# Planning Team

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<th>ESF Coordinator</th>
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Non-governmental Organizations: American Red Cross
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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); and, Action Planning and Resource tracking.

Scope

ESF #5 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 EOC and implementation of the Local Emergency Operations Plan (LEOP).

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

Policies

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

Concept of Operations

General

The Sedgwick County EOC, located in the Public Safety building at 714 N Main in Wichita, Kansas, 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 EOC is the key to successful response operation. The executive heads of government are responsible for their respective cities and the county. With decision-making together at one location, manpower and resources can be utilized more effectively. Coordination of activities will ensure that all those tasks are accomplished without duplication.

Phases of EOC Management

Mitigation

- Maintain and upgrade of the EOC.
- Provide adequate communications capabilities.
- Development of a training program for Emergency Management staff and representatives with EOC responsibilities should be done.

Preparedness

- Instruct officials and staff on EOC operations, for activation during potential, limited and full emergency operations.
- Maintain SOP for EOC activation.
- Maintain a constant schedule of testing, maintenance, exercises and repair of equipment to ensure an advanced state of readiness.
- All operational, logistical and administrative support personnel will report to the EOC or as instructed at activation to assigned duties.

Response

- Activate the EOC as necessary.
- Hold initial briefing for staff and announce briefing schedules for staff and media.
- Coordinate all operations through the EOC.
- Alert public and task agencies as necessary.
- Logistical and administrative support will be deployed to the disaster site based on request from command post or incident command.

Recovery

- Continue response operations as appropriate.
Begin recovery activities.
Maintain records and logs, and assemble expenditure data for submission to appropriate authorities for reimbursement.
Prepare necessary damage assessment reports.
Release unnecessary personnel and begin to deactivate the EOC.
Conduct critiques of operations and initiate changes as necessary.
Restock supplies.

The County EOC is equipped to communicate with the field, as well as with other local, State, Federal and private sector agencies by landline telephone, radio, facsimile and cellular telephone. There are 24 designated workstations located within the EOC for the following representatives (subject to change depending on the type, magnitude and location of the emergency):

- Sedgwick County Emergency Management
- Kansas National Guard/Kansas Division of Emergency Management (KDEM)
- Wichita Fire Department
- Sedgwick County Fire Department
- Wichita Police Department
- Sedgwick County Sheriff Office
- Sedgwick County Emergency Medical Services (EMS)
- Sedgwick County Emergency Medical Service System (EMSS)
- Sedgwick County Health Department/Metropolitan Medical Response System (MMRS)
- Sedgwick County Geographic Information Services (GIS)
- Wichita Public Works
- Sedgwick County Public Works
- Hospital Representative
- Wichita Metropolitan Transit Authority (MTA)
- Wichita Water Department
- Sedgwick Division of Information and Operations (DIO)
- Sedgwick County COMCARE
- Sedgwick County Purchasing Department/Finance
- Unified School District 259
- American Red Cross
- The Salvation Army
- United Way of the Plains (Room 104)
- City of Wichita Public Information Officer (Room 104)
- Sedgwick County Public Information Officer (Room 104)

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

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

Since routine emergencies can quickly grow into disasters, response agencies will keep the Emergency Management Department informed of escalating situations that may require EOC activation. If it is determined that the incident may exceed one operational period (12 hours), a determination will be made by EOC representatives on shift assignments. The County EOC may be activated or deactivated by the Sedgwick County Emergency Management Director or designee, or the Sedgwick County Public Safety Director or designee.

Sedgwick County Geographic Information Systems (GIS) assists emergency management personnel in responding to emergency events. The system is used to locate and record information pertaining to catastrophic impact, to plot the path of tornadoes, to assess the degree of damage, and to support disaster relief decision-making processes. GIS technology is able to assemble diverse types of data, and present the information in a database format, as a hard copy map, or an on-screen visual map display.

Sedgwick County GIS is comprised of ten personnel whose duties are to develop and maintain GIS data layers, develop end-user applications and support constituent GIS information needs. Sedgwick County publishes approximately 140 data layers; all layers are kept locally on the EOC GIS workstation to
facilitate GIS activities in an emergency.

The EOC will contain electronic maps of the State of Kansas, Sedgwick County and cities within Sedgwick County, including the general area. It also includes status boards required for tracking significant events/actions.

EOC Centric GIS Applications:

Stormtracker

Purpose

StormTracker is an application for tracking tornadoes and other emergencies. It is designed to run on the PC installed in EOC.

Description

StormTracker allows emergency operations personnel to track several components of a storm as they occur. Details such as storm path, observer reports, injuries, fatalities, and damage assessments can be easily added to a geographical representation of the affected area. Reports can be generated that include damage assessments by political district, HazMat sites affected, roads affected, and locations for setting up barricades.

StormTracker is a highly flexible application – the user navigates to a configuration file, which then specifies the locations of most dependencies.

Mobile Mapper

Purpose

MobileMapper2 is a mobile mapping application designed to run on the laptop PCs installed in the emergency services vehicles.

Description

MobileMapper2 is a VB.Net based application that utilizes the ESRI MapObjects 2.0 libraries to provide mapping capabilities in vehicles within the Public Safety departments. It uses standard published shape files and imagery.

