

BUTLER EOP

Table of Contents

Preface	1
Introduction	4
Situation	8
Planning Assumptions and Considerations	9
Roles and Responsibilities	10
Concept of Operations	15
Incident Management Actions	20
Continuity of Government	25
Administration and Support	27
Appendices to the Basic Plan	32

BUTLER COUNTY, KANSAS EMERGENCY OPERATIONS PLAN

Preface

Preface

[CEOP Cover](#)

Table of Contents

Promulgation and Concurrence Documents

[Letter of Approval by State](#)

[CONCURRENCE & PROMULGATION](#)

Record of Distribution

[LINK TO RECORD OF DISTRIBUTION](#)

Record of Plan Changes

[LINK TO RECORD OF CHANGES](#)

Overview

The Butler County Emergency Operations Plan (BCEOP) is designed to address natural and man made hazards that could adversely affect the County and considers all relevant hazards identified in the Butler County Hazard Analysis. The BCEOP applies to all county government departments and agencies that are tasked to provide assistance in a disaster or emergency situation. It describes the fundamental policies, strategies, and general concept of operations to be used in control of the emergency from its onset through the post disaster phase.

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

The BCEOP is an all-hazards plan that addresses evacuations; sheltering; post-disaster response and recovery; deployment of resources; communications, and warning systems. The BCEOP also defines the responsibilities of

county departments and volunteer organizations.

The BCEOP describes the basic strategies, assumptions and mechanisms through which Butler County will mobilize resources and conduct activities to guide and support local emergency management efforts through preparedness, response, recovery, and prevention. To facilitate effective operations, the BCEOP adopts a functional approach that groups the types of assistance to be provided into 15 Emergency Support Functions (ESF). The 15 BCEOP ESFs mirror the National Response Plan (NRP) and the Kansas Response Plan (KRP).

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

This document has been developed as a guide for emergency operations in a disaster, not for the day-to-day actions. It is best understood that events might take place that would make it improper and ill advised to proceed in a manner that would jeopardize lives and property at the expense of implementation of this document. It is further understood that individuals who have responsibilities within this plan must have the freedom to augment those actions, that in their best judgment, will neutralize and bring the situation back to normalcy using resources that are available within the time frames of pre-emergency, warnings, emergency response and recovery.

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

ORGANIZATIONAL CHARTS:

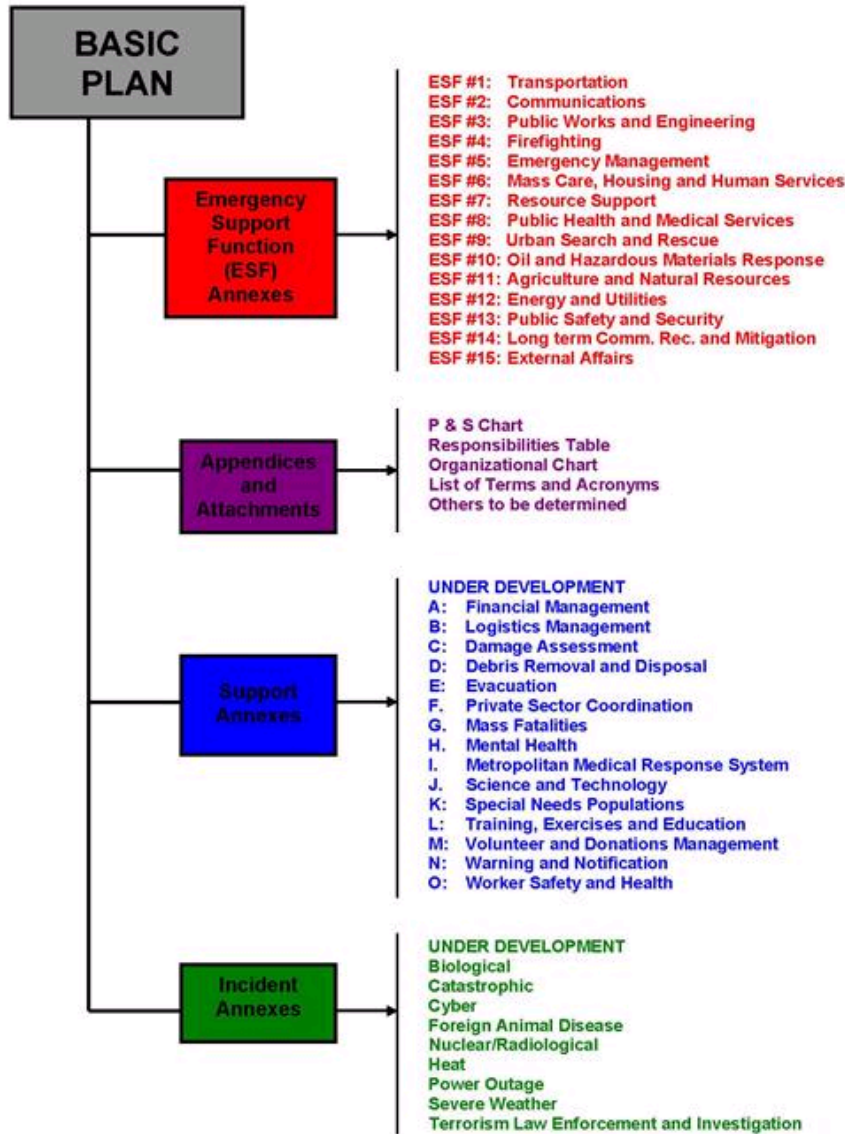
A link to an organizational chart for the Butler County Emergency Government Organization is included below:

[Emergency Government Org](#)

A chart illustrating the organization of the BCEOP is included below:

[LINK TO BCEOP ORGANIZATIONAL CHART](#)

COUNTY EMERGENCY OPERATIONS PLAN ORGANIZATION



Introduction

Purpose

The purpose of the Butler County Emergency Operations Plan (BCEOP) is to establish a comprehensive and coordinated all-hazards approach, and a plan for effective response to and recovery from emergencies and disasters occurring in Butler County.

Additional purposes of this plan include, but are not limited to:

1. The prevention and minimization of injury and damage whether through natural, technological or man-made events;
2. Reducing the exposure of citizens to any disaster by means of a comprehensive mitigation program;
3. Defining the capability for protecting and reducing the exposure of citizens and first responders to any hazardous materials incident;
4. Establishing policies and procedures under which Butler County and its communities will respond to and operate in the event of a hazardous materials incident;
5. Designating the agencies and personnel necessary to mobilize that have the capabilities and responsibilities to assist in a disaster situation;
6. Providing prompt, effective and coordinated response to a disaster;
7. Lessening the hardships by aiding the individuals, and;
8. Providing for the recovery to be as close to normal conditions as possible after an occurrence.

