



City of De Soto

Emergency Operations Plan (EOP)

Approved by the De Soto City Council, 9/ 19/ 2019, Ordinance #2477

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City of De Soto Emergency Operations Plan

I. INTRODUCTION

A. General

City of De Soto created this Emergency Operations Plan (EOP) and the City Council officially adopted it on 9/19/19.

The revised City of De Soto (EOP) is the product of a detailed and focused planning process that 1) fully incorporates the National Incident Management System (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 City may prepare for; respond to; recover from; and mitigate to prevent the impacts of a wide variety of disasters that could adversely affect the health, safety and or general welfare of the residents and emergency workers of City of De Soto. The EOP provides guidance to De Soto officials or procedures, organization and responsibilities, which will prevent, minimize and/or relieve personnel hardship and property damage associated with disasters or the imminent threat thereof. This plan also provides for an integrated and coordinated county, municipal, state and federal response.

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

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

In an effort to ensure that the revised EOP was aligned with the County, State and National preparedness guidance, the City of De Soto consulted with Johnson County Emergency Management and other planning partners.

Orders of Succession for City of De Soto

The EOP has developed an Orders of Succession for all key positions held within the organization. Provided below is the title and name of each primary person currently holding each key position, followed by a list of designated successors. The successors are listed by title in order of precedence.

The following are authorized to activate the EOP and EOC:

Primary: Emergency Manager/Sr Building Official - Steve Chick Sr - City Administration

1. City Clerk-PIO - Lana McPherson - City Administration
2. City Administrator - Mike Brungardt - City Administration
3. Mayor - Rick Walker - City Council

The following are authorized to declare a disaster for the City of De Soto:

Primary: Mayor - Rick Walker - City Council

1. City Administrator - Mike Brungardt - City Administration
2. City Council President - Lori Murdock - City Council
3. Unassigned Person

The following are authorized to act as public information officers for the City of De Soto:

Primary: City Clerk-PIO - Lana McPherson - City Administration

1. City Communications Director
2. City Administrator - Mike Brungardt - City Administration
3. Mayor - Rick Walker - City Council
4. Emergency Manager/Sr Building Official - Steve Chick Sr - City Administration

Main Point of Contact for this plan:

Primary: Emergency Manager/Sr Building Official - Steve Chick Sr - City Administration

1. City Clerk-PIO - Lana McPherson - City Administration
2. City Administrator - Mike Brungardt - City Administration
3. Unassigned Person

B. Purpose

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



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

- Creating a plan which addresses all hazards, all phases of emergency management, all impacts, and extending an opportunity to partner with all stakeholders.
- The EOP establishes a Concept of Operations spanning the direction and control of an emergency from initial monitoring through post disaster response, recovery and mitigation.
- The EOP defines inter-agency and inter-government coordination mechanisms to facilitate delivery of immediate response and recovery assistance.
- The EOP assigns specific functions to appropriate city and municipal agencies and organizations as well as outlines methods to coordinate with the private sector, volunteer organizations, citizens and state and federal counterparts.
- The EOP identifies actions that City response and recovery organizations will take in coordination with municipal, state and federal counterparts as appropriate, regardless of the magnitude of the disaster.

D. Methodology

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

- City of De Soto Emergency Planning, other city departments and Johnson County Emergency Management

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 City of De Soto EOP. Agency concurrence signatures are maintained with the EOP. The EOP's concepts were developed by the City of De Soto Emergency Planning, 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.

In addition:

- The City of De Soto EOP is adopted by the De Soto City Council by resolution, which serves as the promulgation letter for the EOP. A copy of the signed promulgation can be found with the De Soto City Clerk.
- A Record of Changes Log is used to record all published changes as those holding copies of the EOP receive them. The holder of the copy is responsible for making the appropriate changes and updating the Log.
- A master copy of the EOP, with a master Record of Changes Log, is maintained in the City of De Soto Emergency Manager.

Planning Process

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

- Planning should be community-based, representing the whole community and their needs
- Planning should include participation from all stakeholders in the community
- Planning uses a logical and analytical problem-solving process to help address the complexity and uncertainty inherent in potential hazards
- Planning considers all hazards and threats
- Planning should be flexible enough to address both traditional and catastrophic incidents
- Time, uncertainty, risk and experience influence planning
- Effective plans tell those with operational responsibilities what to do and why to do it
- Planning is fundamentally a process to manage risk
- Planning is one of the key components of the preparedness cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective actions

Implementation of NIMS

The City of De Soto 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 the City of De Soto. The hazards and risk analysis addresses the major hazards to which the city is vulnerable; provides a summary of the city's vulnerable population; outlines the assumptions that were considered in the planning process; and defines disaster magnitude classifications that will trigger county response under the NIMS.

A comprehensive hazard and risk assessment is contained in the Region L Hazard Mitigation Plan and has been adopted by the City of De Soto. The plan is kept under separate cover and can be accessed by contacting the Emergency Manager.

A. Hazard Analysis

Hazard and Vulnerability Assessment Summary

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

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

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

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

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

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

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

Hazard Profile Summary for Emergency Operations Plan						
Hazard	Probability	Magnitude	Warning Time	Duration	CPRI	Planning Significance
Flood	4	3	3	3	3.45	High
Tornado	4	3	4	1	3.4	High
Major Disease Outbreak	4	3	1	4	3.25	High
Windstorm	4	3	3	2	3.35	High
Wildfire	4	2	4	2	3.2	High
Winter Storm	4	3	2	3	3.3	High
Hailstorm	4	2	3	1	2.95	Moderate
Pandemic Event	3	3	1	4	2.8	Moderate
Lightning	4	1	2	1	2.5	Moderate
Hazardous Materials	4	1	4	2	2.9	Moderate
Utility/Infrastructure Failure	3	2	4	3	2.85	Moderate
Agricultural Infestation	4	2	1	4	2.95	Moderate
Terrorism, Agri-terrorism, and Civil Disorder	1	4	4	4	2.65	Moderate
Land Subsidence	4	1	1	4	2.65	Moderate
Expansive Soils	4	1	1	4	2.65	Moderate
Extreme Temperatures	3	2	1	3	2.4	Moderate
Drought	2	3	1	4	2.35	Moderate
Dam and Levee Failure	1	4	2	4	2.35	Moderate
Landslide	3	1	3	1	2.2	Moderate
Radiological	1	3	2	3	1.95	Low
Soil Erosion and Dust	2	1	1	4	1.75	Low
Earthquake	1	2	4	1	1.75	Low
Fog	2	1	2	1	1.6	Low

B. Disaster Magnitude Class

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

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

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

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

C. Economic Profile

Today, De Soto residents are afforded the benefits of living in a growing community with easy access to other communities in the Kansas City Metropolitan area. From city and county park amenities, wonderful schools and businesses that have their North American headquarters in De Soto. De Soto's impressive list of local businesses provides residents with access to some of the area's top employers. New residential development is available that also can provide the home of their dreams. The City of De Soto has carefully planned its growth to provide a balanced welcoming community.

The De Soto area's well-diversified economy helps ensure continued growth and stability with its employment base of nearly 3,900. De Soto provides job opportunities close to home, stellar educational system, excellent value for the housing dollar, professional municipal services and recreational activities. De Soto's strategic location and quality labor force has fueled accelerating economic growth, as reflected in its retail sales, which has increased by 73% since 2002.

D. Spatial Profile

The City of De Soto is situated in Northwest Johnson County on the banks of the Kansas River. We are strategically located along the Kansas Highway 10 corridor between Kansas City and Lawrence. The BNSF Railway line runs through De Soto and residents and businesses have easy access to Highways I-35 and I-70.

With a strong local employment base, great schools, friendly people, and easy access to Kansas City and its suburbs, you can take advantage of the cultural aspects of a major metropolitan area while enjoying the quality of life advantages of a small town, rural lifestyle.

E. Vulnerabilities

The following vulnerabilities have been identified for the City of De Soto EOP:

- Lack of emergency power at City Hall - EOC
- Numerous city sewer pump stations lack emergency power.

1. Population Demographics

The City of De Soto began in the spring of 1857, named for an Indian by the name of De Soto. With the construction of the 9,080-acre Sunflower Army Ammunition Plant, De Soto boomed in the early 1940's. The plant went on standby in March 1948, with small scale production following shortly after. Many of the plant's previous employees stayed on in De Soto, commuting to work in nearby cities and helping to establish De Soto as a "town of homes". De Soto has experienced an abundance of growth and ranked 6th in the State of Kansas for percentage increase in population over the last decade. With a population of 5,687, De Soto offers metropolitan advantages along with a small-town flavor. Several new sub-divisions are being planned in the growing community while keeping in mind the importance of small-town values. Citizens moving to the area enjoy a quiet community while having the advantage of easily commuting to jobs through the Kansas City and Lawrence areas. The De Soto USD 232 School District is ranked in the top

ten of area school districts and offers a great educational opportunity for students. DE Soto offers a wide range of housing opportunities, employment, golf courses and starter homes to homes with acreage.

As De Soto looks to tomorrow, the realization that our forefathers created a community with foresight, determination and dreams of building a community that stands the test of times. They have seen a once-small river town experienced changes throughout the past century, but one thing never changes...De Soto is "home". De Soto is well positioned to ensure that the community's quality of life and business community will continue to be as strong as it is today.

2. Vulnerable Needs

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

- Identification of Vulnerable populations: Basic Plan, Vulnerable Needs Planning System
- Notification: ESF 2
- Evacuation and Transportation: ESF 1
- Sheltering: ESF 6
- First aid and medical care: ESF 8
- Temporary lodging and housing: ESF 6
- Transition back to the community: ESF 14
- Recovery: ESF 14

F. Public Safety

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

Name of Agency	Area Served	Description of Agency
Johnson County Sheriff's Office	County / De Soto	Law Enforcement
Northwest Consolidated Fire Department	Fire District / De Soto	Fire / EMS Protection
Johnson County Med-Act	County / De Soto	EMS Medical Services
Johnson County Emergency Communications Center (ECC)	County / De Soto	Fire / EMS Dispatch
De Soto Emergency Management	City of De Soto	Emergency Management
Johnson County Emergency Communications (ECC to page Duty Officer)	Johnson County	Emergency Management

G. Education, Daycare, Senior Care

The following is a list of facilities with vulnerable population located within City of De Soto.

Name of Agency	Area Served	Description of Agency
De Soto High School	De Soto	Public High School USD 232
Lexington Trails Middle School	De Soto	Public Middle School USD 232
Starside Elementary School	De Soto	Public Grade School USD 232
USD 232 Admin. Building	De Soto	USD 232 School District
Kiddi Corner Day Care	De Soto	Private Daycare
Hillside Village Nursing Home	De Soto	Nursing Home

H. Culture, Arts and Humanities

The following is a list of culture, art and humanity agencies located within City of De Soto.

Name of Agency	Area Served	Description of Agency
Johnson County Library	De Soto	Public Library
Abbott Hall Museum	De Soto	Private Museum
Scout House	De Soto	Boy Scouts
De Soto Arts Council	De Soto	Local Arts Council
De Soto Historical Society	De Soto	Local Historical Society
Miller Park	De Soto	City Park
Riverfest Park	De Soto	City Park

I. Planning Assumptions

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

- Incidents are best managed at the lowest possible geographic, organizational and jurisdictional level.
- A disaster may occur with little or no warning and may escalate more rapidly than the ability of local government to effectively respond.
- Achieving and maintaining effective citizen and community preparedness reduces the immediate demands on response organizations. This level of preparedness requires continued public awareness and education programs to ensure citizens will take appropriate advance actions to reduce their vulnerability, especially during the initial days (first 72 hours) after disaster impact.
- Disasters may involve multiple jurisdictions simultaneously impacting the City of De Soto.
- Disasters will require significant information sharing across jurisdictions and between the public/private sectors.
- City of De Soto will utilize available resources fully before requesting state and/or federal assistance.

- Mutual Aid Agreements will be implemented in those instances when locally available resources are depleted or need augmentation.
- The City will coordinate all public information activities during an emergency.
- Disasters may attract a sizeable influx of spontaneous volunteers and donations.
- Widespread damage to commercial telecommunications facilities may occur and the ability of governmental response and emergency response agencies to communicate may be impaired.
- Homes, public buildings, and other critical facilities and equipment may be destroyed or severely damaged.
- Debris may make streets and highways impassable, seriously impeding the movement of emergency supplies and resources.
- Public utilities may be damaged and may be either fully or partially inoperable.
- Many city emergency personnel may be victims of the emergency, preventing them from performing their assigned emergency duties.
- Numerous separate hazardous conditions and other emergencies could result from the major event, further complicating the response efforts.
- People may be forced from their homes and large numbers of people may be killed or injured.
- Many victims may be in life-threatening situations requiring immediate rescue and medical care.
- There may be shortages of a wide variety of supplies necessary for emergency survival.
- Hospitals, nursing homes, pharmacies and other health/medical facilities may be severely damaged or destroyed; and the number of victims requiring medical attention may overwhelm those that do remain in operation.
- Normal food processing and distribution capabilities may be severely damaged or destroyed.
- Damage to fixed facilities that generate, produce, use, store or dispose of hazardous materials could result in the release of hazardous materials into the environment.
- Near-total disruption of energy sources and prolonged electric power failures may occur.
- Initially, emergency response will focus on lifesaving activities. city officials will work toward restoring order and control in the disaster area.
- In major and catastrophic disasters the Johnson County EOC will become the central point and control for city response and recovery activities.
- The De Soto EOC will be activated and staffed with agencies organized into specific ESFs. The coordinating agency for each support function is responsible for coordinating the planning and response activities for all the agencies of the function.
- The city will coordinate with State and Federal personnel to expedite recovery.
- Damage assessments will be conducted as soon as weather or the situation permits.
- The city will work to reduce its vulnerability and risk to hazards through proactive mitigation actions and activities.

- All levels of government share the responsibility for working together in mitigating, preparing for, responding to, and recovering from disasters. The emergency plans and procedures referred to in the City of De Soto 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.

J. Pets and Service Animals

This plan takes into consideration the needs of individuals with disabilities relying on service animals. The Americans with Disabilities Act (ADA) protects the rights of all individuals with disabilities and requires that State and local governments comply with Title II of the ADA in the emergency and disaster-related programs, services, and activities they provide.

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

- Pre-event planning
- Animal sheltering operations
- Animal registration and return
- Coordination with human shelters

FEMA Disaster Assistance Policy 9523.19

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

III. ROLES AND RESPONSIBILITIES

A. Federal Government

The federal government is responsible for:

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

B. State Government

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

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

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

The Kansas Department 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 Johnson 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.

Johnson County departments have specific responsibilities during disasters and/or during EOC activations, the everyday organizational structure of Johnson 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 Emergency Manager 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 City of De Soto's overall damage assessment process.
- Ensure that Emergency Manager is kept informed of situations that require (or may potentially require) countywide coordination and/or the activation of the De Soto EOC.
- Ensure that, during a disaster, response activities (including requests for assistance, and public information efforts) are coordinated with City of De Soto and that situation reports, damage assessments, and requests for County, State and/or Federal assistance are channeled through Johnson County EOC.

E. Private Sector

It is encouraged that members of the Private Sector:

- Coordinate with government agencies to ensure a broad and comprehensive coverage of assistance during emergencies.
- Provide and coordinate relief not provided by government on a complimentary and supplementary basis.
- Certain organizations are required by existing law and regulation to bear the cost of planning and response to incidents, regardless of cause.
- Unless the response role is inherently governmental (e.g., law enforcement, etc.), private-sector organizations are encouraged to develop and maintain capabilities to respond to and manage a complete spectrum of incidents and emergencies.
- Develop Mutual Aid Agreements and Memorandums of Understanding for actions performed during emergencies.

F. 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.

G. Medical, Nursing Facilities and Assisted Living Facilities

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

H. School Districts, Daycares

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

I. Legal Affairs Officer

The City of De Soto Legal Affairs Officer is responsible for providing legal advice and guidance to emergency management and the City Council all emergency management issues and concerns. The staffing of this position is the responsibility of the City of De Soto, City Attorney. Legal Affairs Officers are responsible for supporting requests about actions that require a legal opinion regarding jurisdictional policy and authority by ordinances, statutes and under state and federal laws.

J. Emergency Support Functions (ESFs)

ESF Coordinating Agency

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

- Coordination before, during, and after an incident, including pre-incident planning and coordination.
- Maintaining ongoing contact with ESF primary and support agencies.
- Conducting periodic ESF meetings and conference calls.
- Coordinating efforts with corresponding private-sector organizations.
- Coordinating ESF activities relating to catastrophic incident planning and critical infrastructure preparedness, as appropriate.
- Managing mission assignments and coordinating with primary and support agencies, as well as appropriate State officials, operations centers, and agencies.
- Ensuring financial and property accountability for ESF activities.

ESF Primary Agencies

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

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

- Providing staff for the operations at fixed and field facilities.
- Notifying and requesting assistance from support agencies.
- Working with appropriate private-sector organizations to maximize use of all available resources.
- Support and keep other ESFs and organizational elements informed of ESF operational priorities and activities.
- Conducting situational and periodic readiness assessments.
- Executing contracts and procuring goods and services as needed.
- Participate in planning for short- and long-term incident management and recovery operations.
- Maintaining trained personnel to support interagency emergency response and support teams.
- Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

ESF Support Agencies

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

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

K. CITIZEN INVOLVEMENT

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

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

Vulnerable needs population citizens are encouraged to register their information with the De Soto Emergency Manager for disaster planning and response purposes.

IV. METHOD OF OPERATIONS

A. General

City of De Soto 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, City of De Soto 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, City of De Soto resources will likely provide the first response for all incidents impacting the jurisdictions.

Non-Disaster/Daily Operations

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

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

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

Emergency Operations

City of De Soto 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.

The City of De Soto EOP may be activated by the following positions in order of succession:

1. De Soto Mayor
2. De Soto City Administrator
3. De Soto Council President
4. De Soto Emergency Manager

Response

Notifications are made as requested by the Incident Commander or Emergency Management Director.

Disaster response and recovery agencies identify resources, training needs, or planning activities to the De Soto

Emergency Manager. The De Soto EOC will be activated for actual or potential events that threaten City of De Soto. The level of activation will be determined by the Emergency Management Director based on the emergency or disaster event. The Emergency Management Director will be making direct notifications via phone for all staff.

The following are possible criteria for activation of the De Soto EOC:

1. A threat (or potential threat) increases the risk in City of De Soto
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 De Soto EOC utilizes 3 levels of activation:

- **Watch:** When conditions indicate an event/disaster is imminent. Notification will be made to those agencies that will need to take action as part of their normal responsibilities. The De Soto EOC will be staffed by emergency management personnel.
- **Partial-Activation:** When conditions indicate an event/disaster is very imminent or has occurred. Emergency management personnel and essential ESFs are represented in the De Soto EOC.
- **Full-Scale Activation:** Any disaster/emergency that will require large-scale mutual aid and possible State and Federal assistance in response and recovery. Emergency management personnel and essential ESFs are represented in the De Soto EOC.

The De Soto EOC is located at:

De Soto City Hall, 32905 W. 84 St.

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

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

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

EOC Organizational Structure

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

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

- **EOC Management**: This component is responsible for the overall disaster policy and coordination. Specific functions include oversight of the EOC and coordinates public information with ESF 15. EOC Management is led by the City Emergency Manager. 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 Finance director, Bonnie Bennett.

Each agency responding will report back to the City of De Soto 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 cities, and the Johnson County Kansas Emergency Management to provide visibility of emergency operations.

During the response phase and upon declaration of a local state of emergency, the City of De Soto City Council has ultimate authority. The De Soto Emergency Manager reports directly to the City of De Soto City Administrator and then provides overall direction to the De Soto EOC.

City departments, constitutional officers, agencies and other organizations fall under the direction of the coordinating agency designated in the plan. The De Soto Emergency Management Director will coordinate with Emergency Management partners.

Field Operations

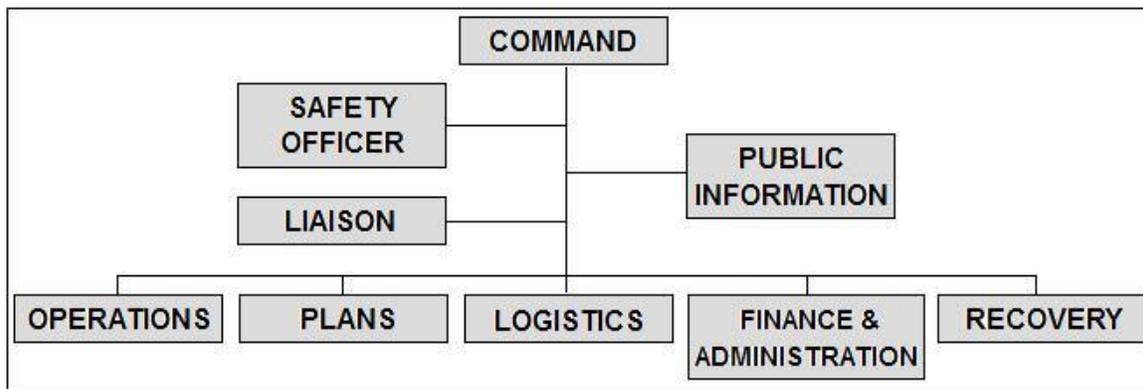
Field Operations will be managed through the Incident Command System (ICS). The ICS that has been implemented in City of De Soto and utilizes common terminology; is modular and scalable; incorporates measurable objectives;

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 De Soto 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 De Soto 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 and General 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 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.