MMRS Interactive Map Service

Purpose

The MMRS application is designed to assist citizens in locating their local pre-designated Neighborhood Distribution Center in the event of an incident that would require mass dispensing of emergency antibiotics or pharmaceuticals

Description

The application is provided to Internet website only and is designed to assist citizens in locating their local Neighborhood Distribution Center in the event of an incident that would require mass dispensing of emergency antibiotics or pharmaceuticals. The application provides for query, reporting, and display of the designated MMRS district for a given address. Roads, addresses, aerial photography, and other base map features are also included.

When information reaches the EOC, it will be recorded into an events log electronically or using preprinted (hard copy) forms. Sedgwick County Emergency Management 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.

Coordination and supervision of all emergency operations will be through the appropriate key EOC staff, or their representatives, in order to provide for the most efficient management of resources. Periodic briefings will be held during emergency operations with all executive heads and key 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.

Command Post/Multipurpose Staging Area(s) (CP/MSA)

A CP/MSA will be activated upon the direction of the Executive Group or Incident Commander. When activated, the CP/MSA will provide a base for coordinated field emergency operations; the location to be determined at the time based upon the following:
● Location of the emergency scene.
● Ample parking facilities.
● Capability for electrical power (or generator) hook-ups.
● Capability of tie-in to telephone lines for emergency telephones.

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

Alternate EOC

In the event the primary EOC becomes unusable, a pre-determined location for an alternate EOC will be designated, and all operations relocated.

Local Emergency Declaration

A declaration of local disaster / emergency may be declared in accordance with the terms of K.S.A. 48-932 et seq. by the Chairman of the Board of County Commissioners (BoCC). This allows the Chair of the BoCC to issue such directives and activate such local resources as are required to respond to the incident. (Example: Declaration of a snow emergency could implement a parking ban on designated streets and activate local snow removing equipment.)

● An Emergency Declaration may be issued by the Chair of the BoCC as outlined in K.S.A. 48-932 et seq. when it appears that response and recovery efforts will exceed normal local capabilities.
● Any order or declaration declaring, continuing, or terminating a disaster will be given prompt and general publicity through the Communications Director.
● Any disaster declaration will be filed promptly with the county clerk, Emergency Management Director, and the Kansas Division of Emergency Management.
● The effect of a Declaration of Local Emergency will be to activate response and recovery aspects of all applicable local and inter-jurisdictional emergency plans and to authorize the furnishing of aid and assistance.

Request for Assistance

● Sedgwick County will first implement mutual aid agreements of cooperation within the county. Agreements through K.S.A. 48-948 through 48-958 in conjunction with the Kansas Division of Emergency Management.
● In the event the available mutual aid agreement(s) is/are not sufficient to meet the needed requirements, the Chair of the BoCC through the Emergency Manager may request assistance from the state.
● Request for assistance from the state should be through the Emergency Management Director to The Adjutant General's Department, Division of Emergency Management. In anticipation of State involvement, local government should declare a State of Local Disaster Emergency.
● The Adjutant General's Department, Division of Emergency Management will review the request, evaluate the overall disaster situation, and recommend action to the Governor.

National Security/Terrorist Activities

● The primary responsibility for the safety and welfare of the residents of Sedgwick County and its communities rests with the respective governments.
● To fulfill this responsibility, the various local governments must individually and, where possible, jointly implement plans to ensure proper emergency actions are taken in a timely manner to provide care and support to the citizens.
● Upon receipt of an attack warning, primary actions include:
  ○ All public warning systems activated.
  ○ Sedgwick County does not have a public shelter program in effect. Residents should seek expedient type shelters. All citizens are urged to make shelter plans in advance.
  ○ Direct emergency shutdown operations of all industrial and nonessential utilities.

Organization

The EOC will be organized and staffed to support the ICS/NIMS operational structure described in this annex under Direction and Control. The organization and staffing of the EOC will be designed to provide a direction and control structure with the flexibility to adapt to the magnitude of any emergency situation. The EOC will be organized utilizing the major management model.

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

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
● Terrorism Incident
GUIDELINES FOR EOC ACTIVATION

The Director of Emergency Management or designee shall be responsible for the activation of the EOC. Notification of activation will be made by Emergency Management staff or Emergency Communications personnel (9-1-1).

Elected Officials, Managers, Department Heads/Alternates and Support Agencies will be notified at the level that they are listed. Anyone wishing to be advised at the level, other than which they are listed, should notify the Director of Emergency Management in writing. Every effort will be made to provide notification once the emergency services have been notified and staff or volunteers are available to make calls.

When contact has been made with the department, agency or support group contact person whose name is on file with the Director of Emergency Management, the person contacted shall be responsible for notifying his/her staff to report to the EOC in accordance with the operating procedures of their department, agency or support group.

LEVEL - 1

The Emergency Operations Center is activated at a Level I when there is a need to better manage internal resources and monitor situations as they depart from normal. One or more agencies may request this activation.

LEVEL - 2

The Emergency Operations Center is activated at a Level II when there is a need to bring resources from lateral units of government to actively intervene in an emergency. This level of activation normally occurs immediately after the impact of a disaster.

