, has the responsibility for coordinating disaster operations in other areas affected by the disaster.

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

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

Eligible Applicants

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

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

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

Eligible Work

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

Emergency Work:

- Debris removal from public roads and rights-of-way and private property when determined to be in the public interest.
- Emergency protective measures performed to mitigate immediate threats to the public, including search and rescue, warning of hazards, and demolition of unsafe structures.

Permanent Work:

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

Categories of permanent work include:

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

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, Pottawatomie County Emergency Management Department 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 Pottawatomie 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. The Pottawatomie County Emergency Management Department 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 Pottawatomie County Emergency Management Department of these briefings so that agencies can be notified. Key components of the Public Assistance program include:

- Project Worksheets are prepared for eligible emergency costs and eligible costs for restoration of damaged facilities.
- The federal share for reimbursement under most federal declarations is 75 percent. The 25 percent non-federal 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 Pottawatomie County Emergency Management Department regarding damage sustained to:

- Roads
- Water control facilities

- Public building and related equipment
- Public utilities
- Facilities under construction
- Recreational and park facilities
- Educational institutions
- Certain private non-profit facilities

Individual Assistance (IA)

If the 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. Pottawatomie County will also perform inspections of damaged homes to determine safety. The Pottawatomie County Health Department will be responsible for coordinating post-disaster habitability inspections. The Pottawatomie County Health Department 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.

The State of Kansas, through the Division of Emergency Management, in cooperation with the Federal Government, administers the Individual & Households/Other Needs Assistance Program (ONA) which provides financial assistance to individuals or households who sustain damage or develop serious needs because of a natural or man-made disaster. The funding share is 75% federal funds and 25% state funds. The ONA program provides grants for necessary expenses and serious needs that cannot be provided for by insurance, another federal program, or other source of assistance.

Current maximum allowable amount for any one disaster to individuals or families is \$25,000. Program funds for disaster-related necessary expenses and serious needs, including the following categories:

- personal property
- transportation
- medical and dental
- funeral
- essential tools
- flood insurance
- moving and storage

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

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

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 Adjutant General's Office, Kansas Division of Emergency Management 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.

In the event of a disaster in Pottawatomie County, the Emergency Management Coordinator will coordinate with appropriate authorities to establish a Disaster Recovery Center(s) to assist county citizens. Disaster Recovery Centers (DRC) represent a transition from initial disaster response activities such as disseminating information concerning available assistance programs and processing of registrations and applications to activities focused on individual and community recovery, restoration, and rebuilding issues.

The Centers are designed to not only register individuals for appropriate assistance programs, but to accommodate the needs of individuals who need to complete processes begun either at the Centers or by tele-registration, who have specific questions about program eligibility, pending applications for assistance, or responses they have received to their applications.

The Center(s) offer services aimed at facilitating community and individual recovery, restoration, and rebuilding processes. The Centers are intended to be the focal point for the provision of community-oriented services and educational information offered by local government agencies and community-based organizations. Local, State, Federal, and voluntary agencies are represented so as to meet the evolving needs of those impacted by the disaster.

The Disaster Recovery Center facility is 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 Pottawatomie County Emergency Management Department , 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. Pottawatomie County Emergency Management Department will request that the Adjutant General's Office, Kansas Division of Emergency Management open a Disaster Recovery Center in Pottawatomie County.

Once it has been determined that Disaster Recovery Centers and/or a Disaster Field Office will be opened in Pottawatomie County, the State Emergency Operations Center will take the lead and should notify the EOC. The State Emergency Operations Center 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 but not limited to:

- **Old Courthouse**
106 Main
Westmoreland, KS
- **Wamego Senior Center**
Wamego, KS

The County Public Information Officer (Unassigned Person) 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.

7. Unmet Needs

The Salvation Army will coordinate the unmet needs recovery function. The Disaster Services Director of The Salvation Army or designee will serve as the Unmet Needs Coordinator for Pottawatomie 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, members of local social services agencies, the American Red Cross, the Pawnee Mental Health Center, The Salvation Army 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

The Pottawatomie County Mitigation Committee is responsible for mitigation planning. The Emergency Management Coordinator is designated as the Hazard Mitigation Officer for the county.