The BCEOP, using the National Incident Management System (NIMS), establishes a framework for an effective system of comprehensive emergency management.

Scope and Applicability

The BCEOP covers the full range of complex and constantly changing requirements in anticipation of or in response to threats or acts of terrorism, major disasters, and other emergencies. The BCEOP also provides the basis to initiate long-term community recovery and mitigation activities.

The BCEOP:

- Establishes fundamental policies, program strategies, and assumptions for a county wide comprehensive emergency management program
- Establishes a method of operations that spans the direction and control of an emergency from initial monitoring through post-disaster response, recovery, and prevention
- Defines the mechanisms to facilitate delivery of immediate assistance; including direction and control of intrastate, interstate and federal response and recovery assistance
- Assigns specific functions to appropriate agencies and organizations, as well as outlines methods to coordinate with the private sector and voluntary organizations
- Addresses the various types of emergencies that are likely to occur, from local emergencies, to minor, major or catastrophic disasters
- Identifies the actions that Butler County will initiate, in coordination with state and federal counterparts as appropriate, regardless of the magnitude of the disaster

Incident Management Activities

The BCEOP addresses the full spectrum of activities related to incident management, including prevention, preparedness, response, and recovery actions. The BCEOP focuses on those activities that are directly related to an evolving incident or potential incident rather than steady-state preparedness or readiness activities conducted in

the absence of a specific threat or hazard.

It is in the best interest of those agencies with responsibilities associated with this plan to have the freedom to augment those actions that, in their best judgment, will neutralize a situation and bring it back to normalcy. Cooperation between response agencies both inside the county and from outside of the county is essential. Therefore it is fundamental and necessary that the understanding, use and functions of the Incident Command System (ICS) be utilized by all entities with responsibilities within this plan.

Authorities

Various statutory authorities, regulations and policies provide the basis for actions and activities in the context of domestic incident management. Nothing in the BCEOP alters the existing authorities of individual departments and agencies. The BCEOP establishes the coordinating structures, processes, and protocols required to integrate the specific statutory and policy authorities of various state departments and agencies in a collective framework for action to include prevention, preparedness, response, and recovery activities.

Local

- Butler County Resolution No. 91-905 dated June 1991, establishing the Butler County Emergency Preparedness Organization.
- Butler County Resolution No. 93-977, dated August 1993, renaming the Emergency Preparedness Organization to the Emergency Management Organization and re-stating its responsibilities.
- Butler County Resolution No. 03-17, dated February 2003, renaming the Emergency Management Organization to the Emergency Management/Homeland Security Department.
- Butler County Resolution No. 99-25, dated March 1999, designating the Director of Butler County Emergency Management as the Hazard Mitigation Officer for Butler County.
- Butler County Resolution No. 05-51, dated October 2005, establishing the National Incident Management System (NIMS) as the system to be used for planning, responding, recovery and mitigating from both natural and man made disasters within the county.
- Butler County Resolution No. 91-036 providing for the recovery of expenses incurred in an emergency action in response to the release or threatened release of hazardous materials.
- Butler County Resolution No. 96-017 dated April 1996, establishing a policy of Butler County to provide assistance to other counties, cities, and townships within Kansas pursuant to K.S.A. 12-16, 117.

State

- Kansas Response Plan dated 2006 and Kansas Planning Standards dated 2006
- Executive Order 05-03. This Executive Order designates the National Incident Management System (NIMS) as the standard for incident management in the State of Kansas.
- Kansas Statutes Annotated (KSA), 48-9a01. This Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership that allows states to assist one another during emergencies. EMAC establishes a firm legal foundation for States to send assistance to, and receive assistance from other States
- KSA 48-904 through 48-936, as amended. This state statute establishes the duties, roles and responsibilities for emergency management within the state, and establishes basic requirements for counties to establish and maintain emergency management programs. It outlines the organization, policies and procedures governing the Kansas Division of Emergency Management (KDEM), establishes the powers and authorities of the Governor, state and local officials to deal with emergencies/disasters before, during and after their occurrence
- KSA 65-5701 through 65-5711. This state statute is the state level implementation of SARA, Title III. It defines the HAZMAT roles and responsibilities of state agencies, makes counties HAZMAT emergency planning districts and establishes a Local Emergency Planning Committee (LEPC) in each Butler County
- KSA, 12-16, 117. This state statute empowers municipalities (counties and cities) to establish policies regarding the rendering of aid to other municipalities during times of declared emergencies/ disasters. It streamlines the process of mutual aid over the "interlocal agreement" mechanism contained in KSA 12-2901

- Kansas Administrative Regulation (KAR) 56-2-1 through 56-2-2. This regulation defines the requirements of local emergency management agencies. It establishes the minimum functions of such agencies, the minimum support counties must provide to such agencies and the minimum qualifications of Butler County emergency management directors/coordinators

Federal

- National Response Plan. This plan establishes a comprehensive all-hazards approach to enhance the ability of the United States to manage domestic incidents. It forms the basis of how federal departments and agencies will work together and how the federal government will coordinate with state, local, and tribal governments and the private sector during incidents. It establishes protocols to help protect the nation from terrorist attacks and other major disasters
- Homeland Security Presidential Directive – 5: Management of Domestic Incidents. This directive is intended to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive National Incident Management System (NIMS)
- Homeland Security Presidential Directive – 8: National Preparedness. This directive establishes policies to strengthen the preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies by requiring a national domestic all-hazards preparedness goal, establishing mechanisms for improved delivery of Federal preparedness assistance to State and local governments, and outlining actions to strengthen preparedness capabilities of Federal, State, and local entities
- National Incident Management System (NIMS). A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local and tribal governments; the private sector; and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity
- Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135. This Act established the Department of Homeland Security with the mandate and legal authority to protect the American people from terrorist attacks, major disasters, and other emergencies
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C., Public Law 93-288 as amended by Public Law 100-707. This act provides the authority for the provisioning of disaster relief and assistance by the federal government. It also establishes roles and responsibilities for state and local governments during federally declared emergencies and disasters
- Emergency Management and Assistance, 44 C.F.R., Chapter 1. (Oct. 1, 1992). This portion of the US Code implements the Stafford Act and delineates the organization, policies & procedures governing the activities and programs of the Federal Emergency Management Agency and other federal agencies, and further defines the role of state and local government in the Emergency Management structure
- Emergency Planning and Community Right-to-Know Act of 1986. (Public Law 99-499, October 17, 1986), Title III of the Superfund Amendments & Reauthorization Act (SARA). This federal legislation outlines the requirements for emergency planning and notifications pertaining to emergencies involving hazardous materials (HAZMAT).
- FEMA State and Local Guide (SLG) 101. Establishes non-regulatory guidance on the conduct of the emergency planning process and the development of Emergency Operations Plans

