

DOUGLAS COUNTY
EMERGENCY OPERATIONS PLAN
(EOP)

FINAL

NOTICE: This document may contain information pertaining to the deployment, mobilization, and tactical operations of Douglas County in response to and recovery from emergencies and disasters.

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I. INTRODUCTION

A. GENERAL

Presidential Homeland Security Directives 5 and 8 require 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, Douglas County created this Emergency Operations Plan (EOP) and the Douglas County Board of County Commissioners officially adopted it on Plan Not Yet Active.

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

The EOP is operation oriented and addresses communication and warning systems; rapid deployment and pre-deployment resources; evacuation and shelter operations; post disaster response and recovery activities. It also 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 Douglas County Emergency Management, on behalf of the Douglas County Board of County Commissioners.

In an effort to ensure that the revised EOP is strictly aligned with the State and National preparedness guidance, the Kansas Division of Emergency Management (KDEM) and National Department of Homeland Security publications listed below have been consulted and closely followed:

- National Preparedness Goal (September 2005)
- National Prevention Framework

- National Protection Framework
- National Mitigation Framework
- National Response Framework (October 2019)
- National Disaster Recovery Framework
- Comprehensive Preparedness Guide (CPG) 101 (November 2010)

B. PURPOSE

The purpose of the Douglas County Emergency Operations Plan is to establish a framework for government, non-profit organizations and residents to prepare for, mitigate against, respond to and recover from the effects of emergencies and disasters.

C. Scope

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

The plan establishes fundamental policies, strategies and assumptions for a County-wide program that is guided by the principles of the National Incident Management System. This EOP provides the following benefits to Douglas County:

- The EOP represents the entire community, includes participation from all stakeholders in addressing all hazards, impacts, and phases of emergency management.
- The EOP establishes a Concept of Operations spanning the direction and control of an emergency from initial monitoring through post disaster response, recovery and mitigation.
- The EOP defines inter-agency and inter-government coordination mechanisms to facilitate delivery of immediate response and recovery assistance.
- The EOP assigns specific functions to appropriate County and Municipal agencies and organizations as well as outlines methods to coordinate with the private sector, volunteer organizations, citizens and State and Federal counterparts.
- The EOP identifies actions that County response and recovery organizations will take in coordination with Municipal, State and Federal counterparts as appropriate, regardless of the magnitude of the disaster.

D. Methodology

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

Federal

Department of Homeland Security (DHS)
Federal Emergency Management Agency (FEMA)
Haskell Indian Nations Health Center
Haskell Indian Nations University
United States Army Corps of Engineers (USACOE) – Clinton Lake
USDA Food and Nutrition Service (FNS)

State

73rd Civil Support Team (Forbes)
Kansas 911 Coordinating Council
Kansas All Hazards Behavioral Health Team
Kansas Army National Guard
Kansas Attorney General
Kansas Biological Survey
Kansas Bureau of Investigation (KBI)
Kansas Department of Administration
Kansas Department of Agriculture (KDA)
Kansas Department of Corrections
Kansas Department of Health and Environment (KDHE)
Kansas Department of Revenue
Kansas Department of Transportation (KDOT)
Kansas Department of Wildlife and Parks (KDWP)
Kansas Division of Emergency Management (KDEM)
Kansas Division of Emergency Management (KDEM) Regional Coordinator
Kansas Emergency Medical Services Board
Kansas Highway Patrol (KHP)
Kansas Historical Society
Kansas Insurance Department
Kansas Riverkeeper/Friends of the Kaw
Kansas State Animal Response Team (KSART)
Kansas State Fire Marshal Office
Kansas State Research and Extension Agency - Douglas County
Kansas Turnpike Authority (KTA)
The Nature Conservancy of Kansas

County

Douglas County Administration
Douglas County Administrative Services
Douglas County Appraiser
Douglas County Board of County Commissioners
Douglas County Board of Education
Douglas County Clerk's Office
Douglas County Conservation District
Douglas County Coroner
Douglas County Counselor
Douglas County Department of Aging
Douglas County Departments and Agencies
Douglas County Director of Public Works
Douglas County Elected Officials
Douglas County Emergency Communications Center (ECC)
Douglas County Emergency Management

Douglas County Emergency Management Director
Douglas County Farm Bureau
Douglas County Fire Chief's Association
Douglas County Geographic Information Systems (GIS)
Douglas County Hazardous Materials Team
Douglas County Heritage Conservation Council
Douglas County Historical Society (Watkins Museum)
Douglas County Information Technology
Douglas County Pharmacies
Douglas County Public Information Officer
Douglas County Public Information Officer (PIO) Group
Douglas County Public Works
Douglas County Purchasing Department
Douglas County Register of Deeds
Douglas County School Districts
Douglas County School Superintendents
Douglas County Sheriff's Office
Douglas County Sheriff's Office IT
Douglas County Treasurer
Douglas County Zoning and Codes
Lawrence-Douglas County Child Care Association
Lawrence-Douglas County Fire Medical
Lawrence-Douglas County Fire Medical Chief
Lawrence-Douglas County Housing Authority
Lawrence-Douglas County Public Health
Lawrence-Douglas County Public Health Department Director
Lawrence-Douglas County Sustainability Office
Senior Resource Center for Douglas County
Watershed Management Districts

City

City Elected Officials
City of Baldwin City
City of Baldwin City Council
City of Baldwin City Fire Department
City of Baldwin City Historical Society
City of Baldwin City Police Department
City of Baldwin City Public Works Department
City of Baldwin City Recreation
City of Baldwin City School District UDS #348 / Transportation Services
City of Eudora
City of Eudora Administrative Services
City of Eudora City Council
City of Eudora Fire Department
City of Eudora Parks and Recreation
City of Eudora Police Department
City of Eudora Public Works Department
City of Eudora School District USD #491 / Transportation Services
City of Lawrence
City of Lawrence Administration
City of Lawrence Animal Control

City of Lawrence City Manager's Office
City of Lawrence Geographic Information Systems (GIS)
City of Lawrence Historical Society
City of Lawrence Information Services (IT)
City of Lawrence Kansas Police Department
City of Lawrence Kansas Police Department IT
City of Lawrence Municipal Services and Operations (MSO)
City of Lawrence of Municipal Services and Operations (MSO) Director
City of Lawrence Parks and Recreation (LPRD)
City of Lawrence Purchasing Department
City of Lawrence School District USD #497 / Transportation Services
City of Lecompton
City of Lecompton City Council
City of Lecompton Public Works Department
Governing Body of Baldwin City
Governing Body of Eudora
Governing Body of Lawrence
Governing Body of Lecompton
Lawrence Humane Society
Lawrence Transit
Lecompton Historical Society
Local City Inspection Officials
Perry-Lecompton School District USD #343 / Transportation Services

Municipality

Clinton Lake Historical Society
Clinton Township Road Department
Douglas County Consolidated Fire District #1
Eudora Township Road Department
Grant Township Road Department
Kanwaka Township Road Department
Lecompton Township Road Department
Marion Township Road Department
Municipal Departments and Agencies
Municipal Elected Officials
Municipal Public Information Officers
Osage County (Overbrook) Fire District #4
Palmyra Township Fire District #2
Palmyra Township Road Department
Township Public Works Department(s)
Wakarusa Township Road Department
Willow Springs Township Fire District #3
Willow Springs Township Road Department

Private Sector

Area Nursing Homes
ATMOS
Baker University
Baker University Emergency Management
Baker University Information Services
Black Hills Energy

Cottonwood, Inc.
Douglas County Chapter of the American Red Cross
Evergy
First Student Transportation
FreeState Electric Cooperative
Good Life Innovations (GLI)
Independence, Inc.
Radio and Television Service Providers
Salvation Army

Non-Profit

American Red Cross
Bert Nash Community Mental Health Center
Douglas County Veterinary Medical Association
Douglas County Visiting Nurses Association
Eudora Historical Society
Heartland Community Health Center
Just Food
Kansas Suicide Prevention HQ
Lawrence Community Shelter
Lawrence Family Promise
LEO Center
LMH Health
Roger Hill Volunteer Center
United Way of Douglas County

Other

Community Relations Team
DG RWD #1
DG RWD #2
DG RWD #3
DG RWD #4
DG RWD #5
DG RWD #6
Franklin #5
Human Needs Assessment Team
Jefferson County #13
Kansas University Psychiatry Clinic
KU On Wheels
Local Emergency Planning Committee (LEPC)
Mid-America Council of Public Purchasing
Osage #5
PWWSD #25
Rural Water Districts
The University of Kansas
The University of Kansas Counseling and Psychological Services
The University of Kansas Emergency Management
The University of Kansas Environment, Health and Safety
The University of Kansas Facilities Operations Department
The University of Kansas Information Services
The University of Kansas Office of Public Affairs

The University of Kansas Public Safety Office
The University of Kansas School of Pharmacy
The University of Kansas Student Success
The University of Kansas Watkins Health Services
Unmet Needs Team

To the best extent possible, 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 Douglas County EOP. Agency concurrence signatures are maintained through the use of concurrence document as required by the Kansas Planning Standards. Although it was encouraged, not all agencies with roles and responsibilities within the Local Emergency Operations Plan are required to sign the concurrence document. The Kansas Planning Standards requires at a minimum, that the concurrence document contains signatures from (1) a senior official (as authorized by the Board of Commissioners) and (2) the Local Emergency Planning Committee (LEPC) Chairperson. The EOP's concepts were developed by Douglas County Emergency Management, in coordination with the agencies and organizations involved in emergency management activities. Each agency and organization involved is expected to have its own procedures to implement the concept of operations.

To support an inclusive planning process, each agency with emergency roles and responsibilities has received a copy of the Douglas County EOP.

In addition:

- The Douglas County EOP is adopted by the Douglas County Board of County Commissioners by resolution, which serves as the promulgation letter for the EOP. A copy of the signed promulgation will be maintained on record by Douglas County Emergency Management.

Despite approval, the LEOP will be reviewed and modified on a continual basis by Douglas County Emergency Management to reflect changes in local emergency operations.

