

ESF 5 – Emergency Management

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 Sumner County Emergency Operations Center (SuCoEOC) and implementation of the Sumner County Emergency Operations Plan (SuCoEOP).

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

Policies

This ESF annex applies to all agencies and organizations with assigned emergency responsibilities as described in the SuCoEOP.

REFERENCES:

- Sumner County Emergency Operations Center Standard Operating Procedures
- Kansas Emergency Planning and Community Right-to-Know Act, Chapter 23 of the Session Law of 1987
- Title III Federal Emergency Planning and Community Right-to-Know Section of the Superfund Amendments and Reauthorization Act of 1968, Public Law 99-499
- Sumner County Resolution Number 93-18 adopted March 1993, relating to hazardous materials cleanup and cost recovery incurred by local & county response agencies.
- Sumner County Resolution Number 93-21 adopted April 1993, establishing the Sumner County Emergency Preparedness Organization.

Sumner County Emergency Operations Plan

- Emergency Response Agreement established August 1994, between Haz-Mat Response, Inc. and Sumner County Emergency Management to provide emergency environmental services, i.e. technical assistance, response, cleanup.
- Amended Bylaws of the Sumner County Local Emergency Planning Committee (LEPC) approved by the Board of County Commissioners, September 1995.
- Sumner County Resolution Number 98-14 adopted April 1998, authorizes mutual aid agreement assistance as may be required to support other governing bodies or jurisdictions, both within and outside of Sumner County and the State of Kansas during times of a disaster.
- Sumner County Resolution Number 00-03 adopted January 2000, relating to the establishment and maintenance of the Sumner County Emergency Management Agency, and creating and authorizing the position of Emergency Management Coordinator.
- Sumner County Resolution Number 2005-28 adopted August 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.

Concept of Operations

General

The Sumner County EOC will serve as the central location for interagency 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 Sumner County EOC is located at the Sumner County Emergency Management office, 219 W. 8th Street, Wellington, KS. The Sumner County EOC is equipped to communicate with the field, as well as with other local, State, Federal and private sector agencies by landline telephone, facsimile, worldwide internet, radio, cellular and satellite telephone, and video teleconferencing equipment.

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)
- Interagency coordination
- Priority establishment
- Resource management and augmentation

Events originating as a health event (e.g., a disease outbreak or a possible biological terrorist event), the Sumner County 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 SuCoEOP.

Sumner County Emergency Operations Plan

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

The Sumner County EOC may be activated or deactivated by any of the following individuals:

- Sumner County Emergency Management Director
- At the request of other Sumner County Department officials

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 EOC Coordinator (Sumner County Emergency Management Director or designee) will work to ensure a system is 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.

