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Preface

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Promulgation Documents

1996 Promulgation

SAMPLE PROMULGATION DOCUMENT

- Statement signed by the Chairperson of the Sedgwick County Board of County Commissioners
- Statement signed by the Chairperson of the Local Emergency Planning Committee (LEPC) indicating the plan meets all SARA Title II provisions
- Signature page signifying understanding and concurrence with the plan and certifying that the plan is executable signed by Mayor, Sheriff, Sedgwick County Clerk, Register of Deeds, and Treasurer

Record of Distribution

- This document is viewable on the Sedgwick County Emergency Management website

Record of Plan Changes

- LINK TO RECORD OF CHANGES

Overview

This Local Emergency Operations Plan (LEOP) is designed to address natural and manmade hazards that could adversely affect the County. The LEOP 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 LEOP 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 LEOP is an all-hazards plan that addresses evacuations; sheltering; post-disaster response and recovery;
The LEOP describes the basic strategies, assumptions and mechanisms through which the 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 LEOP adopts a functional approach that groups the types of assistance to be provided into 15 Emergency Support Functions (ESF). The 15 LEOP ESFs mirror the National Response Framework (NRF) 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.

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 County Emergency Operations Center (EOC).

A chart illustrating the organization of the LEOP is included below:
Introduction

Purpose
The purpose of the Local Emergency Operations Plan (LEOP) 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 the County. This includes:

- Preventing and minimizing injury and damage,
- Reducing the exposure of citizens to any disaster,
- Establishing the capabilities for protecting the citizens from the effects of disasters,
- Mobilizing agencies that have the capabilities to support,
- Providing prompt and effective response to the disaster,
- Lessening the hardships by aiding the individuals, and
- Providing for recovery to normal conditions

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

Scope and Applicability
The LEOP 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 LEOP also provides the basis to initiate long-term community recovery and mitigation activities.

The LEOP:

- Establishes fundamental policies, program strategies, and assumptions for a countywide 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 the county will initiate, in coordination with state and federal counterparts as appropriate, regardless of the magnitude of the disaster
Incident Management Activities

The LEOP addresses the full spectrum of activities related to incident management, including prevention, preparedness, response, and recovery actions. The LEOP 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.

Authorities

Various statutory authorities, regulations and policies provide the basis for actions and activities in the context of domestic incident management. Nothing in the LEOP alters the existing authorities of individual departments and agencies. The LEOP 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

- Sedgwick County Resolution # 147-1995, dated 06/14/95, approving establishment of the Department of Emergency Management responsible for coordination of responses to disasters in Sedgwick County.

State

- 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 48-201 through 48-406, as amended. This state statute defines the Kansas state guard, Adjutant General powers and duties, calling out the militia, movement of state and national military forces, traffic control, and establishment and use of armories.
- 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 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 county emergency management directors/coordinators

**Federal**

- **National Response Framework.** 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).


**Key Concepts**

This section summarizes key concepts that are reflected throughout the LEOP 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
Demographics

Sedgwick County is situated in the South-Central portion of Kansas in the Arkansas River Valley. The April 1, 2000 U.S. Census indicated there were 452,869 residents (176,444 households) identified within a 1,008 square mile area or 449 persons per square mile. The county seat and largest city within the county is Wichita with a population of 344,284. According to 2008 estimates from the U.S. Census Bureau, Sedgwick County’s population increased to 482,863 and the City of Wichita to 366,046. Population growth within Sedgwick County has been approximately 12.5% since the 1990 U.S. Census, and a 13.2% increase for the city of Wichita. City of Wichita land area as of January 2000 was approximately 137 square miles or about 13.6% of Sedgwick County’s total land area.

Sedgwick County’s overall per capita personal income was identified in 1999 as $27,442 versus the State of Kansas average of $26,705. According to a 1997 model-based U.S. Census Bureau estimate, 11.3% or 51,174 persons were reported below the poverty level.

Susceptible populations within the county according to the census indicate almost 8% or 35,697 of the population are under age 5 and 11.4% or 51,574 of the population is age 65 or older. Individuals age 5 and older identified as having a disability (per U.S. Census Bureau definition) number approximately 73,458 or 16.2% of the population.