1. Planning Process

The process used by Douglas 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 needs of
- Planning should include participation from all stakeholders in the community
- Planning uses a logical and analytical problem-solving process to help address the complexity and uncertainty inherent in potential hazards
- Planning considers all hazards and threats
- Planning should be flexible enough to address both traditional and catastrophic incidents

- Time, uncertainty, risk and experience influence planning
- Effective plans tell those with operational responsibilities what to do and why to do it
- Planning is fundamentally a process to manage risk
- Planning is one of the key components of the preparedness cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective actions

2. Implementation of NIMS

The Douglas County EOP implements NIMS by:

- Using ICS and the multi-agency coordination system to manage and support all incidents
- Integrating all response agencies and entities into a single, seamless system
- Establishing a public information plan (ESF-15)
- Identifying and characterizing resources according to established standards and types
- Requiring the need for all personnel to be trained properly for the job they perform
- Ensuring interoperability, accessibility and redundancy of communications

II. SITUATION

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

A. Hazard Analysis

Hazard and Vulnerability Assessment Summary

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

1. Probability (frequency) of event
2. Magnitude of event
3. Expected warning time before event

4. Expected duration of event

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

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

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

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

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

Hazard Profile Summary for Emergency Operations Plan						
Hazard	Probability	Magnitude	Warning Time	Duration	CPRI	Planning Significance
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. Incident Typing

This is an all-hazards EOP. There are five incident types that are used to categorize an incident based on its actual or anticipated impact, size, and complexity, as well as the federal assistance required. These incident levels are defined as:

- **Type 1** – Most complex, requiring national resources for safe and effective management and operation. Type 1 response may continue for many weeks or months.
- **Type 2** – Incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. Often requires the activation of response resources from outside the local area.
- **Type 3** – Incident needs exceed onsite capabilities and additional resources from the local area may be brought in to support the response. The response will last longer than one or two operational periods.
- **Type 4** – Minor incident that can usually be resolved within a day with onsite resources and support from other facility personnel.
- **Type 5** – Small incident that can usually be resolved within a few hours with onsite resources.

C. Capability Assessment

Currently capability assessments are performed regionally in Kansas. The capability assessment is performed through the Homeland Security Regions with wide input accepted from key stakeholders through a Stakeholder Preparedness Review (SPR). The SPR identifies current capabilities and capability gaps at the community level. The SPR is utilized by Douglas County and the Kansas Division of Emergency Management (KDEM) to prioritize capabilities to build and sustain, plan for threats and hazards, and validate capabilities.

Developing an accurate and complete SPR requires the perspectives of a broad range of informed stakeholders and SMEs from a variety of fields. The SPR was developed in conjunction with community stakeholders and SMEs, including local governments (such as counties and townships), businesses, faith-based organizations, non-profit organizations, lifeline functions (communications, energy, transportation and water), and institutions of higher education.

Additionally, Douglas County Emergency Management has completed a Discipline Capability Synopsis (as required by the Kansas Planning Standards) for the identification of baseline capabilities within Douglas County and Douglas County has a FEMA approved Hazard Mitigation Plan.

D. Economic Profile

Douglas County, KS employs 66.3k people. The largest industries in Douglas County, KS are Educational Services (12,707 people), Retail Trade (8,552 people), and Health Care & Social Assistance (7,456 people), and the highest paying industries are Mining, Quarrying, & Oil & Gas Extraction (\$89,653), Utilities (\$68,920), and Transportation & Warehousing, & Utilities (\$53,093).

Median household income in Douglas County, KS is \$55,832. In 2018, the tract with the highest Median Household Income in Douglas County, KS was Census Tract 12.01 with a value of \$94,531, followed by Census Tract 16 and Census Tract 6.04, with respective values of \$84,236 and \$83,068. Males in Kansas have an average income that is 1.41 times higher than the average income of females, which is \$45,721. The income inequality in Kansas (measured using the Gini index) is 0.458, which is lower than the national average.

(Source: <https://datausa.io/profile/geo/douglas-county-ks/#income>)

E. Spatial Profile

Douglas County lies partly within the Dissected Till Plains and partly within the Osage Plains sections of the Central Lowlands physiographic province as defined by Fenneman (1931). Schoewe (1949) included the area partly in the Attenuated Drift Border division of the Dissected Till Plains and partly in the Osage Cuestas division of the Osage Plains. The major topographic features are the east-trending Kansas and Wakarusa River valleys and the upland cuestas formed by differential erosion of the limestone, shale, and sandstone beds. Locally, as in the Hesper area in the eastern part of the county, plains developed on glaciofluvial deposits are minor topographic features.

The Kansas River and its tributaries drain the northern three fourths of the county and tributaries of Marais des Cygnes River drain the southern fourth. The highest point is in the south-western part of the County and is about 1,200 feet above sea level; the lowest point is along Kansas River at the east edge of the county, about 778 feet above mean sea level. Kansas River has an average gradient of about 2 feet per mile.

(Source: <http://www.kgs.ku.edu/General/Geology/Douglas/geog01.html>)

F. Vulnerabilities

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

1. Critical Facilities (FOUO)

A critical facility may be defined as one that is essential in providing utility or direction either during the response to an emergency or during the recovery operation. FEMA's HAZUS-MH loss estimation software uses three categories of critical assets. Essential facilities are those that if damaged would have devastating impacts on disaster response and/or recovery, and high potential loss facilities are those that would have a high loss or impact on the community. Transportation and lifeline facilities are the third category of critical assets.

Essential Facilities

Hospitals and other medical facilities
Police stations
Fire stations
Emergency operations centers

High Potential Loss Facilities

Power plants
Dams and levees

Military installations
 Hazardous material sites
 Schools
 Shelters
 Day care centers
 Nursing homes
 Main government buildings

Transportation and Lifelines

Highways, bridges, and tunnels
 Railroads and facilities
 Airports
 Water treatment facilities
 Natural gas and oil facilities and pipelines
 Communications facilities

Total Number of Facilities (FOUO)

Numbers of Facilities in Douglas County are FOUO due to the critical and sensitive nature of said Facilities to operations within Douglas County.

Name / Location (Physical Address)	Resources Located at Facility
Points of Distributions (supplies, food, water, etc)	
AMBLER STUDENT REC CENTER 1740 WATKINS CENTER DR Lawrence, KS 66045	
Number of Staff: -	
Points of Distributions (supplies, food, water, etc)	
BAKER UNIVERSITY COLLINS CENTER 524 6TH St Baldwin City, KS 66006	
Number of Staff: -	
Points of Distributions (supplies, food, water, etc)	
BAKER UNIVERSITY LISTON STADIUM 600 2ND ST BALDWIN CITY, KS 66006	
Number of Staff: -	
Points of Distributions (supplies, food, water, etc)	
CLINTON TOWNSHIP HALL	

Name / Location (Physical Address)	Resources Located at Facility
1177 E 604 RD Lawrence, KS 66047 Number of Staff: -	
Warning Point Douglas County Emergency Communications Center 111 East 11th Street Lawrence, KS 66044 Number of Staff: -	
Emergency Operations Center Douglas County EOC 111 E. 11th Street #200 Lawrence, KS 66044 Number of Staff: -	
Alternate EOC Douglas County EOC Alt Wakarusa Township Fire Department 1230 N 1800 Rd Lawrence, KS 66044 Number of Staff: -	
Points of Distributions (supplies, food, water, etc) EAST LAWRENCE REC CENTER 1245 E 15TH ST Lawrence, KS 66044 Number of Staff: -	
Points of Distributions (supplies, food, water, etc) EUDORA COMMUNITY CENTER 1630 ELM ST Eudora, KS 66025 Number of Staff: -	
Points of Distributions (supplies, food, water, etc) EUDORA TOWNSHIP HALL 310 E 20TH ST Eudora, KS 66025 Number of Staff: -	

Name / Location (Physical Address)	Resources Located at Facility
<p>Points of Distributions (supplies, food, water, etc)</p> <p>HOLCOLM PARK REC CENTER 2700 W 27TH ST Lawrence, KS 66047</p> <p>Number of Staff: -</p>	
<p>Points of Distributions (supplies, food, water, etc)</p> <p>KANWAKA TOWNSHIP HALL 776 US HIGHWAY 40 Lawrence, KS 66049</p> <p>Number of Staff: -</p>	
<p>Points of Distributions (supplies, food, water, etc)</p> <p>KU PARKING LOTS KU Lot 301 and 302 Lawrence, KS 66045</p> <p>Number of Staff: - Comments: Park & Ride lots 301 and 302</p>	
<p>Landing Zone</p> <p>LAWRENCE MUNICIPAL AIRPORT 1930 AIRPORT RD Lawrence, KS 66044</p> <p>Number of Staff: -</p>	
<p>Points of Distributions (supplies, food, water, etc)</p> <p>LAWRENCE SPORTS PAVILION 100 ROCK CHALK LN Lawrence, KS 66049</p> <p>Number of Staff: -</p>	
<p>Points of Distributions (supplies, food, water, etc)</p> <p>LECOMPTON COMMUNITY BUILDING 333 ELMORE ST Lecompton, KS 66050</p> <p>Number of Staff: -</p>	
<p>Points of Distributions (supplies, food, water, etc)</p> <p>LECOMPTON COMMUNITY PRIDE BUILDING 620 E WOODSON AVE Lecompton, KS 66050</p>	

Name / Location (Physical Address)	Resources Located at Facility
Number of Staff: -	
Points of Distributions (supplies, food, water, etc)	
LIED CENTER OF KANSAS 1600 STEWART DR Lawrence, KS 66045	
Number of Staff: - Comments: Lied Center lot 300	
Points of Distributions (supplies, food, water, etc)	
MARION TOWNSHIP HALL 501 E 300 RD Overbrook, KS 66524	
Number of Staff: -	
Points of Distributions (supplies, food, water, etc)	
PALMYRA TOWNSHIP HALL 920 N 6TH ST Baldwin City, KS 66006	
Number of Staff: -	
Landing Zone	
VINLAND AIRPORT 696 E 1700 RD Baldwin City, KS 66006	
Number of Staff: -	
Points of Distributions (supplies, food, water, etc)	
WAKARUSA TOWNSHIP HALL 300 W 31ST ST Lawrence, KS 66046	
Number of Staff: -	
Points of Distributions (supplies, food, water, etc)	
WILLOW SPRINGS TOWNSHIP HALL 303 E 1100 RD Baldwin City, KS 66006	
Number of Staff: -	

2. Population Demographics

In 2019, Douglas County, KS had a population of 120k people with a median age of 29.8 and a median household income of \$59,435. Between 2018 and 2019 the population of Douglas County, KS grew from 119,319 to 120,290, a 0.814% increase.

The 5 largest ethnic groups in Douglas County, KS are White (Non-Hispanic) (78.4%), Asian (Non-Hispanic) (5.22%), Black or African American (Non-Hispanic) (4.12%), White (Hispanic) (4.01%), and Two+ (Non-Hispanic) (3.64%).