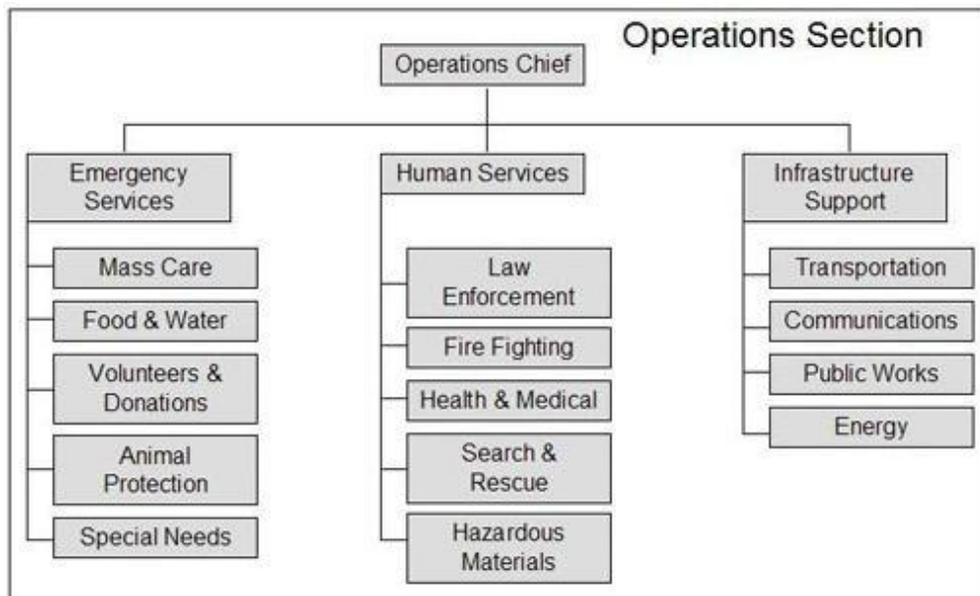
Command Staff	Roles and Responsibility
<p>All ICS Command Staff Departments</p>	<ol style="list-style-type: none"> 1. Declares a state of emergency 2. Approves Mutual Aid Agreements with other agencies 3. Approves memorandums of understanding with resource providers 4. Keeps the executive officials informed 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 12. Coordinates with all agencies involved in the emergency or disaster 13. Requests assistance from the county as needed 14. Coordinates resource requests 15. Monitors warning systems 16. In major disasters, directs evacuation 17. Serves as point of contact for representatives from other governmental agencies or private entities 18. Drafts emergency resolutions and ordinances for executive approval 19. Provides legal review of all pertinent documents 20. Provides legal advice for emergency functions pertinent to the City/County 21. Coordinates news releases and interfaces with the public and media 22. Develops accurate and complete information on the incident 23. Maintains close contact with media on public information and other PIOs 24. Provides space near EOC for media representatives 25. Monitors the incident operations and advises the Incident Commander on all matters relating to operational safety

Operations Section

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

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

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



Operations - Emergency Services

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

Operations - Emergency Services	Roles and 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. 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 County EOC 7. Responsible for coordinating the resources necessary to respond to hazardous materials incidents 8. Notify ECC of HazMat incident, and request assistance, if needed 9. Request services of the National Guard from County Emergency Management, when warranted for law enforcement/humanitarian missions 10. Assist the County Health Department in coordinating the evacuation of special needs residents 11. Develop and maintaining firefighting resources 12. Coordinate fire suppression activities 13. Assist law enforcement agencies in traffic control 14. Assist in emergency notification, and public information dissemination of safety decisions, i.e. evacuations 15. Assist law enforcement agencies in search and rescue operations 16. Coordinate hazardous materials response 17. Assist in notification of evacuations 18. Provide health care services during and following a disaster 19. Assist in HazMat incidents to ensure public health issues are covered

	<ol style="list-style-type: none">20. Ensure water potability, availability of sanitation supplies and solid waste disposal are functional21. Provide any assistance required by the local Emergency Management Director or the On-scene Incident Commander for fire suppression22. Provide assistance clearing roads, if necessary23. Responsible for providing any assistance required by the local Emergency Management Director or the On-scene Incident Commander for HazMat Incidents24. Provide ESF 5 with intelligence on the magnitude of search and rescue missions25. Assist in implementing protective actions for the public26. Assist Traffic Control and road blocks27. Provide training to public safety personnel and first responders; public safety communications personnel; and operations personnel28. Assist Security for Mass Care Operations29. Responsible for assisting the City/County with mass care operations in the form of staffing and feeding at shelters and supplying nursing staff at shelters30. Assure certification of all hazardous materials response personnel to, at a minimum, Technician Level31. Perform Rapid Impact Assessment to provide immediate field intelligence regarding area of impact, extent of damage and need for emergency response actions and resources
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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. Assist all local and state health and medical resources expended in response to a local disaster 16. Assist activities involved with the emergency operation of temporary shelters 17. Assist emergency mass feeding, bulk distribution of coordinated relief supplies for victims of disaster

	<ol style="list-style-type: none">18. Provide dissemination of disaster welfare information. In some instances, services may also be provided to disaster workers19. Assist response actions with relief efforts provided by volunteer organizations performing mass care functions20. Provide essential information regarding status of shelter operations: population, capacity, supplies, and special needs of shelter residents21. Assist with local authorities in the identification of bulk supply staging areas and distribution sites in the affected areas22. Provide security services for mobile feeding stations should it be deemed necessary23. Assist with animal control issues24. Provide assistance to mass care operations25. Responsible for the capture and housing of displaced domestic animals following a disaster26. Maintain a listing of vendors capable of supplying food, water and ice (updated annually)27. Maintain a list of post-disaster, non-essential government employees to be deployed as needed to support the distribution of supplies
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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. Provide vehicles modified for the disabled for evacuation of disabled individuals 4. 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 5. Ensure the provision of emergency power to support immediate response operations as well as restoring the normal supply of power to normalize community functions 6. 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 7. Provide technical advice, evaluations, engineering services, construction management and inspection, emergency contracting, emergency repair, and damage assessment services 8. Provide assistance evacuating members of the general population, if necessary 9. Coordinate continuing supply of fuel, oil and other operational supplies with its day-to-day vendors or emergency sources as required 10. Coordinate evacuation routes and re-entry routes, including re-routing due to road closures and other logistical actions 11. Assist law enforcement activities and provide emergency vehicles to transport or escort disaster response personnel and vital supplies 12. Coordinate and assist in providing communications support to state, county and local disaster response elements; and coordinate all communications assets (both equipment and services) available from state agencies, local agencies, and volunteer groups

	<p>13. 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</p> <p>14. Responsible for clearing debris from roads and coordinating overall debris management operations</p>
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Planning Section

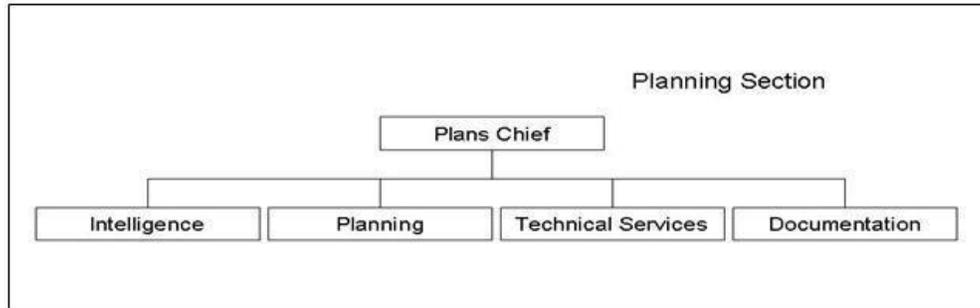
The Planning Section is responsible for collecting, evaluating and disseminating tactical information pertaining to the incident. This section maintains information and intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident.

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 accessed values and parcel information, staff, and maps to the damage assessment team as well as development of daily Incident Action Plans.

The Planning section has four branches:

- Intelligence
- Planning
- Technical Services
- Documentation

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

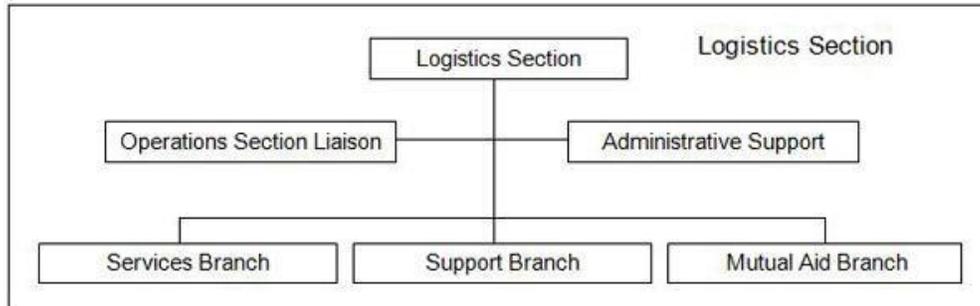


Planning Section	Roles and Responsibility
All ICS Planning Section Departments	<ol style="list-style-type: none"> 1. Coordinate the planning process of activities contained within the EOP for all involved organizations

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 County 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

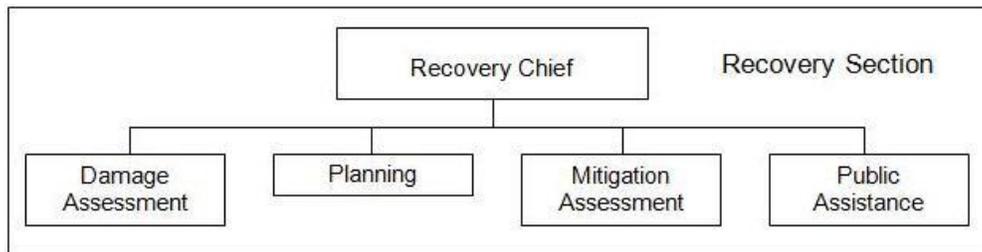
	<ol style="list-style-type: none">12. Coordinate Damage assessment and support with local support agencies and organizations13. Provide intelligence on requirements for Logistics based on the scope and magnitude of the disaster14. Manage the Logistics Section, in close coordination with the Command Group at the local EOC15. Assist in evaluating damage to utilities and traffic control systems; roads and bridges, and flood control facilities16. Assist in evaluating damage to water and wastewater systems control facilities17. Assist in evaluating damage to local government facilities and transportation resources18. Coordinate the transportation assets within the City/County19. Provide pertinent intelligence pertaining to situation around the City/County
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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.

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

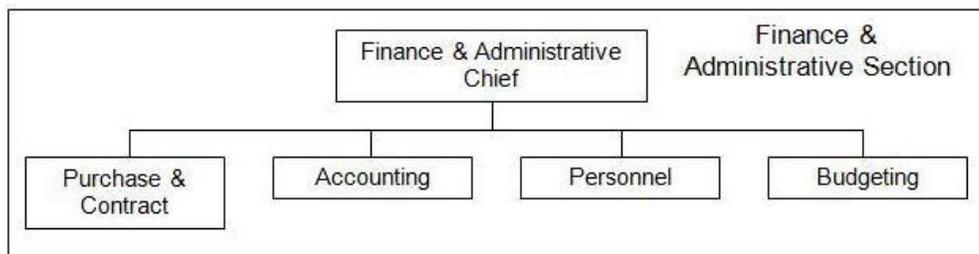
	<ol style="list-style-type: none">7. Providing information and planning support for agencies involved in recovery operations8. Inspect buildings for structural integrity9. Issue post-disaster permits, as necessary10. Responsible for serving as liaison with the recovery agencies and the local business community11. Negotiate all disaster contracts, i.e. debris removal12. Negotiate the hiring of temporary staff to assist in recovery financial matters, if necessary13. Coordinate all recovery efforts for the City/County14. Coordinate damage assessment processes15. Coordination and establishment of a Disaster Recovery Center for the affected area16. Provide information to the media concerning recovery17. Staff the Logistics Section of the ICS. Responsible for resource support and public information18. Provide information and planning support for agencies involved in recovery operations19. Responsible for providing, to the extent possible, the provision of emergency housing20. 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)21. Serve as the lead agency for post-disaster debris management operations22. Responsible for the coordination of all debris removal and disposal23. Provide public education on proper disposal of debris24. Identify proper disposal sites, both temporary and long term25. Monitor health conditions throughout the recovery phase26. Responsible for ensuring all debris cleanup team members have proper vaccinations27. 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 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 (under a federal Declarations) 7. Coordinates training to EOC agencies for proper financial management processes during disasters

	<ol style="list-style-type: none"> 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.
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Joint Information System/Joint Information Center (JIS/JIC)

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

City of De Soto has implemented and institutionalized processes, procedures and plans for its JIC and can be referenced in the Annex for Emergency Support Function 15.

When the De Soto EOC is activated, the Director of De Soto 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 De Soto 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 De Soto 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 De Soto EOC.

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

B. Coordination, Direction and Control

1. City Level

Information Collection and Dissemination

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

Responsibility for notification of most incidents is accomplished through the City of De Soto Emergency Operations Center.

The De Soto Emergency Operations 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 De Soto EOC to notify the appropriate agencies outside of the jurisdiction such as Johnson County.

The De Soto EOC communication center provides communications essential for the city departments. 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. De Soto EOC 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 De Soto EOC at all times as detailed by this plan.

To request County assistance, De Soto must meet the following parameters:

1. Exhausted or will likely exhaust city resources
2. Exhausted or will likely exhaust mutual aid resources
3. Exhausted or will likely exhaust contractual resources

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

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

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

The Director of 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 City of De Soto. While response actions necessary to protect public health and safety are being implemented, the recovery section within the De Soto EOC begins coordination and implementation of the recovery programs.

In the event state and federal assistance is required by City of De Soto the De Soto Emergency Manager will coordinate thru Johnson County Emergency Management.

Coordinating Agencies

The Director of City of De Soto 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	De Soto Street Department
ESF 2 - Communications	De Soto-Emergency Manager
ESF 3 - Public Works and Engineering	De Soto-City Administrator
ESF 4 - Firefighting	Northwest Consolidated Fire District
ESF 5 - Emergency Management	De Soto-Emergency Manager
ESF 6 - Mass Care, Housing and Human Services	De Soto-City Administration
ESF 7 - Resource Support	De Soto-Emergency Manager
ESF 8 - Public Health and Medical Services	De Soto-Emergency Manager
ESF 9 - Search & Rescue	De Soto-Emergency Manager
ESF 10 - Oil and Hazardous Materials	De Soto-Emergency Manager
ESF 11 - Agriculture and Natural Resources	De Soto Parks and Rec Department

ESF 12 - Energy and Utilities	De Soto City Administration
ESF 13 - Public Safety and Security	Johnson County Sheriff's Office
ESF 14 - Long-Term Community Recovery	De Soto-Emergency Manager De Soto-City Administrator
ESF 15 - External Communication	De Soto-City Clerk-PIO

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

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

Communication

ESF 2 (Communications) provides information and guidance concerning available communications systems and methods in City of De Soto, including:

- Dissemination of emergency information to response organizations and government
- Information flow and management to and from the De Soto EOC
- Communications interoperability among response units
- Primary and backup communications systems
- Telecommunications and information technology resources
- Emergency warning and notification (via Johnson County Emergency Management)

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

Johnson County Warning Point

The Johnson County EOC serves as the City of De Soto Warning Point. The Johnson County EOC Warning Point provides the City of De Soto 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.

A list of these capabilities is provided in the ESF 2 (Communications) annex.

Developing or existing emergency conditions which should be reported to the De Soto EOC include those that have or may result in multiple loss of life, environmental or property damage, or evacuation of a populated area whether or resources are needed to support local emergency response efforts.

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

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

- Information statements released to the local media
- Public address systems of public safety vehicles
- Door-to-door contacts

D. Preparedness

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

- Administer grant programs for operational support and training activities
- Participate in capability assessments at the city and county level
- Participate in the Comprehensive Resource Management and Credentialing (CRMCS) program to further develop resource management capabilities.
- Establish an inclusive planning process using the "Whole Community" concept.

Resource Management and Credentialing

Resource Management

Each agency tasked within this plan is responsible for developing and maintaining applicable resource lists. These lists should follow established city protocols for maintaining resource lists. At a minimum, full resource lists (including all city resources) will be provided to De Soto EMA 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:

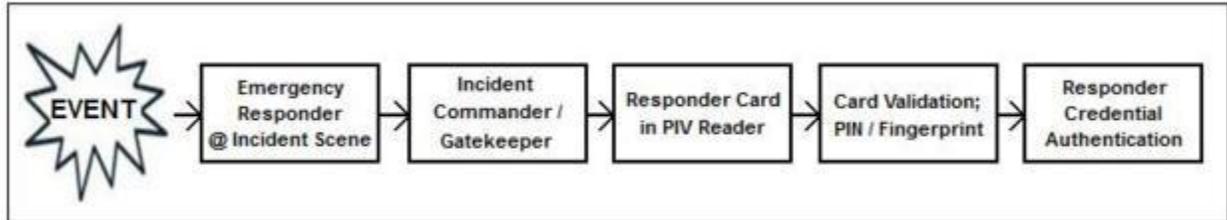
1. Vehicle inventories
2. Personnel
3. Equipment
4. Equipment operators
5. Suppliers/Contractors/vendors
6. Resources in adjacent jurisdictions that could be used during a disaster-if applicable

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

Johnson County utilizes the CRMCS as the county credentialing system. City of De Soto 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 City of De Soto EOP is developed with the assistance and input from the following groups serving in an advisory capacity.

- City of De Soto Mitigation Planning Committee
- County Emergency Management

Listed below are planning events that have occurred or are scheduled to occur in the development of the City of De Soto EOP:

- plan maintenance and updates
- Planning session w/ County Emergency Management
- updating info for EOP implementation
- updating information for EOP
- LEOP Workshop

The preparation and revision of the basic plan and ESF Annexes will be coordinated by De Soto EMA with the assistance and involvement of all applicable entities. The Emergency EMA 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 jurisdictions for comment. It is the responsibility of ALL parties to review and submit any comments to De Soto EMA. The process of distributing the plan will be accomplished by providing an electronic copy. De Soto EMA will keep a hard copy on file.

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

Plan Maintenance

The De Soto EMA will maintain the City of De Soto EOP and provide an updated EOP to Johnson County Emergency Management every five years. 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 De Soto emergency Management will revise the plan by using a process best suited for the city. Whenever a change is made, the date and nature of the change will be recorded. Upon update, these changes will be incorporated into the overall plan and re-promulgated by the City Council.

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.

3. Public Information

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

- Lana McPherson, city clerk or other designee will serve as the Public Information Officer (PIO). The PIO will work closely with the Director of De Soto EMA or Coordinator and will be the primary resource for providing disaster-related information to the public. This includes information about all preparedness, response, recovery, and mitigation activities. Following a disaster, the public will be informed that they can contact the De Soto EOC to receive disaster-related preparedness, response, recovery, or mitigation information.
- Pre-scripted public service announcements are maintained by the De Soto EMA.
- The PIO will be responsible for collecting information, preparing releases for the media, and responding to requests for information and interviews.
- The De Soto EMA 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 County EMA.
- Additional information is provided in ESF 15.

4. Training and Exercise.

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

- Multi-disciplinary and multi-jurisdictional interaction, including involvement with private-sector and non-governmental organizations, during realistic exercises.
- Standard courses on incident command and management, incident management structure, and operational coordination processes and systems.
- Courses focus on discipline and agency-specific subject matter expertise.

City of De Soto 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

Exercises are a key component in improving all-hazards incident management capabilities. The De Soto EMA participates on an ongoing basis in a range of exercises, including multi-disciplinary and multi-jurisdictional exercises that are designed to improve integration and interoperability. These exercises are integrated in an annual Training and Exercise Planning Workshop (TEPW).

After Action Reviews and Corrective Action Plans

After each exercise or real event, 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 De Soto EMA . 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 De Soto EMA.

E. Response

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

1. Local Emergency Operations Center (EOC)

The De Soto EOC is the facility that is used to coordinate a city response to any major emergency or disaster situation. **The De Soto EOC is located at City Hall, 32925 W. 84 St.** The facility serves as the coordination, command and control center for City of De Soto. The De Soto EOC is staffed as prescribed above. Security and maintenance of the De Soto EOC will be carried out in accordance with the provisions of the most current version of the City of De Soto EOP. In the event the De Soto EOC is threatened, an alternate EOC site may be activated as designated in the De Soto EMA Continuity of Operations Plan.