Key Concepts

This section summarizes key concepts that are reflected throughout the BCEOP as follows:

- Systematic and coordinated incident management, including protocols for:
 - Incident reporting
 - Coordinated action

- Alert and notification
 - Mobilization of local resources
 - Operating under differing threats or threat levels
 - Integration of crisis and consequence management functions
-
- Organizing interagency efforts to minimize damage, restore impacted areas to pre-incident conditions if feasible, and/or implement programs to mitigate vulnerability to future events
 - Facilitating local support to departments and agencies acting under the requesting department's or agency's own authorities
 - Organizing the delivery of critical resources, assets, and assistance. Local agencies are assigned to lead or support ESFs based on authorities, resources, and capabilities
 - Providing the basis for coordination of interagency and intergovernmental planning, training, exercising, assessment, coordination, and information exchange

Situation

Depending on the severity of the hazard/disaster, the residents, population, business, and economic characteristics of the county can be affected in a wide variety of ways. Due to the number of rapidly growing cities on the western portion of the county and the State and Federal highways that run through them, the cities are especially vulnerable to transportation incidents involving hazardous materials. Because of the ever-expanding industrial and business base in the county, the larger cities are vulnerable to the effects of an economic crisis if a major incident such as a tornado occurred. The cities of El Dorado, Augusta, Towanda, and Douglass are especially susceptible to the affects of an earthquake event if the Nemaha Fault should activate. The cities of El Dorado, Potwin, Whitewater, Towanda, Leon, Augusta, and Douglass are vulnerable to the effects of flooding, as are portions of Rose Hill and Andover.

Characteristics – the following are the general characteristics of Butler County, Kansas. These characteristics are divided into three major categories; geographic, demographic, and economic.

1. Geographic - Butler County is quickly becoming evenly divided between a rural and urban county located in South Central Kansas. It consists of thirteen incorporated cities and one unincorporated city. The West side of the county contains a growing retail, service and construction area and is quickly becoming the most populated, while the east side is still mainly farm and pasture land with many oil leases. The heavy industrial areas of the county are located in and around the city of El Dorado. The county is made up of 1,443 square miles of land and is the largest county in the State of Kansas. The county contains several flood plain areas. It also has one area of sinkholes. The county falls within the earthquake fault area for the buried Nemaha Ridge. All natural hazard areas are shown in Hazard Analysis section of this Basic Plan.
2. Demographic – Butler County is considered by the US Bureau of Census to be a Metropolitan Statistical Area. Information contained in this portion of the plan is based on information gathered from the US Bureau of Census, Community Facts website at <http://factfinder.census.gov>, and the Institute for Public Policy and Business Research, University of Kansas website at <http://www.ukans.edu/cwis/units/IPPBR>. The total 2000 population of Butler County is 59,482, a 17.6% increase from 1990. The population density is 41.7 persons per square mile. The number of the population over the age of 65 is 7,783, or 12.5% of the population. The number of the population age 5 to 64 with a disability is 6,280. The number of the population over the age of 64 with a disability is 2,918 (2000 statistics). 2006 reports from USDA indicate that Butler County has 100,900 livestock on the ground.
3. Economic – the average per capita income for Butler County, Kansas is estimated at \$21,515 based on the 1996 report published by the Bureau of Economic Analysis. According to this study there are currently (1996 standards) 1,533 employed in farm type work and 22,478 employed in non-farm work. These areas of employment consist of fields such as, but not limited to: Mining (182), Construction (1,071), Transportation and Public Utilities (483), Wholesale Trade (469), Retail Trade (2,987), Finance, Insurance, and Real Estate (616), and Services (2,946).

Hazard Analysis

Planning Assumptions and Considerations

A disaster can occur with little or no warning, causing significant loss of life, environmental and economic damage.

Local resources, available through public, volunteer and commercial means will be utilized first. State and Federal support will augment ongoing disaster operations. Local jurisdictions will enter into mutual aid agreements with each other as necessary to use most effectively their resources in response to emergencies and disasters.

Incident management activities will be initiated and conducted using the principles contained in the NIMS.

Unconventional hazards require unprecedented response measures. Such threats call for the development of more specific operational plans, which will compliment the policies established in this plan.

Many resources needed are available locally; however, shortfalls may dictate the coordination of outside resources through the Butler County Emergency Management office. The principles and policies of the NIMS will be adopted in local and state emergency plans, and demonstrated through plan exercise activities.

Roles and Responsibilities

County Government

Each county in Kansas through the Board of County Commissioners is responsible for emergency management in its jurisdictional boundaries. Butler County conducts emergency operations according to established plans and procedures to include:

- 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
- Coordinate the emergency management needs of all municipalities within the county and working to establish intra-county mutual aid agreements to render emergency assistance
- Implement 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, and those with hearing impairment or loss
- Execute mutual aid agreements within the state for reciprocal emergency aid and assistance in the event a situation is beyond the county's capability
- Maintain an emergency management program that is designed to avoid, reduce and mitigate the effects of hazards through the enforcement of policies, standards and regulations
- Maintain cost and expenditure reports associated with disasters, including resources mobilized as a result of mutual aid agreements
- Coordinate public information activities during an emergency
- Develop and maintain procedures to receive and shelter persons evacuating within our political jurisdiction and those persons evacuating from outside into our jurisdiction with assistance from the State
- Ensure the county's ability to maintain and operate a 24-hour warning point with the capability of warning the public

Butler County disaster response resources are organized into ESFs. Each ESF is comprised of numerous agencies/organizations that manage and coordinate specific categories of assistance common to all disaster/emergency events. A primary agency/organization has been designated for each ESF to ensure the coordination and delivery of goods and services to the disaster area.