The Pottawatomie County Hazard Mitigation Officer is responsible to provide assistance to the Pottawatomie County BOCC in the area of Hazard Mitigation for the county.

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

The Pottawatomie County Emergency Management Department has been delegated as the lead agency to facilitate and coordinate the activities of the Pottawatomie County Mitigation Planning Committee and subcommittees. The Pottawatomie County's Mitigation Plan identifies the hazards to which Pottawatomie 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.

The Pottawatomie County's Mitigation Plan defines the mitigation goals, objectives and initiatives for Pottawatomie County. Annual revisions to the Pottawatomie 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.
- ***Repetitive Flood Claims (RFC) Program*** - Adjutant General's Office, Kansas Division of Emergency Management administers the RFC. The goal remains to reduce flood damages to individual properties for which one or more claim payments for losses have been made under flood insurance coverage and that will result in the greatest savings to the National Flood Insurance Fund (NFIF) in the shortest period of time.
- ***Severe Repetitive Loss (SRL) Program*** - Adjutant General's Office, Kansas Division of Emergency Management administers the SRL. The goal remains to reduce flood damages to residential properties that have experienced severe repetitive losses under flood insurance coverage and that will result in the greatest savings to the National Flood Insurance Fund (NFIF) in the shortest period of time.
- ***Pre-Disaster Mitigation (PDM) Program*** - 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 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 Pottawatomie County Emergency Management Department to maintain an archive for the required time period, after such time archival documents are protected at a designated location.

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

- Actions taken (or not taken)
- Resources expended
- Economic and human impacts
- Lessons learned and possible improvements
- Possible mitigation measures that could be taken

- Key impacts and damages

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.

Each Emergency Support Function (ESF) has specific requirements for documentation, reporting, and tracking of related costs associated with emergency and disaster response. See ESF's for detail. In general, the mechanism to track disaster related costs associated with non-federally declared disaster is the responsibility of the County Administrator.

The Pottawatomie County Administrator will manage and oversee the financial aspects of the Public Assistance Programs. The Pottawatomie County Administrator will work closely with Pottawatomie County Emergency Management Department and the Adjutant General's Office, Kansas Division of Emergency Management 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, Pottawatomie County Emergency Management Department 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 Pottawatomie County Emergency Management Department .

Insurance and Cost Recovery

The Pottawatomie County Clerk, in coordination with the Pottawatomie County Emergency Management Department or other designee, will coordinate all insurance actions pertaining to County property. The Pottawatomie County Administrator 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.

Contracting

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

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

Emergency Contracting

Pottawatomie County does not have a policy for emergency contracting at this time and are working with the BOCC and the County Clerk to establish a policy.

Requesting State Assistance

Coordination of resource needs:

- When local municipal resources are committed, the Pottawatomie County Emergency Management Department 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 Pottawatomie County Emergency Manager or his/her 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 Pottawatomie County Emergency Management Department and the ESF 7 Coordinating and Primary Agency.

Key Logistics Facilities

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

Pottawatomie County Points of Distribution:

Belvue United Methodist Church
502 Anderson St.
Belvue, KS

Havensville Fire Department
Havensville, KS

New Life Baptist Church
17065 Neff Road
Wamego, KS

Olsburg Fire Department
Olsburg, KS

United Methodist Church
211 North 7th
St. Marys , KS

United Methodist Church
107 2nd Street
Westmoreland, KS

Pottawatomie County Staging Area:
Louisville Fire Department
Louisville , KS

St. George Fire Department
17063 Neff Road
Wamego, KS

Pottawatomie County Landing Zones:
Onaga Airport
Onaga, KS

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 Pottawatomie 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.

Reports and Records

Each Emergency Support Function (ESF), along with Section 9 of the Basic Plan, has specific requirements for documentation, reporting, and tracking of information required.

Paper-Based Emergency Information Management: Records and reports generated by the Pottawatomie County Emergency Management Department are retained in hard-copy format.

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

Record Retention: Retention of records involving emergency/disaster situations will be maintained for a period of ten (10) years from the date of occurrence by the Pottawatomie County Emergency Management Department. In addition, records regarding hazardous

materials exposures will be maintained by the office for a period of the life of the person(s) exposed plus twenty (20) years.