Other communities with populations over 1,000 within Sedgwick County using 2008 U.S. census Bureau estimates are as follows: Derby (22,517), Haysville (10,364), Bel Aire (6,797), Park City (7,787), Mulvane (5,866), Valley Center (6,521), Clearwater (2,405), Goddard (3,869), Maize (3,094), Cheney (2,033), Colwich (1,407), Sedgwick (1,667), and Kechi (1,753).

Sedgwick County is also part of the Metropolitan Statistics Area (MSA) that consists of Butler, Sumner and Harvey Counties. According to the 2008 U.S. Census Bureau estimate, a total of 603,716 reside within the Wichita MSA with an estimated annual increase of 0.5%.

Hazards Analysis Plan

The Sedgwick County Hazards Analysis Plan identifies 18 potential hazards facing the communities - whether they are natural, technological or national security related. The plan follows a three-step decision making process and is designed to consider all potential hazards within the planning district and to identify which hazards are of high priority and should be addressed in the emergency planning process. The three components or processes of the plan include:

Hazards Identification – Provides specific information on situations that have the potential for causing injury to life or damage to property and the environment due to a hazardous materials spill or release.

Vulnerability Analysis – Identifies areas in the community that may be affected or exposed, individuals in the community who may be subject to injury or death from certain specific hazardous materials, and what facilities, property, or environment may be susceptible to damage should a hazardous materials release occur.

Risk Assessment – An assessment by the community of the likelihood (probability) of an accidental release of a hazardous material and the actual consequences that might occur based on the estimated vulnerable zones. The risk analysis is a judgment of probability and severity of consequences based on the history of previous incidents, local experience, and the best available current technological information.

Based on the mean weighted scale of probable and catastrophic impact potentials, the top five hazards have been identified in Sedgwick County:
1. Flooding
2. Tornadoes and Storm Damage
3. Drought, Dams and Levees Breaches, and Fires
4. Pollution
5. Weapons of Mass Destruction and Civil Disturbances

The Sedgwick County Hazards Analysis Plan is available on-line at the following website: 
Planning Assumptions and Considerations

A disaster can occur with little or no warning, causing significant loss of life, environmental and economic damage. Sedgwick County will continue to be exposed to the hazards noted above, as well as others in the future.

Local government officials recognize their responsibilities regarding public safety and well-being. These same government officials recognize their responsibilities in the implementation of this local emergency plan.

If properly implemented, this plan will prevent or reduce disaster-related losses, most resources needed are available locally, and outside resources need coordination. Some of these situations may occur after implementation of warning and other preparedness measures, but others may occur with little or no warning.

If an act of war should occur, it would probably be after days or weeks of international tension that would allow such protective measures as evacuation and sheltering to be implemented.

This plan is designed as an all hazard plan. Most response activities in any specific situation, including those involving terrorist activities, overlay those of another situation.

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 county emergency management offices. 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 is responsible for emergency management in its jurisdictional boundaries and will conduct emergency operations according to established plans and procedures to include:

- Maintain 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 their political jurisdiction and those persons evacuating from outside into their 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

Sedgwick County’s disaster response resources are organized into ESFs. Each ESF is comprised of numerous agencies/organizations as well as regional 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. ESF planning team members are shown in Attachment 1. 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 research 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

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 and in Attachment 1.
**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 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 Framework (NRF)
- Manage and resolve all issues pertaining to a mass influx of illegal aliens
- Provide repatriation assistance to U.S. citizens evacuated from overseas areas
- Federal agencies which may be tasked to provide assistance include (but are not limited to): FEMA, US Coast Guard, US Department of Justice, Federal Bureau of Investigation, Federal Aviation Administration, National Transportation Safety Board, Department of Defense, and Department of Transportation

**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.
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 will trigger state and federal response measures from the earliest possible phase, in order to control dissemination and take appropriate eradication measures.