The ESF's provide the structure for coordinating interagency support for both man-made and naturally occurring disaster/emergencies. The following is a brief summary of the purpose of each ESF:

ESF #1: Transportation

- Coordinate and process transportation resources and people (evacuation)
- Report damage to transportation infrastructure
- Coordinate alternate transportation service
- Coordinate the restoration and recovery of the transportation infrastructure

ESF #2: Communications

- Provide temporary communications to support incident management
- Facilitate the restoration of the communications infrastructure
- Supports all state agencies in the procurement and coordination of communications services from the communications and information technology industry during an incident response.

ESF 3#: Public Works and Engineering

- Infrastructure protection and emergency restoration
- Emergency assistance and support for first responders
- Engineering and construction services
- Liaison with state and federal resources
- Debris management

ESF #4: Firefighting

- Fire prevention and suppression activities
- Fire mutual aid and resource augmentation
- Fire command and control structure

ESF #5: Emergency Management

- Emergency Operations Center (EOC) activation, configuration, management and staffing
- On-scene command control structure and interface with the EOC
- Emergency decision making and the local declaration process
- Requesting state and federal assistance
- Overall coordination of mutual aid and regional operations
- Information collection and database creation and management
- Analysis and dissemination of information
- Issuing situation reports, bulletins and advisories
- Notification and updating of staff and elected officials
- Science and technology support (GIS mapping, modeling)
- Incident Action Plans and resource tracking

ESF #6: Mass Care, Housing and Human Services

- Mass care operating including sheltering, feeding and other essential human needs
- Housing resources
- In-place shelter operations
- Special needs populations

ESF #7: Resource Support

- Resource identification
- Resource coordination and support
- Resource procurement
- Personnel augmentation
- Logistics management

ESF #8: Public Health and Medical Services

- Assessment of public health and medical needs
- Public health surveillance
- Medical care personnel
- Medical equipment and supplies

ESF #9: Search and Rescue

- Resources needed to conduct search and rescue activities
- State and federal resources available to augment local search and rescue efforts

- Aerial and ground search resources

ESF #10: Oil and Hazardous Materials Response

- Coordinated response to oil and hazardous materials incidents
- Specialized local, regional, state and federal mutual aid resources
- Hazardous materials planning and reporting requirements
- Short and long-term environmental cleanup

ESF #11: Agriculture and Natural Resources

- Control and eradication of an outbreak of a devastating animal/zoonotic disease or plant disease
- Assurance of food safety and security
- Natural resource protection and restoration or historic properties

ESF #12: Energy

- Energy system assessment, repair and restoration
- Water services (water, sewer and storm water)
- Private utilities industry coordination
- Energy forecasting
- Power outages

ESF #13: Public Safety

- Law enforcement activities
- Operational and personnel security
- Ingress and egress to the disaster scene(s)
- Liaison between response operations and criminal investigation activities
- Coordination with state and federal law enforcement agencies

ESF #14: Long-term Community Recovery

- Community recovery operations
- Economic assessment, protection and restoration
- Mitigation analysis and program implementation
- Coordination with the private sector
- Coordination with state and federal community assistance programs

ESF #15: External Communications

- Emergency public information
- Protective action guidance
- Ongoing emergency information
- Inter-departmental coordination
- Establishing a Joint Information Center (JIC) and Joint Information System (JIS)
- Media and community relations
- Governmental and public affairs

ESF AGENCIES TABLE

The designated Primary Agency (and if appropriate, an ESF Coordinator), as well as the Non-governmental, State and Federal Agencies responsible for each ESF are listed in the Planning Team section of each ESF.

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
- Under a Governor's declaration has powers to make, amend, and rescind orders and regulations
- 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 State jurisdiction
- Encourages participation in mutual aid and implements authorities for the State to enter into mutual aid agreements with other States, tribes, and territories to facilitate resource-sharing
- Is the Commander-in-Chief of State military forces (National Guard when in State Active Duty or Title 32 Status and the authorized State militias)
- Requests Federal assistance when it becomes clear that State or tribal capabilities will be insufficient or have been exceeded or exhausted

The Adjutant General of the State of Kansas is the State Director of Emergency Management. This Division 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.

Non-governmental and Volunteer Organizations

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

Federal Government

The federal government is responsible to:

- Provide emergency response on federally owned or controlled property, such as military installations and federal prisons
- Provide federal assistance as directed by the President of the United States under the coordination of the DHS, FEMA and in accordance with federal emergency plans
- Identify and coordinate provision of assistance under other federal statutory authorities
- Provide 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 (NRP)
- Manage and resolve all issues pertaining to a mass influx of illegal aliens
- Provide repatriation assistance to U.S. citizens evacuated from overseas areas.

Private Sector

Primary and support agencies coordinate with the private sector to effectively share information, form courses of

action, and incorporate available resources to prevent, prepare for, respond to, and recover from disasters and emergencies.

The roles, responsibilities, and participation of the private sector during an emergency vary based on the nature of the organization and the type and impact of the incident.

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.

Citizen Involvement

Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery, and mitigation. A prime example of this is the Citizens Corps Program in Butler County that oversees and maintains the Community Emergency Response Program. This program provides training for citizens on preparedness, mitigation, response and recovery which empowers them to take responsibility for their own safety in the event of an emergency or disaster situation as well as providing additional assistance for first responders.

Concept of Operations

Normal operations

In natural disasters, the magnitude of the impact and depletion of resources at each level of government trigger outside assistance. Local emergency responders, with state support, carry out initial response to most emergencies only as local resources become taxed. However, threats such as use of biological agents or Foreign Animal Disease will trigger state and federal response measures from the earliest possible phase, in order to control dissemination and take appropriate eradication measures.

Emergency operations

The Concept of Operations focuses on all policies that impact the management of the overall disaster response and recovery efforts, the coordination of response actions and the allocation of resources to return the situation to a state of normalcy (or as close as possible). As the framework for the management of the disaster operations, this portion of the plan promotes the integration of all response organizations (internal and external) into a command structure capable of adapting to the magnitude of the situation. Paramount to all other considerations is the fact that policies are set by elected officials who have the ultimate responsibility for the safety and welfare of the citizens of Butler County. Based on the severity and magnitude of the situation, the Board of County Commissioners (BoCC) may issue a Local Emergency Declaration.

DISASTER RESOLUTION

The mechanics of response to any incident are set by the standard operating procedures of the responding agencies. Critical to these efforts is the use of the Incident Command System (ICS) that provides a standardized means to command, control and coordinate the use of resources and personnel at the scene of emergencies/disasters.