The De Soto EOC will be activated for actual or potential events that threaten City of De Soto. The level of

activation will be determined by the Director of De Soto EMA based on the emergency or disaster event.

Additional information on De Soto 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, City of De Soto 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 County EMA and to inform affected local governments, individuals and businesses that programs are available to assist them in recovery efforts.

1. Recovery Field Operations

In the aftermath of a disaster, the City of De Soto 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.
- 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 De Soto 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 De Soto 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 De Soto EOC may establish a process where the public can submit damage reports.

The Building Official or Building Inspector is the lead for the City of De Soto'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 Johnson 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.

Initial Safety and Damage Assessments

The City of De Soto will conduct an initial damage assessment using resources to determine the overall extent of damages. The Building Official is responsible for the direction and control of the Impact Assessment process and has pre-identified city and municipal employees who will assist with damage assessment. Also, members of the fire department have been trained and will assist with damage assessment. The goal of this assessment is to determine the magnitude and severity of damage to structures and infrastructure; and, in the event of a severe rainfall event, determine the level of flooding damage. This information will be collected by the Building Official, and provided to the provided to De Soto EMA, who will then provide the information to the Johnson County Emergency Management.

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

Team members will be contacted by telephone, pager, cellular phone, email or two-way radio. The Building Official maintains a current contact list of Damage Assessment Team members. Information collected through the initial damage assessment will be collected by the Building Official, and provided to the provided to De Soto EMA, who will then provide the information to the Johnson County Emergency Management.

Preliminary Damage Assessment

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

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

Habitability Assessments

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

The municipalities in Johnson 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 Johnson County Emergency Management who will then provide the information to the Kansas Department of Emergency Management.

The city is responsible for all corresponding inspections, damage assessments and other disaster response and recovery functions and activities for their jurisdictional area. The city will coordinate final damage estimates to the De Soto EMA, who will then provide the information to the Johnson County Emergency Management.

Additional damage assessment functions are maintained in the appropriate City of De Soto 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 city/county facilities

Cities and special districts within the Johnson County share responsibility for damage assessment and provide information regarding damages and costs within their jurisdictions and service areas to Johnson County Emergency Management, who will then provide the information to the Kansas Department of Emergency Management.

4. Federal 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.

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.

In the event of a declared disaster, De Soto EMA 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 City of De Soto 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 De Soto EOC 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 De Soto EMA of these briefings so that agencies can be notified. Contractual agreements with Kansas Department of Emergency Management are executed with applicants with all reimbursements coming through Kansas Department of Emergency Management.

Individual Assistance (IA)

If the City of De Soto 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. De Soto will also perform inspections of damaged homes to determine safety. The city will be responsible for coordinating post-disaster habitability inspections. The city will also be responsible for coordinating post-disaster permitting of structures to ensure compliance with all state and local building codes and to maximize mitigation of damages in future disasters.

Non-Declared Disasters

During the recovery stage, a disaster may not be declared at the federal level. It will then fall upon the City of De Soto 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 City of De Soto 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 City of De Soto 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 De Soto Emergency Manager, Deputy Director of Johnson 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. De Soto EMA will request that the Johnson County Emergency Management open a Disaster Recovery Center in City of De Soto.

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

Fixed locations for Disaster Recovery Centers are under review.

The City of De Soto Public Information Officer (Lana McPherson) 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 Johnson County Emergency Management will coordinate the unmet needs recovery function. The Disaster Services Director of the Johnson County Emergency Management or designee will serve as the Unmet Needs Coordinator for City of De Soto 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 De Soto Emergency Management will appoint a committee and a chairperson. The committee will be comprised of members from local organizations, the Johnson County Emergency Management. 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 De Soto Emergency Manager will select the appropriate individuals and organization when the committee is formed.

G. Mitigation

In the aftermath of a disaster, the City of De Soto's mitigation goal is to ensure mitigation efforts are designed to ensure that residents, visitors, and businesses in De Soto 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 De Soto EMA has been delegated as the lead agency to facilitate and coordinate the activities of the City of De Soto Mitigation Planning Committee and subcommittees. The City of De Soto has adopted Kansas Region L Multi-jurisdictional Hazard Mitigation Plan. The plan identifies the hazards to which De Soto 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 Region L Multi-jurisdictional Hazard Mitigation Plan defines the mitigation goals, objectives and initiatives for the City of De Soto. Annual revisions to the Regions Mitigation Plan are standard with scheduled five year revisions, 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 Department of Emergency Management administers the FMA. This program makes federal funds available pre-disaster to fund mitigation projects in communities participating in the NFIP. These funds have a 25 percent non-federal match requirement. The overall goal of the FMA is to fund cost effective measures that reduce or eliminate the long-term risk of flood damage to NFIP insurable structures. This is accomplished through the reduction of the number of repetitively or substantially damaged structures.
- **Repetitive Flood Claims (RFC) Program** - Kansas Department of Emergency Management administers the RFC. The goal remains to reduce flood damages to individual properties for which one or more claim payments for losses have been made under flood insurance coverage and that will result in the greatest savings to the National Flood Insurance Fund (NFIF) in the shortest period of time.
- **Severe Repetitive Loss (SRL) Program** - Kansas Department of Emergency Management administers the SRL. The goal remains to reduce flood damages to residential properties that have experienced severe repetitive losses under flood insurance coverage and that will result in the greatest savings to the National Flood Insurance Fund (NFIF) in the shortest period of time.
- **Pre-Disaster Mitigation (PDM) Program** - Kansas Department of Emergency Management administers the PDM. The PDM is designed to assist States, Territories, Indian Tribal governments, and local communities to implement a sustained pre-disaster natural hazard mitigation program to reduce overall risk to the population and structures from future hazard events, while also reducing reliance on Federal funding from future major disaster declarations.
- **State Hazard Mitigation Planning** - The State Hazard Mitigation Plan is updated every three years or in the aftermath of a disaster at the direction of the State Hazard Mitigation Officer (SHMO) as necessary. Additionally, the mitigation staff continues to provide technical assistance to communities on the development, implementation, and maintenance of local mitigation strategies.

Post Disaster Activities

- **Hazard Mitigation Grant Program (HGMP)** - Kansas Department of Emergency Management administers the HGMP. HGMP is authorized by Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (the Stafford Act), Title 42, United States Code (U.S.C.) 5170c. The key purpose of HMGP is to ensure that the opportunity to take critical mitigation measures to reduce the risk of loss of life and property from future disasters is not lost during the reconstruction process following a disaster. HMGP is available when authorized under the Presidential major disaster declaration in the areas of the State requested by the Governor.
- **406 Mitigation** - Section 406 of the Stafford Act provides for direct federal assistance for repairs and improvements to eligible damaged public facilities. Mitigation measures (improvements) must be identified in the Project Worksheets (PW's). The award of Section 406 hazard mitigation projects is at the discretion of the FEMA Regional Director.

V. ADMINISTRATION, FINANCE AND LOGISTICS

A. Documentation

Responding agencies should keep documentation on the ICS Activity Log (ICS Form 214) or another suitable log. The De Soto 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 De Soto EMA 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 Finance Officer will manage and oversee the financial aspects of the Public Assistance Programs. The finance Officer will work closely with De Soto EMA and the City Administrator 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, De Soto EMA may ask the city's Financial Officer to assign a special project number to track all county-related expenses. Incorporated areas of the county may also assign special project numbers per the recommendation of De Soto EMA.

Insurance and Cost Recovery

The City Clerk, in coordination with the De Soto EMA or other designee, will coordinate all insurance actions pertaining to city property. The City Finance Officer 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

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

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

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

Contracting

The following locations provide a list of contractors for City of De Soto:

- The CRMCS has the functionality to enter contractor support and can be retrieved during an emergency.
- The City of De Soto can access the state contracting website at <http://www.da.ks.gov/purch/Contracts> and query for available state contracts applicable to political subdivisions (i.e. counties, cities, etc.)
- City resource battle books with specific contracting lists.

Requesting County Assistance

Coordination of resource needs:

- When local municipal resources are committed, the De Soto EMA will coordinate assistance to satisfy resource needs.
- If the city of De Soto requires additional assistance, it will call mutual aid from adjacent counties and regional resources
- Only the Johnson County Emergency Manager or his/her documented designee, is authorized to request resource support from the Kansas Department of Emergency Management
- Kansas Department of Emergency Management will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major disaster that threatens to exceed the capabilities and resources of the state.

Each agency tasked within this plan, is responsible for developing and maintaining applicable resource lists. These lists should follow established county protocols for maintaining resource lists. At a minimum, a full resource list (including all county resources) will be provided to De Soto EMA 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 De Soto EMA. Predetermined Staging Areas and PODS are currently under review.

City of De Soto Staging Area:

**De Soto High School
35500 W. 91 St.
De Soto, KS 66018**

City of De Soto Landing Zones:

Under review

Pre-Staging

Certain situations will require pre-staging assets. Identifying these resources and triggers points to utilize such resources are based on the phases indicated in the City of De Soto 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 De Soto 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 City of De Soto 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:

- Johnson County Emergency Operations Plan
- Mid-America LEPC Plan
- Region L Multi-Jurisdictional Mitigation Plan
- Special Needs
- Continuity of Operations / Continuity of Government (COOP/COG) In development

References:

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

Authorities:

- **44 CFR 350** - of the Code of Federal Regulations.
- **44 CFR Part 10** - Environmental Considerations.
- **44 CFR Part 13** - (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
- **44 CFR Part 14** - Audits of State and Local Governments.
- **44 CFR Part 206** - Federal Disaster Assistance for Disasters Declared after November 23, 1988.
- **44 CFR Parts 59-76** - National Flood Insurance Program and related programs.
- **50 CFR, Title 10** - 50 CFR - Title 10 of the Code of Federal Regulations.
- **National Flood Insurance Act of 1968, 42 U.S.C. 4101** - As amended by the National Flood Insurance Reform Act of 1994 (Title V of Public Law 103-325).
- **Public Law 101-549** - Clean Air Act Amendments of 1990, which provide for reductions in hazardous air pollutants and risk management planning requirements.

- **Public Law 101-615** - Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.
- **Public Law 106-390, Disaster Mitigation Act 2000** - Public Law 106-390, Disaster Mitigation Act of 2000, to amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the Federal costs of disaster assistance, and for other purposes.
- **Public Law 107-296, 116 Stat. 2135 (2002)** - Public Law 107-296, 116 Stat. 2135 (2002) (codified predominantly at 6 U.S.C. 101-557 and other sections of the U.S.C.), ESTABLISHED THE Department of Homeland Security with the mandate and legal authority to protect the American people from the continuing threat of terrorism.
- **Public Law 833-703** - amendment to the Atomic Energy Act of 1954.
- **Public Law 84-99, 33 U.S.C. 701n** - Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, and repair and restoration of flood control works threatened or destroyed by flood.
- **Public Law 85-256, Price-Anderson Act** - 42 U.S.C. 2210, which provides for a system of compensating the public for harm caused by a nuclear accident.
- **Public Law 89-665, 16 U.S.C. 470** - National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.
- **Public Law 91-671, Food Stamp Act of 1964** - in conjunction with Section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.
- **Public Law 93-234** - Flood Disaster Protection Act of 1973, as amended by the Flood Insurance Reform Act of 1994, 42 U.S.C. 4001, et seq, provides insurance coverage for all types of buildings.
- **Public Law 93-288, as amended, 42 U.S.C. 5121** - et seq, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, which provides authority for response and recovery assistance under the Federal Response Plan, which empowers the President to direct any federal agency to utilize its authorities and resources in support of State and local assistance efforts.
- **Public Law 95-510, 42 U.S.C. 9601** - et seq, the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- **Public Law 99-499** - Superfund Amendments and Re-authorization Act of 1986, Part III, the Emergency Planning and Community Right-to-Know Act of 1986, 42 U.S.C. 11001, et seq, which governs hazardous materials planning and community right-to-know.
- **Regulatory Improvement Act of 1994** - Regal Community Development and Regulatory Improvement Act of 1994.
- **Stewart B. McKinney Homeless Assistance Act** - 42 U.S.C. 11331-11352, Federal Emergency Management Food and Shelter Program.

ESF 1 - Transportation

Coordinating Agency:

De Soto Street Department

Support Agencies:

De Soto-Emergency Manager

JOCO/Kansas City Area Transportation Authority

Johnson County Emergency Management

De Soto Parks and Rec Department

De Soto Planning Director

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 1 is to provide resources of member agencies to support emergency transportation needs in City of De Soto.

B. Scope

1. ESF 1 addresses both emergency transportation assistance and the maintenance of transportation routes. Specifically, it discusses:
 - a) Evacuation of people and resources
 - b) Restoration of transportation infrastructure
 - c) Coordination of resource movement
 - d) Traffic restrictions and transportation safety
 - e) Mutual aid and private sector transportation resources
2. Encompassed in this ESF is information on standard operating procedures for emergency routes, movement of responders, victims and supplies associated with response and recover efforts following a major disaster, egress and ingress information. Also included is information on major surface transportation routes as well as transport of services critical to the welfare of the citizens of City of De Soto.

II. Concept of Operations

A. General

1. ESF 1 is organized consistent with the De Soto City Hall-EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, deployment, and coordination and support operations to City of De Soto through the City of De Soto Emergency Response Team, Area

Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.

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

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

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

5. Traffic Management

6. Evacuations

7. Transportation Infrastructure

B. Direction and Control

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

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

3. The ESF 1 may operate at two levels: 1) De Soto City Hall-EOC; and 2) Field operations

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

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

C. Organization

1. City

- a) During an activation of the De Soto City Hall-EOC, primary and support agency staff are integrated with the City Administration staff to provide support.
- b) During an emergency or disaster event, the De Soto City Hall-EOC, Operations Section Chief will coordinate resource support with the Infrastructure Services Branch Chief.
- c) During the response phase, ESF 1 will evaluate and analyze information regarding transportation services requests. ESF 1 will develop and update assessments of the transportation services status in the impacted area and undertake contingency planning to meet anticipated transportation requirements.
- d) The City Administration will develop and maintain the overall ESF 1 Annex and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System, and the City of De Soto EOP.
- e) The City Administration shall be represented in ESF 5 (Information and Planning) and support disaster intelligence collection and analysis as relates to the ESF 1 scope.

D. Alerts and Notifications

1. The City Administration and/or Johnson County Emergency Management will notify the City Warning Point (Johnson County Emergency Management) when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The City Warning Point (Johnson County Emergency Management), will notify the "on call" Emergency Duty Officer and/or ESF 1 Coordinator when City of De Soto has been threatened or impacted by an emergency or disaster event as provided in the City Warning Point procedure.
3. ESF 1 will be activated or placed on standby upon notification by the De Soto City Hall-EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 1. If additional support is required, the ESF 1 coordinating and primary agencies may jointly manage ESF 1 activities.
4. Upon instructions to activate or placement of ESF 1 on standby, City Administration will implement procedures to notify all ESF 1 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions and Responsibilities

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

Overall Actions Assigned to All Members	
<i>Preparedness (Pre-Event) Actions for ESF 1 - Transportation</i>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-1 tasks.
2	Identify who is responsible for initial notification of ESF-1 personnel.
3	Identify responsibilities for liaison roles with state and adjacent county transportation officials.
4	Develop standard operating guides and checklists to support ESF-1 activities.
5	Train personnel on EOC operation, the Incident Command System (ICS), and the National Incident Management System (NIMS).
6	Collect, process, and disseminate information to and from the EOC.
7	Develop and maintain ESF-1 Annex.
8	Participate in training, drills, and exercises.
9	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
10	Identify resources to assist with evacuation and movement of people.
11	Identify guidance for evacuation of vulnerable facilities.

Overall Actions Assigned to All Members	
<i>Response (During Event) Actions for ESF 1 - Transportation</i>	
1	Designate personnel to coordinate ESF-1 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF-1 and EOC or incident command
3	Provide field support for emergency responders at the scene
4	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF1
5	Coordinate and/or perform damage assessments on infrastructure, transportation systems, facilities and equipment.
6	Coordinate the pre-positioning of resources with other agencies.
7	Coordinate with response agencies and EOC regarding the operational capabilities of the transportation system.
8	Coordinate with other agencies to recommend evacuations.
9	Coordinate and/or provide transportation resources to support evacuations and movement of people.
10	Coordinate the transportation of evacuated animals to designated shelters.
11	Assist in making decisions regarding closures, restrictions, and priority repairs to transportation routes.
12	Assist in initiating traffic management operations and control strategies.
13	Assist establishing alternate routes of access required due to road closures.
14	Coordinate the management of air resources with other agencies.

Overall Actions Assigned to All Members	
<i>Recovery (Post Event) Actions for ESF 1 - Transportation</i>	

1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-1 Annex to correct shortfalls and improve future response activities.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Participate in after action meetings and prepare after action reports as requested.
6	Prioritize emergency repair and restoration of transportation infrastructure.
7	Continue to coordinate transportation of equipment, supplies and people until authorized to demobilize.
8	Provide personnel and resources to support damage assessment teams.
9	Identify transportation reentry criteria and reentry routes.
10	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

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

III. Financial Management

A. ESF 1 is responsible for coordinating with City Administration to manage ESF 1 expenses relevant to an event.

B. During a response, each agency/department fund disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally disaster exists, the county will provide reimbursement information.

C. Expenditures by support entities will be documented by those entities and submitted directly to the City Administration or a designated Finance Service officer as soon as possible.

V. References and Authorities

REFERENCES

Johnson County Emergency Operations Plan

AUTHORITIES

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.

2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.

ESF 2 - Communications

Coordinating Agency:

De Soto-Emergency Manager

Support Agencies:

De Soto Communications Director

Amateur Radio Operators

De Soto-City Clerk-PIO

Johnson County Emergency Management

Johnson County Sheriff's Office

Northwest Consolidated Fire District

Radio Amateur Civil Emergency Services (RACES)

I. Purpose and Scope

A. Purpose

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

- a) Establish and maintain communications between and among the key facilities that are integral to efficient disaster operations.
- b) Ensure that the Emergency Communications Center is prepared to respond to emergencies, recover, and mitigate their impacts.
- c) Ensure that the Emergency Communications Center is prepared to provide the mission essential communications services required during normal operations.

B. Scope

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

- a) Communications interoperability among field response units
- b) Primary and back-up communications systems
- c) Communications to and from the Emergency Operations Centers (EOCs)
- d) Sources for communications augmentation such as Amateur Radio
- e) Other communications systems to support emergency operations.

II. Concept of Operations

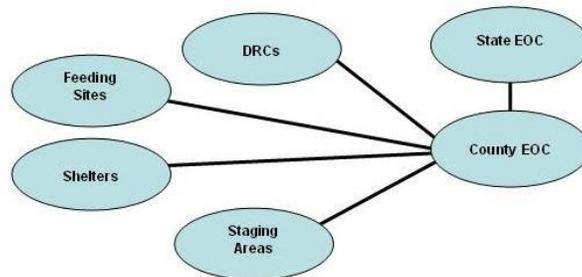
A. General

1. ESF 2 is organized consistent with the De Soto City Hall-EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, deployment, and coordination and support operations to City of De Soto through the City of De Soto Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the De Soto City Hall-EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 2 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, ESF 2 will work with its support agency counterparts to seek and procure, plan, coordinate and/or direct the use of any required assets.
4. Throughout the response and recovery periods, ESF 2 will evaluate and analyze information communications requests; develop and update assessments of the communications service situation and status in the impact area; and to undertake contingency planning to meet anticipated communications demands or needs.
5. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
6. The De Soto-Emergency Manager will support the establishment of communications between key facilities. These facilities have a key role in emergency response and recovery under the National Incident Management System.
7. The communication systems identified for City of De Soto are provided below and are grouped in order based upon their level of priority for repair and restoration.

Communications		
Communication: Cell Phone		
Priority: High	Type: Voice	Quantity:
Description: Internal Use - We are primarily Cell Phone communications. Will need assistance should the cell services be unavailable.		

Communication: Land Lines		
Priority: Moderate	Type: Voice	Quantity:
Description: Internal Use, External Use		

8. Communications infrastructure.



Communication Links with Key Facilities

B. Direction and Control

1. The ESF 2 Coordinating Agency is De Soto-Emergency Manager which is appointed by the Johnson County Emergency Management, in coordination with local planning partners. The staff serving as ESF 2 Coordinator is appointed by and located in the De Soto-Emergency Manager. When ESF 2 support is necessary, the ESF 2 Coordinator coordinates all aspects of ESF 2.
2. ESF 2 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Johnson County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within City of De Soto.
3. The ESF 2 may operate at two levels: 1) De Soto City Hall-EOC; and 2) Field operations
4. During emergency activations, all management decisions regarding Communications for City of De Soto are made at the De Soto City Hall-EOC by the ESF 2 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Section at the De Soto City Hall-EOC assist the incident commander in carrying out the overall mission.
5. In accordance with a mission assignment from ESF 2, each primary and/or support organization assisting ESF 2 will retain administrative control over its own resources and personnel but will be under the operational control of ESF 2. Mission operational control may be delegated to the field by the De Soto City Hall-EOC.