(Source: <https://datausa.io/profile/geo/douglas-county-ks/#demographics>)

3. Access and Functional Needs

Douglas County recognizes considerations must be made to reasonably accommodate populations with access and functional needs during emergencies. Douglas 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 access and functional needs populations. Douglas County recognize 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:

- Base Plan and EOPMapper: Identification of populations with access and functional needs.
- ESF 1: Transportation
- ESF 2: Communications
- ESF 6: Mass Care, Emergency Assistance, Temporary Housing and Human Services
- ESF 8: Public Health and Medical Services
- ESF 14: Long-Term Community Recovery
- ESF 15: External Affairs

G. 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.
- Douglas 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 Douglas County EOC will become the central point and control for County response and recovery activities.
- The Douglas County EOC will be activated and staffed with agencies organized into specific ESFs. The coordinating agency for each support function is responsible for coordinating the planning and response activities for all the agencies of the function.
- The County will coordinate with State and Federal personnel to expedite recovery.
- Damage assessments will be conducted as soon as weather or the situation permits.
- The County will work to reduce its vulnerability and risk to hazards through proactive mitigation actions and activities.
- All levels of government share the responsibility for working together in mitigating, preparing for, responding to, and recovering from disasters. The emergency plans and procedures referred to in the Douglas 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.

H. 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. Douglas 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

Public Assistance and Program Policy

The PETS act requires that state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency.

The FEMA Disaster Assistance Policy (DAP 9523.19) titled "Eligible Costs Related to Pet Evacuations and Sheltering," (DAP 9523.19) provides specific guidelines on expenses that are or are not reimbursable to states that expend resources on various aspects of responding to a disaster.

In particular, the following items, for which a state could be reimbursed, are enumerated in FEMA's policy:

- Definition of what a "household animal" is
- Definition of what a "service animal" is
- Type of shelter employed
- What employees are utilized in rescuing animals
- Facilities, supplies, commodities, and labor used in sheltering operations
- Type of emergency veterinary services provided
- Type of transportation utilized in rescue
- Needs for safety and security of the shelter
- Cleaning and maintenance of the shelter
- Services for removal of dead animals
- Cataloging and tracking systems used for pets
- Timeframe under which the shelter may operate

III. ROLES AND RESPONSIBILITIES

A. Federal Government

The federal government is responsible for:

- Preventing terrorist attacks within the United States through the Department of Homeland Security; reducing the vulnerability of the nation to terrorism, natural disasters, and other emergencies; and minimizing the damage and assisting in the recovery from emergencies.
- Providing emergency response on federally owned or controlled property, such as military installations and federal prisons.
- Providing federal assistance as directed by the President of the United States under the coordination of the United States Department of Homeland Security, Federal Emergency Management Agency and in accordance with National Response plans.
- Identifying and coordinating provision of assistance under other federal statutory authorities.
- Providing assistance to the State and local governments for response to and recovery from a commercial radiological incident consistent with guidelines as established in the current Federal Radiological Emergency Response Plan and the National Response Plan.
- Managing and resolving all issues pertaining to a mass influx of illegal aliens.
- Providing repatriation assistance to U.S. citizens (including noncombatants of the U.S. Department of Defense) evacuated from overseas areas. The U.S. Department of Health and Human Services (DHHS), in coordination with other designated federal departments and agencies, is responsible for providing such assistance.

B. State Government

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

- Is responsible for coordinating State resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents in an all-hazards context to include terrorism, natural disasters, accidents, and other contingencies.
- Has power to make, amend, and rescind orders and regulations under a Governor's emergency declaration.
- Provides leadership and plays a key role in communicating to the public and in helping people, businesses, and organizations cope with the consequences of any type of declared emergency within Kansas.
- Encourages participation in mutual aid and implements authorities for the State to enter into mutual aid agreements with other States, tribes, and territories to facilitate resource-sharing.
- Is the Commander-in-Chief of State military forces (National Guard when in State Active Duty or Title 32 Status and the authorized State militias).

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

The Kansas Division of Emergency Management (KDEM) is responsible for implementing all policy decisions relating to emergency management. These decisions are then relayed to the tasked state agencies. Those emergencies relating to local matters will be coordinated with local emergency management coordinators.

C. County Government

County governments are responsible for:

- Maintaining an emergency management program at the county level involving all government, private and volunteer organizations which have responsibilities in the comprehensive emergency management system within the county.
- Coordinating the emergency management needs of all municipalities within the county and working to establish intra-county Mutual Aid Agreements to render emergency assistance.
- Implementing a broad-based public awareness, education and information program designed to reach all citizens of the county, including those needing special media formats, who are non-English speaking (including persons who do not use English as their first language), and those with hearing impairment or loss.
- Coordinating mutual aid activities within Douglas 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.

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

D. Municipal Government

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

- Appoint and support a qualified person to serve as 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 Douglas County Emergency Management with current copies of the city EOP (or EOGs/SOPs), emergency contact information, and lists of critical resources.
- Ensure incident management activities will be initiated and conducted using the concepts and principles identified by the National Incident Management System (NIMS).
- Ensure all responders have the appropriate level of NIMS and hazardous materials training.
- Train damage assessment teams (for cities desiring to field their own teams) and coordinate efforts with Douglas County's overall damage assessment process.
- Ensure that Douglas County Emergency Management is kept informed of situations that require (or may potentially require) countywide coordination and/or the activation of the Douglas County EOC.
- Ensure that, during a disaster, response activities (including requests for assistance, and public information efforts) are coordinated with Douglas County and that situation reports, damage assessments, and requests for County, State and/or Federal assistance are channeled through Douglas 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 Douglas County and its organizations to support emergency management capabilities within Kansas. Special districts that involve inter-jurisdictional authority can provide resources and services to support other functionally related systems in times of disaster.

F. Private Sector

It is encouraged that members of the Private Sector:

- Coordinate with government agencies to ensure a broad and comprehensive coverage of assistance during emergencies.
- Provide and coordinate relief not provided by government on a complementary and supplementary basis.
- Develop Mutual Aid Agreements and Memorandums of Understanding for actions performed during emergencies.

G. Non-Government and Volunteer Organizations

- Coordinate with government agencies to ensure a broad and comprehensive coverage of assistance and relief during emergencies.
- Provide and coordinate relief not provided by government on a complementary and supplementary basis.
- Develop Mutual Aid Agreements and Memorandums of Understanding of duties and areas of responsibilities to be performed during an emergency.

H. Hospitals, Nursing Facilities and Assisted Living Facilities

These facilities are responsible for the safety and well-being of visitors and tenants to their facilities. In accordance with Centers for Medicare & Medicaid Services (CMS) established a final rule requiring emergency preparedness requirements for Medicare and Medicaid participating providers and suppliers to plan adequately for both natural and man-made disasters, and coordinate with Federal, state, tribal, regional and local emergency preparedness systems.

I. School Districts

School districts are responsible for the safety and well-being of students, staff and visitors in 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. Per the Safe and Secure school act, schools are required to develop school safety and security plans (crisis plans).

J. Legal Affairs Officer

The Douglas County Counselor Legal Affairs Officer is responsible for providing legal advice and guidance to emergency management and the Douglas County Board of County Commissioners on all emergency management issues and concerns. The staffing of this position is the responsibility of the Douglas County Counselor. Douglas County Counselor Legal Affairs Officers are responsible for supporting requests about actions that require a legal opinion regarding jurisdictional policy and authority by ordinances, statutes that fall 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.
- Supporting and keeping 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.
- Participating in planning for short- and long-term incident management and recovery operations.
- Maintaining trained personnel to support interagency emergency response and support teams.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

ESF Support Agencies

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

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

- Participating in planning for short- and long-term incident management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first-responder standards.
- Assisting in situational assessments.
- Furnishing available personnel, equipment, or other resource support as requested by the EOC.
- Providing input to periodic readiness assessments.
- Maintaining trained personnel to support interagency emergency response and support teams.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

L. CITIZEN INVOLVEMENT

Despite the presence of government emergency operations plans, the public has a responsibility for making accommodations to prepare for disasters. This can include the development and maintenance of emergency plans (individual, family, and/or business), procuring supplies for an emergency and maintaining a three day supply of food and water.

Strong partnerships with citizen groups and organizations provide support for emergency management, preparedness, response and recovery. Inclusive partnerships with the public are utilized to educate citizens of proper methods to achieve an adequate level of preparedness.

IV. CONCEPT OF OPERATIONS

A. General

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

1. Steady State Planning

Day to day operations of Douglas 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 Douglas County Emergency Management will be the coordinating agency for the Douglas County steady state planning and preparedness initiatives.

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 SARA 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 Douglas 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 complement emergency operations.

2. Emergency Operations

In accordance with KSA 48-932, the chairman of the Douglas County Board of County Commissioners may declare a state of local disaster emergency within Douglas 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. No state of local disaster emergency shall be continued for a period in excess of seven (7) days or renewed, except with the consent of the Douglas County Board of County Commissioners of Douglas County.

In the event of the absence of the chairman of the Douglas County Board of County Commissioners from Douglas County or the incapacity of such chairman, the Douglas County Board of County Commissioners by majority action of the remaining members may declare a state of local disaster emergency

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

Douglas County Emergency Operations Plan may be activated by the following positions in order of succession:

1. The Chairman of the Douglas County Board of County Commissioners
2. The Coordinator of Douglas County Emergency Management
3. Any of the designated Emergency Management Duty Officers

Response

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

Initial and subsequent notification procedures have been provided to the 24 hour Douglas 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 Coordinator.

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

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

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

- Director - Douglas County
- Deputy Director - Douglas County
- Emergency Management Specialist - Douglas County
- Duty Officer / CERT Coordinator - Douglas County
- Duty Officer - Douglas County
- Duty Officer - Douglas County

The Douglas County EOC utilizes 3 levels of activation:

- **Level 3 (Normal Operations):** 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 Douglas County EOC will be staffed by emergency management personnel.
- **Level 2 (Partial Activation):** When conditions indicate an event/disaster is very imminent or has occurred. Emergency management personnel and essential ESFs are represented in the Douglas County EOC to monitor a credible threat, risk, or hazard and/or to support the response to a new and potentially evolving incident.
- **Level 1 (Full 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 Douglas County EOC.

The Douglas County EOC is located at:
[Judicial and Law Enforcement Center](#)
 111 East 11th Street, Lawrence, KS 66044

Douglas County EOC
111 E. 11th Street #200
Lawrence, KS 66044

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

Douglas 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.

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

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 a organizational chart is provided below, the various functional elements are activated based on need. The organizational structure can be condensed, expanded, or reconfigured as needed.

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

- **EOC Management**: This component is responsible for the overall disaster policy and coordination. Specific functions include oversight of the EOC and coordinating public information with ESF 15. EOC Management is led by the EOC Director. This position is staffed by a designated responsible agency.
- **Operations Section**: The purpose of this section is to support field operations and coordinate countywide response activities through the implementation of the EOC Action Plan. This section is led by the Operations Section Coordinator which is staffed by a designated responsible agency.
- **Planning Section**: The purpose of this section is to collect, evaluate, process, and disseminate information for use in the EOC. This section is led by the Planning Section Coordinator which is staffed by a designated responsible agency.
- **Logistics Section**: This section supports operational activities through the provision of supplies, equipment, facilities, personnel, mutual aid, and other support and services necessary for disaster response and recovery. This section is led by the Logistic 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 Douglas County Administration.

