

BUTLER COUNTY, KANSAS EMERGENCY OPERATIONS PLAN

ESF5-Emergency Management

Planning Team

Primary Agency	Board of County Commissioners Butler County Emergency Management
Support Agency	Butler County Administration Butler County Appraiser Butler County Attorney Butler County Building and Grounds Butler County Clerk's Office Butler County Computer Services Butler County Counselor Butler County Department on Aging Butler County Economic Development Butler County Emergency Communications Butler County EMS Butler County Engineer Butler County Extension Office Butler County GIS Butler County Health Department Butler County Jail Butler County Noxious Weed Butler County Planning and Zoning Butler County Register of Deeds Butler County Sheriff's Department Butler County Treasurer Community Corrections District Court Juvenile Justice Services Motor Vehicle Department
Federal Agency	FEMA

Purpose

This Emergency Support Function (ESF) Annex describes the actions required to coordinate disaster response and recovery functions and manage disaster related information. This annex addresses:

- Emergency Operations Center (EOC) activation, configuration, management and staffing
- On-scene command and 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
- Decision-making and information dissemination
- Information collection, analysis and dissemination
- Issuing situation reports, bulletins and advisories
- Briefings for staff and elected officials
- Science and technology support (GIS mapping, modeling)
- Action Planning and Resource tracking

Scope

This ESF Annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the Emergency Operations Center (EOC) and implementation of the Butler County Emergency Operations Plan (BCEOP).

ESF #5 is a functional annex to the BCEOP and to the extent possible, information contained in other sections of the EOP will not be repeated in this document.

Policies

ESF #5 applies to all agencies and organizations with assigned emergency responsibilities as described in Part IV of this Annex.

Concept of Operations

General

The Butler County EOC will serve as the central location for inter agency coordination and executive decision-making. Policy and coordination functions will be accomplished from the EOC, while tactical and operational decisions will be made in the field within the Incident Command (ICS)/National Incident Management System (NIMS) structure. The Board of County Commissioners, by promulgation of this plan, guarantees that the EOC and its equipment are used solely for emergency management functions.

The Butler County EOC is located at 2100 N. Ohio in Augusta. The Butler County EOC is equipped to communicate with the field, as well as with other local, State, Federal and private sector agencies by landline telephone, radio, facsimile and cellular telephone. In the event that the Butler County EOC should become unstable, the first alternate location will be the Emergency Medical Services' Building located at 701 N. Haverhill in El Dorado. Security for the EOC is provided through coordination of the Butler County Sheriff's Department and local law enforcement agencies. All EOC personnel will be checked in through Security and provided with an EOC pass.

In case of the need for relocation, the primary EOC staff will direct volunteers to report to the alternate site to begin the process of setting up the alternate site. Key Officials will be notified by Emergency Communications to re-direct their response to the new site. Information will continue to be relayed and recorded by Emergency Communications as the relocation occurs in order to provide a smooth flow of information to the Key Officials as they arrive at the alternate site.

The EOC will be established to support field operations and promote the integration of all response and recovery operations, including the following:

- Collect, record, analyze, display and distribute information
- Support activities at the scene and in the field
- Coordinate public information and warning
- Prioritize and coordinate disaster related activities
- Conduct liaison and coordination activities with external entities
- Notify and provide ongoing information to elected officials
- Coordinate long term recovery operations
- Prepare action and policy plans
- Situation assessment
- Direction and control (broad guidance, not tactical)
- Inter agency coordination
- Priority establishment
- Resource management and augmentation

For events originating as a health event (e.g., a disease outbreak or a possible biological terrorist event), the Public Health Department may establish a departmental operations center (DOC). The Public Health Department DOC is discussed in detail in the Incident Specific Biological Annex to this CEOP.

Since routine emergencies can quickly grow into disasters, response agencies will keep the Butler Emergency Management Department informed of escalating situations that may require EOC activation.

The Butler County EOC may be activated or deactivated as required for exercises, impending or actual emergencies on the order of the Chairman of the Board of County Commissioners, senior member of the Board available, Emergency Management Director (or designee), or any county elected official. The Butler County EOC will not be activated for surprise exercises without the knowledge and consent of both the appropriate county executive and the Emergency Management Director.

Field operations will normally communicate with the EOC primarily by radio and cellular telephone. Most other agencies and organizations will communicate with the EOC via landline and cellular telephone and/or facsimile.

As information reaches the EOC, it will be recorded into an events log electronically or using preprinted (hard copy) forms. The Emergency Management Department has developed a system in place to receive information from responding and participating agencies and relay messages to the appropriate EOC personnel.

In urgent situations, messages may be relayed to EOC personnel verbally, but should be followed up with written documentation as soon as feasible.

Reports will be forwarded as needed to the appropriate local, State and Federal officials.