C. Organization

1. City

a) During an activation of the De Soto City Hall-EOC, primary and support agency staff is integrated with the De Soto-Emergency Manager staff to provide support.

b) During an emergency or disaster event, the De Soto City Hall-EOC, Operations Section Chief will coordinate resource support with the Infrastructure Services Branch Chief.

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

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

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

D. Alerts and Notifications

1. The De Soto-Emergency Manager and/or Johnson County Emergency Management will notify the City Warning Point (Johnson County Emergency Management) when information comes to their attention indicating that an emergency or disaster situation is developing.

2. The City Warning Point (Johnson County Emergency Management) , will notify the “on call” Emergency Duty Officer and/or ESF Coordinator for ESF 2 when City of De Soto has been threatened or impacted by an emergency or disaster event as provided in the City Warning Point procedure.

3. ESF 2 will be activated or placed on standby upon notification by the De Soto City Hall-EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 2. If additional support is required, the ESF 2 coordinating and primary agencies may jointly manage ESF 2 activities.

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

E. Actions

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

Overall Actions Assigned to All Members	
<i>Preparedness (Pre-Event) Actions for ESF 2 - Communications</i>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-2 tasks.
2	Identify who is responsible for initial notification of ESF-2 personnel.
3	Identify responsibilities for liaison roles with state and adjacent county communications officials.
4	Develop standard operating guides and checklists to support ESF-2 activities.
5	Train personnel on EOC operation, the Incident Command System (ICS), and the National Incident Management System (NIMS).
6	Collect, process, and disseminate information to and from the EOC.
7	Develop and maintain ESF-2 Annex.
8	Participate in training, drills, and exercises.
9	Develop and/or identify mutual aid and other support agreements with surrounding jurisdictions and the private sector.
10	Identify alternate or backup communications systems and facilities.
11	Develop and test emergency communication procedures.
12	Develop and/or review procedures for the crisis augmentation of resources.
13	Provide staff and equipment to perform county warning point duties.
14	Identify local emergency notification equipment status and notification procedures.
15	Identify warning systems that will be used for emergency conditions (sirens, radio, emergency alert system, etc...).

Overall Actions Assigned to All Members	
<i>Response (During Event) Actions for ESF 2 - Communications</i>	
1	Designate personnel to coordinate ESF-2 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF-2 and EOC or incident command.
3	Provide field support for emergency responders at the scene.
4	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF2.
5	Maintain existing equipment and follow established procedures for communicating with organization personnel performing field operations.
6	Identify damage to communications infrastructure and assist/support damage assessment teams.
7	Activate alternate 911 dispatch center if necessary.
8	Identify communications equipment priority restoration list.
9	Implement procedure to maintain, inspect, and protect communications equipment.
10	Make arrangements to repair emergency communications equipment on a 24-hour basis. Notify EOC of equipment failures and repair actions.
11	Keep the EOC informed of communications operations and maintain a communications link with the EOC.
12	Establish and maintain communications at shelters, feeding sites, staging areas distribution centers and hospitals as needed.

Overall Actions Assigned to All Members	
<i>Recovery (Post Event) Actions for ESF 2 - Communications</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.

2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-2 Annex to correct shortfalls and improve future response activities.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Participate in after action meetings and prepare after action reports as requested.
6	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

Overall Actions Assigned to All Members	
<i>Mitigation Actions for ESF 2 - Communications</i>	
1	Ensure methods are in place to protect communications equipment, including cyber and telecommunications resources.
2	Participate in the hazard identification process and identify and correct vulnerabilities.
3	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
4	Provide ESF-2 representative for update of mitigation plan.

III. Financial Management

- A. ESF 2 is responsible for coordinating with City Administration to manage ESF 1 expenses relevant to an event.
- B. During a response, each agency/department fund disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally disaster exists, the county will provide reimbursement information.
- C. Expenditures by support entities will be documented by those entities and submitted directly to the City Administration or a designated Finance Service officer as soon as possible.

IV. References and Authorities

REFERENCES

Johnson County Emergency Operations Plan

AUTHORITIES

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.

ESF 3 - Public Works and Engineering

Coordinating Agency:

De Soto City Administrator

Support Agencies:

Building Inspections

De Soto-Emergency Manager

Honeycreek Sanitation

De Soto Planning Director

De Soto Sewer Department

De Soto Water Department

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 3 is to provide resources of member agencies to support Public Works and Engineering needs in City of De Soto.

B. Scope

1. ESF 3 addresses both emergency public works assistance and engineering support. Specifically, it discusses:
 - a) Infrastructure protection and emergency restoration;
 - b) Safety inspections and other assistance for first responders;
 - c) Engineering and construction services;
 - d) Debris management operations; and
 - e) Safety of public water supplies and wastewater treatment facilities.

II. Concept of Operations

A. General

1. ESF 3 is organized consistent with the De Soto City Hall-EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, deployment, and coordination and support operations to City of De Soto through the City of De Soto Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations

at the De Soto City Hall-EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 3 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.

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

4. Throughout the response and recovery periods, ESF 3 will evaluate and analyze information regarding public works and engineering service requests for response, develop and update assessments of the impacted area, and undertake contingency planning to meet anticipated demands or needs.

5. Protective actions

6. Debris management

7. Continuity of operations, repair, and restoration.

B. Direction and Control

1. The ESF 3 Coordinating Agency is De Soto-City Administrator which is appointed by the Johnson County Emergency Management, in coordination with local planning partners. The staff serving as ESF 3 Coordinator is appointed by and located in the De Soto-City Administrator. When ESF 3 support is necessary, the ESF 3 Coordinator coordinates all aspects of ESF 3.

2. ESF 3 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Johnson County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within City of De Soto.

3. The ESF 3 system operates in two levels: 1) De Soto City Hall-EOC; and 2) Field operations.

4. During emergency activations, all management decisions regarding public works and engineering for City of De Soto are made at the De Soto City Hall-EOC by the ESF 3 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the De Soto City Hall-EOC assist the incident commander in carrying out the overall mission.

5. In accordance with a mission assignment from ESF 3, and further mission tasking by a local primary agency, each support organization assisting ESF 3 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF 3. Mission operational control may be delegated to the field by the De Soto City Hall-EOC.

C. Organization

1. City

a) During an activation of the De Soto City Hall-EOC, support agency staff is integrated with the De Soto-City Administrator staff to provide support that will provide for an appropriate, coordinated and timely response.

b) During an emergency or disaster event, the De Soto City Hall-EOC, Operations Section Chief will coordinate resource support with the Infrastructure Services Branch Chief.

c) During the response phase, ESF 3 will evaluate and analyze information regarding public works and engineering service requests. Also, ESF 3 will develop and update assessments of the public works and engineering services status in the impacted area and undertake contingency planning to meet anticipate demands and needs.

d) De Soto-City Administrator develops and maintains ESF 3 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the City of De Soto Emergency Operations Plan.

D. Alerts and Notifications

1. The De Soto-City Administrator and/or Johnson County Emergency Management will notify the City Warning Point (Johnson County Emergency Management) when information comes to their attention indicating that an emergency or disaster situation is developing.

2. The City Warning Point (Johnson County Emergency Management) , will notify the “on call” Emergency Duty Officer and/or ESF Coordinator for ESF 3 when City of De Soto has been threatened or impacted by an emergency or disaster event as provided in the City Warning Point procedure.

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

4. Upon instructions to activate or placement of ESF 3 on standby, De Soto-City Administrator will implement procedures to notify all ESF 3 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

1. Actions carried out by ESF 3 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 3 agencies and the intended recipients of service.

Overall Actions Assigned to All Members	
<i>Preparedness (Pre-Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-3 tasks.
2	Identify who is responsible for initial notification of ESF-3 personnel.
3	Identify responsibilities for liaison roles with State and adjacent county transportation officials.
4	Develop standard operating guides and checklists to support ESF-3 activities.
5	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
6	Collect, process, and disseminate information to and from the EOC.
7	Develop and maintain ESF-3 Annex.
8	Participate in training, drills, and exercises.
9	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
10	Identify established pre-disaster contracts.
11	Identify critical infrastructure within the 100 year flood plain.
12	Identify sandbagging operation procedures and water transfer pump placement, size and fuel procurement strategy.

Overall Actions Assigned to All Members	
<i>Response (During Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Designate personnel to coordinate ESF-3 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF-3 and EOC or incident command.
3	Provide field support for emergency responders at the scene.
4	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF 3.
5	Inspect damage to streets, bridges, and private and public buildings.
6	Assist in clearance of debris from roads to facilitate emergency operations.
7	Coordinate with ESF-1 to facilitate closing roads and constructing barricades.
8	Perform priority repairs of local roads, bridges, and culverts.
9	Perform priority repairs to local water and wastewater systems.
10	Assist in the restoration of gas, electric, and communications services.
11	Request outside assistance from surrounding jurisdictions and the private sector as required.
12	Designate personnel to provide technical assistance on the debris removal process.
13	Coordinate with ESF 10 on hazardous material debris removal.

Overall Actions Assigned to All Members	
<i>Recovery (Post Event) Actions for ESF 3 - Public Works and Engineering</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-3 Annex to correct shortfalls and improve future response activities.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Participate in after action meetings and prepare after action reports as requested.

6	Continue to repair infrastructure and buildings on a priority basis.
7	Provide personnel to support damage assessment teams.
8	Coordinate with damage assessment teams to condemn, demolish, and dispose of structures that present a safety hazard to the public.
9	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

Overall Actions Assigned to All Members	
<i>Mitigation Actions for ESF 3 - Public Works and Engineering</i>	
1	Recommend changes in planning, zoning, and building codes to prevent or lessen the effect of future disasters.
2	Identify critical facilities and recommend mitigation activities to those facilities.
3	Participate in the hazard identification process and identify and correct vulnerabilities.
4	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
5	Provide ESF-3 representative for update of mitigation plan.

III. Financial Management

- A. ESF 3 is responsible for coordinating with City Administration to manage ESF 1 expenses relevant to an event.
- B. During a response, each agency/department fund disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally disaster exists, the county will provide reimbursement information.
- C. Expenditures by support entities will be documented by those entities and submitted directly to the City Administration or a designated Finance Service officer as soon as possible.

IV. References and Authorities

REFERENCES

Johnson County Emergency Operations Plan

AUTHORITIES

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.

ESF 4 - Firefighting

Coordinating Agency:

Northwest Consolidated Fire District

Support Agencies:

De Soto-Emergency Manager

Johnson County Med-Act

Johnson County Sheriff's Office

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 4 is to provide fire service coordination and support services in support of fire service events in City of De Soto.

B. Scope

1. The scope of ESF 4 addresses fire service assistance. ESF 4 coordinates firefighting activities, including the detection and suppression of fires and if required, providing personnel, equipment and supplies to local governments. Specifically it discusses:
 - a) Fire service support in prevention, detection, suppression and recovery from urban, rural, and wild-land fires.
 - b) Fire suppression and prevention activities
 - c) Mutual aid and resource augmentation
 - d) Fire command and control structure

II. Concept of Operations

A. General

1. ESF 4 is organized consistent with De Soto City Hall-EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, deployment, coordination, and support operations to City of De Soto through the City of De Soto Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures, protocols, and plans for disaster response activities are developed to govern staff operations at the De Soto City Hall-EOC and in the field. These are in the form of Emergency Operations Plans (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 4 capabilities (based on the National Planning Scenarios, the Universal Task

List and the Target Capabilities). Periodic training and exercises are also conducted to enhance effectiveness.

3. In a large event requiring local and State mutual aid assistance, ESF 4 will coordinate with support agency counterparts to seek, procure, plan, coordinate and direct the use of any required assets.

4. Throughout the response and recovery periods, ESF 4 will evaluate and analyze information regarding fire detection, suppression, and prevention requests for response, develop and update assessments of the fire service situation and status in the impact area, and perform contingency planning to meet anticipated demands or needs.

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

B. Direction and Control

1. The ESF 4 Coordinating Agency is Johnson County Emergency Communications Services (ECS) which is appointed by the Johnson County Emergency Management, in coordination with local planning partners. The staff serving as ESF 4 Coordinator is appointed by and located in the Johnson County Emergency Communications Services (ECS). When ESF 4 support is necessary, the ESF 4 Coordinator coordinates all aspects of ESF 4.

2. ESF 4 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Johnson County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within City of De Soto.

3. The ESF 4 may operate at two levels: 1) De Soto City Hall-EOC; and 2) Field Operations

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

5. In accordance with a mission assignment from ESF 4, and further mission tasking by a local primary agency, each support organization assisting ESF 4 assignment will retain administrative control over its own resources and personnel but will be under the operation control of ESF 4. Mission operational control may be delegated to the field by the De Soto City Hall-EOC.

C. Organization

1. City

a) During an activation of the De Soto City Hall-EOC, support staff is integrated with the City of De Soto Firefighting staff to provide support that will allow for an appropriate, coordinated, and timely

response.

b) During an emergency or disaster event, the De Soto City Hall-EOC Operations Section Chief will coordinate resources support agencies with the Emergency Services Branch Chief.

c) During the response phase, ESF 4 will evaluate and analyze information regarding fire service requests. Also, ESF 4 will develop and update assessments of the fire service status in the impact area and undertake contingency planning to meet anticipate demands and needs.

d) The Johnson County Emergency Communications Services (ECS) will develop and maintain ESF 4 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the City of De Soto EOP.

D. Alerts and Notifications

1. The Johnson County Emergency Communications Services (ECS) and/or Johnson County Emergency Management will notify the City Warning Point (Johnson County Emergency Management) when information comes to their attention indicating that an emergency or disaster situation is developing.

2. The City Warning Point (Johnson County Emergency Management), will notify the “on call” Emergency Duty Officer and/or ESF Coordinator for ESF 4 when City of De Soto has been threatened or impacted by an emergency or disaster event as provided in the City Warning Point procedure.

3. ESF 4 will be activated or placed on standby upon notification by the De Soto City Hall-EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 4. If additional support is required, the ESF 4 coordinating and primary agencies may jointly manage ESF 4 activities.

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

E. Actions

1. Actions carried out by ESF 4 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 4 agencies and the intended recipients of service.

Overall Actions Assigned to All Members	
<i>Preparedness (Pre-Event) Actions for ESF 4 - Firefighting</i>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-4 tasks.
2	Identify who is responsible for initial notification of ESF-4 personnel.

3	Identify responsibilities for liaison roles with State and adjacent county fire fighting officials.
4	Develop standard operating guides and checklists to support ESF-4 activities.
5	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
6	Collect, process, and disseminate information to and from the EOC.
7	Develop and maintain ESF-4 Annex.
8	Participate in training, drills, and exercises.
9	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
10	Ensure the availability of necessary equipment to support firefighting activities.

Overall Actions Assigned to All Members	
<i>Response (During Event) Actions for ESF 4 - Firefighting</i>	
1	Designate personnel to coordinate ESF-4 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF-4 and EOC or incident command.
3	Provide field support for emergency responders at the scene.
4	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF4.
5	Preposition firefighting resources as required.
6	Coordinate activating mutual aid agreements as needed.
7	Coordinate and direct the activation and deployment of fire service personnel, supplies and equipment to provide firefighting assistance.
8	Assist with emergency evacuations.
9	Alert and activate off-duty and auxiliary personnel as required by the emergency.
10	Conduct other specific response actions as dictated by the situation.

Overall Actions Assigned to All Members	
<i>Recovery (Post Event) Actions for ESF 4 - Firefighting</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-4 Annex to correct shortfalls and improve future response activities.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Participate in after action meetings and prepare after action reports as requested.
6	Support clean up and restoration activities.
7	Coordinate demobilization of ESF-4 resources.
8	Review plans and procedures with key personnel and make revisions and changes.
9	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

Overall Actions Assigned to All Members	
<i>Mitigation Actions for ESF 4 - Firefighting</i>	

1	Participate in hazard identification process and identify and correct vulnerabilities in the firefighting function.
2	Develop fire safety programs that include disaster situations and present them to the public.
3	Provide ESF-4 representative for update of mitigation plan.

III. Financial Management

A. ESF 4 is responsible for coordinating with City Administration to manage ESF 1 expenses relevant to an event.

B. During a response, each agency/department fund disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally disaster exists, the county will provide reimbursement information.

C. Expenditures by support entities will be documented by those entities and submitted directly to the City Administration or a designated Finance Service officer as soon as possible.

IV. References and Authorities

REFERENCES

Johnson County Emergency Operations Plan

AUTHORITIES

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.

ESF 5 - Emergency Management

Coordinating Agency:

De Soto-Emergency Manager

Support Agencies:

De Soto-City Clerk-PIO

Johnson County Emergency Communications (ECC)

Johnson County Emergency Management

Johnson County Med-Act

Johnson County Sheriff's Office

Kansas Division of Emergency Management

Northwest Consolidated Fire District

De Soto Planning Director

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 5 is to:

- a) Collect, analyze, and disseminate information on the nature, scope and potential impacts of an incident or major disaster;
- b) Use this intelligence to support the Command Group, Logistics, and Operations in their impact assessment and response missions;
- c) Identify and anticipate future needs and resource requirements, and incorporate this analysis into Incident Action Plans.

B. Scope

1. ESF 5 serves as the coordinating ESF to address response to local events. ESF 5 facilitates information and resource flow to assist locals during a disaster.
2. ESF 5 activities include those functions that are critical to support and facilitate multi-agency planning and coordination for operations involving potential and actual disaster/emergencies. This includes alert and notification, deployment and staffing of the EOC Team; incident action planning, coordination of operations, logistics and material, direction and control, information management, facilitation of requests for state assistance resource requests, worker safety and health, facilities management, financial management, and other support as required.

II. Concept of Operations

A. General

1. ESF 5 is organized consistent with the De Soto City Hall-EOC and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to City of De Soto through the City Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the De Soto City Hall-EOC and in the field. These are in the form of Emergency Operations Plans (i.e. Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 5 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or state mutual aid assistance, ESF 5 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. The development of a fully functional, effective, and sustainable ESF 5 capability for City of De Soto will be guided by the following principles:
 - a) All ESFs will be fully integrated into all phases of ESF 5.
 - b) ESF 5 will address the potential impacts of natural, technological and man-made hazards, and be in full compliance with NIMS.
 - c) Planning for recovery will begin on Day 1 of the event.
 - d) Emphasis will be given to pre-disaster planning for post-disaster utilization of disaster intelligence to support Incident Action Planning.
5. Information and Planning will give priority to five fundamental functions:
 - a) Use of technology and human intelligence to collect, analyze, and disseminate information on disaster impacts, including direct impacts (people, buildings, infrastructure) and indirect impacts (debris generated, hazmat releases)
 - b) Assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the disaster.
 - c) Assess and prioritize the immediate needs of impacted communities and neighborhoods.
 - d) Incorporate the analyses into Incident Action Plans that establish operational objectives and identify resource requirements to accomplish these objectives.
 - e) Utilize an Incident Action Matrix to establish priorities, assign tasks to agencies, and track progress in meeting objectives.
6. Incident Assessment
7. Incident Command

8. Emergency Operations Center

B. Direction and Control

1. The ESF 5 Coordinating Agency is De Soto-Emergency Manager. The staff serving as ESF 5 Coordinator is appointed by and located in the De Soto-Emergency Manager. When ESF 5 support is necessary, the ESF 5 Coordinator directs all aspects of ESF 5.
2. ESF 5 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Johnson County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within City of De Soto.
3. The ESF 5 may operate at two levels: 1) De Soto City Hall-EOC; and 2) Field operations
4. During emergency activations, all management decisions regarding Emergency Management for City of De Soto are made at the De Soto City Hall-EOC by the ESF 5 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the De Soto City Hall-EOC assist the incident commander in carrying out the overall mission
5. In accordance with a mission assignment from ESF 5, each primary and/or support organization assisting ESF 5 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF 5. Mission operational control may be delegated to the field by the De Soto City Hall-EOC.

C. Organization

1. City

- a) During an activation of the De Soto City Hall-EOC, primary and support agency staff is integrated with the De Soto-Emergency Manager staff to provide support that will allow for an appropriate, coordinated and timely response.
- b) During an emergency or disaster event, ESF 5 will establish staffing in accordance to the EOC organizational chart found in the Basic Plan.
- c) The De Soto-Emergency Manager develops and maintains ESF 5 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the City of De Soto EOP.

D. Alerts and Notifications

1. The De Soto-Emergency Manager will notify the City warning point (Johnson County Emergency Management) when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The City Warning Point (Johnson County Emergency Management), will notify the “on call” Emergency Duty Officer and/or ESF Coordinator for ESF 5 when City of De Soto has been threatened or impacted by an emergency or disaster event as provided in the City Warning Point procedure.
3. ESF 5 will be activated as identified in the Basic Plan. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 5. If additional support is required, the ESF 5 coordinating and primary agencies may jointly manage ESF 5 activities.
4. Upon instructions to activate or placement of ESF 5 on standby, De Soto-Emergency Manager will implement procedures to notify all ESF 5 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance

E. Actions

The following are general actions performed by ESF 5. The specific actions carried out by ESF 5 in City of De Soto are grouped into phases of emergency management in the table below. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 5 agencies and the intended recipients of service.