The responsibility for the safety and welfare of the residents of Sedgwick County rests with the respective local governments. This plan is based on the response at the lowest level of government. It should execute any and all inter-local agreements of cooperation between agencies within a jurisdiction. If the situation exceeds this level of government's capabilities, it will request additional assistance from both volunteer relief and governmental agencies. The Adjutant General's Department, Kansas Division of Emergency Management (KDEM), will assist and inform the Governor as to the status of the emergency; the Governor may make a declaration of a state emergency; the KDEM will coordinate other state agencies; and, if deemed necessary, request a Presidential Declaration from the Federal Emergency Management Agency (FEMA). This major declaration allows supplemental federal financial and technical assistance.

This plan is based on the concept that the emergency functions for the various tasked agencies will generally parallel their normal, day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.

Those day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the agency concerned.

This plan is concerned with all types of hazard situations that may develop in Sedgwick County and accounts for activities before, during and after the emergency situation develops.

Special needs for handicapped and elderly will be performed by each individual agency within their capability.

Emergency Operations

All governmental agencies in Sedgwick County have emergency functions in addition to their normal duties. Each agency has the responsibility to develop and maintain its own standard operating procedures (SOPs).

The function of government will be the same with the responsibility of all policy decision given to emergency management. Because of the unique requirements placed on the county during the crisis, additional guidance and resources need to be allocated. This will be the responsibility of the county organization with supplemental assignments given to existing agencies.

The responsibility for disaster functions is vested in the Chairman/Chair of the Board of County Commissioners (BoCC) for Sedgwick County, in accordance with the provisions of KSA 48-932 as amended.

If the disaster occurs within the city limits of Wichita, the Chairman/Chair may designate the City Manager of the City of Wichita, acting for the City Council of the City of Wichita, to carry out necessary disaster functions. One of these officials will assume the post of Chief Executive, depending upon the disaster occurring in the County or the City of Wichita. If the disaster affects both areas, the two officials will each assume Chief Executive posts for their respective areas and work jointly toward overcoming common problems. Based on the severity and magnitude of the situation, the BoCC may issue a Local Emergency Declaration. The final responsibility for all emergency management belongs to the local government officials. Although the officials are responsible for all policy-level decisions, the Director of the Sedgwick County Department of Emergency Management is empowered by the County Commissioners to coordinate all emergency management activities in Sedgwick County.
The Emergency Management Director is under the administration of the County Manager and makes routine decisions and advises the County Commissioners, County Manager, and Mayors on courses of action available for making major decisions. During the emergency response phase, the Director is responsible for activating the plan as appropriate including the proper functioning of the Emergency Operations Center. In addition, the Director acts as a liaison with local, state and federal officials.

Agency heads will retain control over their employees and equipment. Each agency will be responsible for its own standard operating procedures (SOPs) to be followed during response operations. Once activated it is the responsibility of the response agency to assign personnel to provide continuous (24-hour) manning of the EOC, emergency support services, shelter teams, etc., until the need no longer exists.

**Emergency Operations Center**

The Sedgwick County Emergency Operations Center (EOC) is the primary site for all emergency operations. It is located in the Public Safety building located at 714 N Main in Wichita, Kansas. In the event the Sedgwick County EOC should become unusable, an alternate EOC will be established at one of two predestinated alternate locations based on the need and desired location for the situation at hand.

EOC staffing will be determined by the nature and severity of the disaster. Only those specified persons, departments, and agencies having a role in responding to and recovery from the disaster will be required to be represented in the EOC as soon as possible following notification of the activation. In a major disaster or a wartime emergency, the EOC will be the center of local government for the duration of the crisis.

During emergency situations, certain agencies may wish to relocate their center of control to the EOC. During large-scale emergencies, the EOC will, in fact, become the seat of government for the duration of the crisis. The EOC will also serve as an integral component of the Multiagency Coordinating System (MACS) to support incident management policies and priorities, facilitate logistics support and resource tracking, inform resource allocation decisions using incident management priorities, coordinate incident management related information, and coordinate interagency and intergovernmental issues regarding incident management policies, priorities, and strategies.