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

During the response phase and upon declaration of a local state of emergency, the Douglas County Douglas County Board of County Commissioners has ultimate authority. The Douglas County Emergency Management reports directly to the Douglas County Douglas County Board of County Commissioners and then provides overall direction to the Douglas County EOC.

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

3. Field Operations

Field Operations will be managed through the Incident Command System (ICS). The ICS that has been implemented in Douglas 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 Douglas County EOC be activated to support

the field operations.

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

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

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

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.

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 are 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 Douglas County EOC and field operations, guided by the principles embedded in the Incident Command System. In most cases, emergencies are handled by local fire departments, law enforcement agencies, medical service agencies, and communication/dispatch centers; but in larger emergencies or disasters, additional coordination support is required. In these situations, entities such as city EOCs and/or the Douglas County EOC have critical roles in an emergency.

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

- Ensure that each agency involved in incident management activities is providing appropriate situational awareness and resource status information to Douglas County EOC
- Establish priorities between incidents and/or Area Commands in concert with the Incident Command or Unified Command involved
- Acquire and allocate resources required by incident management personnel in coordination with the priorities established by the IC or UC
- Anticipate and identify future resource requirements
- Coordinate and resolve policy issues arising from the incident(s)
- Provide strategic coordination as required

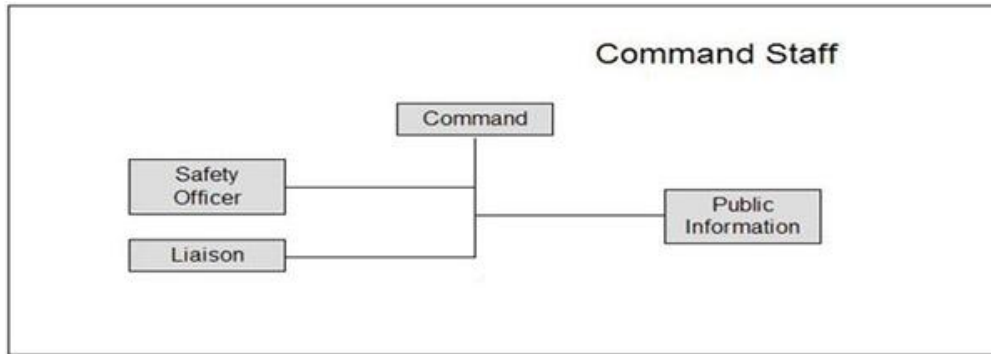
- Coordinate briefings, message tracking, situational reports, and establish a common operating picture

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

- Coordination
- Communications (that are reliable and contain built-in redundancies)
- Resource dispatch and tracking
- Information collection, analysis, and dissemination

Command Staff

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



Command Staff	Roles and Responsibility
All ICS Command Staff Departments	<ol style="list-style-type: none"> 1. Declares a state of emergency 2. Approves Mutual Aid Agreements with other agencies 3. Approves memorandums of understanding with resource providers 4. Keeps the executive officials informed of all actions 5. Ensures City/County government agencies are providing critical emergency services 6. Acts as the City/County Emergency Response Team (ERT) Leader/ICS Commander 7. Directs activation of the EOP and local EOC 8. Responsible for coordinating the re-entry process and procedures 9. In a localized disaster, declares a state of special emergency 10. Directs the evacuation of affected areas 11. Directs opening of shelters for evacuees

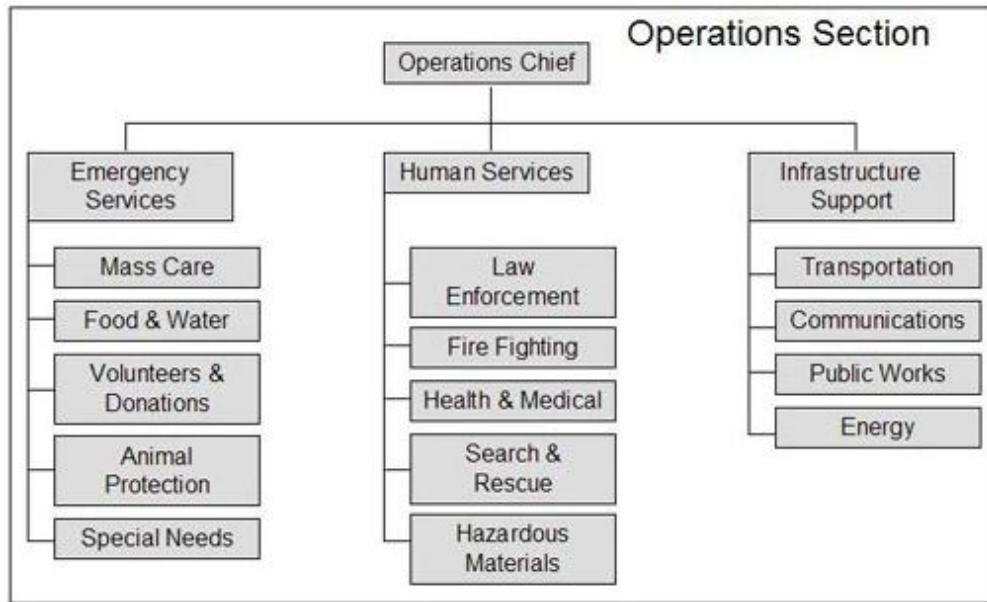
	<ol style="list-style-type: none">12. Coordinates with all agencies involved in the emergency or disaster13. Requests State and Federal assistance as needed14. Coordinates resource requests15. Monitors warning systems16. In major disasters, directs evacuation17. Serves as point of contact for representatives from other governmental agencies or private entities18. Drafts emergency resolutions and ordinances for executive approval19. Provides legal review of all pertinent documents20. Provides legal advice for emergency functions pertinent to the City/County21. Coordinates news releases and interfaces with the public and media22. Develops accurate and complete information on the incident23. Maintains close contact with media on public information and other PIOs24. Provides space near EOC for media representatives25. Monitors the incident operations and advises the Incident Commander on all matters relating to operational safety
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Operations Section

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

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

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



Operations Section	Roles and Responsibility
All ICS Operations Section Departments	1. Coordinate Local Law Enforcement Operations

Operations - Emergency Services

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

Operations - Emergency Services	Roles and Responsibility
All ICS Operations - Emergency Services Departments	<ol style="list-style-type: none"> 1. Responsible for assisting with mass care operations in the form of staffing and feeding at shelters and supplying nursing staff at shelters 2. Responsible for providing emergency medical care to victims of disasters 3. Responsible for assisting in providing care to sheltered populations 4. Responsible for providing any assistance required by the Emergency Management Director or the on-scene Incident Commander for HazMat Incidents 5. Coordinate the resources necessary to respond to structure fires, wild fires, or brush fires 6. Maintain contact with the State Warning Point on issues related to major fires 7. Responsible for coordinating with the on-scene incident commander during Search and Rescue (SAR) operations to ensure that the local emergency management agency can quickly obtain needed resources from the State EOC 8. Responsible for coordinating the resources necessary to respond to hazardous materials incidents 9. Notify State Warning Point of HazMat incident, and request assistance, if needed 10. Request services of the National Guard from State Emergency Management, when warranted for law enforcement/humanitarian missions

	<ol style="list-style-type: none"> 11. Coordinate request for additional law enforcement resources to State Emergency Management, when needed to support emergency services 12. Assist the State Health Department in coordinating the evacuation of special needs residents 13. Monitor and provide warning/control of potential vectors of pathogens (rats, flies, mosquitoes) 14. Responsible for responding to potential outbreaks of disease in affected areas that are caused by potential vectors such as mosquitoes, rats, and other disease carrying organisms 15. Develop and maintaining firefighting resources 16. Coordinate fire suppression activities 17. Assist law enforcement agencies in traffic control 18. Assist in emergency notification, and public information dissemination of safety decisions, i.e. evacuations 19. Assist law enforcement agencies in search and rescue operations 20. Coordinate hazardous materials response 21. Assist in notification of evacuations 22. Provide health care services during and following a disaster 23. Ensure the safety of food supplies at institutional facilities 24. Monitor the spread of disease following a disaster and direct immunizations for disease control 25. Monitor and assess medical and public health needs 26. Request health care assistance from State Health Department, as needed 27. Assist in HazMat incidents to ensure public health issues are covered 28. Provide environmental health functions 29. Assist with mortuary services 30. Ensure water potability, availability of sanitation supplies and solid waste disposal are functional
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	<p>31. Provide any assistance required by the local Emergency Management Director or the On-scene Incident Commander for fire suppression</p> <p>32. Provide assistance clearing roads, if necessary</p> <p>33. Responsible for providing any assistance required by the local Emergency Management Director or the On-scene Incident Commander for HazMat Incidents</p> <p>34. Provide ESF 5 with intelligence on the magnitude of search and rescue missions</p> <p>35. Provide security operations for traffic control for firefighting efforts</p> <p>36. Assist in implementing protective actions for the public</p> <p>37. Responsible for coordinating all aspects of Search and Rescue (SAR) operations</p> <p>38. Coordinate 9-1-1 Emergency Communications</p> <p>39. Coordinate Traffic Control and road blocks</p> <p>40. Provide training to public safety personnel and first responders; public safety communications personnel; and operations personnel</p> <p>41. Coordinate Security for Mass Care Operations</p> <p>42. Provide emergency medical treatment to the seriously injured and immediately medically compromised, and to the physically entrapped</p> <p>43. Responsible for assisting the City/County with mass care operations in the form of staffing and feeding at shelters and supplying nursing staff at shelters</p> <p>44. Assure certification of all hazardous materials response personnel to, at a minimum, Technician Level</p> <p>45. Perform Rapid Impact Assessment to provide immediate field intelligence regarding area of impact, extent of damage and need for emergency response actions and resources</p>
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Operations - Human Services

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

Operations - Human Services	Roles and Responsibility
All ICS Operations - Human Services Departments	<ol style="list-style-type: none"> 1. Provide shelter staffing and support with trained local volunteers 2. Support food, water and ice distribution 3. Coordinate and expedite delivery of donated goods and services in order to meet the needs of the affected area 4. Assess unmet needs and provide resources and volunteers to meet these needs from the volunteer database 5. Relay volunteer and donation needs to the State volunteer coordinator 6. Maintain a database listing available volunteers for access by relief agencies and organizations (Orientation will be provided for volunteers consisting of services needed, requirements for response, documentation of hours and other appropriate information) 7. Identify the number of people without food and safe drinking water 8. Provide an inventory of warehouse food products/quantities and identify sources to obtain additional supplies 9. Ensure sufficient warehouse space to store food supplies 10. Coordinate transportation of food shipments to warehouses, feeding sites, and pantry locations 11. Purchase or solicit food supplies to sustain the disaster victims until State officials/agencies can support the operation 12. Provide for the over-all management, coordination and prioritization of local resources in response to pet, farm and wild animal emergency needs, before, during and after a significant natural or man-made disaster event