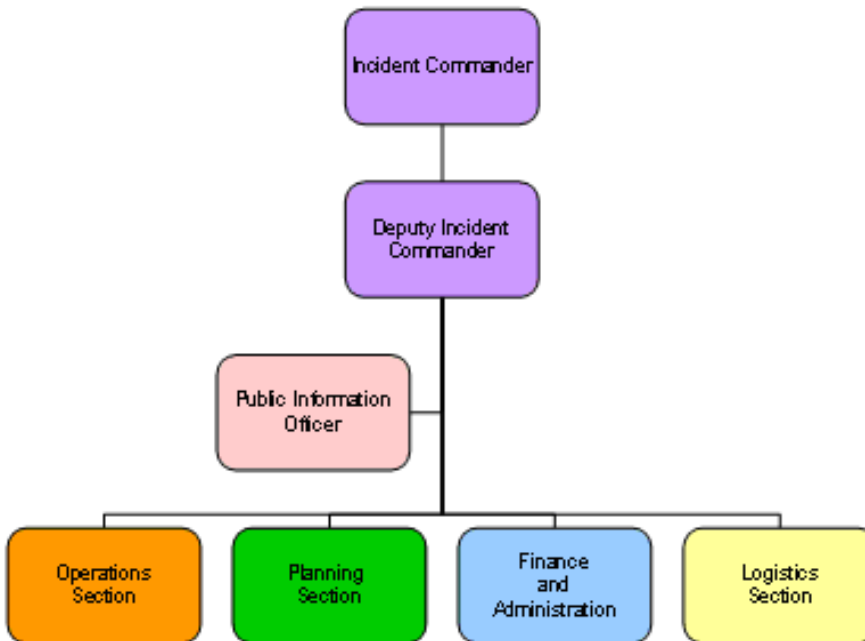
Incident Command System

The principles of the Incident Command System (ICS) and the National Incident Management System (NIMS) will be used to guide and coordinate activities at the disaster scene. The EOC will organize using ICS and NIMS principles in support of field operations. Using the Incident Command System (ICS), there are four functional sections as follows:

- Operations Section
- Planning Section
- Finance and Administration Section
- Logistics Section

The ICS organization is illustrated in the figure below.

LINK TO ICS ORGANIZATION



Coordination, Direction and Control

County level

In case of an emergency/disaster situation, the Butler County Emergency Management Department acting as the authorized agency of the Board of County Commissioners will coordinate emergency response and recovery efforts within the political jurisdictions of the incorporated and unincorporated areas of Butler County.

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 open communications and close coordination with the EOC at all times.

To the extent possible, all tactical and operational decisions will be made in the field within an ICS/NIMS structure, while policy and coordination functions will be accomplished from the EOC.

The ICS/NIMS provides a framework designed to standardize incident management for all types of hazards and across all levels of government. If used effectively, it should improve coordination between different agencies, levels of government and the private sector.

ESF Coordinator, Primary and Support agencies

The Butler County Emergency Management Director designates the primary agencies for each ESF to coordinate the activities of that function. In some cases, an ESF Coordinator may be assigned in addition to the primary and support agencies. The following describes the roles of the ESF Coordinator, Primary Agency and Support Agencies.

The ESF Coordinator has ongoing responsibility through the prevention, preparedness, response, recovery, and

mitigation phases of incident management. The role of the ESF coordinator is carried out through a unified command approach as agreed upon collectively by the designated primary agencies. The responsibilities of the ESF coordinator include:

- Pre-incident planning and coordination
- Maintain ongoing contract with ESF primary and support agencies
- Conduct periodic ESF meetings
- Coordinate efforts with corresponding private-sector organization
- Coordinate ESF activities relating incident planning and critical infrastructure preparedness

An agency designated as an ESF Primary Agency will:

- Provide staff for the operations functions
- Notify and request assistance from support agencies
- Manage mission assignments and coordinate with support agencies
- Work with appropriate private-sector organizations to maximize use of all available resources
- Support and keep other ESFs informed of operational priorities and activities
- Execute contracts and procure goods and services as needed
- Ensure financial and property accountability for ESF activities
- Plan for short-term and long-term incident management and recovery operations
- Establish and maintain procedures for agency personnel to be available on a 24-hour basis for EOC staffing and emergency assignment and provide this information to the Butler County Emergency Management Department
- Maintain a current inventory of key agency personnel, facilities and equipment, and establish procedures to ensure this information can be accessed from the EOC
- Establish procedures for assessing damage to department facilities and injury to personnel
- Maintain trained personnel to support inter agency emergency response and support teams

Agencies designated as ESF Support Agencies will:

- Conduct operations, when requested using their own authorities, subject-matter experts, capabilities or resources
- Participate in planning for short-term and long term incident management and recovery operations
- Assist in the conduct of situational assessments
- Provide staff, equipment or other resource support as requested
- Provide input to periodic readiness assessments
- Participate in training and exercises
- Identify new equipment or capabilities required to prevent or respond to new or emerging threats and hazards
- Provide information or intelligence regarding their agency's area of expertise.

For more information, see Roles and Responsibilities.

Intergovernmental mutual aid

Mutual aid agreements and memorandum of understanding are essential components of emergency management planning, response, and recovery activities. These agreements provide reciprocal emergency aid and assistance during an emergency or disaster. They can increase available resources and improve response and recovery efforts.

Interstate Civil Defense and Disaster Compact

The purpose of the compact is to provide mutual aid among the states in meeting any emergency or disaster. The prompt, full, and effective utilization of the resources of the respective states including personnel, equipment, or supplies may be essential to the safety, care, and welfare of people therein. The Interstate Civil Defense and

Disaster Compact may be entered in accordance with the provisions of KSA 48-3202. This action is accomplished by written agreement between the Governor of Kansas and Governor's of one or more states which have legally joined said compact, or which are authorized to join. Such written agreement may specify the period of time said compact is entered into with regard to each such state. Thus, the State of Kansas compact is non-active until initiated by the Governor, in agreement with one or more states.

Emergency Management Assistance Compact (EMAC)

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

Requests for EMAC assistance are legally binding, contractual arrangements which requires soliciting states to be responsible for reimbursing all out-of-state costs and be liable for the actions and safety of out-of-state personnel. Providing assistance to other states through EMAC is not an obligation. Kansas became a signatory to the compact in 2000 (KSA 48-9a01).

State Level

In accordance with the National Incident Management System (NIMS) processes, resource and policy issues are addressed at the lowest organizational level practicable. If the issues cannot be resolved at that level, they are forwarded up to the next level for resolution.

At the state level, The Adjutant General (TAG) as the Governor's Authorized Representative (GAR) performs policy-making authority and commitment of state resources at the State Emergency Operations Center (SEOC). The GAR will appoint the State Coordinating Officer (SCO) when a presidential disaster declaration is made.