Organization

The EOC will be organized and staffed to support the ICS/NIMS operational structure described in this annex under Direction and Control. The organization and staffing of the EOC will be designed to provide a direction and control

structure with the flexibility to adapt to the magnitude of any emergency situation.

Following are the EOC positions that will be filled during most EOC activations. During smaller EOC activations, an individual may fill more than one position. During large or complex events, teams of people may be needed to fill each position.

EOC Positions

Depending on the nature of the event, Incident Specific Annexes may be activated when unique procedures, equipment and personnel are required, such as:

- Biological Incident
- Foreign Animal Disease
- Extreme Temperatures

The Butler County EOC operates in accordance with the standard operating procedures developed for activation.

A link to these standard operating procedures is located within this section.

EOC Standard Operating Procedures

Notifications

Field response agencies will be aware of the EOC's information requirements and include procedures to maintain open lines of communication. The Incident Commander(s) will ensure that the EOC is kept current on all pertinent activities at the scene(s).

Emergency information will be relayed to the EOC primarily from the Emergency Communications Center, the Incident Command Post(s) and other field elements, but it may also come from a variety of other sources including but not limited to:

- Private sector
- Media
- Citizens
- Other jurisdictions
- State and Federal government agencies

Direction and Control

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.

The Incident Command System (ICS) has five functional areas:

- Command
- Operations
- Logistics
- Plans
- Finance and Administration

The National Incident Management System (NIMS) has six primary components:

- Command and management (includes ICS)
- Preparedness
- Resource management
- Communications and information management
- Supporting technologies
- Ongoing management and maintenance

Emergency lines of succession have been established to ensure the availability of a County or City official with the authority to declare an emergency. Regardless of the level of assistance provided by outside entities, overall direction and control remains the responsibility of Butler County.

Responsibilities

Butler County policy is in full compliance with all state statutes and regulations governing the conduct of Emergency Management and Emergency Operations. As provided in County Resolution Nos. 91-905, 93-977 and 03-17, the Director of Butler County Emergency Management/Homeland Security is responsible to the County Manager and the Board of County Commissioners (BOCC) for the proper functioning of the Integrated Emergency Management System (IEMS) within the County.

The responsibility for the safety and welfare of the residents of Butler County rests with the respective elected officials of the incorporated and unincorporated areas of the county. This is accomplished by providing the citizens of Butler County with required services. One of these services, required by Kansas Statute 48-929 is the development and maintenance of this BCEOP.

The Butler County Emergency Management Director is responsible for facilitating and coordinating Emergency Operations Center (EOC) operations, briefing and advising county leadership concerning emergency/disaster situations, coordinating overall disaster response, and serving as the primary point of contact with State and Federal emergency management agencies. The Director of Emergency Management also acts in the capacity of adviser to a variety of local governing and non-governing agencies, response agencies, law enforcement, emergency medical and fire agencies.

Per Butler County Resolution No. 99-25, the Butler County Emergency Management Director is assigned the responsibility of Mitigation Officer for the county. As Mitigation Officer, the Director assists in the preparation of mitigation plans for the county and identifies potential mitigation projects.

The Emergency Management Director is responsible for maintaining a daily log and list of reports of hazardous materials. This log contains all pertinent information concerning the reported incident as noted on Form A. The Director also reports all hazardous material incidents to KDEM along with the supporting documentation within 24 hours of an incident. The Emergency Management Department serves as the first point of notification in the event of a hazardous material incident along with first responders and, if the situation is of a reportable quantity, may be the

Incident Commander of such events.

Coordination between an incident and the EOC will be essential for the protection of lives and property. This coordination will be established through use of the Incident Command System/National Incident Management System. Depending on the severity of, and composition of an incident, the first responder on scene will establish site command. In the event of a hazardous materials incident, the first responder on scene will take precautions to avoid exposure, establish initial command, and be responsible for the initial assessment at the scene.

Hazardous material incidents requiring the response of the HazMat Team from El Dorado will be accomplished via notification of the Emergency Management Director per written agreement between the county and the City of El Dorado.

The functions of ICS/NIMS will be as follows:

1. Command and Management

The Incident Commander will provide overall management at the incident site, including public safety, public information actions, and the direction and control of resources. This will be done in conjunction either with the activation of the EOC or establishment of a Command Post/Multipurpose Staging Area (CP/MSA) depending on the severity of the incident. The size of the incident and potential for multiple local, state or even federal agencies will require a joint command system to be established.

2. Operations/Communications and Information Management

The Incident Commander will rely on information received from responding agencies on scene, radio traffic from communications, and the EOC to address tactical actions. The response to incidents will be determined in accordance with SOPs developed and maintained by each response agency.

It is in the best interest of those agencies with responsibilities associated with this annex to have the freedom to augment those actions that, in their best judgment, will neutralize a situation and bring it back to normalcy.

Incidents involving hazardous materials will be handled per guidelines established by the responding agencies. Pipeline representatives will provide identification of the materials involved, direct their maintenance crews, implement emergency procedures to shut down pumping units as quickly as possible, and assign a representative to the CP/MSA to brief authorities on the hazard evaluation and environmental assessment.