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

Operations - Infrastructure Support

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

Operations - Infrastructure Support	Roles and Responsibility
All ICS Operations - Infrastructure Support Departments	<ol style="list-style-type: none"> 1. Coordinate the use of all transportation resources to support the needs of local government and other emergency support groups requiring transportation capacity to perform their emergency response, recovery and assistance missions 2. Maintain a list of resources available from local agencies, their addresses and after hours points of contact 3. Responsible for operating the 9-1-1 call center as well as dispatching for EMS, Fire, and local Law Enforcement 4. Provide vehicles modified for the disabled for evacuation of disabled individuals 5. Maintain the special needs registry of individuals needing transportation assistance during evacuations and collect all necessary contact information for special needs victims for coordination with transportation providers to arrange for pick-up 6. Coordinate emergency response and recovery activities relating to fuel shortages, power outages and electrical capacity shortages, which impact or threaten to impact significant numbers of citizens and critical facilities 7. Ensure the provision of emergency power to support immediate response operations as well as restoring the normal supply of power to normalize community functions 8. Provide public works and engineering support to assist the local government in needs related to lifesaving or life protecting support prior to, during and immediately following a major or catastrophic disaster 9. Provide technical advice, evaluations, engineering services, construction management and inspection, emergency

	<p>contracting, emergency repair, and damage assessment services</p> <ol style="list-style-type: none">10. Provide assistance evacuating members of the general population, if necessary11. Coordinate continuing supply of fuel, oil and other operational supplies with its day-to-day vendors or emergency sources as required12. Coordinate evacuation routes and re-entry routes, including re-routing due to road closures and other logistical actions13. Coordinate law enforcement activities and provide emergency vehicles to transport or escort disaster response personnel and vital supplies14. Coordinate and assist in providing communications support to state, county and local disaster response elements; and coordinate all communications assets (both equipment and services) available from state agencies, local agencies, and volunteer groups15. Coordinate emergency response and recovery activities relating to fuel shortages, power outages and electrical capacity shortages, which impact or threaten to impact significant numbers of citizens and critical facilities16. Responsible for clearing debris from roads and coordinating overall debris management operations
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Planning Section

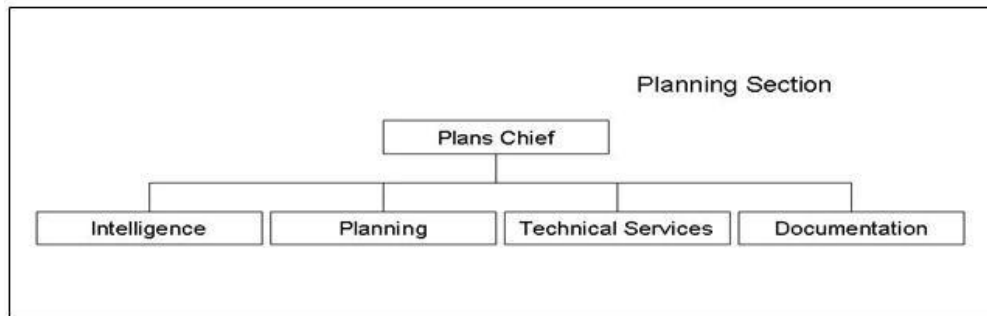
The Planning Section is responsible for collecting, evaluating and disseminating tactical information pertaining to the incident. This section maintains information and intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident.

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

The Planning section has four branches:

- Intelligence
- Planning
- Technical Services
- Documentation

The Planning Section Chief oversees all incident-related data gathering and analysis regarding incident operations and assigned resources, develops alternatives for tactical operations, conducts planning meetings, and prepares the Incident Action Plan for each operational period.

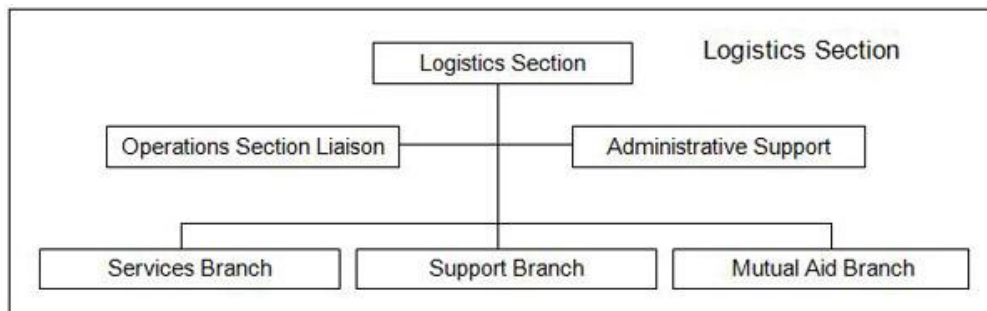


Planning Section	Roles and Responsibility
All ICS Planning Section Departments	1. Coordinate the planning process of activities contained within the EOP for all involved organizations

Logistics Section

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

- ESF 1 - Transportation
- ESF 2 - Communications
- ESF 5 - Information and Planning
- ESF 7 - Resource Support
- ESF 8 - Health and Medical
- ESF 11 - Food and Agriculture



Logistics Section	Roles and Responsibility
All ICS Logistics Section Departments	<ol style="list-style-type: none"> 1. Assist in the collection, processing, and dissemination of information to facilitate emergency response and recovery efforts 2. Establish and provide operational support for Points of Distribution (PODs) 3. Develops Memorandums of Understanding with vendors for essential items needed before, during, and after a disaster 4. Provide staff to the EOC to coordinate resource requests 5. Responsible for identifying suppliers for critical resources 6. Responsible for identifying funding for emergency expenditures

7. Will secure resources from private vendors, agencies, or requests assistance from the State
8. Responsible for obtaining logistical support for all lead and supporting agencies during all phases of disaster operations
9. Will request assistance through the State EOC if local resources are not able to adequately address a situation
10. Coordinate the provision of all mutual aid
11. Will provide staff for the Points of Distribution
12. Coordinate Rapid Impact Assessment Team (RIAT) activity and support requirements with local support agencies and organizations
13. Provide intelligence on requirements for Logistics based on the scope and magnitude of the disaster
14. Manage the Logistics Section, in close coordination with the Command Group at the local EOC
15. Assist in evaluating damage to utilities and traffic control systems; roads and bridges, and flood control facilities
16. Assist in evaluating damage to water and wastewater systems control facilities
17. Assist in evaluating damage to local government facilities and transportation resources
18. Coordinate the transportation assets within the City/County
19. Provide communications logistics support to the Emergency Response Team (ERT)
20. Provide pertinent intelligence pertaining to situation around the City/County

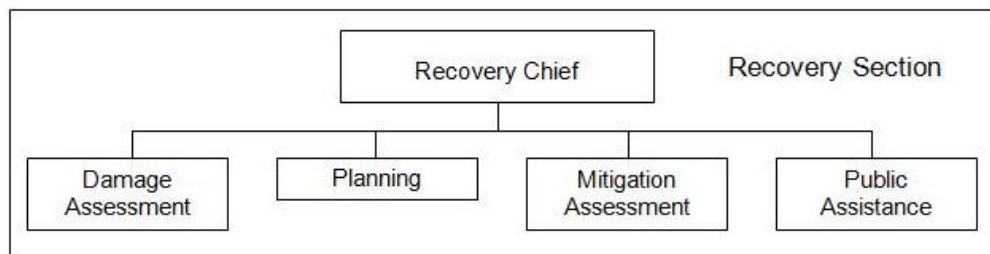
Recovery Section

When the Emergency Operations Center is activated in response to an emergency/disaster, a recovery component is activated as well. The purpose of this component is to initiate activities necessary to ensure a successful recovery effort. Activities include: condition monitoring, situation evaluation, damage assessment teams, mitigation assessment teams, deployment of damage assessment teams, Liaisons, and mitigation assessment team.

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

Disaster Declaration

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



Recovery Section	Roles and Responsibility
All ICS Recovery Section Departments	<ol style="list-style-type: none"> 1. Staff the Human Services Section of the ICS to coordinate community relations, addressing unmet needs, and providing emergency housing following a disaster 2. Responsible for coordinating community relations following a disaster to ensure that critical recovery information is available for the benefit of the entire affected community 3. Responsible for coordinating activities to address individual and community needs that remain after governmental assistance has been exhausted following a disaster

4. Provide damage reports to the local EOC, and provide food and water to field operations
5. Coordinate all damage assessment for public infrastructure with assistance from local public works agencies
6. Responsible for coordinating activities associated with the Public Assistance Program following a disaster
7. Providing information and planning support for agencies involved in recovery operations
8. Inspect buildings for structural integrity
9. Issue post-disaster permits, as necessary
10. Identify additional assistance for the issuance of permits via the Statewide Mutual Aid Agreement
11. Responsible for serving as a liaison with the local Emergency Management department, recovery agencies and the local business community
12. Negotiate all disaster contracts, i.e. debris removal
13. Negotiate the hiring of temporary staff to assist in recovery financial matters, if necessary
14. Coordinate all recovery efforts for the City/County
15. Coordinate damage assessment processes
16. Coordination and establishment of a Disaster Recovery Center for the affected area
17. Provide information to the media concerning recovery
18. Staff the Logistics Section of the ICS. Responsible for resource support and public information
19. Provide information and planning support for agencies involved in recovery operations
20. Responsible for providing, to the extent possible, the provision of emergency housing
21. Identification of immediate personal, disaster relief needs for individuals affected by the event (Victim mass care requirements to include: food, water, clothing, shelter/housing, medical needs)

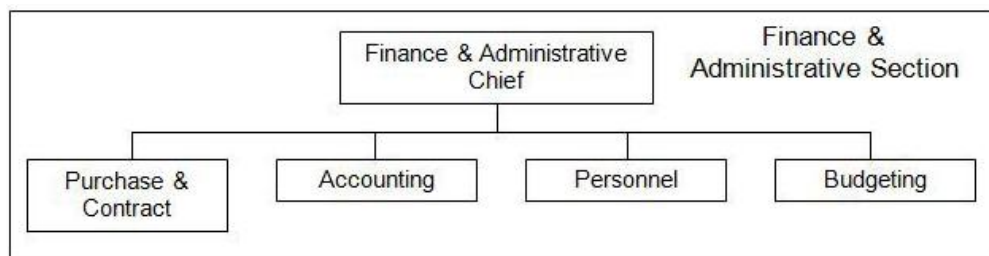
	<ul style="list-style-type: none">22. Serve as the lead agency for post-disaster debris management operations23. Responsible for the coordination of all debris removal and disposal24. Provide public education on proper disposal of debris25. Identify proper disposal sites, both temporary and long term26. Monitor health conditions throughout the recovery phase27. Responsible for ensuring all debris cleanup team members have proper vaccinations28. Provide security in support of all aspects of recovery operations
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Finance / Administration Section