**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 ICS, there are four functional sections as follows:

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

**INCIDENT COMMAND CHART**

**Coordination, Direction and Control**

**County level**

In case of an emergency/disaster situation, the impacted counties will coordinate the emergency response effort within their political jurisdictions (county and municipalities).

ICS and 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 Sedgwick 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
- Executive contracts and procuring 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 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 interagency 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 memoranda of understanding are essential components of emergency management planning, response, and recovery activities. These agreements provide reciprocal emergency aid and assistance during an emergency or disaster. They can increase available resources and improve response and recovery efforts.

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 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 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 NRF, the federal government provides assistance using 15 federal ESFs. These ESFs 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

Warnings

The possibility of a state emergency or federal disaster occurring with little warning requires that government and community agencies take automatic, predetermined actions under varying conditions. However, with advance warning, an established system of preparedness will assist with response actions.

Communication - Effective communications are essential to the success of any emergency operation. The Sedgwick County Emergency Communications Center conducts emergency communications on a daily basis. These organizations have communication with other jurisdictions in addition to the departments within Sedgwick County.

Warning - Efficient warning guidelines are also vital to emergency operations. In most situations, the Sedgwick County Emergency Communications Center has the capability to warn city and county public safety agencies on a 24-hour basis. Warnings can be transmitted and received via radio or telephone.

Warning the public about an emergency or disaster includes various means of communications, such as: Emergency Alert System (EAS), video scroll and alert weather radios, sirens, local media, emergency vehicle loudspeaker announcements, and the Sedgwick County Emergency Management web site’s Emergency Log.

Upon receipt of a warning, the Sedgwick County Emergency Communications Center activates the warning system, or Sedgwick County Emergency Management may activate from the EOC.

Kansas Division of Emergency Management (KDEM) may be of assistance with radio or telephone warnings and updates to other agencies and organizations.

The Sedgwick County Emergency Communications Center is the primary warning point for Pratt County. Upon notification of an emergency/disaster situation, the center will notify the Sedgwick County Emergency Management duty officer.

Warnings can be received via telephone or facsimile from the KDEM. Warnings can also be received by means of the following:

- Regional - National Weather Service
- Attack warnings by the National Warning System (NAWAS) direct from the North American Air Defense Command (NORAD), located near Colorado Springs, Colorado, or from the alternate warning center, National TWO Warning
Center, near Washington, D.C.

Emergency Alerting System (EAS)

Telephone or facsimile from the Kansas Emergency Management. Upon receipt of information, Sedgwick County Emergency Management will issue the appropriate warning, using necessary systems. Warnings will continue until such time as they are no longer required.

The primary point for initiating external notification processes is the Sedgwick County Emergency Management Office, 714 N Main, Wichita, Kansas. Upon receipt of information, Emergency Management will institute the external notifications system as appropriate. Warning Notifications are provided at the appropriate point in the process by the notification system in ESF 2-Communications.

There are several methods used to warn the populace of Sedgwick County in the event of an emergency/disaster situation:

- Outdoor Warning Systems - Fixed warning sirens are located throughout Sedgwick County. Siren location maps and coverage are shown [here](#). Sedgwick County Emergency Communications Center or Sedgwick County Emergency Management activates the outdoor warning sirens for the communities in Sedgwick County. Normal testing of the sirens are every Monday during clear sky conditions.
- Cable TV Group Alert - The cable over-ride warning system for Sedgwick County’s local cable is activated by calling Cox Communications in Wichita to provide scroll screen warnings to assist in notifying residents of alerts and emergencies.
- Door-to-Door - Personnel for conducting door-to-door notification of warning will be utilized from the uniformed members of the Sedgwick County Sheriff, Police, and Fire Departments within Sedgwick County.
- Weather Radio - Weather Alert Radio/Pagers are presently utilized to warn the schools, hospitals, and some nursing homes in the County.

In some areas, due to their remoteness and rural surroundings, additional warning must be provided. Methods utilized for this include vehicle mounted public address systems and door-to-door notification.

The following are the departments and their assignments regarding the responsibilities of notification.