LEVEL - 3

The Emergency Operations Center is activated at a Level III when there is a need to consult with elected officials regarding policy issues, obtaining resources outside of Sedgwick County, or when there is a need to seek resources from the state, regional federal, or federal government. This level of activation would normally occur once the immediate threat to life and property has been taken care of.

EMERGENCY OPERATIONS CENTER ACTIVATION ALERT LIST

N=Notify of EOC Activation; O=Optional presence at EOC; R=Required to be at EOC

LEVEL - 1 ACTIVATION

R Emergency Management Director/Staff
N, O Director, Division of Public Safety

R Requesting agency or department

LEVEL - 2 ACTIVATION

R Sedgwick County Division of Public Safety Director
R Sedgwick County Sheriff/Staff
R Sedgwick County Fire Chief/Staff
R Emergency Medical Service Director/Staff
R Emergency Medical Service Systems Officer
R Wichita Police Chief/Staff
R Wichita Fire Chief/Staff
R Emergency Communications Director/Staff
R Division of Public Works Director/Staff
R Wichita Public Works Director/Staff
R Wichita Water Department Director/Staff
R Sedgwick County Public Health Department Director/Staff
R Sedgwick County Communications Director
R Wichita Public Information Officer
N, O Sedgwick County Manager/Staff
R Division of Information and Operations/Security
R Wichita Metropolitan Transit Authority Director/Staff
N, O Wichita City Manager/Staff
R American Red Cross
R The Salvation Army

R USD #259
R Sedgwick County Metropolitan Medical Response System Program Manager
R Geographic Information Systems Manager
R Sedgwick County Department of Purchasing Director
R Sedgwick County Coroner/Staff
O Sedgwick County Appraiser/Staff

LEVEL - 3 ACTIVATION
R Sedgwick County Manager/Staff
R City of Wichita Manager/Staff
R Chair, Board of County Commissioners
O County Commissioner(s) in impacted District(s)
R Mayor, City of Wichita
O Wichita City Council Member(s) in impacted District(s)

NOTE:

• Selected individuals/departments may be requested to respond to the EOC at a level other than which they are listed in lieu of a full activation of that level.

• Agencies may utilize the EOC at Level-1 to accomplish a specific mission (i.e. civil disturbance, fire, medical, etc.)

Notifications

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

Emergency information will be relayed to the EOC primarily from the 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

Direction and Control

The ICS and NIMS structure 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 ICS has five functional areas:

- Command
  - Operations
  - Logistics
  - Plans
  - Finance and Administration
  - Intelligence Section may be added depending on circumstances

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

During emergency operations, Sedgwick County’s executive heads (Commissioners, Mayor, department and agency heads) and the Emergency Management Director are responsible for all major decisions and operation of the EOC. All general telephone inquiries will be directed to the Emergency Management Director or designee. Under emergency conditions no member of the EOC will discuss operations with any member of the press unless the
Communications Director has given previous clearance.

Emergency lines of succession have been established to ensure the availability of a 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 County.

## Responsibilities

Sedgwick County policy is in full compliance with all state statutes and regulations governing the conduct of Emergency Management and Emergency Operations. Sedgwick County Resolution # 147-1995 dated 06-14-95, establishes the Sedgwick County Department of Emergency Management, and repealing the resolution relating to all previous resolutions regarding Civil Defense, Civil Preparedness, Division of Disaster Management, and the Department of Disaster Management. The Director of Sedgwick County Emergency Management is responsible to the County Manager and the Board of County Commissioners (BOCC) for the proper functioning of the Integrated Emergency Management System (IEMS) within the County.

The 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.
- Provide ongoing status reports as requested.
- When requested, deploy a representative to the County EOC to assist with ESF #4 activities.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work in the event that reimbursement from State and Federal government becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Perform other emergencies responsibilities as assigned.

## Administration and Support

### Support

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

### Agreements and Understandings

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

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

### Expenditures and Recordkeeping

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be coordinated through the Sedgwick County Division of Finance and the Purchasing Department.
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 County Emergency Management Director.

Attachments

- EOC functions chart
  [ICS Functions Chart]
- EOC Checklist of Actions
  [EOC Activation Checklist]
- Emergency/disaster event flow chart
  [EOC Chart and Login]
- EOC Seating Chart and Login Information
  [EOC Activation Chart]
- ICS and NIMS overview
  [ICS/NIMS Overview]
- Sample emergency declaration
  [Local Declaration]
- EOC staffing roster and contact information
  [Maintained at the EOC]
- EOC room layout diagram
  [Maintained at the EOC]
- Sample forms and logs
  [http://www.scxsl.info]
- Actions by Timeframe
  [LINK TO CHECKLIST]
- ICS Forms
  [LINK TO ICS FORMS]
- ICS Job Aids
  [LINK TO ICS JOB AIDS]
- ICS Position Checklists
  [LINK TO ICS POSITION CHECKLISTS]
FEMA ICS Resource Center Home Page

HTTP://WWW.TRAINING.FEMA.GOV/EMIWEB/IS/ICSRESOURCE/INDEX.HTM