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

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

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



Finance / Administration Section	Roles and Responsibility
All ICS Finance / Administration Section Departments	<ol style="list-style-type: none"> 1. Manages and oversees the Finance and Administration Section 2. Will coordinate an annual training schedule for emergency event financial reporting and records maintenance requirements 3. Will identify funding for emergency expenditures

	<ol style="list-style-type: none"> 4. Will conduct appropriate training for financial management to city/county agencies 5. Will maintain all records of expenditures; including all associated costs for local City/County agencies for manpower, equipment, supplies, etc. 6. Coordinate recovery actions with FEMA to include all financial matters 7. Coordinates training to EOC agencies for proper financial management processes during disasters 8. Inform executive officials of expenditure and reimbursement information, to include expenditures for manpower, equipment and materials 9. Establish deadlines for submission of appropriate forms and documentation for reimbursement procedures 10. Manage all financial aspects of disaster recovery for the City/County
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4. Joint Information Center

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

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

When the Douglas County EOC is activated, the Coordinator of Douglas County Emergency Management 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 Douglas County EOC and will coordinate the release of non-operational information.

Depending on the incident, representatives from each jurisdiction, agency, private sector organization, and non-governmental organization involved in incident management activities will be notified and asked to have their JIC representative respond to the Douglas County 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 Douglas County EOC.

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

B. Coordination, Direction and Control

1. County Level

Information Collection and Dissemination

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

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

The Douglas 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 Douglas County Emergency Management to notify the appropriate agencies outside of the jurisdiction such as Kansas Division of Emergency Management (KDEM), State Emergency Response Commission (SERC), and the United States Department of Agriculture (USDA).

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

Information collection needs and priorities will include:

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

Direction and Control

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

The Incident Command System (ICS) and National Incident Management System (NIMS) will be used to coordinate emergency response and recovery operations at the disaster scene(s). The ICS/NIMS organization will maintain communications and coordination with the Douglas County

EOC at all times as detailed by this plan.

Douglas County Emergency Management may activate Mutual Aid Agreements with neighboring jurisdictions. They may also recommend that the Douglas 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 Kansas Division of Emergency Management (KDEM).

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

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

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

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

The Coordinator of Douglas 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 Douglas County. While response actions necessary to protect public health and safety are being implemented, the recovery section within the Douglas County EOC begins coordination and implementation of the recovery programs.

In the event state and federal assistance is required by Douglas 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 Kansas Division of Emergency Management (KDEM).

2. Coordinating Agencies

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

Coordinating Agency Listing for Emergency Operations Plan	
FUNCTIONAL ANNEX	COORDINATING AGENCY
ESF 1 - Transportation	Lawrence Transit
ESF 2 - Communications	Douglas County Emergency Communications Center (ECC)
ESF 3 - Public Works and Engineering	Douglas County Public Works City of Lawrence Municipal Services and Operations (MSO)
ESF 4 - Firefighting	Lawrence-Douglas County Fire Medical
ESF 5 - Information and Planning	Douglas County Emergency Management
ESF 6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services	Douglas County Emergency Management
ESF 7 - Logistics	Douglas County Emergency Management
ESF 8 - Public Health and Medical Services	Lawrence-Douglas County Public Health
ESF 9 - Search & Rescue	Lawrence-Douglas County Fire Medical
ESF 10 - Oil and Hazardous Materials	Lawrence-Douglas County Fire Medical
ESF 11 - Agriculture and Natural Resources	Douglas County Emergency Management
ESF 12 - Energy	City of Lawrence Municipal Services and Operations (MSO)
ESF 13 - Public Safety and Security	Douglas County Sheriff's Office
ESF 14 - Long-Term Community Recovery	Douglas County Emergency Management
ESF 15 - External Affairs	Douglas County Emergency Management

Upon activation of the Douglas County EOC, the primary agency for the emergency support

functions will send representatives to the Douglas County EOC to coordinate activities. The coordinating agency determines which primary and support agencies are required at the Douglas County EOC.

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

3. Intergovernmental Mutual Aid

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

These agreements provide reciprocal emergency aid and assistance during an emergency or disaster. They can increase available resources and improve response and recovery efforts.

Kansas Mutual Aid System (KMAS)

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."

All political subdivisions within Kansas are automatically apart of the system, subject to the ability of political subdivision to withdraw from the statewide mutual aid system. The purpose of this compact is to expand the resources and provide assistance available to each of the participating political subdivisions, assist with planning, ensure more timely arrival of aid, minimize operational and administrative conflicts, resolve disputes, and facilitate the prompt recovery of costs. A participating political subdivision may request assistance of other participating political subdivisions in preventing, mitigating, responding to and recovering from disasters that result in locally-declared emergencies or in concert with authorized drills or exercises.

Interstate Civil Defense Compact

The purpose of the compact is to provide mutual aid among the states in meeting any emergency or disaster. The prompt, full, and effective utilization of the resources of the respective states include personnel, equipment, or supplies may be essential to the safety, care, and welfare of people therein. The Interstate Civil Defense and Disaster Compact may be entered in accordance with the provisions of KSA 48-3202. This action is accomplished by written agreement between the Governor of Kansas and Governor 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 is a legally binding, contractual arrangements which requires the 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 Douglas County Emergency Manager or the Douglas County EOC if activated. To request mutual aid, Douglas County uses the following process:

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

If assistance is needed to coordinate mutual aid, Douglas County can request coordination assistance to Kansas Division of Emergency Management (KDEM).

4. Communication

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

- Dissemination of emergency information to response organizations and government
- Information flow and management to and from the Douglas County EOC
- Communications interoperability among response units
- Primary and backup communications systems
- Telecommunications and information technology resources
- Emergency warning and notification

ESF 15 (External Affairs) 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.

Douglas County Warning Point

The Douglas County Emergency Communications Center serves as the Douglas County Warning Point. The Douglas County Warning Point provides Douglas 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.

A list of these capabilities is provided in ESF 2 (Communications) and below:

The Douglas County Emergency Communications Center has Standard Operating Guides (SOG) to notify and warn officials and the general public of emergency and disaster events that occur in Douglas 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 Douglas County Emergency Communications Center. Notification of the State Warning Point is included in these guides. The Coordinator of Emergency Management or the On-Call Emergency Management Duty Officer will initiate any further notification.

Developing or existing emergency conditions which should be reported to the Douglas County Emergency Communications 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 Coordinator of Douglas County Emergency Management by fax, email, or telephone.

Warnings are accomplished in various ways depending on who needs to be warned and the time available. The Coordinator of Douglas County Emergency Management (including other EM staff, Duty Officers, and/or EOC Manager) 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 access and or functional 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 Douglas County Warning Point (Douglas County Emergency Communications 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 Douglas County:

5. State Level

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

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

Regional and statewide protective, response and recovery actions will occur under the command and coordination of the State of Kansas EOC policy. Political sub-divisions may be mission assigned to support disaster and/or emergency response and recovery.

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

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

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

In the event a request for disaster assistance comes from the governor of another state, the

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

6. Federal Level

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

If the disaster is major or catastrophic, the Kansas Division of Emergency Management (KDEM) 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 Douglas County, the Douglas County Emergency Management will provide the proper liaisons to the appropriate field office operations.

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

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

C. Prevention

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

- Expand Regional Collaboration
- Implement the National Incident Management System and National Response Framework (NRF)
- Strengthen Information Sharing and Collaboration capabilities
- Strengthen Interoperable and Operable Communications capabilities
- Strengthen Medical Surge and Mass Prophylaxis capabilities
- Strengthen Planning and Citizen Preparedness Capabilities
- Increase coordination with the Kansas Intelligence Fusion Center (KIFC)

Kansas 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.

[FUSIONORG] serves as the local liaison to the Kansas Intelligence Fusion Center. Given the nature of the information, the [FUSIONORG] will distribute the information in accordance to local SOPs and will be classified appropriately.

D. Preparedness

The goal of Douglas 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 this 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 Douglas County Emergency Management and the ESF 7 coordinating agency. The following lists are created using the State of Kansas's Comprehensive Resource Management and Credentialing System (CRMCS). These inventories include a point of contact, geographic location, and operation area for:

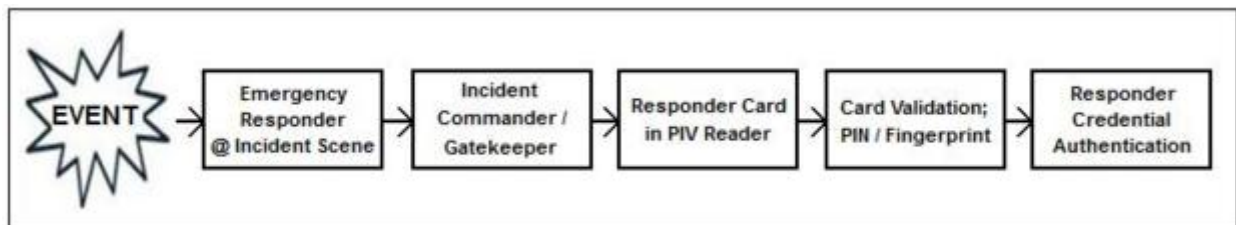
1. Vehicle inventories
2. Personnel
3. Equipment
4. Equipment operators
5. Suppliers/Contractors/vendors
6. Resources in adjacent jurisdictions that could be used during a disaster-if applicable

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

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

Credentialing

Douglas County utilizes the CRMCS as the county credentialing system. Douglas 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 Douglas County Emergency Operations Plan is developed with the assistance and input from the following groups serving in an advisory capacity.

- Douglas 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 Douglas County Emergency Operations Plan:

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

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

The public will be provided the opportunity to view the Basic Plan portion of this document at a place determined by Douglas County.

Plan Maintenance

The Douglas County Emergency Management will maintain the Douglas County EOP and provide an updated EOP to Kansas Division of Emergency Management (KDEM) 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 Douglas County Emergency Management will revise the plan by using a process best suited for the county. Whenever a change is made, the date and nature of the change will be recorded. Upon update, these changes will be incorporated into the overall plan and re-promulgated by the Douglas County Board of County Commissioners.

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

Other Plans

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

3. Public Information

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

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

4. Training and Exercise

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

Douglas 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 focused on discipline and agency-specific subject matter expertise.