1. Intelligence Planning Functions

a) Gathering information, analyzing intelligence, preparing incident action plans, and providing training and exercises on the above is the prime focus of ESF-5. These actions are spread across all phases of emergency management.

2. Intelligence Collection and Analysis

a) The ability to acquire, analyze and disseminate information and intelligence on disasters and their impacts is fundamental to effective use of intelligence to establish operational and logistical objectives and priorities. Intelligence can be collected, analyzed and used in support of three overlapping phases of disaster operations: pre-event (as applicable for foreseeable events such as Severe Storms, Wildfires, etc.); impact assessment and immediate response; and sustained response and initial recovery.

b) Pre-disaster analyses (predicted impacts), which use predictive tools to estimate disaster impacts.

c) Immediate, post-disaster impact assessments, which focus on: 1) disaster impacts on people, buildings and infrastructure – with emphasis on assessments of functionality of essential services; and 2) local response capabilities and immediate needs.

d) Post disaster damage assessments, which assess damages to eligible infrastructure and individuals.

3. Intelligence on predicted and observed disaster impacts should be used by ESF 5 to assess jurisdictional ESF capabilities (response and recovery). This is designed:

a) To evaluate ESF resource and capabilities and shortfalls (e.g., availability of trained personnel, equipment, supplies) to determine the level of State and Federal assistance that is needed, organized by ESF; and

b) To rapidly communicate estimated ESF shortfalls to the City of De Soto Command Group and State Emergency Management.

4. Incident Action Planning

a) Disaster intelligence will provide critical input to the Incident Action Plan (IAP), which provides:

(1) Current information that accurately describes the incident situation and resource status;

(2) Predictions of the probable course of events

(3) Alternative strategies to attain critical incident objectives; and

(4) An accurate, realistic IAP for the next operational period.

5. Training

a) Training is a critical Preparedness component of ESF 5. The objective is to develop and sustain a capability in City of De Soto to routinely implement each phase and function of ESF 5. Accordingly, training will address the following:

(1) ESF 5 – Planning and Information – overview of key components of ESF 5; role, requirements and integration of ESF 5 under NIMS.

(2) Intelligence and Analysis - procedures for identifying, collecting, prioritizing and utilizing intelligence.

(3) Use of Predictive Models – coordination with in use of predictive tools for rapid needs assessment; templates; SOPs; identification of needed local expertise (Geographic Information Systems)

(4) Preparation and Utilization of Incident Action Plans

(5) Incident Action Matrix: A Tool for Establishing Priorities, Assigning Tasks to Agencies, and Tracking Progress

6. Exercises

a) Consistent with NIMS, City of De Soto will incorporate ESF 5 plans and procedures into exercises that will be conducted at the local and State level. On an annual basis, at least two exercises will be used to evaluate ESF 5 readiness.

b) Actions carried out by ESF 5 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF 5 encompasses a full range of activities from training to the provision of field services.

7. Actions

Overall Actions Assigned to All Members	
<i>Preparedness (Pre-Event) Actions for ESF 5 - Emergency Management</i>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-5 tasks.
2	Identify responsibilities for liaison roles with state and adjacent county emergency management officials.
3	Develop standard operating guides and checklists to support ESF-5 activities.
4	Train personnel on EOC operation, the Incident Command System (ICS), and the National Incident Management System (NIMS).
5	Collect, process, and disseminate information to and from the EOC and distribute to pre-determined list.
6	Develop and maintain Basic Plan and ESF-5 Annex.
7	Coordinate the construction of the EOP with other ESFs.
8	Coordinate and participate in training, drills, and exercises; including position specific training for EOC operations.
9	Incorporate ESF 5 plans and procedures into training and exercises and conduct at local level.
10	Establish, staff, and train damage assessment teams within the jurisdiction.
11	Identify how initial damage assessment will be collected, processed, and disseminated among local, county and State entities.
12	Identify EOC ability to respond to disasters longer than 24 hours.
13	Identify alternate EOC location and requirements to open and staff.
14	Develop and maintain County Continuity of Government (COG) plan.
15	Identify protective action decisions and establish response priorities.

Overall Actions Assigned to All Members	
<i>Response (During Event) Actions for ESF 5 - Emergency Management</i>	
1	Coordinate activities between incident command and EOC.
2	Coordinate response to unplanned arrivals and volunteer groups who self-deploy.
3	Collect and process information received from rapid damage assessment teams, analyze this information, and share with appropriate partners.
4	Support the preparation of and/or prepare an Incident Action Plans and distribute to appropriate partners.
5	Ensure that requests for Assessment Teams are forwarded to the local and State EOC.
6	Coordinate with ESF 7 to ensure that all available resources are logged and requests for resources are filled.
7	Ensure that copies of all news releases and situation reports are transmitted to the State EOC.
8	Collect and analyze intelligence in support of the overlapping phases of disaster operations: pre-event, impact assessment, and immediate response; and sustained response and initial recovery.
9	Evaluate ESF resources, capabilities and shortfalls (e.g., availability of trained personnel, equipment, supplies) to determine the level of State and Federal assistance that is needed.
10	In the case of a foreseeable event impact, set up the status boards, obtain data/studies and electronic files, and staff ESF 5. Initiate contact with the media through ESF 15, and establish contact with KDEM.
11	In the case of a foreseeable event impact, review pre-determined requests for pre-positioning of critical resources (personnel, equipment, and supplies).

12	In the case of a foreseeable event impact, collect, analyze and apply disaster intelligence information and deployment of local damage assessment teams.
13	Provide GIS support to ESF-5.

Overall Actions Assigned to All Members	
<i>Recovery (Post Event) Actions for ESF 5 - Emergency Management</i>	
1	Establish and draft recovery plans to address: building inspection requirements and priorities; emergency and temporary housing issues; business impacts (direct and indirect); debris management; route clearance; and utilities restoration.
2	Perform pre and post-disaster analyses of disaster impacts on buildings, infrastructure and the general population can be used to support mitigation decision-making.
3	Provide continued situation reports to support recovery and damage assessment process.
4	Provide information on damage assessment flyovers and transmitting video/pictures to the Local EOC/State EOC.
5	Schedule and conduct after action meetings and after-action reviews. Draft corrective action plan.
6	Collect documentation for possible financial reimbursement process for recovery activities. Provide updates to eligible applicants on any disaster recovery programs.

Overall Actions Assigned to All Members	
<i>Mitigation Actions for ESF 5 - Emergency Management</i>	
1	Analyze community economic impacts - including the total percentage of building stock damaged in disaster and replacement values. Refine and implement protective actions for the jurisdiction.
2	Coordinate mitigation plan revision to identify county risk and projects that could lessen risk.
3	Provide ESF partners and other eligible applicants of mitigation funding opportunities.
4	Coordinate the update of the mitigation plan.

III. Responsibilities

A. The following list identifies the responsibilities designated to each of the Primary and Support Agencies for ESF 5. The Primary Agency and its responsibilities are listed first. The Supporting Agencies follow in alphabetical order.

Coordinating: De Soto-Emergency Manager	
<i>Preparedness (Pre-Event) Actions for ESF 5 - Emergency Management</i>	
1	Identify who is responsible for initial notification of ESF-5 personnel.

Supporting: Johnson County Emergency Management	
<i>Preparedness (Pre-Event) Actions for ESF 5 - Emergency Management</i>	
1	Identify who is responsible for initial notification of ESF-5 personnel.

IV. Financial Management

A. ESF 5 is responsible for coordinating with City Administration to manage ESF 1 expenses relevant to an event.

B. During a response, each agency/department fund disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally disaster exists, the county will provide reimbursement information.

C. Expenditures by support entities will be documented by those entities and submitted directly to the City Administration or a designated Finance Service officer as soon as possible.

V. References and Authorities

REFERENCES

Johnson County Emergency Operations Plan

AUTHORITIES

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.

ESF 6 - Mass Care, Housing and Human Services

Coordinating Agency:

De Soto- City Administration

Support Agencies:

American Red Cross

Johnson County Emergency Management

De Soto Parks and Rec Department

De Soto Planning Director

Salvation Army

Other VOADs

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 6 is to coordinate the emergency provision of temporary shelters, emergency mass feeding, and the bulk distribution of coordinated relief supplies for victims of a disaster and disaster workers.

B. Scope

1. ESF 6 promotes the delivery of services and the implementation of programs to assist individuals, households and families impacted by disaster/emergencies.
2. ESF 6 includes four primary functions: mass care, emergency assistance, housing, and human services.
 - a) Mass care involves the coordination of non-medical mass care services to include sheltering of disaster survivors and household pets, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on disaster survivors to family members, and coordinating bulk distribution of emergency relief items;
 - b) Emergency assistance includes functions of evacuation support in conjunction with ESF 1 and ESF 9, reunification of families, vulnerable needs support, sheltering of disaster survivors and household pets, and overall shelter management.
 - c) Housing involves the provision of assistance for short- and long-term housing needs of disaster survivors; and
 - d) Human Services includes providing disaster survivor-related recovery efforts such as emotional support and identifying supports for persons with vulnerable needs.

II. Concept of Operations

A. General

1. ESF 6 is organized consistent with the De Soto City Hall-EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, deployment, and coordination and support operations to City of De Soto through the City of De Soto Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.

2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the De Soto City Hall-EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 6 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.

3. In a large event requiring local or State mutual aid assistance, ESF 6 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of required assets.

4. ESF 6 will coordinate with ESF 8 to address the requirements of persons with vulnerable needs, including their sheltering requirements.

5. Sheltering

6. Short term and long term housing

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

8. Vulnerable needs

9. Accountability: disaster survivors and volunteers

10. Hazardous materials situations

11. Animal sheltering

a) Pre-event

b) Animal shelter operations

c) Animal care

d) Animal Registration and return

12. Cohabitation shelter (if applicable)

B. Direction and Control

1. The ESF 6 Coordinating Agency is De Soto-Emergency Manager which is appointed by the Johnson County Emergency Management, in coordination with local planning partners. The staff serving as ESF 6 Coordinator is appointed by and located in the De Soto-Emergency Manager. When ESF 6 support is

necessary, the ESF 6 Coordinator coordinates all aspects of ESF 6.

2. ESF 6 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Johnson County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within City of De Soto.

3. The ESF 6 may operate at two levels: 1) De Soto City Hall-EOC; and 2) Field operations

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

5. In accordance with a mission assignment from ESF 6, and further mission tasking by a local primary agency, each support organization assisting ESF 4 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF 6. Mission operational control may be delegated to the field by the De Soto City Hall-EOC.

C. Organization

1. City

a) During an activation of the De Soto City Hall-EOC, support agency staff is integrated with the De Soto-Emergency Manager staff to provide support that will allow for an appropriate, coordinated and timely response.

b) During an emergency or disaster event, the De Soto City Hall-EOC Operations Section Chief will coordinate resource support with the Human Services Branch Chief.

c) During the response phase, ESF 6 will evaluate and analyze information regarding mass care, mass feeding and bulk distribution of relief supplies. Also, ESF 6 will develop and update assessments of the mass care services status in the impact area and undertake contingency planning to meet anticipate demands and needs.

d) The De Soto-Emergency Manager develops and maintains ESF 6 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall EOP. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the City of De Soto Emergency Operations Plan.

D. Alerts and Notifications

1. The De Soto-Emergency Manager and/or Johnson County Emergency Management will notify the City Warning Point (Johnson County Emergency Management) when information comes to their attention

indicating that an emergency or disaster situation is developing.

2. The City Warning Point (Johnson County Emergency Management), will notify the “on call” Emergency Duty Officer and/or ESF Coordinator for ESF 6 when City of De Soto has been threatened or impacted by an emergency or disaster event as provided in the City Warning Point procedure.

3. ESF 6 will be activated or placed on standby upon notification by the De Soto City Hall-EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 6. If additional support is required, the ESF 6 coordinating and primary agencies may jointly manage ESF 6 activities.

4. Upon instructions to activate or placement of ESF 6 on standby, De Soto-Emergency Manager will implement procedures to notify all ESF 6 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

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

Overall Actions Assigned to All Members	
<i>Preparedness (Pre-Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-6 tasks.
2	Identify who is responsible for initial notification of ESF-6 personnel.
3	Identify responsibilities for liaison roles with state and adjacent county officials.
4	Develop standard operating guides and checklists to support ESF-6 activities.
5	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
6	Collect, process, and disseminate information to and from the EOC.
7	Develop and maintain ESF-6 Annex.
8	Participate in training, drills, and exercises
9	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
10	Implement a public education campaign regarding the importance of having a family disaster plan and 72-hour preparedness kit.
11	Identify, inspect and establish locations for the use of suitable shelter facilities.
12	Establish pre-designated shelters that are in compliance with FEMA and ADA requirements. In the absence of available ADA compliant shelters, establish procedures to offer reasonable accommodations to vulnerable needs citizens.
13	Establish the criteria for how shelters will be selected and operated (kitchen, restrooms, showers, size, parking, etc.).
14	Identify how county will sustain shelter operations for less than 72 hours and greater than 72 hours.
15	Identify resources to be used for sanitation of shelters.
16	Coordinate with ESF-13 to identify the process of handling parolees, registered sex offenders, and other individuals with legal reporting requirements.

Overall Actions Assigned to All Members	
<i>Response (During Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Designate personnel to coordinate ESF-6 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF-6 and EOC or incident command.
3	Provide field support for emergency responders at the scene.
4	Establish and staff reception centers while waiting for shelters to open.
5	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF6.
6	Identify and provide staff to support shelter operations. This includes activation, staffing and management of shelter operations.
7	Identify and establish protocol to provide reasonable accommodations for vulnerable needs populations in the absence of ADA compliant shelter.
8	Identify procedures for handling and providing for unaccompanied minors in shelters.
9	Coordinate with ESF-13 to provide security at shelters.
10	Coordinate with ESF-15, EOC, and Incident Command to provide information regarding the disaster to evacuees and the public.
11	Coordinate with ESF 14 to identify short term and long term housing resources.
12	Coordinate with the EOC, ESF partners, and private sector to provide meals and necessary supplies to shelter residents and staff.

Overall Actions Assigned to All Members	
<i>Recovery (Post Event) Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-6 Annex to correct shortfalls and improve future response activities.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Participate in after action meetings and prepare after action reports as requested.
6	Provide public information regarding safe re-entry to damaged areas.
7	Identify long-term housing resources.
8	Form a long-term recovery assistance team to help identify current assistance to individuals and families and identify any unmet needs.

Overall Actions Assigned to All Members	
<i>Mitigation Actions for ESF 6 - Mass Care, Housing and Human Services</i>	
1	Participate in the hazard identification process and identify and correct vulnerabilities
2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
3	Provide ESF-6 representative for update of mitigation plan.

III. Financial Management

A. ESF 6 is responsible for coordinating with City Administration to manage ESF 1 expenses relevant to an event.

B. During a response, each agency/department fund disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally disaster exists, the county will provide reimbursement information.

C. Expenditures by support entities will be documented by those entities and submitted directly to the City Administration or a designated Finance Service officer as soon as possible.

IV. References and Authorities

REFERENCES

Johnson County Emergency Operations Plan

AUTHORITIES

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.

ESF 7 - Resource Support

Coordinating Agency:

De Soto-City Administrator

Support Agencies:

De Soto Emergency Manager

De Soto City Administration

Johnson County Emergency Management

Kansas Division of Emergency Management

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 7 is to acquire the necessary resources to support disaster operations. This process includes providing fiscal and logistical managerial support through timely and efficient acquisition and distribution of resources, purchasing, contracting, renting and leasing of supplies and equipment. Also included are the roles of providing coordination of the documentation of reimbursable expenditures as determined by the Federal Emergency Management Agency (FEMA).

B. Scope

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

- a) EOC logistics section operations;
- b) Resource identification;
- c) Resource procurement;
- d) Resource coordination;
- e) Facilities and logistics;
- f) Personnel augmentation;
- g) Logistic management; and
- h) Volunteer and donations management

II. Concept of Operations

A. General

1. ESF 7 is organized consistent with De Soto City Hall-EOC and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, deployment, coordination, and support operations to City of De Soto through the City Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to assure a timely and appropriate response to an emergency or situation.

2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the De Soto City Hall-EOC and in the field. These are in the form of Emergency Operations Plans (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 7 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.

3. In a large event requiring local or State mutual aid assistance, ESF 7 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of required assets.

4. The focal point for all requests for resources will be the De Soto City Hall-EOC. Resource requests unable to be provided by applicable ESFs will be routed to ESF7. In coordination with Logistics Section, the ESF 7 representative will determine the sources of the needed resources. The ESF 7 representative will follow procedures as outlined in the Logistics Standard Operating Procedures. These include:

a) Procurement Process

(1) Equipment and materials will be procured from both intra-departmental and inter-departmental supplies. Inter-departmental resource requests will be submitted through ESF 7. Requests unable to be filled by City inventories are procured by ESF7 from commercial vendors. Sources include assets within City government and the municipalities. During disaster situations, all resources within City government agencies are considered available. Coordination for such resource reallocation will be accomplished within the De Soto City Hall-EOC. If necessary, reimbursement will be made in accordance with local directives.

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

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

(4) De Soto-Emergency Manager maintains lists of vendors and suppliers of equipment, materials and services needed during disaster response and recovery operations. In addition, the De Soto City Hall-EOC maintains a comprehensive data base of resources that may be needed during disasters. In some cases, contingency contracts may be written for known critical services or items.

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

(6) Contracts for resources or services will be initiated by ESF 7. Contracts will be managed

by the agency responsible for the support provided.

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

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

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

b) Transportation requirements will be coordinated through ESF 1.

(1) All available transportation assets will be used to deliver resources to affected areas.

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

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

(4) Commercial vendors are responsible for transportation of their own products/services.

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

De Soto High School
35500 W. 91 St.
De Soto, KS 66018

(1) The City Staging Area (STAGENAME) is mission tasked and reports to the Logistics Section.

(2) The De Soto-Emergency Manager or his/her designee manages the City Staging Area.

d) Storage Facilities. A list of available storage facilities within the area should be pre-identified in advance of an event. ESF 7 will identify these storage facility locations and lease storage space as necessary. The replacement of any damaged or destroyed facilities would be accomplished by relocating the affected personnel to other City-owned buildings, or space obtained as outlined above, temporarily until the damaged facilities can be repaired or replaced by City personnel or through contractual arrangements secured on an emergency basis through ESF 7.

e) It is the responsibility of agencies receiving loaned property to maintain appropriate accountability of items received.

(1) Agencies will monitor and track loaned items.

(2) Documentation will be provided to lending organizations for their records.

(3) Intra-departmental property/equipment requests are documented and submitted to ESF

7.

(4) The loaning department normally furnishes an operator which is responsible for the care and location of the equipment.

(5) The borrowing department is responsible for the return of the equipment after the disaster period.

5. Credentialing

6. Resource directories

7. Resources request and management

8. Volunteer and donations management

9. Tracking resources

10. Emergency contacting

B. Direction and Control

1. The ESF 7 Coordinating Agency is De Soto-Emergency Manager which is appointed by the Johnson County Emergency Management, in coordination with local planning partners. The staff serving as ESF 7 Coordinator is appointed by and located in the De Soto-Emergency Manager. When ESF 7 support is necessary, the ESF 7 Coordinator coordinates all aspects of ESF 7.

2. ESF 7 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Johnson County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within City of De Soto.

3. The ESF 7 may operate at two levels: 1) De Soto City Hall-EOC; and 2) Field operations.

4. During emergency activations, all management decisions regarding resource support for City of De Soto are made at the De Soto City Hall-EOC by the ESF 7 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the De Soto City Hall-EOC assist the incident commander in carrying out the overall mission.

5. In accordance with a mission assignment from ESF 7, each primary and/or support organization assisting ESF 7 will retain administrative control over its own resources and personnel but will be under the operational control of ESF 7. Delegation of mission operational control may be delegated to the field by the De Soto City Hall-EOC.

C. Organization

1. City

a) During an activation of the De Soto City Hall-EOC, primary and support agency staff is integrated with the De Soto-Emergency Manager staff to provide support.

b) During an emergency or disaster event, the De Soto City Hall-EOC, Operations Section will coordinate resource support with the Logistics Section. In addition, ESF 7 will:

(1) Operate under the direction of the Johnson County Emergency Management Coordinator.

(2) Operate throughout the emergency, either in the De Soto City Hall-EOC, or at a location designated by the Logistics Section Chief in coordination with the Johnson County Emergency Management coordinator.

(3) Alert designated primary personnel of possible resource needs and to report to the De Soto City Hall-EOC.

(4) Maintain liaison with other ESFs and interested parties. This will be accomplished through the coordination of the Johnson County Emergency Management Coordinator and the Logistics Section Chief.