Fixed facility situations will require the cooperation of the facility staff to identify the materials involved and to provide swift notification to state and federal environmental agencies.

3. Logistics/Resource Management

In the event of a disaster or major incident, the EOC will be responsible for providing facilities, personnel, services, equipment, and materials based upon the needs of the on scene commander.

4. Planning/Preparedness

Overall planning coordination is the responsibility of both the on scene commander and the EOC. The on scene commander will collect and evaluate information about the incident and pass this information along to the EOC who will document and disseminate the information to the appropriate authorities. The EOC will then provide additional resources as requested by the on scene commander based upon the information received from the incident site.

5. Finance and Administration

In the event of a disaster or major incident, the County's Financial Officer, at the direction of the Executive Officer, will assign a special tracking number for all disaster-related expenditures. Each county department will then be responsible for the tracking and submittal of disaster-related expenses through the usual avenue of purchase orders. The special tracking number will be posted on all purchase orders.

6. Supporting Technologies

All available technologies for support of field operations and EOC communications will be utilized including radio, fax, cellular telephone, landlines and internet.

7. Outside Responders

If mutual aid response agencies from inside the county are called upon to assist during a disaster event, they will be requested by the incident commander through the Emergency Communications Department and will report to the Command Post/Multipurpose Staging Area.

Mutual aid requests from surrounding counties, State or Federal agencies will be made through the incident commander to the EOC. The EOC will notify the incident commander of the arrival of such resources and the incident commander will then direct responding agencies to staging for assignment.

8. Command Post/Multipurpose Staging Area (CP/MSA)

CP/MSA will be activated upon the direction of the Incident Commander. CP/MSA, when activated, will provide a base for coordinated field emergency operations; the location to be determined at the time based upon the following:

- a. Location of the disaster scene.
- b. Responder safety (especially in the event of a hazardous materials incident).
- c. Ample parking facilities.
- d. Capability for electrical power (or generator) hook-ups.
- e. Capability of communication systems, including telephone lines for tie in.

CP/MSA will be used as a rally point for incoming forces and a staging area for post-disaster population support and recovery activities.

9. Ongoing Management and maintenance

Ongoing management of the situation during post-event proceedings will continue to be the responsibility of the EOC group and includes all communication, records and other information that will assist the affected area(s) to return to normal.

All tasked agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- Provide ongoing status reports as requested.
- When requested, deploy a representative to the Butler County EOC to assist with ESF #4 activities.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible

- sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work in the event that reimbursement from State and Federal government becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Perform other emergencies responsibilities as assigned.

Each and every agency, department, office and division of Butler County government is charged with the development of and assistance in their respective ESF. Each of these entities as well as schools, nursing homes, industry and other public and private agencies that have responsibilities for the public should maintain and periodically test, review and update their ESF.

Special population needs will be accomplished by each individual agency charged with their care. All agencies rely upon the expertise of those entities that deal with special populations on a day-to-day basis not only to provide comprehensive and accessible means of service, but to work closely with all public safety agencies to ensure complete and adequate care before, during and after a disaster situation. Among these services are included:

- Communication (pre- and post-disaster)
- Evacuation
- Transportation
- Sheltering
- Mitigation assistance
- Unmet needs

Administration and Support

Support

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

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 laws and procedures.

The Proclamation of a Local Disaster Emergency issued by the Board of County Commissioners or a State Disaster by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

Status Reports

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

Expenditures and Recordkeeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of

funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from local agency budgets or the General Fund.

Critiques

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique. The Butler County Emergency Management Director will consolidate all inputs into a final report and submit it to the Board of County Commissioners.

Attachments

EOC functions chart

INSERT DOCUMENT

- EOC Checklist of Actions

INSERT DOCUMENT

- Emergency/disaster event flow chart

INSERT DOCUMENT

- ICS and NIMS overview

INSERT DOCUMENT

- Sample emergency declaration

INSERT DOCUMENT

- EOC staffing roster and contact information

INSERT DOCUMENT

- EOC room layout diagram

INSERT DOCUMENT

- Sample reports

INSERT DOCUMENT

- Mapping capabilities

INSERT DOCUMENT

- Sample forms and logs

INSERT DOCUMENT

- Actions by Timeframe

[LINK TO CHECKLIST](#)

- ICS Forms

[LINK TO ICS FORMS](#)

- ICS Job Aids

[LINK TO ICS JOB AIDS](#)

- ICS Position Checklists

[LINK TO ICS POSITION CHECKLISTS](#)

- FEMA ICS Resource Center Home Page

[HTTP://WWW.TRAINING.FEMA.GOV/EMIWEB/IS/ICSRESOURCE/INDEX.HTM](http://www.training.fema.gov/emiweb/is/icsresource/index.htm)