Douglas 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. Douglas County Emergency Management participates on a regular basis in a range of exercises, including multi-disciplinary and multi-jurisdictional exercises that are designed to improve integration and interoperability. These exercises are noted in the annual Integrated Preparedness Plan Workshop (IPPW). Among the key exercises types that Douglas County participates in or has participated in include:

- Severe weather
- Hazardous materials
- Mass Dispensing
- Mass Casualty/Decontamination
- Call Notification
- Utilization of ICS
- Public Safety and Security
- Citizen Preparedness
- Planning

- Communications
- Active Shooter
- Emergency Public Information/JIC
- Volunteer Reception Center
- Food and Agriculture Safety
- Interoperability
- COOP
- Critical Incident Protocol
- Strategic National Stockpile
- Critical Infrastructure Protection
- Restoration of Utilities
- Pipeline
- Emergency Operations Center Management

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

After Action Reviews and Corrective Action Plans

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

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

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

E. Response

Douglas County must be prepared to respond quickly and effectively on a 24-hour basis to developing events. The primary goal of the County's response operation is to ensure a timely and effective response to the many consequences that may be generated by an emergency/

disaster situation. When an event or potential event is first detected, a series of actions will take place to ensure an effective and efficient response operation.

1. Local Emergency Operations Center (EOC)

The Douglas County EOC is the facility that is used to coordinate a County response to any major emergency or disaster situation. The Douglas County EOC is located at 111 E. 11th Street #200

Lawrence, KS 66044. The facility serves as the coordination, command and control center for Douglas County. The Douglas County EOC is staffed as prescribed above. Security and maintenance of the Douglas County EOC will be carried out in accordance with the provisions of the most current version of the Douglas County EOP. In the event the Douglas County EOC is threatened, an alternate EOC site may be activated as designated in the Douglas County Emergency Management Continuity of Operations Plan.

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

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

2. Public Safety Enforcement Actions

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

F. Recovery

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

- To deploy several specialized recovery teams (personnel) and facilities (centers) into a disaster area to help victims and support the Incident Commander
- To work closely with the Kansas Division of Emergency Management (KDEM) and to inform affected local governments, individuals and businesses which programs are available to assist them in recovery efforts.

1. Recovery Field Operations

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

2. Recovery Personnel

- Assessment Team - Teams of qualified personnel, including building inspectors, structural engineers, and architects, who will gather information by performing an assessment of all structures and property in the disaster area; and teams of administrative personnel who will compile the gathered information to facilitate the application process for local, state, and federal disaster assistance programs.
- Community Relations Team - Team is deployed to disseminate information and collect data to assist disaster-affected communities and eligible individuals in receiving assistance. The primary function of this team is to identify and report unmet human needs and to inform disaster victims of the disaster assistance programs and registration process.
- Unmet Needs Committee - A committee that helps identify unmet needs and possible assistance. Such committees are comprised of volunteer agencies, private sector representatives, and governmental agencies.
- Human Needs Assessment Team - A team that is deployed immediately after a disaster and before the establishment of a JFO Office to help counties assess and report the immediate needs of disaster victims.
- Insurance Team - A team that is deployed to assist policy owners following a disaster.

3. Damage Assessment

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

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

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

The Douglas County Appraiser 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 Kansas Division of Emergency Management (KDEM) 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 Douglas County Appraiser 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 Douglas County Appraiser, and provided to the provided to Douglas County Emergency Management, who will then provide the information to the Kansas Division of Emergency Management (KDEM).

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 Douglas County Appraiser maintains a current contact list of Damage Assessment Team members. Information collected through the initial damage assessment will be collected by the Douglas County Appraiser, and provided to the provided to Douglas County Emergency Management, who will then provide the information to the Kansas Division of Emergency Management (KDEM).

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 Kansas Division of Emergency Management (KDEM) 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 Douglas County Director of Public Works. When practical, this assessment will be coordinated with the American Red Cross, or other relief agencies.

The municipalities in Douglas 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 Douglas County Emergency Management, who will then provide the information to the Kansas Division of Emergency Management (KDEM).

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 Douglas County Emergency Management, who will then provide the information to the Kansas Division of Emergency Management (KDEM).

Additional damage assessment functions are maintained in the appropriate Douglas 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 Douglas County Emergency Management, who will then provide the information to the Kansas Division of Emergency Management (KDEM).

4. Disaster Declaration

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

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

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

Declared Disasters

Public Assistance (PA)

The Public Assistance (PA) program provides program support to eligible local governmental

entities following a disaster to assist in the recovery and restoration of buildings, infrastructure and the removal of debris that is on public property. The categories of Public Assistance include:

- Category A: Debris Removal
- Category B: Emergency Protective actions
- Category C: Road Systems
- Category D: Water Control Facilities
- Category E: Buildings and Equipment
- Category F: Utilities
- Category G: Parks, Recreation, and Other

In the event of a declared disaster, Douglas County Emergency Management will work closely with ESF-15 - External Communications to notify all eligible governments and private not-for-profit organizations of the availability of federal public assistance funds. They include all Douglas 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 Douglas County Emergency Management will notify local governments, non-profit agencies and other eligible applicants of scheduled briefings and Kick Off Meetings for the Public Assistance (PA) program and the Hazard Mitigation Grant Program (HMGP). The Public Assistance applicant briefings include procedures for all aspects of financial management, personnel and record keeping that will be required for the various Federal and State financial assistance programs. State and Federal recovery personnel must advise the Douglas County Emergency Management of these briefings so that agencies can be notified. Key components of the Public Assistance program include:

- Project Worksheets are prepared for eligible emergency costs and eligible costs for restoration of damaged facilities.
- The federal share for reimbursement under most federal declarations is 75 percent. The 25 percent nonfederal share is normally provided from a combination of State and local sources in accordance with policies established by the Executive Office of the Governor and the Kansas Legislature.
- The State serves as the Grantee and eligible applicants are Sub-grantees under the Federal Disaster Assistance Program.
- Contractual agreements with Kansas Division of Emergency Management (KDEM) are executed with applicants with all reimbursements coming through Kansas Division of Emergency Management (KDEM).
- Documentation, record keeping, inspections, and final closeouts are overseen and approved by the Kansas Division of Emergency Management (KDEM).

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

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

Individual Assistance (IA)

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

Non-Declared Disasters

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

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

6. Disaster Recovery Centers and Staging Areas

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

A Disaster Recovery Center (DRC) is a facility established in, or in close proximity to, the

community affected by the disaster where persons can meet face-to-face with represented Federal, State, local and volunteer agencies to:

- Discuss their disaster-related needs
- Obtain information about disaster assistance programs
- Tele-register for assistance
- Learn about measures for rebuilding that can eliminate or reduce the risk
- Request the status of their application for Assistance to Individuals and Households

The Coordinator of Douglas County Emergency Management, the State of Kansas and potentially FEMA, will assess the need to open Disaster Recovery Centers and Field Offices, based upon initial damage assessment and human services needs estimates and reports. Douglas County Emergency Management will request that the Kansas Division of Emergency Management (KDEM) open a Disaster Recovery Center in Douglas County.

Once it has been determined that Disaster Recovery Centers and/or a Disaster Field Office will be opened in Douglas County, the State of Kansas EOC will take the lead and should notify the Douglas County EOC. The State of Kansas EOC will advise if there are resources the County may need to supply including 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 staging areas (points of distribution) for resources brought in to the County, as dependent upon nature and location of incident.

The County Public Information Officer (Karrey Britt) 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 American Red Cross will coordinate the unmet needs recovery function. The Disaster Services Director of the American Red Cross or designee will serve as the Unmet Needs Coordinator for Douglas 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, the American Red Cross and the appropriate State and Federal agencies. The Unmet Needs Committee Chairperson will be responsible for the oversight of the committee, addressing immediate human needs (food, water, clothing, etc.), immediate housing needs, issues involving special needs population and coordination with Community Relations Teams. The unmet needs

committee will be formed on an as-needed basis for a given event. The Disaster Services Director will select the appropriate individuals and organization when the committee is formed.

G. Mitigation

In the aftermath of a disaster, the County's mitigation goals/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 Douglas County Emergency Management has been delegated as the lead agency to facilitate and coordinate the activities of the Douglas County Mitigation Planning Committee and subcommittees. The Douglas County's Mitigation Plan identifies the hazards to which Douglas 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 Douglas County's Mitigation Plan defines the mitigation goals, objectives and initiatives for Douglas County. Annual revisions to the Douglas 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** – Kansas Division of Emergency Management (KDEM) 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** - Kansas Division of Emergency Management (KDEM) 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** - Kansas Division of Emergency Management (KDEM) 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** - Kansas Division of Emergency Management (KDEM) 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)** - Kansas Division of Emergency Management (KDEM) 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 HGMP 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. HGMP 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 Douglas County EOC will document activities on a situation reports, common operating pictures, and/or WebEOC. Such documentation is crucial for the following reasons:

- Documentation is the key to recovering emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.
- Documentation provides a legal account of the actions which took place before, during and after an emergency.
- Documentation provides for a historical record which could be used during after action reviews to improve response operations in the future.

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

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

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

B. Finance

Funding

- During local state of emergency, the monetary support for logistical and administrative support will be funded out of each agency's budget. However, agencies may request reimbursement or additional funds that may be provided through the county's general funds or other legal funding mechanisms available to the local jurisdiction (non-funded warrants, etc.) if an agency's outlay exceeds their budget.
- In the event of a federal declaration, some expenses and/or reimbursements are available to affected agencies through Public Assistance Grants.

Disaster Assistance

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

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

Tracking Local Disaster Costs

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

Insurance and Cost Recovery

The Douglas County Administration, in coordination with the Douglas County Emergency Management or other designee, will coordinate all insurance actions pertaining to County property. The Douglas County Administration 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, and 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 Douglas County:

- Attached to the file archive of this plan is a list of contractors that could be used to support emergency operations.
- The CRMCS has the functionality to enter contractor support and can be retrieved during an emergency.
- Douglas County can access the state contracting website at <http://www.da.ks.gov/purch/Contracts> and query for available state contracts applicable to political subdivisions (i.e. counties, cities, etc.)
- County resource battle books with specific contracting lists.

Requesting State Assistance

Coordination of resource needs:

- When local municipal resources are committed, the Douglas County Emergency Management will coordinate assistance to satisfy resource needs.
- If the County requires additional assistance, it will call mutual aid from adjacent counties and regional resources
- Only the Douglas County Emergency Manager or his/her documented designee is authorized to request resource support from the Kansas Division of Emergency Management (KDEM)
- Kansas Division of Emergency Management (KDEM) 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 Douglas County Emergency Management and the ESF 7 Coordinating and Primary Agency.