The KDEM Operations Officer is responsible for the provision of state assistance, as well as routine management and operation of the SEOC. The KDEM Operations Officer may issue mission assignments to the state emergency support functions to perform duties consistent with state policy. Mission assignments and mutual aid assistance are tracked in the SEOC. . During any local emergency response that does not require full activation of the SEOC; state assistance may be provided by state agencies under their normal statutory authority.

Coordination of regional and multi-regional protective actions will occur between all affected risk and host counties, other states, and the SEOC under the direction and control of the TAG or his designee. In addition, counties that are not impacted by an emergency/disaster situation may be directed by the TAG to activate their emergency operating centers to provide emergency assistance.

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

In the event a request for disaster assistance comes from the governor of another state, the TAG may order the mobilization of state resources under the Emergency Management Assistance Compact

(EMAC) to be deployed to the impacted state. The management and coordination of these resources will be administered through the Operations Section located in the SEOC.

The TAG may authorize a field operations response in or near the impacted area. Field operations will be under the direction and control of the KDEM Operations Officer located at the SEOC and involves the deployment and staging of personnel and resources in the impacted area.

Initial planning for recovery begins before an emergency event impacts Kansans. While local governments are

implementing response actions necessary to protect public health and safety, the SCO begins coordination and implementation of recovery programs.

Federal Level

Through the NRP, the federal government provides assistance using 15 federal Emergency Support Functions (ESF's). These ESF's will establish liaison with Kansas ESF representatives in the SEOC.

If the disaster is major or catastrophic, the KDEM will contact the DHS, FEMA, Region VII and request a Federal Liaison and/or alert them that the Governor may submit a formal request for federal assistance.

If the President authorizes federal assistance, a Federal Coordinating Officer (FCO) is appointed. The FCO is authorized to use the full authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act to reimburse response and recovery claims against the Disaster Relief Fund. Additionally, the Stafford Act provides funding to assist communities in mitigating the impact of future events.

Communications

ESF2 (Communications) provides information and guidance concerning available communications systems and methods in Butler County. Included are all actions taken for the dissemination of emergency information to response organizations and government (notification), information flow and management to and from the Emergency Operations Center, communications interoperability among response units, primary and backup communication systems, telecommunications and information technology resources, and emergency warning and notification.

ESF 15 (External Communications) provides information on 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.

Communications and warning are vital to effective and efficient preparedness, response and recovery activities during emergency operations. This will help to facilitate quick and timely response since most emergency situations allow a certain amount of lead time. During an emergency/disaster, all levels of government are responsible for keeping the public informed of the situation as it develops. Brief, but detailed information will require the establishment of procedures prior to the event as to the necessary actions the public needs to take to ensure their safety and survival.

Incident Management Actions

This section describes incident management actions ranging from initial threat notification to early coordination efforts to assess and disrupt the threat, to preparatory activation of the ESF structure, to deployment of state resources in support of incident response and recovery operations. These actions do not necessarily occur in sequential order; many may be undertaken concurrently in response to single or multiple threats or incidents.

Notification and Assessment

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 Butler County Emergency Communications Center, Andover Communications Center and the Augusta Department of Public Safety Communications Center. Other agencies with responsibilities for notification include the National Weather Service, Kansas Law Enforcement, Kansas Division of Emergency Management, the Storm Prediction Center and the Corps of Engineers.

Plans and procedures for the receipt or notification of specific facilities, departments, special needs groups, etc. are referenced in ESF 2 (Communications).

Preparedness

Preparedness activities include:

- Plan development and maintenance
- Public information

- Training and exercises

Plan Development and Maintenance

The Butler County Department of Emergency Management/Homeland Security is responsible for coordinating, publishing and distributing this CEOP.

Public Information

The Butler County Emergency Communications Center provides communications essential for most of the cities and county governments to communicate with all governmental entities. This information is then passed along to the public via sirens, television, radio, etc. The Cities of Andover and Augusta have their own communications centers who also provide these services.

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

Training and Exercises

Training and exercise components of the emergency response function of this plan are the responsibility of the various emergency response agencies. Emergency situations, whether natural or man made, will subject citizens to undue hardships. The situation would be compounded by the fact that a lack of trained personnel and prepared citizens would seriously handicap response and recovery efforts. An effective training program aids persons in developing the skills required to handle situations once they arise. It has been proven, time and time again, that training provides emergency responders with the capability of translating plans into essential actions. The testing of

plans is accomplished through a regularly scheduled program of exercises. It is essential that agencies with responsibilities for the safety of lives and property be given the chance to address potential remedial issues related to their training and planning efforts prior to the occurrence of such events.

Information on [training programs](#) and schedules is provided here.

Response

County Response

The county must be prepared to respond quickly and effectively on a 24-hour basis to developing events. When an event or potential event is first detected, the EOC is activated to a level appropriate to the magnitude of the threat. The state's response effort is then initiated through the ICS System with emergency representatives from local agencies and volunteer organizations. These emergency representatives are authorized to use the resources of their respective agency or organization to carry out response and recovery missions that are assigned by function.

The Butler County Counselor will provide legal services to support the jurisdiction during emergency situations.

All local agencies and volunteer organizations are grouped into 15 ESF's Functions to carry out assigned missions. Each ESF is comprised of one or more primary agency (ies) serving as lead and several other agencies and organizations providing support.

Local Disaster Declaration

Based on the complexity, severity, duration or resource needs of the event, the Butler County Emergency Management Director, or designee, may advise the BOCC to declare a local emergency.

If at any point during a developing emergency, officials determine the situation requires resources beyond local capabilities (including those obtained through mutual aid), assistance may be requested through the KDEM.

The Butler County Emergency Management Director or designee, will serve as a liaison with KDEM and DHS/FEMA for coordinating state and federal assistance.

Regardless of the level of assistance provided by outside entities, overall direction and control remains the responsibility of the County.

Emergency Operations Center (EOC)

The EOC is located at 2100 N. Ohio in Augusta. The EOC is the primary location from which emergency operations will be conducted under the direction and control of The Board of County Commissioners or their designee.

State Disaster Declaration

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

State assistance will be provided if it is available and deemed appropriate. If state resources are inadequate, the Governor may request federal assistance through the Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA).