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

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

Duplication of Benefits: No person, business concern, or other entity will receive assistance with respect to any loss of which he/she has received financial assistance under any other program or for which he/she has received insurance or other compensation.

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

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

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

VI. CONTINUITY OF OPERATIONS / CONTINUITY OF GOVERNMENT

All Pottawatomie 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 Pottawatomie 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

References:

- **Federal Bureau of Investigation's Concept of Opera** - Federal Bureau of Investigation's Concept of Operations for Weapons of Mass Destruction
- **Federal Radiological Emergency Response Plan**
- **National Incident Management System (NIMS)** - National Incident Management System (NIMS)
- **National Response Framework (NRF)** - National Response Framework (NRF)

The principle authorities that guide the structure and development of emergency operations plans are federal and state statutes, laws, and regulations that give the legal basis for planning and execution of operations in time of emergency. In addition, several county ordinances augment and reinforce these laws. References, developed by the Federal Emergency Management Agency (FEMA), and the State of Kansas, Office of the Adjutant General, Department of Emergency Management (KDEM) are also included.

Federal Civil Defense Act of 1950, Public Law 81-920, as amended.

Disaster Relief Act of 1974, Public Law 93-288, as amended.

Emergency Management and Assistance, 44 USC 2.1 (October 1, 1980).

Federal Emergency Management Agency (FEMA), Objectives for Local Emergency Management, CPG 1-5, July 1984.

Federal Emergency Management Agency, Emergency Planning Job Aid Manual, SM 235,

September 1990.

Federal Emergency Management Agency, Emergency Planning Job Redesign, March 1996.

Federal Emergency Management Agency, Guide for The Review of State and Local Emergency Operations Plans, CPG 1-8, September 1990.

Federal Emergency Management Agency, Emergency Operating Centers Handbook, CPG 1-20, May 1984. Change 1, May 1989

Federal Emergency Management Agency, Guide for the Development of a State and Local Continuity of Government Capability, CPG 1-10, July 1987.

Federal Emergency Management Agency, Guide for Increasing Local Government Civil Defense Readiness during Periods of International Crisis, SLG 100, May 1990.

The Stafford Act (§401)

KSA 48-201 through 48-406.

- **16 U.S.C. 3501** - et seq, Coastal Barrier Resources Act.
- **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.
- - - Departments, organizations, and agencies within the Pottawatomie County Government are required and have the authority to provide assistance to the Pottawatomie County Emergency Management Coordinator by utilization of personnel, equipment, supplies, facilities, and other resources as directed by Pottawatomie County Resolutions and State of Kansas statutes, laws, and regulations
- - - The function of government will be the same with the responsibility of disaster related policy decisions given to the Pottawatomie County Emergency Management Department and other emergency operational groups defined in this Plan. Due to the unique requirements placed on Pottawatomie County during a crisis, additional guidance and resources need to be allocated. This is the responsibility and authority of the Pottawatomie County Emergency Management Department with supplemental assignments given to existing agencies and/or personnel

Department of Homeland Security, National Response Plan, NRP, December 2004. This plan establishes a comprehensive all-hazards approach to enhance the ability of the United States to manage domestic incidents. It forms the basis of how federal departments and agencies will work together and how the federal government will coordinate with state, local, and tribal governments and the private sector during incidents. It establishes protocols to help protect the nation from terrorist attacks and other major disasters.

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

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

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

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

Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C., Public Law 93-288 as amended by Public Law 100-707. This act provides the authority for the provisioning of disaster relief and assistance by the federal government. It also establishes roles and responsibilities for state and local governments during federally declared emergencies and disasters.

Emergency Management and Assistance, 44 C.F.R., Chapter 1. (Oct. 1, 1992). This portion of the US Code implements the Stafford Act and delineates the organization, policies & procedures governing the activities and programs of the Federal Emergency Management Agency and other federal agencies, and further defines the role of state and local government in the Emergency Management structure.

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

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

Kansas Department of Emergency Management, Kansas Planning Standards (KPS), August

1996.

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Memorandums of Understanding and Agreements:

KSA 12-16,117 provides for automatic mutual aid

KSA 48-948 provides for state-wide mutual aid

State

- **KSA 48-948** - Provides for automatic state-wide mutual aid
- **KSA 12-16,117** - Provides for automatic mutual aid