**Sedgwick County Emergency Management**

- Relay severe weather warnings from the National Weather Service to emergency management volunteers and public.
- Provide notification of hazardous material incidents to the Kansas Division of Emergency Management.
- Request the media (television, cable TV or Radio) to assist in an on-going public awareness program of lifesaving measures to be taken concerning emergency or disaster events.
- Request the media to disseminate warning messages to the general public as rapidly as possible in the event of a pending or actual emergency.

**Sedgwick County / Municipal Fire Departments**

- Provide mobile public address units to supplement warning coverage and/or manpower for door-to-door warning, if possible.

**Sedgwick County Emergency Communications (911)**

- Provide communications necessary for the city and county governments to communicate to governmental entities as well as higher echelons of government and to support mutual aid communications to adjacent counties.
- Coordinate the operation of city and county government(s) communication systems as needed to fulfill a total emergency communication capability in the county.
- Assign personnel for proper operation of the communications center.

**Sedgwick County/Municipal Law Enforcement**
· Provide additional siren-equipped mobile units where necessary to supplement sound coverage in the event of activation of the outdoor warning system.
· Alert hospital, nursing home, schools, fire services, rescue squads, ambulances, other large institutional groups, private industry, and radio and television stations.
· Be responsible for the repair and maintenance of mobile siren units assigned to the particular law enforcement agency.
· Provide mobile public address units, if necessary.
· Provide manpower for door-to-door warning, if necessary.

Electronic Broadcast Media

· Provide programming on the commercial radio and television stations to inform the public as to the situation and actions to be taken.

Emergency Alert System (EAS)

· Provides civilian emergency radio support communications

Kansas National Guard

· Provide support communications through aircraft radio relay to the Guard units and public address systems.

Kansas Turnpike Authority

· Provides emergency information to KTA travelers.

Kansas Highway Patrol

· Provide warning through the State Emergency Alerting System (EAS) to radio and television stations for transmitting to the listening and viewing public.

Radio Amateur Civil Emergency Service (RACES)

· Assist in the early warning for communities and rural areas where no organized storm warning systems are available; and alert local law enforcement agencies of emergency situations.

Kansas Department on Aging

· This agency will provide for the needs of the elderly.

Flood Warning System

· The National Weather Service has established a network of rain and river gauges to collect data for flood warning purposes.
· If excessive rainfall occurs, the data is forwarded to NWS in Pleasant Hill, Mo. and the River Forecasting Center in Kansas City where flood predictions are made and if necessary warnings are issued.

Emergency Alerting System (EAS)

· The EAS provides a means for supplying emergency information to the public. It utilizes commercial radio and television broadcast services which are provided on a voluntary basis by the transmitting stations.
School Warning System

- Schools in Sedgwick County monitor weather conditions via commercial broadcast stations or S.A.M.E. technology NOAA weather radios. Also, many schools are located in close proximity to outdoor warning devices.
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

Local, tribal, private-sector and non-governmental organizations report threats, incidents, and potential incidents using established communications and reporting channels.

Preparedness

Preparedness activities include:

- Plan development and maintenance
- Public information
- Training and exercises

Plan Development and Maintenance

Responsibility

This plan is the principal source of documentation of Sedgwick County emergency management activities. Almost every agency of government has responsibility for developing and maintaining some parts of this plan. The Sedgwick County Emergency Management Director will carry out overall coordination of this process. The fact that the Kansas Division of Emergency Management and the Sedgwick County Department of Emergency Management coordinated the development of this plan should not be interpreted as relieving agency chiefs of their responsibilities for emergency planning on a continuing basis. The chief executives will approve major changes involving emergency management policy. Routine changes such as corrections, updated staffing lists, telephone lists, map annotations, reporting requirements, etc., may be made by the Sedgwick County Emergency Management Director.

This plan shall be effective upon approval of the Adjutant General's Department, Kansas Division of Emergency Management.

This plan will be executed upon order of the Sedgwick County Commissioners or, with their approval, the Emergency Management Director.