Recovery

Presidential Disaster Declaration

Requests for federal disaster assistance will be predicated on the requirements outlined in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288). After local government conducts a rapid disaster assessment and reports to the SEOC, the Kansas Assessment Team (KAT) will deploy and conduct a joint local/state comprehensive disaster assessment on homes and businesses. Based on the KAT's data, a preliminary damage assessment (PDA) may be scheduled that includes the Federal Emergency Management Agency (FEMA) and the Small Business Administration (SBA). The Public Assistance (PA) Program may deploy teams to inspect those areas affected that meet the PA Program criteria.

Joint Field Office (JFO)

The Joint Field Office (JFO) is the primary field location for the coordination of federal and state recovery operations. The FCO and the 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.

Recovery Field Operations

Following a disaster, with or without a Presidential Declaration, the county/state may deploy several specialized recovery teams (personnel) and centers (facilities) into a disaster area.

Recovery Personnel

- Kansas Assessment Team (KAT) – 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 (CR) Team – A team that is deployed to disseminate information and collect data to assist disaster-affected communities and eligible individuals in receiving assistance. The primary function of this team is to identify and report unmet human needs and to inform disaster victims of the disaster assistance programs and registration process.
- Unmet Needs Committee – A committee that helps identify unmet needs and possible assistance. Such committees are comprised of volunteer agencies, private sector representatives, and governmental agencies.
- Human Needs Assessment Team – A team that is deployed immediately after a disaster and before the establishment of a JFO Office to help counties assess and report the immediate needs of disaster victims.
- Insurance Department Team – Members of the Kansas Insurance Department assist policy owners following a disaster.

Recovery Facilities

- Disaster Recovery Center (DRC) – 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, FEMA and the county where the center is located.
- Donations Management Warehouse & Distribution Center- A Donations Management Warehouse is a large facility equipped to receive unsolicited goods, which have not been directed to a specific location. The center is co-managed between the KDEM and the Salvation Army (TSA). A local distribution center is a site in or near the disaster area where goods are dispersed directly to disaster victims.

Public Assistance (PA) Activities

A Presidential Disaster Declaration initiates a process that begins with applicants filing a Request for Public Assistance at an applicant's briefing. These briefings are publicized through the media and notifications to county

emergency management directors in accordance with 44 CFR-206 Subpart G & H.

- Project worksheets are prepared for eligible emergency costs and eligible costs for restoration of damaged facilities
- The federal share for reimbursement under most federal declarations is 75 percent. The 25 percent non-federal share is normally provided from a combination of State and local sources in accordance with policies established by the Executive Office of the Governor and the Kansas Legislature
- In addition, the federal government does provide for an administrative cost allowance for each eligible project that is 100 percent federally funded
- The State serves as the Grantee and eligible applicants are Sub-grantees under the federal disaster assistance program
- Contractual agreements with the KDEM are executed with applicants with all reimbursements coming through the Division
- Documentation, record keeping, inspections, and final closeouts are overseen and approved by the KDEM

Individual Assistance (IA) activities

Once a Presidential Declaration has been issued that authorizes IA, the State IA Officer will coordinate with a federal counterpart on all related individual assistance programs, as defined and prescribed in 44 CFR, Part 206, Subparts D, E, and F.

- The primary means of applying for IA will be made through a National Tele-registration toll-free number.
- Disasters that do not support the criteria for requesting IA as part of a Presidential Disaster Declaration may meet the criteria for other federal assistance.

Mitigation

State Mitigation programs (pre-disaster)

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).

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.

The Flood Mitigation Assistance Program (FMAP) – KDEM administers the FMAP. 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 FMAP 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.

State Hazard Mitigation Planning - The State Hazard Mitigation Plan is updated annually 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.

State Mitigation activities (post-disaster)

Post-disaster mitigation activities at the JFO require a well-orchestrated and coordinated effort among the various

levels of governments.

This PA Program assures that the mitigation opportunities provided under Section 404 of the Stafford Act are realized. Also, 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.

Continuity of Government

Succession of Authority

The ultimate responsibility for all emergency management functions belongs to the Board of County Commissioners and elected local government officials. Although these officials are legally responsible for all policy level decisions, the Director of Butler County Department of Emergency Management is empowered by the County Commissioners to direct and control all emergency management activities in Butler County, Kansas.

The lines of succession of authority and command for Butler County are as follows:

1. Chairman, Board of Commissioners
2. Vice Chairman, Board of Commissioners
3. Members, Board of Commissioners
4. County Administrator, Butler County
5. Asst. County Administrator/Chief Financial Officer, Butler County
6. Sheriff, Butler County
7. County Clerk, Butler County

Delegation of Emergency Authority

The chief elected officials of Butler County are responsible for all policy-level decisions. In order to provide the best level of service to the citizens of Butler County in the event of a disaster, the Board of Commissioners has empowered the Director of Butler County Emergency Management, by resolution, to direct and control all emergency management activities in Butler County.

Emergency Actions

Emergency actions are those actions that are essential to protect lives and property from immediate threat. Such actions may include:

- Evacuation
- Sheltering in place advisories

These actions will be undertaken based upon the type of threat and at the request of the Incident Commander. Additional information is covered in ESF 1 (Transportation), ESF 6 (Mass Care) and ESF 5 (Emergency Management).

Preservation of Records

It is the responsibility of tasked agency officials to ensure that important documents are safeguarded in accordance with agency SOP's and county records management policies.

Protection of Government Resources

The business of the government, at all levels, must continue in order to provide security, protection and assistance for recovery. Every effort has been made to protect government resources through the following methods:

- Plans and procedures
- Backup of computer data
- Off site storage of computer files

- Backup generators
- Memorandums of Understanding

Administration and Support

Local Declaration

1. Declaration Criteria

The Butler County Emergency Operations Plan (BCEOP) is based on the concept that emergency functions for tasked agencies will generally parallel their normal, day-to-day functions. During times of emergency or disaster situations, each agency will provide, to the extent possible, all possible resources necessary to cope with the situation. Efforts normally required for day-to-day functions will be redirected to the accomplishment of emergency tasks.

2. EOP Implementation

This plan is based on a response at the lowest level of government. A local state of emergency will be declared by the Chairman of the Board of County Commissioners, Vice Chairman, Member of the Board or their designee upon the recommendation of the Director, Emergency Management when a situation requires the response of numerous local emergency agencies or when it appears that numerous lives and or property are in danger. The principle deciding factor will be the decision on how close the county will come to exhausting all of its resources.

3. Funding

During local state of emergency actions, the monetary support for logistical and administrative support will be funded out of each agency's budget. Agencies may, however, request reimbursement or additional funds 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. It has been the experience of the county to fund disaster-related expenses through the general fund by means of a specially assigned tracking number.