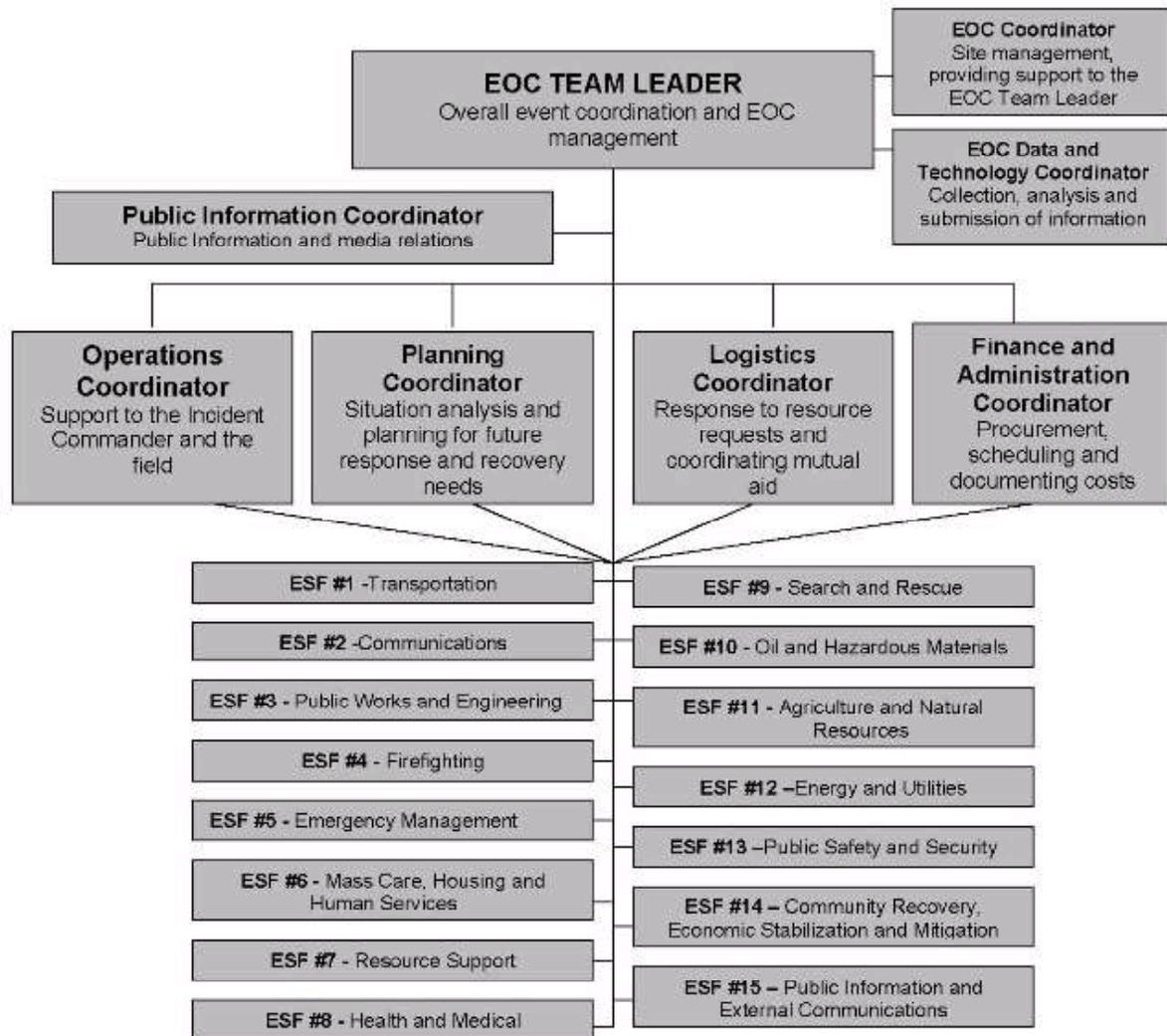
Organization

The Sumner County 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.

Sumner County EOC activation levels will escalate based on the size and scope of the incident with the following activation levels:

- **Level 1: Incident** -level activation with basic monitoring of daily events that do not require any additional resources.
- **Level 2: Emergency** -level activation that requires EMA personnel and possibly radio dispatchers as deemed necessary to adequately cover the escalation of an incident (i.e. severe weather events, hazardous material spills, special large planned events, etc.)
- **Level 3: Disaster** -level activation that requires most or all Support Functions as determined by the SuCoEOC Coordinator or by the escalation of the event/disaster requiring additional resources, planning, finances, etc. (This level of activation will normally make contact with the State EOC and surrounding counties' EOCs)

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. Following are the EOC positions that will be filled during Level 3 EOC activations.



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
- Natural Incident
- Hazardous Materials Incident
- Agricultural/Animal Health Disaster

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).

Sumner County Emergency Operations Plan

Emergency information will be relayed to the EOC primarily from the 9-1-1 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

Actions

Preparedness

- Maintain this ESF Annex as well as supporting operating procedures and guidelines.
- Ensure EOC personnel receive appropriate emergency operations center training.
- Ensure mutual aid agreements with surrounding jurisdictions are current.
- Develop and maintain mutual aid agreements with private area resources that could be useful for different types of incidents.
- Develop and maintain standard operating guides and checklists to support emergency operations center and severe weather activations.
- Ensure emergency call-up and resource lists are current.
- Ensure the availability of necessary equipment to support disaster and large scale activities.
- Plan, prepare and participate in emergency training and exercises.
- Provide public education emergency preparedness training and presentations.

Response

- Respond as required/requested on a priority basis.
- Activate mutual aid agreements as needed.
- Coordinate activities with other responding agencies.
- Recommend "Declaration of County Disaster" to Sumner County Commissioners as the situation deems necessary.
- Activate EOC as required by the emergency.
- Conduct other specific actions as dictated by the situation.

Recovery

- Review plans and procedures with key personnel and make revisions and changes.
- Replenish supplies and repair damaged equipment.
- Continue coordination of activities within the EOC based on the requirements of the incident.
- Participate in after-action briefings and develop after-action reports.
- Make recommendations for necessary changes in this ESF Annex and supporting plans and procedures.
- Assist the State EOC in developing necessary information to necessitate a State or Federal Disaster Declaration process.

Prevention

- Review plans and procedures with key personnel and make revisions and changes
- Replenish supplies and repair damaged equipment
- Continue all activities in coordination with the EOC based on the requirements of the incident
- Participate in after-action briefings and develop after-action reports
- Make necessary changes in this ESF Annex and supporting plans and procedures

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 Sumner County 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 the Sumner County Board of County Commissioners.

Responsibilities

Sumner 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 2005-08, the Director of Sumner County Emergency Management is responsible to the Board of County Commissioners for the proper functioning of the Integrated Emergency Management System (IEMS) within the County.

The 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.

All Tasked Agencies will:

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- Use "plain text" when communicating by radio transmission during disaster situations.

- Provide ongoing status reports as requested.
- When necessary, deploy a representative to activate the SuCoEOC.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Perform other emergency tasks as needed or assigned.

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 the Sumner County EOC, from there they will be requested from 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 State of Local Emergency by the Sumner County Board of County Commissioners or a State Disaster issued 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 Sumner County Emergency Management Agency and the Sumner County Emergency Operations Center 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 local budget funds such as the County 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 and the primary agency representative will consolidate all inputs into a final report and submit it to the Sumner County Emergency Management Director.