(5) At the tasking of the Logistics Chief, take action if another ESF requires assistance in obtaining needed items. ESF 7 finds a source for needed items and provides to the requesting ESF the name of the contact person, the price and schedule for when the material can be made available at the established location.

(6) Unless otherwise directed, and in order to provide resource support when needed during disaster operations, the ESF 7 function will be staffed on a 24-hour basis at the De Soto City Hall-EOC.

c) The De Soto-Emergency Manager will develop and maintain ESF 7 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System, and the City of De Soto EOP.

D. Alerts and Notifications

1. The De Soto-Emergency Manager and/or Johnson County Emergency Management will notify the City Warning Point (Johnson County Emergency Management) when information comes to their attention indicating that an emergency or disaster situation is developing.

2. The City Warning Point (Johnson County Emergency Management), will notify the "on call" Emergency Duty Officer and/or ESF Coordinator for ESF 7 when City of De Soto has been threatened or impacted by an emergency or disaster event as provided in the City Warning Point procedure.

3. ESF 7 will be activated or placed on standby upon notification by the De Soto City Hall-EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 7. If

additional support is required, the ESF 7 coordinating and primary agencies may jointly manage ESF 7 activities.

4. Upon instructions to activate or placement of ESF 7 on standby, De Soto-Emergency Manager will implement procedures to notify all ESF 7 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

1. Actions carried out by ESF 7 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 7 agencies and the intended recipients of service.

Overall Actions Assigned to All Members	
<i>Preparedness (Pre-Event) Actions for ESF 7 - Resource Support</i>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-7 tasks.
2	Identify who is responsible for initial notification of ESF-7 personnel.
3	Identify liaison rolls with the state and adjacent county resource support officials.
4	Develop standard operating guides and checklists to support ESF-7 activities.
5	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
6	Collect, process, and disseminate information to and from the EOC.
7	Develop and maintain ESF-7 Annex.
8	Participate in training, drills, and exercises.
9	Establish contact with private resources that could provide support during an emergency.
10	Identify and establish a credentialing system to be used in a disaster.
11	Identify how access will be granted and tracked to critical or limited access sites following an incident.
12	Cooperate with ESF 1 to develop strategies for transporting materials through restricted areas, quarantine lines, law enforcement checkpoints, and other transportation restrictions.
13	Identify how resources are inventoried and tracked.
14	Identify and establish SOPs for points of distributions and staging areas.
15	Establish emergency contracting procedures.
16	Identify information technology disaster plan to assist in restoration of computer resources.

Overall Actions Assigned to All Members	
<i>Response (During Event) Actions for ESF 7 - Resource Support</i>	
1	Designate personnel to coordinate ESF-7 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF 7 and EOC or incident command.
3	Provide field support for emergency responders at the scene.
4	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF7.
5	Work with the EOC staff to establish priorities and grant resource requests according to priorities.
6	If necessary, establish staging areas, distribution sites and mobilization centers.

7	Activate mutual aid agreements as required.
8	Maintain an inventory system to track supplies used in the disaster.
9	Maintain accurate records of resources utilized and submit reports.
10	Preposition resources when incident is likely or imminent.
11	Relocate essential resources outside of threatened area when required.
12	Cooperate with EOC, incident command, adjacent counties, and/or region to provide logistics support for larger regional incidents.
13	Identify, deploy, demobilize, or direct affiliated or spontaneous unaffiliated volunteers as dictated by the situation.
14	Manage the collection, distribution, or rejection of unsolicited donations.
15	Coordinate with ESF 12 to support missions with limited fuel availability.
16	Track resources during incident and ensure equipment maintenance is conducted and tracked.

Overall Actions Assigned to All Members	
<i>Recovery (Post Event) Actions for ESF 7 - Resource Support</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-7 Annex to correct shortfalls and improve future response activities.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Participate in after action meetings and prepare after action reports as requested.
6	Stand down any facilities no longer in use.
7	Dispose of excess supplies.
8	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

Overall Actions Assigned to All Members	
<i>Mitigation Actions for ESF 7 - Resource Support</i>	
1	Participate in the hazard identification process identify and correct vulnerabilities.
2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
3	Provide ESF-7 representative for update of mitigation plan.

III. Financial Management

A. Once the Emergency Declaration is in effect ESF 7, in conjunction with the support agencies, assumes the full responsibility for resource support for all departments within the guidelines of the Emergency Declaration.

B. All inter-departmental and a portion of intra-departmental procurement from existing inventories is handled on the departmental level with no assistance from ESF 7. If this course is pursued, departments are instructed to document all transactions pursuant to FEMA audit requirements.

C. Resources obtained from outside sources (other governmental entities or commercial suppliers) are

routed through ESF 7 as necessary.

D. Procurement procedures should be outlined in an "Emergency Purchasing Procedures Manual." This manual should be complete with a copy of telephone and fax numbers for "emergency vendors" sorted by product or service. These "emergency vendors" should have agreed in advance to provide necessary supplies to authorized City of De Soto officials and employees at little or no notice at the normal government discount rate.

E. Expenditures for cost recovery are documented during the incident and after the incident period. All response agencies work with ESF 7 personnel in notifying the De Soto-Emergency Manager of expenditures based on standard accounting procedures.

F. Each agency is responsible for tracking its own costs associated with ESF 7 operations using the standard procedures established by the support agency's standard accounting and tracking procedures.

G. Each agency is responsible for monitoring staff hours using its own tracking system and requesting financial reimbursement (as applicable) for staff hours incurred in association with ESF 7 operations.

H. The through the De Soto City Hall-EOC will provide appropriate forms and provide guidance to complete forms for efficient tracking and reimbursement.

IV. References and Authorities

REFERENCES

Johnson County Emergency Operations Plan

AUTHORITIES

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.

ESF 8 - Public Health and Medical Services

Coordinating Agency:

De Soto City Administration

Support Agencies:

Johnson County Med-Act

American Red Cross

Johnson County Department of Health and Environment

Johnson County Emergency Management

Johnson County Mental Health

Kansas City Funeral Directors Association

Northwest Consolidated Fire District

I. Purpose and Scope

A. Purpose

1. The purpose of Emergency Support Function (ESF) 8 is to provide health and medical coordination in support of emergency events in City of De Soto. ESF 8 can provide the mechanism for personnel and resources to support prevention, preparedness, protection, response, recovery and mitigation in support of the primary emergency management objectives.

B. Scope

1. ESF 8 is a functional annex to the City of De Soto EOP and this Annex describes the actions required to coordinate public health and medical services during a disaster. It addresses:

- a) Local Health Department notification, coordination and response
- b) Emergency Medical Services (EMS) activities
- c) Coordination among community hospital partners
- d) Mass fatality partnerships in planning
- e) Community planning with other health care providers
- f) Behavioral health (mental health) activities

2. Most of the agencies involved in public health and medical services activities have existing emergency plans and procedures. The ESF 8 Annex is not designed to take the place of these plans rather it is designed to complement, support, and reference existing plans and procedures.

3. The ESF 8 Annex supports health and medical response during a biological incident within the community and complements the Biological Incident Annex (BIA) to the City of De Soto EOP.

4. For this document, public health and medical services include: medical needs associated with behavioral

health needs of victims and responders, medical needs of "at risk" populations, and environmental health concerns associated with activities outlined in other portions of the City of De Soto EOP.

II. Concept of Operations

A. General

1. Operational Overview

- a) ESF 8 is organized to be consistent with the De Soto City Hall-EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System (ICS). This structure and system supports incident assessment, planning, procurement, deployment, and coordination and support operations to City of De Soto through the City of De Soto Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.
- b) Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the De Soto City Hall-EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding appendices, annexes, and standard operating guidelines, which describe ESF 8 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
- c) In a large event requiring local or State mutual aid assistance, ESF 8 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of required assets.
- d) When an event is focused in scope to a specific type or response mode (i.e., hospital evacuation, biological threat, hazardous materials release, pandemic disease or radiological event) technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the ICS structure.
- e) Throughout the response and recovery periods, ESF 8 will evaluate and analyze information regarding medical, health, and public health assistance requests for response, develop and update assessments of medical and public health status in the impact area and do contingency planning to meet anticipated demands.
- f) If additional support is necessary, ESF 8 will contact the supporting agencies and other ESFs to request applicable support activities.

2. Continuity of Operations

- a) Continuity of operations establishes policies and guidance to ensure the essential business functions of the healthcare system in the community are continued in the event that a manmade, natural or technological emergency disrupts or threatens to disrupt normal business operations. The community hospital and county health department have established a Continuity of Operations Plan (COOP). The county health department COOP is managed through an electronic application to ensure access to plan during an emergency.
- b) Reconstitution is the process by which surviving and/or replacement health and medical

personnel resume normal operations at the original or replacement facility. There are three tasks associated with reconstitution: transitioning, coordinating and planning, and outlining the procedures. The decision to reconstitute will be made by the Incident Commander and as outlined in internal plans. Operations may be resumed in phases with the essential functions being first priority followed by other functions as resources and personnel allow.

3. Fatalities Management

a) City of De Soto recognizes the need to organize local agencies and resources to plan for and respond to an incident resulting in catastrophic loss of life. Natural disasters frequently overwhelm local systems that care for the deceased. Consequently, the responsibility for the immediate response falls on local organizations and communities. Management of the dead requires coordination of body recovery, short and long-term storage, identification, burial arrangements, and support of victims and relatives.

b) Johnson County Emergency Management and ESF 8 will coordinate with county coroner, funeral directors, mortuary services, and coordinating group(s)/team(s) early during an emergency to ensure required resources, assessment activities, and the responsible agencies implement appropriate plans.

B. Direction and Control

1. During a state of emergency, City of De Soto health and medical response activities will be coordinated through the De Soto City Hall-EOC; which will serve as the source of all direction and control. De Soto does not have EMS or a health department. These resources are managed through Johnson County

2. The City of De Soto Emergency Manager or designee provides direction and control for ESF 8 to include mission assignments, mutual aid, contracts for goods and services, and recovery and mitigation activities.

C. Organization

1. City

a) During an actual or potential emergency or disaster, the primary agency of De Soto-Emergency Manager will assign a liaison to De Soto City Hall-EOC to fill the role of ESF 8 Coordinator. During an activation of the De Soto City Hall-EOC, support agency staff will work with the coordinating agency to provide support that will allow for an appropriate, coordinated and timely response. If additional support is required, the De Soto-Emergency Manager and primary agencies may co-manage ESF 8 activities.

b) ESF 8 Coordinator will report to the City of De Soto Emergency Manager or designee. During the response phase, the ESF 8 Coordinator will evaluate and analyze information regarding medical and public health assistance requests.

c) ESF 8 Coordinator will partner with the ESF 6 –Mass Care, Housing, and Human Services to support all individuals and organizations regarding mass care services, including sheltering that may be required to support disaster response and recovery operations in City of De Soto.

D. Alerts and Notifications

1. The City of De Soto Emergency Management will notify the De Soto-Emergency Manager when an area of City of De Soto is threatened or has been impacted by an emergency or disaster event.
2. The primary agency notified will report to the De Soto City Hall-EOC, if so advised or requested by City of De Soto Emergency Management.
3. The ESF 8 Coordinator and/or City of De Soto Emergency Management will provide notification to support agencies as outlined in internal call down procedures. The ESF 8 Coordinator will continue to update those agencies as the situation progresses and upon demobilization and recovery.

E. Actions

1. Actions carried out by ESF 8 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 8 agencies and the intended recipients of service. These actions are primarily carried out by Johnson County Department of Health and Environment and Johnson County MEDACT.

III. Financial Management

- A. ESF 8 is responsible for coordinating with City Administration to manage ESF 1 expenses relevant to an event.
- B. During a response, each agency/department fund disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally disaster exists, the county will provide reimbursement information.
- C. Expenditures by support entities will be documented by those entities and submitted directly to the City Administration or a designated Finance Service officer as soon as possible.

IV. References and Authorities

REFERENCES

Johnson County Emergency Operations Plan

AUTHORITIES

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988

ESF 10 - Oil and Hazardous Materials

Coordinating Agency:

De Soto-Emergency Manager

Support Agencies:

Atmos Energy

BNSF Railway

Johnson County Emergency Communications Services (ECS)

Johnson County Emergency Management

Johnson County Sheriff's Office

Kansas Pipeline Association

De Soto Street Department

De Soto Water Department

Northwest Consolidated Fire district

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 10 is to provide hazardous materials (HazMat) coordination and support services in support of emergency events in City of De Soto.

B. Scope

1. ESF 10 provides for a coordinated response to HazMat incidents. This includes the appropriate response and recovery actions to prepare for, prevent, minimize, or mitigate a threat to public health, welfare, or the environment caused by oil or HazMat.
2. ESF 10 describes the actions unique to oil and hazardous materials response. ESF 10 addresses:
 - a) Response to oil and hazardous materials incidents at both fixed sites and on transportation routes
 - b) Specialized local, regional, state and federal mutual aid resources
 - c) Hazardous materials planning and reporting requirements
 - d) Short and long-term environmental clean-up

II. Concept of Operations

A. General

1. ESF 10 is organized consistent with the De Soto City Hall-EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure

and system support incident assessment, planning, procurement, deployment, and coordination and support operations to City of De Soto through the City of De Soto Emergency Response Team, Area Operations, Regional HazMat Teams, and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.

2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the De Soto City Hall-EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 10 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.

3. In a large event requiring State, Federal or mutual aid assistance, ESF 10 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of any required assets.

4. Throughout the response and recovery periods, ESF 10 will evaluate and analyze information regarding the identification of securing, removing and disposing of the hazardous materials requests for response, develop and update assessments of the hazardous materials situation and status in the impact area, and do contingency planning to meet anticipated demands or needs.

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

6. Pre Incident

7. Warning, alert, and public announcement

8. Contamination

9. Environmental clean-up

B. Direction and Control

1. The ESF 10 Coordinating Agency is De Soto-Emergency Manager which is appointed by the Johnson County Emergency Management, in coordination with local planning partners. The staff serving as ESF 10 Coordinator is appointed by and located in the De Soto-Emergency Manager. When ESF 10 support is necessary, the ESF 10 Coordinator coordinates all aspects of ESF 10.

2. ESF 10 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Johnson County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within City of De Soto.

3. The ESF 10 may operate at two levels: 1) De Soto City Hall-EOC; and 2) Field operations

4. During emergency activations, all management decisions regarding hazardous material response and/or

protection for City of De Soto are made at the De Soto City Hall-EOC by the ESF 10 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the De Soto City Hall-EOC assist the incident commander in carrying out the overall mission.

5. In accordance with a mission assignment from ESF 10, and further mission tasking by a Local primary agency, each support organization assisting ESF 10 assignment will retain administrative control over its own resources and personnel but will be under the operation control of ESF 10. Delegation of mission operational control may be delegated to the field by the De Soto City Hall-EOC.

C. Organization

1. City

a) During an activation of the De Soto City Hall-EOC, primary and support agency staff is integrated with the De Soto-Emergency Manager staff to provide support.

b) During an emergency or disaster event, the De Soto City Hall-EOC, Operations Section Chief will coordinate resource support with the Emergency Services Branch Chief.

c) During the response phase, ESF 10 will evaluate and analyze information regarding transportation services requests. ESF 10 will develop and update assessments of the transportation services status in the impacted area and undertake contingency planning to meet anticipated requirements.

d) The De Soto-Emergency Manager will develop and maintain ESF 10 and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the City of De Soto Emergency Operations Plan.

Framework, the National Incident Management System, the Incident Command System and the City of De Soto Emergency Operations Plan.

D. Alerts and Notifications

1. The De Soto-Emergency Manager and/or Johnson County Emergency Management will notify the City Warning Point (Johnson County Emergency Management) when information comes to their attention indicating that an emergency or disaster situation is developing.

2. The City Warning Point (Johnson County Emergency Management), will notify the "on call" Emergency Duty Officer and/or ESF Coordinator for ESF 10 when City of De Soto has been threatened or impacted by an emergency or disaster event as provided in the City Warning Point procedure.

3. ESF 10 will be activated or placed on standby upon notification by the De Soto City Hall-EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 10. If additional support is required, the ESF 10 coordinating and primary agencies may jointly manage ESF 10 activities.

4. Upon instructions to activate or placement of ESF 10 on standby, De Soto-Emergency Manager will implement procedures to notify all ESF 10 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

1. Actions carried out by ESF 10 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 10 agencies and the intended recipients of service.

Overall Actions Assigned to All Members	
<i>Preparedness (Pre-Event) Actions for ESF 10 - Oil and Hazardous Materials</i>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-10 tasks.
2	Identify who is responsible for initial notification of ESF-10 personnel.
3	Identify responsibilities for liaison roles with state and adjacent county officials.
4	Develop standard operating guides and checklists to support ESF-10 activities.
5	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
6	Collect, process, and disseminate information to and from the EOC.
7	Develop and maintain ESF-10 Annex.
8	Participate in training, drills, and exercises.
9	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
10	Maintain adequate supply of radiological monitors and monitoring equipment.
11	Identify procedures for notification to the public about the status of hazmat facilities and transports.
12	Participate in LEPC meetings as a representative of ESF 10.
13	Identify critical facilities that may contain hazardous materials and develop a response plan for those facilities.
14	Identify local transportation routes for hazardous materials on highway and rail.
15	Identify evacuation routes away from regulated facilities.
16	Identify and track radiological response training requirements for personnel and agencies.
17	Develop radiological awareness programs for responders, public and industry.
18	Develop emergency preparedness programs for hazardous materials incidents.

Overall Actions Assigned to All Members	
<i>Response (During Event) Actions for ESF 10 - Oil and Hazardous Materials</i>	
1	Designate personnel to coordinate ESF-10 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF 10 and EOC or incident command.
3	Provide field support for emergency responders at the scene.
4	Coordinate with ESF 2 and 15 to initiate warning to the public of imminent hazmat incident or radiological release.

5	Alert all local, state, and federal agencies of incidents as prescribed by law or policy.
6	Coordinate with EOC to deploy trained personnel to the incident to provide hazardous material assessment and response activities.
7	Manage the direction and control of hazardous materials response efforts.
8	Establish adequate safety zones required for decontamination and quarantine.
9	Identify resources needed to ensure personnel are adequately protected and equipped to handle radiological incidents
10	Request mutual aid as needed.
11	Request assistance from the EPA, KDHE and others as dictated by the situation.

Overall Actions Assigned to All Members	
<i>Recovery (Post Event) Actions for ESF 10 - Oil and Hazardous Materials</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-10 Annex to correct shortfalls and improve future response activities.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Participate in after action meetings and prepare after action reports as requested.
6	Coordinate with ESFs 2 and 15 to announce an area is "all clear" after the assessment team determines the area is safe for return.
7	Develop and implement environmental cleanup plan.
8	Assess the extent of contamination and determine the area and population likely to be affected by hazardous materials release.
9	Continue to monitor personnel and area for radiological contamination.
10	Clean, repair, and perform maintenance on all equipment before returning to normal operations or storage.

Overall Actions Assigned to All Members	
<i>Mitigation Actions for ESF 10 - Oil and Hazardous Materials</i>	
1	Participate in the hazard identification process and identify and correct vulnerabilities.
2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
3	Participate in identification and planning response to potential radiological incidents.
4	Provide ESF-10 representative for update of mitigation plan.

III. Financial Management

A. ESF 10 is responsible for coordinating with City Administration to manage ESF 1 expenses relevant to an event.

B. During a response, each agency/department fund disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally disaster exists, the county will provide reimbursement information.

C. Expenditures by support entities will be documented by those entities and submitted directly to the City Administration or a designated Finance Service officer as soon as possible.

IV. References and Authorities

REFERENCES

Johnson County Emergency Operations Plan

AUTHORITIES

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.

ESF 11 - Agriculture and Natural Resources

Coordinating Agency:

De Soto Parks and Rec Department

Support Agencies:

Community Animal Shelters Facilities and Volunteer Groups

De Soto-Emergency Manager

Great Plains SPCA

Johnson County Emergency Management

Johnson County Sheriff's Office

Kansas City Metro Animal Response Team (KCMART)

Kansas Department of Agriculture

Kansas Department of Health and Environment

State Animal Response Team (SART)

De Soto Water Department

I. Purpose and Scope

A. Purpose

1. ESF 11 provides the mechanism for coordinated local assistance to supplement other emergency support functions and, if available, support state and federal agencies with overall response authority. For this document, agriculture and natural resources include: animal and plant health, nutrition assistance, natural and cultural resources, and water quality and availability.

B. Scope

1. ESF 11 addresses the following:

This annex identifies the key policies, concepts of operations, roles and responsibilities, and capabilities associated with ESF-11 Agriculture, Animal Welfare and Natural Resources in De Soto. Specific operating procedures and protocols are addressed in documents maintained by the participating organizations.

ESF-11 Agriculture, Animal Welfare and Natural Resources applies to all individuals and organizations and the full range of animal welfare and natural resource support that may be required during disaster response and recovery operations in De Soto. In addition, this Annex will provide Household Animal Pet Support in relation to ESF-6 Mass Care Annex during emergencies/disasters.