Key Logistics Facilities

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

Douglas County Points of Distribution:

**AMBLER STUDENT REC CENTER
1740 WATKINS CENTER DR
Lawrence, KS 66045**

**BAKER UNIVERSITY COLLINS CENTER
524 6TH St
Baldwin City, KS 66006**

**BAKER UNIVERSITY LISTON STADIUM
600 2ND ST
BALDWIN CITY, KS 66006**

**CLINTON TOWNSHIP HALL
1177 E 604 RD
Lawrence, KS 66047**

**EAST LAWRENCE REC CENTER
1245 E 15TH ST
Lawrence, KS 66044**

**EUDORA COMMUNITY CENTER
1630 ELM ST
Eudora, KS 66025**

**EUDORA TOWNSHIP HALL
310 E 20TH ST
Eudora, KS 66025**

**HOLCOLM PARK REC CENTER
2700 W 27TH ST
Lawrence, KS 66047**

**KANWAKA TOWNSHIP HALL
776 US HIGHWAY 40
Lawrence, KS 66049**

**KU PARKING LOTS
KU Lot 301 and 302
Lawrence, KS 66045**

**LAWRENCE SPORTS PAVILION
100 ROCK CHALK LN
Lawrence, KS 66049**

**LECOMPTON COMMUNITY BUILDING
333 ELMORE ST
Lecompton, KS 66050**

**LECOMPTON COMMUNITY PRIDE BUILDING
620 E WOODSON AVE**

Lecompton, KS 66050

**LIED CENTER OF KANSAS
1600 STEWART DR
Lawrence, KS 66045**

**MARION TOWNSHIP HALL
501 E 300 RD
Overbrook, KS 66524**

**PALMYRA TOWNSHIP HALL
920 N 6TH ST
Baldwin City, KS 66006**

**WAKARUSA TOWNSHIP HALL
300 W 31ST ST
Lawrence, KS 66046**

**WILLOW SPRINGS TOWNSHIP HALL
303 E 1100 RD
Baldwin City, KS 66006**

Douglas County Staging Area:

**AMBLER STUDENT REC CENTER
1740 WATKINS CENTER DR
Lawrence, KS 66045**

**BAKER UNIVERSITY COLLINS CENTER
524 6TH St
Baldwin City, KS 66006**

**BAKER UNIVERSITY LISTON STADIUM
600 2ND ST
BALDWIN CITY, KS 66006**

**CLINTON TOWNSHIP HALL
1177 E 604 RD
Lawrence, KS 66047**

**EAST LAWRENCE REC CENTER
1245 E 15TH ST
Lawrence, KS 66044**

**EUDORA COMMUNITY CENTER
1630 ELM ST
Eudora, KS 66025**

**EUDORA TOWNSHIP HALL
310 E 20TH ST
Eudora, KS 66025**

**HOLCOLM PARK REC CENTER
2700 W 27TH ST
Lawrence, KS 66047**

**KANWAKA TOWNSHIP HALL
776 US HIGHWAY 40
Lawrence, KS 66049**

**LAWRENCE SPORTS PAVILION
100 ROCK CHALK LN
Lawrence, KS 66049**

**LECOMPTON COMMUNITY BUILDING
333 ELMORE ST
Lecompton, KS 66050**

**LECOMPTON COMMUNITY PRIDE BUILDING
620 E WOODSON AVE
Lecompton, KS 66050**

**LIED CENTER OF KANSAS
1600 STEWART DR
Lawrence, KS 66045**

**MARION TOWNSHIP HALL
501 E 300 RD
Overbrook, KS 66524**

**PALMYRA TOWNSHIP HALL
920 N 6TH ST
Baldwin City, KS 66006**

**WAKARUSA TOWNSHIP HALL
300 W 31ST ST
Lawrence, KS 66046**

**WILLOW SPRINGS TOWNSHIP HALL
303 E 1100 RD
Baldwin City, KS 66006**

Douglas County Landing Zones:

**LAWRENCE MUNICIPAL AIRPORT
1930 AIRPORT RD
Lawrence, KS 66044**

**VINLAND AIRPORT
696 E 1700 RD
Baldwin City, KS 66006**

Pre-Staging

Certain situations will require pre-staging assets. Identifying these resources, and triggers points to utilize such resources, is based on the phases indicated in the Douglas County Incident Action Plan (IAP). The IAP will be developed in preparation of or during an emergency or disaster situation.

Fuel

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

Security

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

VI. CONTINUITY OF OPERATIONS / CONTINUITY OF GOVERNMENT

All Douglas 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 Douglas 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
- Debris Management
- Mitigation Plan
- Access and Functional 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)
- **NIMS Resolution** - A resolution establishing the National Incident Management System known as NIMS as the Incident system to be used for planning, preparing, responding, mitigating, and recovering from local emergency incidents.

Authorities:

- **44 CFR 350** - of the Code of Federal Regulations.
- **44 CFR Part 10** - Environmental Considerations.
- **44 CFR Part 13** - (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.

- **44 CFR Part 14** - Audits of State and Local Governments.
- **44 CFR Part 206** - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
- **44 CFR Parts 59-76** - National Flood Insurance Program and related programs.
- **50 CFR, Title 10** - 50 CFR - Title 10 of the Code of Federal Regulations.
- **National Flood Insurance Act of 1968, 42 U.S.C. 4101** - As amended by the National Flood Insurance Reform Act of 1994 (Title V of Public Law 103-325).
- **Public Law 101-549** - Clean Air Act Amendments of 1990, which provide for reductions in hazardous air pollutants and risk management planning requirements.
- **Public Law 101-615** - Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.
- **Public Law 106-390, Disaster Mitigation Act 2000** - Public Law 106-390, Disaster Mitigation Act of 2000, to amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the Federal costs of disaster assistance, and for other purposes.
- **Public Law 107-296, 116 Stat. 2135 (2002)** - Public Law 107-296, 116 Stat. 2135 (2002) (codified predominantly at 6 U.S.C. 101-557 and other sections of the U.S.C.), ESTABLISHED THE Department of Homeland Security with the mandate and legal authority to protect the American people from the continuing threat of terrorism.
- **Public Law 833-703** - amendment to the Atomic Energy Act of 1954.
- **Public Law 84-99, 33 U.S.C. 701n** - Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, and repair and restoration of flood control works threatened or destroyed by flood.
- **Public Law 85-256, Price-Anderson Act** - 42 U.S.C. 2210, which provides for a system of compensating the public for harm caused by a nuclear accident.
- **Public Law 89-665, 16 U.S.C. 470** - National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.
- **Public Law 91-671, Food Stamp Act of 1964** - in conjunction with Section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.
- **Public Law 93-234** - Flood Disaster Protection Act of 1973, as amended by the Flood Insurance Reform Act of 1994, 42 U.S.C. 4001, et seq, provides insurance coverage for all types of buildings.
- **Public Law 93-288, as amended, 42 U.S.C. 5121** - et seq, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, which provides authority for response

and recovery assistance under the Federal Response Plan, which empowers the President to direct any federal agency to utilize its authorities and resources in support of State and local assistance efforts.

- **Public Law 95-510, 42 U.S.C. 9601** - et seq, the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- **Public Law 99-499** - Superfund Amendments and Re-authorization Act of 1986, Part III, the Emergency Planning and Community Right-to-Know Act of 1986, 42 U.S.C. 11001, et seq, which governs hazardous materials planning and community right-to-know.
- **Regulatory Improvement Act of 1994** - Regal Community Development and Regulatory Improvement Act of 1994.
- **Stewart B. McKinney Homeless Assistance Act** - 42 U.S.C. 11331-11352, Federal Emergency Management Food and Shelter Program.
- **K.S.A. 65-5702 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.
- **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 (KPS) is intended to be an all-encompassing guide to review or redevelop Local Emergency Operations Plans (LEOPs).
- **Kansas Response Plan** - The (KRP) is designed to address natural and manmade 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.
- **KAR 56-2-2** - EMPG Guidance:
 - An ordinance or resolution by the local governing body shall be established and provided to KDEM on which: (1) Establishes a disaster agency as required by KSA 48-929 or 48-930 (2) Provides for an appointed coordinator to head the

agency (3) outlines the general authority of the agency before, during and after a disaster emergency (4) outlines the basic functions of the agency

- An approved and/or actively working towards approval of a County Emergency Operations Plan (CEOP)
 - Participation on the local emergency planning committee (LEPC) as provided for in KSA 65-5703 and the development and coordination of a radiological protection system
 - An active public education program, both through direct public presentations and contacts with the local news media
 - An established local exercise program to test the capability of the jurisdiction to implement the CEOP
- **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.
 - **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.
 - **DOUGLAS COUNTY HERITAGE CONSERVATION PLAN** - The Douglas County Code Chapter 14 provides an outline of the responsibilities of the Natural & Cultural Resources
 - **Joint Cities-County Emergency Management Resolution** - A resolution establishing a Douglas County emergency management board as the local emergency planning committee and specifying the duties of the emergency management director; providing for the manner of appointment thereof and defining the powers and duties of said board; providing for the authority and duties of the director of emergency management and rescinding the provisions of resolution no.06-38 of the county of Douglas, resolution no.11-06-13 of the city of Baldwin, resolution no.200608 of the city of Eudora, resolution no.6689 of the city of Lawrence, and resolution no.230 of the city of Lecompton.

SECTION XI. Hazardous Materials

The Lawrence-Douglas County Fire Medical Department is hereby designated the hazardous materials incident command agency for Douglas County and all cities therein.

Memorandums of Understanding and Agreements:

Kansas Mutual Aid System (KMAS)

The Kansas Mutual Aid System (KMAS) is an intrastate mutual aid compact that establishes a framework for the sharing of personnel and equipment resources amongst jurisdictions after a local state of disaster emergency is declared. All political subdivisions within Kansas are automatically apart of the system, subject to the ability of political subdivision to withdraw from the statewide mutual aid system. KMAS was enacted by the state legislature under KSA 48-950 and KSA 48-958.

KMAS provides local governments an efficient way to utilize mutual aid in a locally declared disaster and facilitate efficient exchange of resources to augment local response and does not replace or impact existing/future inter-jurisdictional mutual aid agreements. The purpose of this compact is to expand the resources and provide assistance available to each of the participating political subdivisions, assist with planning, ensure more timely arrival of aid, minimize operational and administrative conflicts, resolve disputes, and facilitate the prompt recovery of costs.

KMAS establishes a legal framework for sharing resources across jurisdictional boundaries providing for a straightforward process for requesting resources and seeking reimbursement. A participating political subdivision may request assistance of other participating political subdivisions in preventing, mitigating, responding to and recovering from disasters that result in locally-declared emergencies or in concert with authorized drills or exercises.