Persons authorized to requisition with a duplicate retained for fiscal accountability must issue hand receipts. Subsequent to a local emergency declaration, local government will be empowered to procure any public resources and supplies essential to emergency operations.

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

4. Tracking Local Disaster Costs

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

5. Price Controls and Rationing

Subsequent to an emergency declaration by state and federal executives, local government will be empowered to establish price control and/or rationing regulations in order to provide services and ensure continued operations for the common good.

6. Labor Regulations

Subsequent to an emergency declaration by state and federal executives, local government will be empowered to

require all able-bodied adults who are receiving no-cost emergency services to work in support of emergency operations.

7. Acquisition and Control

The acquisition, control and distribution of food products and other essential personal items will be as directed by local government.

8. Relief Assistance

All individual relief assistance will be provided in accordance with the policies set forth in state and federal provisions. All local assistance will be provided in accordance with the policies set forth in the provisions of the local organization providing such assistance.

9. Consumer Protection

Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the State Attorney General's Consumer Protection Division.

10. Non-discrimination

There will be no discrimination on grounds of race, color, religion, nationality, gender, age or economic status in the execution of this emergency plan and the functions of the emergency management system. This policy applies equally to all levels of government, contractors, and labor unions with responsibilities in the response, recovery, mitigation or preparedness activities associated with the implementation of this plan.

11. Duplication of Benefits

No person, business concern, governmental authority, agency, or non-governmental organization will receive assistance with respect to any loss of which he/she/they have received financial assistance under any other program or for which such person(s), agencies, etc. have received insurance or other compensation.

12. Use of Local Firms

When major disaster assistance activities may be carried out by contract or agreement with private organizations, firms or individuals, preference will be given to the extent feasible and practicable, to those organizations, firms and individuals residing or doing business primarily in the affected areas.

13. Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services will be in accordance with the provision of state law and procedures. The declaration of a local emergency, issued by the BOCC, may suspend selected rules and regulations that impede emergency response and recovery operations.

14. Mutual Aid

Butler County recognizes that mutual aid agreements are considered to be part of the local resources and does not request aid from KDEM until these avenues of support are exhausted.

State Declaration

1. Support

Requests for state or federal assistance will be made through the Kansas Division of Emergency Management. Exceptions to this are detailed in federal, hazard-specific contingency plans and procedures.

2. Declaration Criteria

If a situation exceeds the capacity of Butler County to respond to an emergency situation, a state of local emergency will be declared by the Chairman of the Board of County Commissioners, Vice Chairman, Member, or their designee. The Director of Butler County Emergency Management, will then notify by telephone and/or fax, the KDEM.

3. State Emergency Operations Plan Implementation

The KDEM will assist and inform the Governor of the State of Kansas as to the status of the emergency. The Governor, Adjutant General, or appropriate official KDEM may, based upon the information provided, activate the State EOC.

4. Funding

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

5. Resources

During a State Declared disaster, all available State resources become available.

6. Procurement

A State Disaster Declaration allows local government to circumvent bidding procedures when the nature of the disaster requires expedient response.

7. Reports and Records

Upon determination of need, the Governor or Division of Emergency Management may authorize and impose additional emergency recording and reporting requirements applicable to local governments and state agencies.

Federal Declaration

1. Declaration Criteria

When the emergency exceeds the State's capability to respond, assistance may be requested from the Federal government through the Federal Emergency Management Agency (FEMA). Requests may be for specific Federal agency assistance, or for a Presidential Disaster Declaration to allow supplemental Federal financial and technical assistance.

2. National Response Plan (NRP) Implementation

The declaration process under the NRP will be carried out under P.L. 93-288, as amended, and as prescribed in 44 C.F.R., Part 205. Based on the severity and magnitude of the situation, the Governor will request the President to declare a major disaster or an emergency for the State, and the President will issue a declaration, as warranted.

For certain situations, the President may declare an emergency with or without a Governor's request, as specified in Title V of P.L. 93-288, as amended. Under Title V, the President may direct the provision of emergency assistance, either at the request of the Governor (Section 501.(a)), or upon determination by the President that an "emergency exists for which the primary responsibility rests with the United States..." (Section 501.(b)).

3. Coordination

State and Federal assistance support local disaster operations. Butler County and its cities will retain the jurisdiction over the disaster area, except for crime scenes on Federal facilities. Butler County and its cities will, however, have the responsibility for coordinating disaster operations in all other areas affected by the disaster.

4. Resources

Federal Resources, such as grants, equipment and expertise, become available upon approval of a Federal Disaster Declaration. Without such declaration, limited Federal resources, such as technical expertise and guidance, may be obtained by the Butler County Emergency Management Director through KDEM.

For radiological emergencies (even without a disaster declaration), assistance is available from Kansas Department of Health and Environment (KDHE) and federal agencies under the Federal Radiological Emergency Response Plan (FRERP). FRERP assistance is normally without cost, but should be coordinated through KDEM and KDHE.

Expenditures and Record keeping

Deliberate financial tracking is required to help ensure state and federal reimbursement in the event of a Presidential disaster declaration.

During disaster operations, all agencies will:

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

Under the provisions of EMAC, Kansas is responsible for the reimbursement of expenses incurred by responding states during the delivery of mutual aid or for the out-of-state sheltering or repatriation of Kansas residents. Kansas is likewise responsible for the computation and submission of bills for reimbursement of expenses incurred while responding to a requesting state.

After Action Review

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

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

Plan Development, Maintenance and Execution

All tasked agencies will be responsible for the development and maintenance of their respective responsibilities of the plan. Tasked agencies are responsible for maintaining internal plans, standard operating procedures, and resource data to ensure prompt and effective response to an incident of significance.

The Butler County Emergency Management Director is responsible for coordinating an annual review of the BCEOP by all agencies involved. Tasked agencies will make notification of necessary changes.

Appendices to the Basic Plan

- Glossary of Term

[LINK TO GLOSSARY](#)

- List of Acronyms

[LINK TO ACRONYMS](#)

- Primary and Support Responsibilities Chart

[ADMINISTRATION - PLANNING TEAM - VIEW P & S CHART](#)

- Responsible Agencies and Organizations By ESF

[LINK TO SAMPLE DESCRIPTION AND RESPONSIBILITIES TABLE](#)

- List of Authorities and References

[INSERT LINK TO EXPANED AUTHORITIES AND REFERENCES LIST](#)