ESF-11 will provide direction for:

- Animal Health Emergencies- (Foreign Animal Disease) Appendix
- Household Pets and Service Animals Response - Animal Welfare Appendix
- Natural, Cultural, Historic (NCH) resources preservation and protection

II. Concept of Operations

A. General

1. ESF 11 is organized consistent with the De Soto City Hall-EOC and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, deployment, and coordination and support operations to City of De Soto through the City Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.

2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the De Soto City Hall-EOC and in the field. These are in the form of Emergency Operations Plans (i.e. Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 11 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.

3. In a large event requiring local or State mutual aid assistance, ESF 11 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.

4. Throughout the response and recovery periods, ESF 11 will evaluate and analyze information regarding the availability of ESF 11 support services.

5. In some agriculture emergencies, State and Federal law grants lead response authority to state and/or federal agencies. This authority will be exercised pursuant to the Food and Agriculture Incident Annex to the 2011 Kansas Response Plan. The county will support State and Federal operations pursuant to county policy and/or availability of resources.

6. Animal Health Care

a) Requests for Animal Control assistance will be channeled through the City of De Soto dispatch.

b) Foreign Animal Disease

(1) The Kansas Department of Agriculture will provide direction and control in a FAD event. Reference the Food and Agriculture Incident Annex to the 2011 Kansas Response Plan

(2) The City of De Soto Emergency Operations Plan provides established processes for resource support for all hazards. Resource support is subject to City of De Soto policy, resource availability and capability status.

B. Direction and Control

1. The ESF 11 Coordinating Agency is Parks and Rec Department which is appointed by the Johnson County Emergency Management, in coordination with local planning partners. The staff serving as ESF 11 Coordinator is appointed by and located in the Parks and Rec Department. When ESF 11 support is necessary, the ESF 11 Coordinator coordinates all aspects of ESF 11.

2. ESF 11 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Johnson County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within City of De Soto.

3. The ESF 11 may operate at two levels: 1) De Soto City Hall-EOC; and 2) Field operations

4. During emergency activations, all management decisions regarding agriculture and natural resources for City of De Soto are made at the De Soto City Hall-EOC by the ESF 11 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the De Soto City Hall-EOC assist the incident commander in carrying out the overall mission.

5. In accordance with a mission assignment from ESF 11, each primary and/or support organization assisting ESF 11 will retain administrative control over its own resources and personnel, but will be under the operational control of ESF 11. Delegation of mission operational control may be delegated to the field by the De Soto City Hall-EOC.

C. Organization

1. City

a) During an activation of the De Soto City Hall-EOC, primary and support agency staff is integrated with the Parks and Rec Department staff to provide support.

b) During an emergency or disaster event, the De Soto City Hall-EOC, Operations Section Chief will coordinate resource support with the Human Services Branch Chief.

c) During the response phase, ESF 11 will evaluate and analyze information regarding volunteers and donations requests. ESF 11 will develop and update assessments of the requirements for resources in the impacted area and undertake contingency planning to meet anticipated demands and requirements.

d) The Parks and Rec Department, or an assigned designee at the De Soto City Hall-EOC, is responsible for all activity of the ESF. All volunteer animal-related agencies will coordinate directly with this ESF at the De Soto City Hall-EOC.

e) Parks and Rec Department will develop and maintain ESF 11 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the City of De Soto Emergency Operations Plan.

f) Staffing of ESF 11 positions will be accomplished through using resources of the Parks and Rec Department along with personnel from ESF 11 support agencies and trained and screened unaffiliated volunteers.

D. Alerts and Notifications

1. The Parks and Rec Department and/or Johnson County Emergency Management will notify the City Warning Point (Johnson County Emergency Management) when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The City Warning Point (Johnson County Emergency Management), will notify the “on call” Emergency Duty Officer and/or ESF Coordinator for ESF 11 when City of De Soto has been threatened or impacted by an emergency or disaster event as provided in the City Warning Point procedure.
3. ESF 11 will be activated or placed on standby upon notification by the De Soto City Hall-EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 11. If additional support is required, the ESF 11 coordinating and primary agencies may jointly manage ESF 11 activities.
4. Upon instructions to activate or placement of ESF 11 on standby, Parks and Rec Department will implement procedures to notify all ESF 11 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

1. Actions carried out by ESF 11 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 11 agencies and the intended recipients of service.

Overall Actions Assigned to All Members	
<i>Preparedness (Pre-Event) Actions for ESF 11 - Agriculture and Natural Resources</i>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-11 tasks.
2	Identify who is responsible for initial notification of ESF-11 personnel.
3	Identify responsibilities for liaison roles with state and adjacent county transportation officials.
4	Develop standard operating guides and checklists to support ESF-11 activities.
5	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
6	Collect, process, and disseminate information to and from the EOC.
7	Develop and maintain ESF-11 Annex.
8	Participate in training, drills, and exercises.
9	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
10	Develop preparedness programs that address household pet preparedness and response during disasters.
11	Identify pet boarding facilities and private organizations that may provide emergency shelters for animals.
12	Identify sources to augment emergency food and water supplies.
13	Identify local agribusiness operators with equipment and personnel to assist with animal stop movement and quarantine activities.

14	Develop and review procedures for augmentation of ESF 11 primary and support personnel.
15	Identify national and state historical properties and how they will be preserved, conserved, rehabbed, recovered, and restored to protect natural and cultural historic properties.

Overall Actions Assigned to All Members	
<i>Response (During Event) Actions for ESF 11 - Agriculture and Natural Resources</i>	
1	Designate personnel to coordinate ESF-11 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF -11 and EOC or incident command.
3	Provide field support for emergency responders at the scene.
4	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF11.
5	Determine the nutrition assistance needs, obtain appropriate food supplies and arrange for delivery of those supplies to the individuals or animals requiring such needs.
6	Provide assistance to established pet shelters.
7	Conduct inspections of food and water to determine safety for people and animals.
8	Support ESF 6 in the capture and transfer of animals to shelters.
9	Coordinate the removal and disposal of dead animals.
10	Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and the spread of disease.
11	Provide and/or receive appropriate mutual aid with surrounding jurisdictions.
12	Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health or any act of agro terrorism.
13	Investigate and respond to animal related inquiries, including animal cruelty and neglect complaints.
14	Enforce local animal control ordinances.
15	Coordinate with ESF 15 and PIO to release public information regarding animal health issues.
16	Restrict movement, detain or move animals, equipment, products and personnel as necessary to control and eradicate animal or plant, pest, or disease.
17	Coordinate with ESF 6 to care for domestic pets in animal shelter.

Overall Actions Assigned to All Members	
<i>Recovery (Post Event) Actions for ESF 11 - Agriculture and Natural Resources</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-11 annex to correct shortfalls and improve future response activities.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Participate in after action meetings and prepare after action reports as requested.
6	Restore equipment and restock supplies to normal state of readiness.

Overall Actions Assigned to All Members	
<i>Mitigation Actions for ESF 11 - Agriculture and Natural Resources</i>	

1	Provide surveillance for a foreign animal disease or an animal borne poison or toxin that may pose a threat to the animal industries, the economy or public health.
2	Provide for surveillance of plant pests of unknown or questionable origin that may pose a potential threat to agriculture, horticulture, the economy or public health.
3	Promote awareness of animal protection through public education brochures and information.
4	Participate in the hazard identification process and identify and correct vulnerabilities.
5	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
6	Provide ESF-11 representative for update of mitigation plan.

III. Financial Management

A. ESF 11 is responsible for coordinating with City Administration to manage ESF 1 expenses relevant to an event.

B. During a response, each agency/department fund disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally disaster exists, the county will provide reimbursement information.

C. Expenditures by support entities will be documented by those entities and submitted directly to the City Administration or a designated Finance Service officer as soon as possible.

IV. References and Authorities

REFERENCES

Johnson County Emergency Operations Plan

AUTHORITIES

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.

ESF 12 - Energy and Utilities

Coordinating Agency:

City Administration

Support Agencies:

At & T

Atmos Energy

De Soto-City Clerk-PIO

De Soto-Emergency Manager

Evergy Energy

Honeycreek Sanitation

Johnson County Emergency Management

De Soto Planning Director

RG Fiber

De Soto Sewer Department

Spectrum

De Soto Street Department

Verizon

De Soto Water Department

Zoom Fiber

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 12 is to establish policies to be used in the coordination with private providers for restoration energy and other utilities during emergencies or following a major disaster in City of De Soto.

B. Scope

1. The activities within the scope of this function include, but are not be limited to:
 - a) Estimate number of customers without specific utility (electricity, natural gas, petroleum, etc.);
 - b) Assess energy and utility system damages;
 - c) Estimate the time needed for restoration of utility systems;
 - d) Support the restoration of utility services;
 - e) Assist in assessing emergency power needs and priorities;
 - f) Coordinate restoration efforts with utility providers to prioritize emergency power needs;
 - g) Assist in obtaining emergency power generation capabilities for critical infrastructure and essential facilities;

h) If appropriate, assist energy suppliers and utilities in obtaining equipment, specialized labor, and transportation to repair or restore systems;

i) Provide emergency information, education, and conservation guidance concerning energy and utility systems.

II. Concept of Operations

A. General

1. ESF 12 is organized consistent with the De Soto City Hall-EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, deployment, and coordination and support operations to City of De Soto through the City of De Soto Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.

2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the De Soto City Hall-EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 12 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.

3. In a large event requiring local or State mutual aid assistance, ESF 12 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of required assets.

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

5. There is always a potential for widespread loss of power in City of De Soto due severe weather events. Loss of power to large areas of the City may require that shelters be opened, and some basic services be provided. Power companies serving City of De Soto have well established and proven storm plans and procedures and their representatives are knowledgeable in the contents of the City of De Soto Emergency Operations Plan and ESF 12.

6. Resources

7. Disruptions and restoration

B. Direction and Control

1. The ESF 12 Coordinating Agency is City Administration which is appointed by the Johnson County Emergency Management, in coordination with local planning partners. The staff serving as ESF 12 Coordinator is appointed by and located in the City Administration. When ESF 12 support is necessary, the

ESF 12 Coordinator coordinates all aspects of ESF 12.

2. ESF 12 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Johnson County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within City of De Soto.

3. The ESF 12 may operate at two levels: 1) De Soto City Hall-EOC; and 2) Field operations

4. During emergency activations, all management decisions regarding transportation for City of De Soto are made at the De Soto City Hall-EOC by the ESF 12 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections and staff at the De Soto City Hall-EOC assist the incident commander in carrying out the overall mission.

5. In accordance with a mission assignment from ESF 12, each primary and/or support organization assisting ESF 12 will retain administrative control over its own resources and personnel but will be under the operational control of ESF 12. Delegation of mission operational control may be delegated to the field by the De Soto City Hall-EOC.

C. Organization

1. City

a) During an activation of the De Soto City Hall-EOC, support agency staff is integrated with the City Administration staff to provide support that will allow for an appropriate, coordinated and timely response.

b) During an emergency or disaster event, the De Soto City Hall-EOC Operations Section Chief will coordinate the support resources from the support agencies with the Infrastructure Services Branch Chief.

c) During the response phase, ESF 12 will evaluate and analyze information regarding energy service requests. Also, ESF 12 will develop and update assessments of the energy situation and status in the impact area and perform contingency planning to meet anticipated demands and needs.

d) The City Administration will develop and maintain ESF 12 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, the National Incident Management System, the Incident Command System and the City of De Soto Emergency Operations Plan.

e) The City Administration serves as the lead agency for ESF 12 and will work with the support agencies listed above to coordinate the response and process resource requests for power companies during major power outages. Upon notification by the power companies of any major problem or potential problem, the office will coordinate with ESF 6 and ESF 8 to open shelters as necessary.

f) Power companies within City of De Soto, using established response plans and standard operating guidelines, will provide their own resources through contractual agreements with other power providers to perform damage assessment; and obtain necessary equipment, repair or rebuild transmission and distribution systems, and restore power.

g) Power companies serving City of De Soto have public information officers who, in conjunction with the Johnson County Emergency Management, will issue statements and press releases that address existing or potential power problems or shortages.

D. Alerts and Notifications

1. The City Administration and/or Johnson County Emergency Management will notify the City Warning Point (Johnson County Emergency Management) when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The City Warning Point (Johnson County Emergency Management), will notify the “on call” Emergency Duty Officer and/or ESF Coordinator for ESF 12 when City of De Soto has been threatened or impacted by an emergency or disaster event as provided in the City Warning Point procedure.
3. ESF 12 will be activated or placed on standby upon notification by the De Soto City Hall-EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 12. If additional support is required, the ESF 12 coordinating and primary agencies may jointly manage ESF 12 activities.
4. Upon instructions to activate or placement of ESF 12 on standby, City Administration will implement procedures to notify all ESF 12 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

1. Actions carried out by ESF 12 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 12 agencies and the intended recipients of service.

Overall Actions Assigned to All Members	
<i>Preparedness (Pre-Event) Actions for ESF 12 - Energy and Utilities</i>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-12 tasks.
2	Identify who is responsible for initial notification of ESF-12 personnel.
3	Identify responsibilities for liaison roles with state and adjacent county officials.
4	Develop standard operating guides and checklists to support ESF-12 activities.
5	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
6	Collect, process, and disseminate information to and from the EOC.
7	Develop and maintain ESF-12 Annex.
8	Participate in training, drills, and exercises.

9	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
10	Ensure the availability of necessary equipment to support energy and utilities activities.
11	Identify and establish contact with county electric providers.
12	Identify how agencies will provide support while having limited fuel supplies and identify alternate fuel providers for emergency response.
13	Identify bulk storage fuel facilities.
14	Implement a public awareness campaign regarding energy and utilities safety in emergencies.

Overall Actions Assigned to All Members	
<i>Response (During Event) Actions for ESF 12 - Energy and Utilities</i>	
1	Designate personnel to coordinate ESF-12 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF-12 and EOC or incident command.
3	Provide field support for emergency responders at the scene.
4	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF12.
5	Monitor power restoration response activities and provide estimates for restoration.
6	Work with private energy and utility organizations to maintain current information regarding damage to supply and distribution systems.
7	Identify facilities that require priority repair of utilities and establish a plan for restoration of critical services.
8	Coordinate with ESF 7 to obtain resources to assist in utility and energy repair and restoration.
9	Coordinate with ESF 15 to disseminate information to the public regarding the status or utilities and power restoration.
10	Coordinate with ESF 6 and ESF 7 to provide emergency power and utilities to shelters when available.
11	Respond to significant physical, operational, or economic disruptions to energy supplies.
12	Identify damage to energy and utility outside of county borders that may impact local jurisdictions.
13	Deploy trained individuals to the EOC to assist with coordination of utility repairs.
14	Coordinate with ESF 13 to provide security to critical energy facilities and protection to maintenance personnel.
15	Alert or activate off-duty and auxiliary personnel as required by the emergency.

Overall Actions Assigned to All Members	
<i>Recovery (Post Event) Actions for ESF 12 - Energy and Utilities</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-12 Annex to correct shortfalls and improve future response activities.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Participate in after action meetings and prepare after action reports as requested.
6	Clean, repair, replenish and perform maintenance on all equipment before returning to normal operations or storage.

Overall Actions Assigned to All Members	
<i>Mitigation Actions for ESF 12 - Energy and Utilities</i>	
1	Participate in the hazard identification process and identify and correct vulnerabilities.
2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
3	Provide ESF-12 representative for update of mitigation plan.

III. Financial Management

A. ESF 1 is responsible for coordinating with City Administration to manage ESF 1 expenses relevant to an event.

B. During a response, each agency/department fund disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally disaster exists, the county will provide reimbursement information.

C. Expenditures by support entities will be documented by those entities and submitted directly to the City Administration or a designated Finance Service officer as soon as possible.

IV. References and Authorities

REFERENCES

Johnson County Emergency Operations Plan

AUTHORITIES

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.

ESF 13 - Public Safety and Security

Coordinating Agency:

Johnson County Sheriff's Office

Support Agencies:

De Soto City Administrator

De Soto-Emergency Manager

Johnson County Emergency Communications (ECC)

Johnson County Emergency Management

Kansas Highway Patrol

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 13 is to provide law enforcement coordination and support services in support of emergency events in City of De Soto.

B. Scope

1. ESF 13 provides a mechanism for coordinating and providing support to local authorities to include law enforcement, public safety, and security capabilities and resources during potential or actual disaster/emergencies.
2. ESF 13 generally is activated in situations requiring extensive assistance to provide public safety and security and where local government resources are overwhelmed or are inadequate, or in pre-incident or post-incident situations that require protective solutions.
3. ESF 13 capabilities support incident management requirements including:
 - a) Force and critical infrastructure protection;
 - b) Security planning and technical assistance; and
 - c) Technology support and public safety in both pre-incident and post-incident situations.
 - d) To create a county law enforcement emergency response that provides for the command, control, and coordination of law enforcement planning, operations, and mutual aid; and
 - e) To coordinate dispatch and the use of county law enforcement and means of coordination with local government.

II. Concept of Operations

A. General

1. ESF 13 is organized consistent with the De Soto City Hall-EOC, the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, deployment, and coordination and support operations to City of De Soto through the City of De Soto Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.

2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the De Soto City Hall-EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 13 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.

3. In a large event requiring local or State mutual aid assistance, ESF 13 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of required assets.

4. Throughout the response and recovery periods, ESF 13 will evaluate and analyze information requests to move people, materials, equipment and other resources as necessary; develop and update assessments of the Law Enforcement situation and status in the impact area; and undertake contingency planning to meet anticipated demands or needs.

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

6. Capabilities

7. Public safety, security and protection

8. Continuity of operations

B. Direction and Control

1. The ESF 13 Coordinating Agency is Johnson County Sheriff's Office which is appointed by the Johnson County Emergency Management, in coordination with local planning partners. The staff serving as ESF 13 Coordinator is appointed by and located in the Johnson County Sheriff's Office. When ESF 13 support is necessary, the ESF 13 Coordinator coordinates all aspects of ESF 13.

2. ESF 13 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Johnson County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within City of De Soto.

3. The ESF 13 may operate at two levels: 1) De Soto City Hall-EOC; and 2) Field operations

4. During emergency activations, all management decisions regarding transportation for City of De Soto are

made at the De Soto City Hall-EOC by the ESF 13 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the De Soto City Hall-EOC assist the incident commander in carrying out the overall mission.

5. In accordance with a mission assignment from ESF 13, each primary and/or support organization assisting ESF 13 will retain administrative control over its own resources and personnel but will be under the operational control of ESF 13. Delegation of mission operational control may be delegated to the field by the De Soto City Hall-EOC.

C. Organization

1. City

- a) During an activation of the De Soto City Hall-EOC, primary and support agency staff is integrated with the Johnson County Sheriff's Office staff to provide support.
- b) During an emergency or disaster event, the De Soto City Hall-EOC/Operations Section Chief will coordinate the support resources from the support agencies with the Emergency Services Branch Chief.
- c) During the response phase, ESF 13 will evaluate and fulfill all valid requests for law enforcement resources. ESF 13 will complete and update assessments and contingency plans for the law enforcement support services deployed or anticipated in the incident area.
- d) The Johnson County Sheriff's Office will develop and maintain ESF 13 and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. Support agencies may develop and maintain supporting documents for agency use, which must be compatible with the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System and the City of De Soto Emergency Operations Plan.

D. Alerts and Notifications

- a) The Johnson County Sheriff's Office and/or Johnson County Emergency Management will notify the City Warning Point (Johnson County Emergency Management) when information comes to their attention indicating that an emergency or disaster situation is developing.
- b) The City Warning Point (Johnson County Emergency Management), will notify the "on call" Emergency Duty Officer and/or ESF Coordinator for ESF 13 when City of De Soto has been threatened or impacted by an emergency or disaster event as provided in the City Warning Point procedure.
- c) ESF13 will be activated or placed on standby upon notification by the De Soto City Hall-EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 13. If additional support is required, the ESF 13 coordinating and primary agencies may jointly manage ESF 13 activities.

d) Upon instructions to activate or placement of ESF 13 on standby, Johnson County Sheriff's Office will implement procedures to notify all ESF 13 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

1. Actions carried out by ESF 13 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 13 agencies and the intended recipients of service

Overall Actions Assigned to All Members	
<i>Preparedness (Pre-Event) Actions for ESF 13 - Public Safety and Security</i>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-13 tasks.
2	Identify who is responsible for initial notification of ESF-13 personnel.
3	Identify responsibilities for liaison roles with state and adjacent county law enforcement officials.
4	Develop standard operating guides and checklists to support ESF-13 activities.
5	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
6	Collect, process, and disseminate information to and from the EOC.
7	Develop and maintain ESF-13 Annex.
8	Participate in training, drills, and exercises.
9	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
10	Develop safety programs, to include disaster situations, and present them to the public.