Procedures

Each agency department or organization with responsibilities under this plan will develop and maintain written procedures for carrying out their assigned tasks, and those operating procedures will be considered to be supplements to this plan.

Review

This plan and all annexes and procedures will be updated as the need for a change becomes apparent. Additionally, all portions of the plan including procedures will be thoroughly reviewed annually and appropriate changes made. The Sedgwick County Emergency Management Director will ensure that this review process is carried out on a timely basis.

Public Information

This plan shall be available electronically on the Sedgwick County government website for public viewing. The contents of
the plan are reflective of a general emergency operational content without specific operational guidelines and procedures which could compromise security information and procedures of a public agency which is covered under K.S.A. 45-221(12) of the Kansas Open Records Act (KORA). This section of the KORA states “Records of emergency or security information or procedures of a public agency, or plans, drawings, specifications or related information for any building or facility which is used for purposes requiring security measures in or around the building or facility or which is used for the generation or transmission of power, water, fuels or communications, if disclosure would jeopardize security of the public agency, building or facility.”

Training and Exercises

Training

Specialized training requirements are defined in the Operational Concepts section of each annex. Each department, agency or organization is responsible for ensuring its personnel are adequately trained and capable of carrying out their required tasks.

In order to be NIMS compliant, the following trainings are required for each respective Incident Command System (ICS) position:

ICS-400
- Area Command Functions
- Multi-Agency Coordination (MAC)
- Command & General Staff Positions
- EOC Managers

ICS 300 and ICS 800
- Division/Group Supervisors
- Branch Directors
- Leaders: Strike Team/Task Force
- EOC Staff

ICS 200
- Unit Leaders
- Single Resource Leaders

ICS 100 and ICS 700
- All Responders

If a plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The Emergency Management Director will brief officials about their roles in emergency management and this plan in particular.

Exercises
The conduct of exercises and drills for elements of this plan on an ongoing basis is essential to the maintenance of an emergency response capability and for ensuring the adequacy of this plan. The Emergency Management Director will develop and coordinate the overall exercise program. The exercising of the direction and control aspects of this plan should be conducted on an annual basis.

All exercises and drills will be critiqued and any identified planning or capability deficiency corrected on a timely basis.

All the organizations/agencies tasked in the EOP are responsible for insuring changes that need to be made based on drills, exercises or experiences that identify deficiencies in the plan.

**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 Sedgwick County Counselor’s Office will provide legal services to support the jurisdiction during emergency situations.

All local agencies and volunteer organizations are grouped into 15 ESFs 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 Sedgwick 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 Sedgwick 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 in the Public Safety building at 714 N Main in Wichita, Kansas. The EOC is the primary location from which emergency operations will be conducted under the direction and control of the Director of Emergency Management 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 Team (CRT) – 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)

- **National Flood Insurance Program (NFIP)** – The Department of Agriculture, Division of Water Resources (DWR), provides technical assistance to the public and communities on the NFIP. The NFIP provides flood insurance to communities that agree to implement land use planning and construction requirements to reduce flood damage in their jurisdiction. These land use and construction requirements apply to all new construction and substantial improvements to existing structures in the community’s Special Flood Hazard Areas (SFHAs).
- **Community Rating System (CRS)** – Additionally, DWR provides technical assistance to local communities on the CRS. The CRS is an integral part of the NFIP. Through reduced flood insurance premiums, the CRS provides incentives to communities that go beyond the minimum flood plain management requirements established through the NFIP.
- **Flood Mitigation Assistance 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

Authority of Succession

Governor - State of Kansas (K.S.A. 48-1204)

If the governor, under the constitution, is not able to exercise the powers and discharge the duties of the office, or is unavailable, an officer specified in K.S.A. 75-125 and amendments thereto, in the order of succession provided by that section, shall exercise the powers and duties of the office of governor.

If all such officers are not able or are unavailable to exercise the powers and discharge the duties of the office of governor, the secretary of state, or, if the secretary of state is not able or is unavailable, the attorney general, shall exercise the powers and discharge the duties of the office of governor until a new governor is elected and qualified or until a preceding named officer becomes able and available. No emergency interim successor of an officer specified in K.S.A. 75-125 and amendments thereto or in this section may serve as governor.