Overall Actions Assigned to All Members	
<i>Response (During Event) Actions for ESF 13 - Public Safety and Security</i>	
1	Designate personnel to coordinate ESF-13 activities.
2	Manage the collection, processing, and dissemination of information between ESF-13 and EOC or incident command.
3	Provide field support for emergency responders at the scene.
4	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF13.
5	Identify capabilities to provide safety and security for hazmat, EOD, aviation, and radiological incidents.
6	Secure disaster area in accordance with the requirements of the specific hazard present.
7	Coordinate with other ESF sections to provide protection to key and critical facilities.
8	Coordinate with EOC or incident command to provide protection to shelters and feeding facilities.
9	Provide support to ESF 6 in handling individuals in shelters with legal restrictions.
10	Provide protection to emergency responders.
11	Coordinate the activation of mutual aid agreements.
12	Coordinate with law enforcement agencies responding from outside the jurisdiction.
13	Alert or activate off-duty and auxiliary personnel as required by the emergency.

14	Activate continuity of operations protocol when agencies are overwhelmed or unable to respond due to facilities damage.
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Overall Actions Assigned to All Members	
<i>Recovery (Post Event) Actions for ESF 13 - Public Safety and Security</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-13 Annex to correct shortfalls and improve future response activities.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Participate in after action meetings and prepare after action reports as requested.
6	Clean, repair, replenish and perform maintenance on all equipment before returning to normal operations or storage.

Overall Actions Assigned to All Members	
<i>Mitigation Actions for ESF 13 - Public Safety and Security</i>	
1	Participate in the hazard identification process and identify and correct vulnerabilities.
2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
3	Provide ESF-13 representative for update of mitigation plan.

III. Financial Management

A. ESF 1 is responsible for coordinating with City Administration to manage ESF 1 expenses relevant to an event.

B. During a response, each agency/department fund disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally disaster exists, the county will provide reimbursement information.

C. Expenditures by support entities will be documented by those entities and submitted directly to the City Administration or a designated Finance Service officer as soon as possible.

IV. References and Authorities

REFERENCES

Johnson County Emergency Operations Plan

AUTHORITIES

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.

2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.

ESF 14 - Long-Term Community Recovery

Coordinating Agency:

De Soto-City Administrator
De Soto-Emergency Manager

Support Agencies:

De Soto Communications Director
De Soto Chamber of Commerce/EDC
De Soto City Administration
De Soto-City Clerk-PIO
De Soto Finance Director
Johnson County Appraiser's Office
Johnson County Emergency Management
De Soto Planning Director

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 14 is to coordinate the long-term recovery of City of De Soto in an efficient and effective manner.

B. Scope

1. This ESF is structured to provide coordination during large-scale or catastrophic incidents that require assistance to address significant long-term impacts in the affected area.
2. Specifically the scope of ESF 14 is to:
 - a) Provide for coordinated measures and policies designed to facilitate recovery from the effects of natural and technological disasters, civil disturbances, or acts of domestic terrorism.
 - b) Provide for effective utilization of resources to support efforts to aid long-term community recovery, stabilize local and regional economies, and reduce or eliminate risks from future incidents.
 - c) Assist in coordinating the damage assessment process in order to determine the need for assistance.
 - d) Provide a government conduit and administrative means for appropriate voluntary and private sector organizations to assist City of De Soto governments during the recovery and mitigation phases.
 - e) On-going and post-incident assessments of infrastructure and assessment of total damages including insured and uninsured losses.

f) Providing technical assistance to include engineering expertise, construction management, contracting and real estate services.

II. CONCEPT OF OPERATIONS

A. General

1. ESF 14 is organized consistent with the and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to City of De Soto through the City Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to provide a timely and appropriate response to an emergency or situation.
2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the De Soto City Hall-EOC and in the field. These are in the form of Emergency Operations Plan (i.e., Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 14 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance, ESF 14 will work with its support agency counterparts to seek, procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, ESF 14 will evaluate and analyze information regarding the availability of volunteers and donated goods and services.
5. A volunteer representative will serve a liaison role at the De Soto City Hall-EOC to assist in coordination of all activities under ESF 14.
6. Requests will be made of the ESF 14 and ESF 2 to assist in managing incoming volunteer and donations related calls placed from outside of City of De Soto. This assistance will come by referring interested parties to the Kansas AID MATRIX website or by directing them to contact United Way 2-1-1. The Johnson County Emergency Management Public Information Officer will publicize the importance of outside callers using these locations for receiving volunteer and donation instructions prior to citizens sending donations or arriving for volunteer assignment.
7. Pre-designated warehouse space will be utilized by ESF 14 to receive, sort, inventory and redistribute donated goods to agencies and assisting organizations.
8. Volunteer coordinators will establish reception centers adjacent to donations warehouse facilities.
9. Rapid Impact Assessment
10. Environmental Assessment
11. Types of Disaster Declarations
12. Other/Vulnerable Needs Considerations

B. Direction and Control

1. The ESF 14 Coordinating Agency is De Soto-City Administrator / De Soto-Emergency Manager which is appointed by the Johnson County Emergency Management, in coordination with local planning partners. The staff serving as ESF 14 Coordinator is appointed by and located in the De Soto-City Administrator / De Soto-Emergency Manager. When ESF 14 support is necessary, the ESF 14 Coordinator coordinates all aspects of ESF 14.
2. ESF 14 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Johnson County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within City of De Soto.
3. The ESF 14 system operates in two arenas; 1) De Soto City Hall-EOC; 2) field locations.
4. During emergency activations, all management decisions regarding transportation for City of De Soto are made at the De Soto City Hall-EOC by the ESF 14 coordinator. Under the Incident Command System structure, the Planning, Logistics, Finance/Administration, and Operations Sections at the De Soto City Hall-EOC assist the incident commander in carrying out the overall mission.

C. Organization

1. City

- a) During an activation of the De Soto City Hall-EOC, support agency staff is integrated with the De Soto-City Administrator / De Soto-Emergency Manager staff to provide support.
- b) During an emergency or disaster event, the De Soto City Hall-EOC Operations Section Chief will coordinate resource support with the Human Services Branch Chief.
- c) During the response phase, ESF 14 will evaluate and analyze information regarding volunteers and donations requests. Also, ESF 14 will develop and update assessments of the requirements for volunteers and donations in the impacted area and undertake contingency planning to meet anticipated demands and requirements.
- d) The De Soto-City Administrator / De Soto-Emergency Manager will develop and maintain ESF14 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System, and the City of De Soto Emergency Operations Plan.
- e) The De Soto-City Administrator / De Soto-Emergency Manager shall be represented in ESF 5 (Information and Planning) and support disaster intelligence collection and analysis as relates to the ESF 14 scope.

f) Individual organizations supporting ESF 14 will maintain contact with the De Soto City Hall-EOC ESF 14 liaison to advise them of status and response capabilities.

D. Alerts and Notifications

1. The De Soto-City Administrator / De Soto-Emergency Manager and/or Johnson County Emergency Management will notify the City Warning Point (Johnson County Emergency Management) when information comes to their attention indicating that an emergency or disaster situation is developing.
2. The City Warning Point (Johnson County Emergency Management), will notify the “on call” Emergency Duty Officer and/or ESF Coordinator for ESF 14 when City of De Soto has been threatened or impacted by an emergency or disaster event as provided in the City Warning Point procedure.
3. ESF 14 will be activated or placed on standby upon notification by the De Soto City Hall-EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 14. If additional support is required, the ESF 14 coordinating and primary agencies may jointly manage ESF 14 activities.
4. Upon instructions to activate or placement of ESF 14 on standby, De Soto-City Administrator / De Soto-Emergency Manager will implement procedures to notify all ESF 14 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.
5. When notified that the EOC has been activated, the ESF 14 coordinator will:
 - a) Conduct an immediate telephone survey of all Health and Human Service agencies to assess damage, determine ability to continue to provide services and determine support capabilities.
 - b) Establish contact with the City of De Soto Public Information Officer to coordinate dissemination of media information relative to volunteers and donations.
 - c) Establish contact with the ESF 14 coordinator to advise them of current situation, status and emerging needs.

E. Actions

1. Actions carried out by ESF 14 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish the tasks and requires significant cooperation and collaboration between all ESF 14 agencies and the intended recipients of service.

Overall Actions Assigned to All Members	
<i>Preparedness (Pre-Event) Actions for ESF 14 - Long-Term Community Recovery</i>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-14 tasks.
2	Identify who is responsible for initial notification of ESF-14 personnel.
3	Identify responsibilities for liaison roles with state and adjacent county transportation officials.

4	Develop standard operating guides and checklists to support ESF-14 activities.
5	Train personnel on EOC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
6	Collect, process, and disseminate information to and from the EOC.
7	Develop and maintain ESF-14 Annex.
8	Participate in training, drills, and exercises.
9	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
10	Inform all personnel of their emergency responsibilities.
11	Identify how long term community recovery efforts in support of emergency operations will be directed and controlled.
12	Identify the trained personnel or agency responsible for conducting an environmental assessment.

Overall Actions Assigned to All Members	
<i>Response (During Event) Actions for ESF 14 - Long-Term Community Recovery</i>	
1	Designate personnel to coordinate ESF-14 activities in EOC.
2	Manage the collection, processing, and dissemination of information between ESF-14 and EOC or incident command.
3	Provide field support for emergency responders at the scene.
4	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF14.
5	Work with the private sector to ensure the disaster related needs of the business community are met.
6	Coordinate with EOC and incident command to provide lists of long term recovery personnel staff.
7	Use impact assessment to identify number of persons affected, homes damaged/destroyed, and infrastructure losses to predict the ongoing need for long term recovery efforts.
8	Identify long term recovery efforts for individuals with vulnerable needs.
9	Identify long term recovery efforts for animal welfare and agriculture stakeholders.
10	Coordinate with ESF6 and ESF 8 to acquire long term mental health services.
11	Identify long term impacts of environmental issues caused by the disaster.
12	Communicate with ESF-15 the status of long term recovery efforts for public information purpose.
13	Identify and provide strategy to assist citizens with unmet needs.

Overall Actions Assigned to All Members	
<i>Recovery (Post Event) Actions for ESF 14 - Long-Term Community Recovery</i>	
1	Continue to perform tasks necessary to expedite restoration and recovery operations.
2	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
3	Evaluate response and recommend changes to ESF-14 Annex to correct shortfalls and improve future response activities.
4	Provide documentation for possible financial reimbursement process for recovery activities.
5	Participate in after action meetings and prepare after action reports as requested.
6	Coordinate with ESF 6 and housing authorities for sheltering and short/long term recovery efforts.
7	Support community recovery activities.
8	Work with the State and Federal government to administer disaster recovery programs.

Overall Actions Assigned to All Members	
<i>Mitigation Actions for ESF 14 - Long-Term Community Recovery</i>	
1	Participate in the hazard identification process and identify and correct vulnerabilities.
2	Participate in mitigation planning team meetings and work with local emergency management to promote community preparedness.
3	Develop and implement mitigation strategies.
4	Support programs that provide individual assistance, public assistance, and hazard mitigation.
5	Provide ESF-14 representative for update of mitigation plan.

III. Financial Management

A. ESF 1 is responsible for coordinating with City Administration to manage ESF 1 expenses relevant to an event.

B. During a response, each agency/department fund disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally disaster exists, the county will provide reimbursement information.

C. Expenditures by support entities will be documented by those entities and submitted directly to the City Administration or a designated Finance Service officer as soon as possible.

IV. References and Authorities

REFERENCES

Johnson County Emergency Operations Plan

AUTHORITIES

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.

ESF 15 - External Communication

Coordinating Agency:

De Soto-City Clerk-PIO

Support Agencies:

De Soto Communications Director

De Soto-City Administrator

De Soto-Emergency Manager

De Soto-Mayor

Johnson County Emergency Communications (ECC)

Johnson County Emergency Management

Johnson County Sheriff's Office

I. Purpose and Scope

A. Purpose

1. The purpose of ESF 15 is to disseminate information on emergencies to the public through the news media in City of De Soto.

B. Scope

1. This ESF coordinates actions to provide the required external affairs support to county and incident management elements. This Annex details the establishment of support positions to coordinate communications to various audiences. This ESF applies to county departments and agencies that may require public affairs support or whose public affairs assets may be employed during an emergency. This scope describes:

- a) Quickly relay critical and potentially lifesaving information to those at risk
- b) Provide timely, consistent information on the status of emergency operations
- c) Coordinate the release of public information from all responding agencies
- d) Assure the public that government is responding effectively to the emergency
- e) Make credible and consistent information available to answer citizen inquiries
- f) Provide ongoing and useful information regarding recovery activities
- g) Ensure a system is in place to provide information and guidance to County, City and if appropriate, State and Federal, elected and appointed officials

II. Concept of Operations

A. General

1. ESF 15 is organized consistent with the and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System to provide incident assessment, planning, procurement, deployment, coordination and support operations to the City Emergency Response Team, Area Operations and Regional Incident Management Teams (IMTs) to assure a timely and appropriate response to an emergency or situation.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the De Soto City Hall-EOC and in the field. These are in the form of Emergency Operations Plans (i.e. Base Plan) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Guidelines, which describe ESF 15 capabilities
3. In a large event requiring local or state mutual aid assistance, ESF 15 will coordinate with support agency counterparts to seek, procure, plan, coordinate and direct the use of required assets.
4. The De Soto-City Clerk-PIO will act as the lead agency for ESF 15. Depending on the severity of the situation, other local public information officers and City staff will assist with media advisories and releases. Lead or support agency public information staff will operate from the De Soto City Hall-EOC on a 24-hour schedule to help maintain the flow of public information.
5. Depending on the severity of the disaster, the Johnson County Emergency Management may activate a 24-hour citizen information center to handle citizens' inquiries.
6. In a catastrophic disaster, ESF 7 (Resource Support), ESF 14 (Long Term Recovery) and ESF 15 will work together to release information regarding volunteer goods and services that need to be sent to the disaster area, and where volunteers and donors may go to deliver such goods or services. All ESFs will routinely provide information to ESF 15 to keep City of De Soto officials and citizens aware of current events.
7. Public Announcement and media releases
8. Vulnerable Needs

B. Direction and Control

1. The ESF 15 Coordinating Agency is De Soto-City Clerk-PIO which is appointed by the Johnson County Emergency Management, in coordination with local planning partners. The staff serving as ESF 15 Coordinator is appointed by and located in the De Soto-City Clerk-PIO. When ESF 15 support is necessary, the ESF 15 Coordinator coordinates all aspects of ESF 15.
2. ESF 15 complies with the National Response Framework, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Johnson County Emergency Management, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within City of De Soto.
3. The ESF 15 system operates at two levels: 1) De Soto City Hall-EOC; 2) field locations.

4. The Johnson County Emergency Management serves as the focal point for ESF 15 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other ESF and other private voluntary agencies have knowledge about the system and ESF 15 expectations, as well as coordinate and cooperate efficiently during an event.

C. Organization

1. City

a) During an activation of the De Soto City Hall-EOC, primary and support agency staff is integrated with the De Soto-City Clerk-PIO staff to provide support.

b) The Public Information function will be a part of the Command Staff. The Public Information Officer is responsible for interfacing with the public and media and/or agencies with incident-related information requirements.

c) During a disaster, the De Soto City Hall-EOC will act as the central coordinating facility for receiving and disseminating public information. Information flow to the De Soto City Hall-EOC will occur directly from news media reports and citizen public information phone calls. Information will flow from the De Soto City Hall-EOC in the form of media briefings, news releases and situation reports.

d) The De Soto-City Clerk-PIO will develop and maintain ESF 15 and accompanying Appendices, Annexes and Standard Operating Guidelines that govern response actions related to emergencies. Primary and support agencies should develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Framework, The National Incident Management System, the Incident Command System, and the City of De Soto EOP.

D. Alerts and Notifications

1. The De Soto-City Clerk-PIO and/or Johnson County Emergency Management will notify the City Warning Point (Johnson County Emergency Management) when information comes to their attention indicating that an emergency or disaster situation is developing.

2. The City Warning Point (Johnson County Emergency Management), will notify the “on call” Emergency Duty Officer and/or Emergency Coordinating Officer (ECO) for ESF 15 when City of De Soto has been threatened or impacted by an emergency or disaster event as provided in the City Warning Point procedure.

3. ESF 15 will be activated or placed on standby upon notification by the De Soto City Hall-EOC. The representatives or designees of the coordinating agency will manage the emergency activities of ESF 15. If additional support is required, the ESF 15 coordinating and primary agencies may jointly manage ESF 15 activities.

4. Upon instructions to activate or placement of ESF 15 on standby, De Soto-City Clerk-PIO will implement procedures to notify all ESF 15 planning team members and, if necessary, mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

E. Actions

1. Actions carried out by ESF 15 are grouped into phases of emergency management: Preparedness, Response, Recovery and Mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service.

Overall Actions Assigned to All Members	
<i>Preparedness (Pre-Event) Actions for ESF 15 - External Communication</i>	
1	Maintain a central personnel roster, contact, and resource lists to support ESF-15 tasks.
2	Identify who is responsible for initial notification of ESF-15 personnel.
3	Identify responsibilities for liaison roles with state and adjacent county PIOs.
4	Develop standard operating guides and checklists to support ESF-15 activities.
5	Train personnel on EOC operation, JIC operation, the Incident Command System (ICS) and the National Incident Management System (NIMS).
6	Collect, process, and disseminate information to and from the EOC.
7	Develop and maintain ESF-15 Annex.
8	Participate in training, drills, and exercises.
9	Develop mutual aid and other support agreements with surrounding jurisdictions and the private sector.
10	Identify all viable methods to reach the public including but not limited to radio, television, print media flyers, posters, brochures, informational booths and the Internet.
11	Develop pre-scripted media releases and public advisories.
12	Ensure adequate space and equipment is available for the operation of a JIC.
13	Pre-identify media outlets, establish contact lists, and provide training on emergency public information procedures.
14	Train emergency responders on public information procedures on referring media to the appropriate field or JIC personnel for information.
15	Provide continuous and accessible public information about disasters and recovery activity.
16	Establish process to verify information is accurate and valid before public release.
17	Identify public information needs required for facilities that serve vulnerable needs populations.
18	Identify public information needs required for individuals with vulnerable needs.
19	Identify personnel or process used to provide public information to individuals with limited English language ability.

Overall Actions Assigned to All Members	
<i>Response (During Event) Actions for ESF 15 - External Communication</i>	
1	Designate personnel to coordinate ESF-15 activities in EOC and JIC.
2	Manage the collection, processing, and dissemination of information between ESF-15 and EOC or incident command.
3	Provide field support for emergency responders at the scene.

4	Participate in EOC briefings, incident action plans, situation reports and meetings to support ESF15.
5	Inform the public of health and/or safety concerns, status of emergency situation, and ways to reduce or eliminate the associated dangers.
6	In coordination with the EOC team, release emergency information.
7	Implement a proactive public information strategy to meet media needs.
8	Activate and staff management functions of the JIC.
9	Resolve any conflicting information and dispel rumors.

Overall Actions Assigned to All Members	
<i>Recovery (Post Event) Actions for ESF 15 - External Communication</i>	
1	Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required.
2	Evaluate response and recommend changes to ESF-15 Annex to correct shortfalls and improve future response activities.
3	Provide documentation for possible financial reimbursement process for recovery activities.
4	Participate in after action meetings and prepare after action reports as requested.
5	Continue all emergency public information activities based on the circumstances and the organizations involved in the recovery efforts.
6	Distribute information on what to do when returning to your damaged home.
7	Distribute information on how and where to apply for different types of disaster assistance.
8	Participate in briefings, incident action plans, situation reports and briefings.
9	Release information concerning the need for volunteer goods and services.
10	Provide information regarding available disaster recovery programs and resources to the media and the public.
11	Maintain records of all news releases to support documentation after the disaster.
12	Compile a written record of events, including any printed materials, news releases, tapes and clippings.
13	Assess effectiveness of information and education programs.

Overall Actions Assigned to All Members	
<i>Mitigation Actions for ESF 15 - External Communication</i>	
1	Provide information and increase awareness about safe rooms and other shelter methods.
2	Conduct all-hazard safety visits to increase home hazard prevention actions.
3	Promote preparedness information that will lessen the impact of disasters, such as having a disaster preparedness kit and family disaster plan.
4	Establish contacts and develop working relationships with the media.
5	Provide ESF-15 representative for update of mitigation plan.

III. Financial Management

A. ESF 1 is responsible for coordinating with City Administration to manage ESF 1 expenses relevant to an event.

B. During a response, each agency/department fund disaster operations from their current operating budget and are responsible for recording and tracking agency expenditures. If a federally disaster exists, the county will provide reimbursement information.

C. Expenditures by support entities will be documented by those entities and submitted directly to the City Administration or a designated Finance Service officer as soon as possible.

IV. References and Authorities

REFERENCES

Johnson County Emergency Operations Plan

AUTHORITIES

1. 44 CFR Part 13 - 44 CFR Part 13 (The Common Rule) - Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. 44 CFR Part 206 - 44 CFR Part 206 - Federal Disaster Assistance for Disasters Declared after November 23, 1988.