Delegation of Emergency Authority

The responsibility for disaster functions is vested in the Chairman/Chair of the Board of County Commissioners for Sedgwick County, in accordance with the provisions of KSA 48-932 as amended.

If the disaster occurs within the city limits of Wichita, the Chairman/Chair may designate the City Manager of the City of Wichita, acting for the City Council of the City of Wichita, to carry out necessary disaster functions. One of these officials will assume the post of Chief Executive, depending upon the disaster occurring in the County or the City of Wichita. If the disaster affects both areas, the two officials will each assume Chief Executive posts for their respective areas and work jointly toward overcoming common problems.

The final responsibility for all emergency management belongs to the local government officials. Although the officials are responsible for all policy-level decisions, the Director of the Sedgwick County Department of Emergency Management is empowered by the County Commissioners to coordinate all emergency management activities in Sedgwick County.

Emergency Management Director

The Emergency Management Director is under the administration of the County Manager and makes routine decisions and advises the County Commissioners, County Manager, and Mayors on courses of action available for making major decisions. The County Emergency Manager is expressly delegated the authority to make changes and update the Sedgwick County Local Emergency Operations Plan without the senior official's signature.

Line of succession to the Emergency Management Director will be the Deputy Director, the Emergency Management Planning Officer, and finally the Emergency Management Training and Exercise Officer.

Individual Agencies

Lines of succession in each of the agencies are according to their own SOPs.

Depending on the nature of the emergency or disaster, certain services may be suspended or changed significantly. Example: trash collection, public transportation, and sales of fire arms and liquor.

The circumstances under which pre-delegated authorities (i.e., resolutions, inter-local agreements of cooperation, etc.) would become effective, and when they would be terminated will be indicated in this plan and/or as a part of the
individual agencies standard operating procedures (SOPs).

**Emergency Actions**

During the emergency response phase, the Emergency Management Director is responsible for activating the plan as appropriate including the proper functioning of the EOC. In addition, the Director acts as a liaison with local, state and federal officials.

**Preservation of Records**

It is the responsibility of the elected officials to ensure that all legal documents of both a public and private nature recorded by a designated official (i.e., city clerk, tax appraiser, tax collector) be protected and preserved in accordance with applicable state and local laws. (Examples include: ordinances, resolutions, minutes of meetings, land deeds, and tax records).

Storage for vital records is located in the County Courthouse, City Halls and off-site locations as directed by the proper officials.

**Protection of Government Resources**

Primary and Support Agencies, per each Emergency Support Function, are responsible for safeguarding government resources.
Administration and Support

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.

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. In accordance with K.S.A. 48-932, as amended (State of Local Disaster Emergency; effect; powers and duties of County and City Officials) the declaration of a local emergency, issued by the BoCC, may suspend selected rules and regulations that impede emergency response and recovery operations.

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.

Consumer Protection

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

Nondiscrimination

There will be no discrimination on grounds of race, color, religion, nationality, sex, age or economic status in the execution of emergency management functions. The policy applies equally to all levels of government, contractors and labor unions.

Duplication of Benefits

No person, business concern or other entity will receive assistance with respect to any loss of which he/she has received financial assistance under any other program or for which he/she has received insurance or other compensation.

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.

Expenditures and Recordkeeping

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 LEOP 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 Sedgwick County 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 Sedgwick County Emergency Management Director is responsible for coordinating an annual review of the LEOP by all agencies involved. Tasked agencies will make notification of necessary changes. These changes may be approved by the Sedgwick County Emergency Management Director without the senior official's signature.
Appendices to the Basic Plan

Promulgation

* [uploads/Promulgation.doc](uploads/Promulgation.doc)

Glossary of Term

**LINK TO GLOSSARY**

- List of Acronyms

**LINK TO ACRONYMS**

- Primary and Support Responsibilities Chart

  **ADMINISTRATION - PLANNING TEAM - VEIW 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**